

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 | 197053 -197224 | 2/28/2019 | \$ 530,436.84 |
| | | | \$ 530,436.84 |

Accounts Payable Report by GL Key

| PO # | Check # | Vendor: | Transaction Description | Check Amount |
|-------------------------------------------------|----------|-------------------------------|--------------------------------|--------------|
| <i>Org Key: 001000 - General Fund-Admin Key</i> | | | | |
| P0102749 | 00197209 | WA ST TREASURER'S OFFICE | JAN19 MI Court Transmittal | 4,893.82 |
| P0102750 | 00197209 | WA ST TREASURER'S OFFICE | JAN19 Newcastle Court Transmit | 3,822.95 |
| P0102749 | 00197209 | WA ST TREASURER'S OFFICE | JAN19 MI Court Transmittal | 2,393.87 |
| P0102750 | 00197209 | WA ST TREASURER'S OFFICE | JAN19 Newcastle Court Transmit | 2,291.99 |
| P0102749 | 00197209 | WA ST TREASURER'S OFFICE | JAN19 MI Court Transmittal | 2,068.40 |
| P0102750 | 00197209 | WA ST TREASURER'S OFFICE | JAN19 Newcastle Court Transmit | 1,151.03 |
| P0102791 | 00197100 | BISSONNETTE, CECI | Withdrew from summer camps | 950.00 |
| P0102749 | 00197209 | WA ST TREASURER'S OFFICE | JAN19 MI Court Transmittal | 589.76 |
| P0102790 | 00197136 | HILL INVESTMENT COMPANY | Rental FA-2505 cancelled. Retu | 579.00 |
| P0102750 | 00197209 | WA ST TREASURER'S OFFICE | JAN19 Newcastle Court Transmit | 486.29 |
| P0102822 | 00197122 | DOWN SYNDROME COMMUNITY | Rental FA-1931 completed. Retu | 400.00 |
| P0102788 | 00197135 | HELMS, SHELLEY | withdrew from camps | 400.00 |
| P0102821 | 00197145 | JUNIOR LEAGUE OF SEATTLE, THE | FA-2425 completed. Returning | 400.00 |
| P0102786 | 00197160 | MARSHALL, KYLIE | Rental FA-1731 completed. Retu | 400.00 |
| P0102749 | 00197209 | WA ST TREASURER'S OFFICE | JAN19 MI Court Transmittal | 294.35 |
| P0102783 | 00197107 | CHAN, YU | withdrew from Tai Chi classes | 283.00 |
| P0102749 | 00197209 | WA ST TREASURER'S OFFICE | JAN19 MI Court Transmittal | 275.37 |
| P0102785 | 00197144 | JONES, SHARON | Rental FA-2353 completed. Retu | 250.00 |
| P0102750 | 00197209 | WA ST TREASURER'S OFFICE | JAN19 Newcastle Court Transmit | 247.65 |
| P0102750 | 00197209 | WA ST TREASURER'S OFFICE | JAN19 Newcastle Court Transmit | 243.03 |
| P0102787 | 00197128 | FRANNET | Rental FA-2168 completed. Retu | 200.00 |
| P0102813 | 00197195 | STANFORD, CURTIS J | Returning rental fees | 200.00 |
| P0102749 | 00197209 | WA ST TREASURER'S OFFICE | JAN19 MI Court Transmittal | 198.10 |
| P0102749 | 00197209 | WA ST TREASURER'S OFFICE | JAN19 MI Court Transmittal | 198.09 |
| P0102857 | 00197209 | WA ST TREASURER'S OFFICE | Remit DEC 2018 Building Code F | 192.00 |
| P0102750 | 00197209 | WA ST TREASURER'S OFFICE | JAN19 Newcastle Court Transmit | 191.80 |
| P0102750 | 00197209 | WA ST TREASURER'S OFFICE | JAN19 Newcastle Court Transmit | 191.75 |
| P0102789 | 00197148 | KERN, JULIEN | camps cancelled | 179.00 |
| P0102749 | 00197209 | WA ST TREASURER'S OFFICE | JAN19 MI Court Transmittal | 176.86 |
| P0102814 | 00197168 | MINDFULNESS NORTHWEST | Payout credit on account | 166.50 |
| P0102749 | 00197209 | WA ST TREASURER'S OFFICE | JAN19 MI Court Transmittal | 148.40 |
| P0102749 | 00197209 | WA ST TREASURER'S OFFICE | JAN19 MI Court Transmittal | 111.04 |
| P0102750 | 00197209 | WA ST TREASURER'S OFFICE | JAN19 Newcastle Court Transmit | 93.56 |
| P0102749 | 00197209 | WA ST TREASURER'S OFFICE | JAN19 MI Court Transmittal | 68.56 |
| P0102750 | 00197209 | WA ST TREASURER'S OFFICE | JAN19 Newcastle Court Transmit | 63.43 |
| P0102784 | 00197189 | SHEPERSON, STACY | Refunding remaining 25 punch p | 56.12 |
| P0102750 | 00197209 | WA ST TREASURER'S OFFICE | JAN19 Newcastle Court Transmit | 53.21 |
| P0102782 | 00197173 | NATURAL GREENSCAPES | Rental FA-2224 completed. Retu | 50.00 |
| P0102749 | 00197209 | WA ST TREASURER'S OFFICE | JAN19 MI Court Transmittal | 31.14 |
| P0102749 | 00197209 | WA ST TREASURER'S OFFICE | JAN19 MI Court Transmittal | 25.58 |
| P0102750 | 00197209 | WA ST TREASURER'S OFFICE | JAN19 Newcastle Court Transmit | 15.14 |
| P0102750 | 00197209 | WA ST TREASURER'S OFFICE | JAN19 Newcastle Court Transmit | 11.17 |
| <i>Org Key: 402000 - Water Fund-Admin Key</i> | | | | |
| P0102763 | 00197133 | H D FOWLER | INVENTORY PURCHASES | 6,314.77 |
| P0102677 | 00197132 | GRAINGER | INVENTORY PURCHASES | 999.67 |
| P0102773 | 00197132 | GRAINGER | INVENTORY PURCHASES | 999.67 |
| P0102708 | 00197124 | EXCEL SUPPLY COMPANY | INVENTORY PURCHASES | 436.37 |
| P0102678 | 00197137 | HOME DEPOT CREDIT SERVICE | INVENTORY PURCHASES | 397.38 |

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| P0102768 | 00197132 | GRAINGER | INVENTORY PURCHASES | 213.64 |
| P0102650 | 00197132 | GRAINGER | INVENTORY PURCHASES | 152.86 |
| P0102599 | 00197183 | RKK CONSTRUCTION | 1701-238 Refund water service | 71.55 |
| <i>Org Key: 814072 - United Way</i> | | | | |
| | 00197205 | UNITED WAY OF KING CO | PAYROLL EARLY WARRANTS | 80.00 |
| <i>Org Key: 814074 - Garnishments</i> | | | | |
| | 00197109 | CLERK OF COURT | PAYROLL EARLY WARRANTS | 509.15 |
| | 00197204 | UNITED STATES TREASURY | PAYROLL EARLY WARRANTS | 285.13 |
| <i>Org Key: 814075 - Mercer Island Emp Association</i> | | | | |
| | 00197162 | MI EMPLOYEES ASSOC | PAYROLL EARLY WARRANTS | 315.00 |
| <i>Org Key: 814085 - GET Program Deductions</i> | | | | |
| | 00197131 | GET Washington | PAYROLL EARLY WARRANT | 250.00 |
| <i>Org Key: CA1100 - Administration (CA)</i> | | | | |
| P0102743 | 00197179 | RELX INC DBA LEXISNEXIS | Library Subscriptions - Invoic | 317.90 |
| P0102765 | 00197161 | MARTEN LAW | Professional Services - Honeyw | 305.41 |
| | 00197206 | US BANK CORP PAYMENT SYS | Office Supplies | 135.10 |
| | 00197206 | US BANK CORP PAYMENT SYS | Transportation from Superior C | 9.61 |
| | 00197206 | US BANK CORP PAYMENT SYS | Transportation to Superior Cou | 9.24 |
| <i>Org Key: CA1200 - Prosecution & Criminal Mngmnt</i> | | | | |
| P0102744 | 00197169 | MOBERLY AND ROBERTS | Professional Services - Prosec | 6,150.00 |
| P0102742 | 00197138 | HONEYWELL, MATTHEW V | Professional Services - Invoic | 1,700.00 |
| <i>Org Key: CM1100 - Administration (CM)</i> | | | | |
| | 00197206 | US BANK CORP PAYMENT SYS | AWC City Action Days: Underwoo | 400.00 |
| | 00197206 | US BANK CORP PAYMENT SYS | A. Spietz 2019 Dues | 315.00 |
| | 00197206 | US BANK CORP PAYMENT SYS | City Clerk office supplies | 85.54 |
| | 00197206 | US BANK CORP PAYMENT SYS | City Clerk office supplies | 48.82 |
| | 00197206 | US BANK CORP PAYMENT SYS | Office Supplies | 34.56 |
| | 00197206 | US BANK CORP PAYMENT SYS | J. Underwood 2019 Dues | 30.00 |
| | 00197206 | US BANK CORP PAYMENT SYS | City Clerk office supplies | 14.04 |
| <i>Org Key: CM1200 - City Clerk</i> | | | | |
| P0102684 | 00197150 | KING COUNTY FINANCE | 2018 Voter Registration | 71,805.04 |
| P0102685 | 00197150 | KING COUNTY FINANCE | 2018 General Election Voters' | 1,216.52 |
| | 00197206 | US BANK CORP PAYMENT SYS | WMCA Conference Registration - | 400.00 |
| P0102806 | 00197193 | SOUND PUBLISHING INC | Ntc: 1/23 Ord. No. 19C-01 2306 | 62.48 |
| P0102806 | 00197193 | SOUND PUBLISHING INC | Ntc: 1/23 Ord. No. 19C-02 2306 | 59.88 |
| P0102806 | 00197193 | SOUND PUBLISHING INC | Ntc: 1/30 Special Mtg Council | 57.30 |
| <i>Org Key: CM1400 - Communications</i> | | | | |
| | 00197206 | US BANK CORP PAYMENT SYS | Commercial Music License | 20.00 |
| <i>Org Key: CO6100 - City Council</i> | | | | |
| P0102756 | 00197098 | BEARD, MARILYNNE | 2019 Council Planning Session | 2,520.00 |
| | 00197206 | US BANK CORP PAYMENT SYS | Council Planning Session Meal | 364.26 |
| | 00197206 | US BANK CORP PAYMENT SYS | 1/15 Council Meeting Meal | 268.84 |
| | 00197206 | US BANK CORP PAYMENT SYS | AWC City Action Days - Bertlin | 200.00 |
| | 00197206 | US BANK CORP PAYMENT SYS | AWC Mayors Exchange - Bertlin | 50.00 |

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| | 00197206 | US BANK CORP PAYMENT SYS | SCA Networking Meeting 1/30 - | 50.00 |
| | 00197206 | US BANK CORP PAYMENT SYS | SCA Networking Meeting - Weike | 50.00 |
| | 00197206 | US BANK CORP PAYMENT SYS | Council Planning Session Meal | 37.65 |
| | 00197206 | US BANK CORP PAYMENT SYS | Council Planning Session Meal | 37.29 |
| | 00197206 | US BANK CORP PAYMENT SYS | Council Planning Session Meal | 30.98 |
| | 00197206 | US BANK CORP PAYMENT SYS | Council Planning Session Meal | 12.47 |
| <i>Org Key: CO6500 - Sister City Program</i> | | | | |
| P0102569 | 00197083 | SISTER CITIES INTERNATIONAL | 2019 Membership Dues | 440.00 |
| <i>Org Key: CR1100 - Human Resources</i> | | | | |
| | 00197206 | US BANK CORP PAYMENT SYS | Operating Supplies | 450.00 |
| | 00197206 | US BANK CORP PAYMENT SYS | Operating Supplies | 100.00 |
| | 00197206 | US BANK CORP PAYMENT SYS | Operating Supplies | 50.00 |
| | 00197206 | US BANK CORP PAYMENT SYS | Operating Supplies | 45.00 |
| | 00197206 | US BANK CORP PAYMENT SYS | Operating Supplies | 45.00 |
| <i>Org Key: CT1100 - Municipal Court</i> | | | | |
| P0102844 | 00197141 | INTERCOM LANGUAGE SERVICES INC | intercom invoice #19-53 - | 260.00 |
| P0102706 | 00197141 | INTERCOM LANGUAGE SERVICES INC | intercom invoice #19-45 | 130.00 |
| P0102648 | 00197156 | LANGUAGE LINE SERVICES | language line invoice #4492589 | 22.65 |
| <i>Org Key: DS1100 - Administration (DS)</i> | | | | |
| | 00197206 | US BANK CORP PAYMENT SYS | Computer Supplies | 328.90 |
| | 00197206 | US BANK CORP PAYMENT SYS | Operating Supplies | 250.00 |
| | 00197206 | US BANK CORP PAYMENT SYS | Operating Supplies | 192.90 |
| | 00197206 | US BANK CORP PAYMENT SYS | Operating Supplies | 190.89 |
| | 00197206 | US BANK CORP PAYMENT SYS | Operating Supplies | 93.62 |
| | 00197206 | US BANK CORP PAYMENT SYS | Operating Supplies | 70.00 |
| | 00197206 | US BANK CORP PAYMENT SYS | MBP.COM MERCHANT FEE | 54.10 |
| | 00197206 | US BANK CORP PAYMENT SYS | Operating Supplies | 12.09 |
| <i>Org Key: DS1200 - Bldg Plan Review & Inspection</i> | | | | |
| | 00197206 | US BANK CORP PAYMENT SYS | Operating Supplies | 1,205.60 |
| | 00197206 | US BANK CORP PAYMENT SYS | Operating Supplies | 750.00 |
| | 00197206 | US BANK CORP PAYMENT SYS | Operating Supplies | 375.00 |
| P0102748 | 00197194 | SOUND SAFETY PRODUCTS | SAFETY BOOTS & MISC. WORK CLOT | 264.55 |
| | 00197206 | US BANK CORP PAYMENT SYS | Operating Supplies | 11.42 |
| <i>Org Key: DS1300 - Land Use Planning Svc</i> | | | | |
| P0102806 | 00197193 | SOUND PUBLISHING INC | Ntc: 1/23 Public Hearing on Or | 93.59 |
| P0102806 | 00197193 | SOUND PUBLISHING INC | Ntc: 1/30 Shoreline Review 230 | 78.04 |
| P0102806 | 00197193 | SOUND PUBLISHING INC | Ntc: 1/30 RFP GIS Wetland Anal | 65.07 |
| <i>Org Key: DS1400 - Development Engineering</i> | | | | |
| | 00197206 | US BANK CORP PAYMENT SYS | Operating Supplies | 116.00 |
| <i>Org Key: FN1100 - Administration (FN)</i> | | | | |
| | 00197206 | US BANK CORP PAYMENT SYS | Dues & Subscriptions | 395.00 |
| | 00197206 | US BANK CORP PAYMENT SYS | Operating Supplies | 50.00 |
| <i>Org Key: FN4501 - Utility Billing (Water)</i> | | | | |
| P0102701 | 00197208 | VERIZON WIRELESS | CITYWORKS IPAD FOR JEEP | 40.01 |

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|------------------------------------------------------|----------|------------------------------|--------------------------------|--------------|
| <i>Org Key: FN4502 - Utility Billing (Sewer)</i> | | | | |
| P0102811 | 00197146 | KC RECORDER | SEWER LIEN RELEASE | 37.00 |
| <i>Org Key: FR1100 - Administration (FR)</i> | | | | |
| P0102732 | 00197153 | KRONOS | Telestaff Annual Support Servi | 3,889.31 |
| P0102734 | 00197198 | SYSTEMS DESIGN WEST LLC | Transport Billing Fees | 1,360.50 |
| | 00197206 | US BANK CORP PAYMENT SYS | Dog Sleds (1 for each station) | 550.00 |
| P0102729 | 00197211 | WASHINGTON FIRE CHIEFS | 2019 Annual Conference/Heitman | 500.00 |
| P0102730 | 00197152 | KROESENS UNIFORM COMPANY | Uniforms/Rostov | 492.01 |
| P0102380 | 00197113 | COMCAST | FIRE STATION 92 FIBER CIRCUIT | 414.71 |
| | 00197206 | US BANK CORP PAYMENT SYS | Supplies-FR Household | 381.15 |
| P0102722 | 00197182 | RICOH USA INC (FIRE) | Copier Rental/Fire | 320.87 |
| P0102726 | 00197117 | CULLIGAN SEATTLE WA | Water Service/Fire | 231.13 |
| | 00197206 | US BANK CORP PAYMENT SYS | Uniforms & Clothing | 220.00 |
| | 00197206 | US BANK CORP PAYMENT SYS | Dues & Subscriptions | 175.00 |
| P0102727 | 00197094 | ASPECT SOFTWARE INC | Telestaff Monthly Maintenance | 165.00 |
| | 00197206 | US BANK CORP PAYMENT SYS | Resistance Bands (complete set | 164.98 |
| | 00197206 | US BANK CORP PAYMENT SYS | Slam Ball Sets/Both Stations | 144.56 |
| P0102721 | 00197110 | COMCAST | Internet Charges/Fire | 72.40 |
| P0102718 | 00197181 | RICOH USA INC | Cost Per Copy/Fire | 63.02 |
| P0102719 | 00197164 | MI HARDWARE - FIRE | Stations/Grounds Supplies | 56.12 |
| | 00197206 | US BANK CORP PAYMENT SYS | Uniforms & Clothing | 39.88 |
| | 00197206 | US BANK CORP PAYMENT SYS | Supplies-FR Household | 27.50 |
| | 00197206 | US BANK CORP PAYMENT SYS | Pilot Pens | 20.55 |
| | 00197206 | US BANK CORP PAYMENT SYS | Operating Supplies | 15.00 |
| <i>Org Key: FR1200 - Fire Marshal</i> | | | | |
| | 00197206 | US BANK CORP PAYMENT SYS | Tuition & Registrations | 350.00 |
| | 00197206 | US BANK CORP PAYMENT SYS | Fire Code Class/Rostov | 250.00 |
| <i>Org Key: FR2100 - Fire Operations</i> | | | | |
| P0102731 | 00197185 | SEA WESTERN INC | Helmets/Shields/Passports | 8,184.22 |
| P0102730 | 00197152 | KROESENS UNIFORM COMPANY | Uniforms - Kennedy/Groscost/Ja | 1,177.06 |
| P0102733 | 00197208 | VERIZON WIRELESS | MDC Charges/Fire | 1,117.45 |
| P0102723 | 00197170 | MUNICIPAL EMERGENCY SERVICES | 30 Mask Hook Assembly | 603.62 |
| P0102720 | 00197159 | LN CURTIS & SONS | Boots/Petersen | 471.36 |
| P0102728 | 00197129 | GALLS LLC | FF Badge | 315.69 |
| | 00197206 | US BANK CORP PAYMENT SYS | Add'l 30 SCBA Thread Savers | 180.92 |
| | 00197206 | US BANK CORP PAYMENT SYS | SCBA Thread Savers | 180.92 |
| | 00197206 | US BANK CORP PAYMENT SYS | Stock AA Batteries | 136.00 |
| | 00197206 | US BANK CORP PAYMENT SYS | Shoe Shine Supplies/Station 91 | 34.06 |
| | 00197206 | US BANK CORP PAYMENT SYS | Operating Supplies | 10.28 |
| | 00197206 | US BANK CORP PAYMENT SYS | Operating Supplies | 10.24 |
| | 00197206 | US BANK CORP PAYMENT SYS | Operating Supplies | 6.90 |
| | 00197206 | US BANK CORP PAYMENT SYS | Operating Supplies | 6.90 |
| <i>Org Key: FR2400 - Fire Suppression</i> | | | | |
| P0102719 | 00197164 | MI HARDWARE - FIRE | Tech Rescue Supplies | 80.73 |
| P0102719 | 00197164 | MI HARDWARE - FIRE | Bar/Chain Oil | 24.70 |
| <i>Org Key: FR2500 - Fire Emergency Medical Svcs</i> | | | | |
| P0102724 | 00197092 | AIRGAS USA LLC | Oxygen/Fire | 129.47 |

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| PO # | Check # | Vendor: | Transaction Description | Check Amount |
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| P0102725 | 00197197 | STERICYCLE INC | On-Call Charges/Fire | 10.36 |
| <i>Org Key: GGM001 - General Government-Misc</i> | | | | |
| P0102757 | 00197125 | FALCONER GROUP, THE | 2018 CM Performance Evaluation | 5,040.00 |
| P0102380 | 00197113 | COMCAST | CITY HALL BACKUP INTERNET | 851.61 |
| P0102804 | 00197123 | DUNBAR ARMORED | FEB19 Armored Car Service | 645.80 |
| P0102379 | 00197110 | COMCAST | CITY HALL HIGH SPEED INTERNET | 111.45 |
| P0102775 | 00197224 | ZEE MEDICAL | Medical supply cabinet refill | 102.66 |
| <i>Org Key: GGM004 - Gen Govt-Office Support</i> | | | | |
| P0102805 | 00197114 | CONFIDENTIAL DATA DISPOSAL | Confidential data destruction | 210.00 |
| <i>Org Key: GGM005 - Genera Govt-LI Retiree Costs</i> | | | | |
| | 00197073 | LEOFF HEALTH & WELFARE TRUST | March 19 Police Retiree Medica | 6,289.08 |
| | 00197072 | LEOFF HEALTH & WELFARE TRUST | March 19 Fire Retiree Medical | 3,294.28 |
| | 00197068 | HILTNER, PETER | LEOFF1 Medicare Reimb | 556.00 |
| | 00197082 | SCHOENTRUP, WILLIAM | LEOFF1 Medicare Reimb | 483.60 |
| | 00197059 | CARLSON, LARRY | Medicare Reimbursement | 406.50 |
| P0102829 | 00197143 | JOHNSON, CURTIS | FRLEOFF1 Retiree Medical Expen | 295.00 |
| P0102752 | 00197118 | DEEDS, EDWARD G | LEOFF1 Retiree Medical Expense | 260.99 |
| | 00197084 | SMITH, RICHARD | LEOFF1 Medicare Reimb | 223.10 |
| | 00197067 | HAGSTROM, JAMES | LEOFF1 Medicare Reimb | 216.50 |
| | 00197056 | BARNES, WILLIAM | LEOFF1 Medicare Reimb | 211.50 |
| | 00197061 | DEEDS, EDWARD G | LEOFF1 Medicare Reimb | 211.50 |
| P0102754 | 00197104 | CALLAGHAN, MICHAEL | LEOFF1 Retiree Medical Expense | 194.36 |
| | 00197066 | GOODMAN, J C | LEOFF1 Medicare Reimb | 194.20 |
| | 00197088 | WHEELER, DENNIS | LEOFF1 Medicare Reimb | 181.70 |
| | 00197064 | ELSOE, RONALD | LEOFF1 Medicare Reimb | 169.50 |
| | 00197054 | ADAMS, RONALD E | LEOFF1 Medicare Reimb | 169.30 |
| | 00197055 | AUGUSTSON, THOR | LEOFF1 Medicare Reimb | 168.00 |
| | 00197057 | BOOTH, GLENDON D | LEOFF1 Medicare Reimb | 168.00 |
| | 00197062 | DEVENY, JAN P | LEOFF1 Medicare Reimb | 168.00 |
| | 00197071 | KUHN, DAVID | LEOFF1 Medicare Reimb | 168.00 |
| | 00197086 | WALLACE, THOMAS | LEOFF1 Medicare Reimb | 165.90 |
| | 00197058 | CALLAGHAN, MICHAEL | LEOFF1 Medicare Reimb | 164.40 |
| | 00197069 | JOHNSON, CURTIS | LEOFF1 Medicare Reimb | 163.70 |
| | 00197075 | LOISEAU, LERI M | LEOFF1 Medicare Reimb | 162.10 |
| | 00197081 | RUCKER, MANORD J | LEOFF1 Medicare Reimb | 162.10 |
| | 00197063 | DOWD, PAUL | LEOFF1 Medicare Reimb | 159.40 |
| P0102830 | 00197102 | BOOTH, GLENDON D | LEOFF1 Retiree Medical Expense | 158.95 |
| | 00197074 | LEOPOLD, FREDERIC | LEOFF1 Medicare Reimb | 156.60 |
| | 00197053 | ABBOTT, RICHARD | LEOFF1 Medicare Reimb | 151.60 |
| | 00197087 | WEGNER, KEN | LEOFF1 Medicare Reimb | 146.60 |
| | 00197077 | MYERS, JAMES S | LEOFF1 Medicare Reimb | 137.40 |
| | 00197080 | RAMSAY, JON | LEOFF1 Medicare Reimb | 136.20 |
| | 00197065 | FORSMAN, LOWELL | LEOFF1 Medicare Reimb | 135.50 |
| | 00197076 | LYONS, STEVEN | LEOFF1 Medicare Reimb | 134.30 |
| | 00197085 | THOMPSON, JAMES | LEOFF1 Medicare Reimb | 123.30 |
| P0102753 | 00197121 | DOWD, PAUL | LEOFF1 Retiree Medical Expense | 104.90 |
| P0102755 | 00197157 | LEOPOLD, FREDERIC | LEOFF1 Retiree Medical Expense | 90.58 |
| P0102794 | 00197171 | MYERS, JAMES S | LEOFF1 Retiree Medical Expense | 50.72 |

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| | 00197079 | PROVOST, ALAN | LEOFF1 Medicare Reimb | 28.70 |
| <i>Org Key: GGM606 - Excess Retirement-Fire</i> | | | | |
| | 00197056 | BARNES, WILLIAM | LEOFF1 Excess Benefit | 1,604.31 |
| | 00197060 | COOPER, ROBERT | LEOFF1 Excess Benefit | 1,566.16 |
| | 00197079 | PROVOST, ALAN | LEOFF1 Excess Benefit | 1,449.36 |
| | 00197069 | JOHNSON, CURTIS | LEOFF1 Excess Benefit | 837.28 |
| | 00197082 | SCHOENTRUP, WILLIAM | LEOFF1 Excess Benefit | 824.19 |
| | 00197080 | RAMSAY, JON | LEOFF1 Excess Benefit | 448.41 |
| <i>Org Key: GX9996 - Employee Benefits-Police</i> | | | | |
| | 00197073 | LEOFF HEALTH & WELFARE TRUST | March 19 Police Medical | 58,125.10 |
| <i>Org Key: GX9997 - Employee Benefits-Fire</i> | | | | |
| | 00197072 | LEOFF HEALTH & WELFARE TRUST | March 19 Fire Medical | 63,280.86 |
| <i>Org Key: IS1100 - IGS Mapping</i> | | | | |
| | 00197206 | US BANK CORP PAYMENT SYS | Office Supplies | 50.24 |
| | 00197206 | US BANK CORP PAYMENT SYS | Operating Supplies | 30.48 |
| <i>Org Key: IS2100 - IGS Network Administration</i> | | | | |
| P0102682 | 00197108 | CI SECURITY | BIENNIAL SECURITY AUDIT | 8,800.00 |
| P0102518 | 00197190 | SHI INTERNATIONAL CORP | 2019 Server Standard Licenses | 3,664.57 |
| | 00197206 | US BANK CORP PAYMENT SYS | Computer Supplies | 1,094.50 |
| | 00197206 | US BANK CORP PAYMENT SYS | Operating Supplies | 1,029.60 |
| P0102514 | 00197106 | CDW GOVERNMENT INC | RSA VPN Renewal | 994.62 |
| | 00197206 | US BANK CORP PAYMENT SYS | Operating Supplies | 594.00 |
| | 00197206 | US BANK CORP PAYMENT SYS | Operating Supplies | 395.00 |
| | 00197206 | US BANK CORP PAYMENT SYS | Operating Supplies | 156.65 |
| | 00197206 | US BANK CORP PAYMENT SYS | Computer Supplies | 131.98 |
| P0102699 | 00197218 | WIMACTEL INC | POLICE LOBBY PAY PHONE | 60.50 |
| | 00197206 | US BANK CORP PAYMENT SYS | Operating Supplies | 55.51 |
| | 00197206 | US BANK CORP PAYMENT SYS | Computer Supplies | 54.94 |
| | 00197206 | US BANK CORP PAYMENT SYS | Operating Supplies | 41.00 |
| | 00197206 | US BANK CORP PAYMENT SYS | Operating Supplies | 33.61 |
| | 00197206 | US BANK CORP PAYMENT SYS | Computer Supplies | 32.97 |
| | 00197206 | US BANK CORP PAYMENT SYS | Operating Supplies | 32.29 |
| | 00197206 | US BANK CORP PAYMENT SYS | Operating Supplies | 22.23 |
| <i>Org Key: MT2100 - Roadway Maintenance</i> | | | | |
| | 00197206 | US BANK CORP PAYMENT SYS | Operating Supplies | 306.90 |
| P0102712 | 00197167 | MI UTILITY BILLS | PAYMENT OF UTILITY BILLS FOR W | 91.19 |
| | 00197206 | US BANK CORP PAYMENT SYS | Operating Supplies | 82.32 |
| | 00197206 | US BANK CORP PAYMENT SYS | Operating Supplies | 31.89 |
| P0102673 | 00197224 | ZEE MEDICAL | FIRST AID SUPPLIES | 9.67 |
| <i>Org Key: MT2200 - Vegetation Maintenance</i> | | | | |
| P0102673 | 00197224 | ZEE MEDICAL | FIRST AID SUPPLIES | 8.28 |
| <i>Org Key: MT2300 - Planter Bed Maintenance</i> | | | | |
| P0102712 | 00197167 | MI UTILITY BILLS | PAYMENT OF UTILITY BILLS FOR W | 492.43 |
| P0102673 | 00197224 | ZEE MEDICAL | FIRST AID SUPPLIES | 9.67 |

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| PO # | Check # | Vendor: | Transaction Description | Check Amount |
|------------------------------------------------------|----------|-------------------------------|--------------------------------|--------------|
| <i>Org Key: MT3100 - Water Distribution</i> | | | | |
| P0102712 | 00197167 | MI UTILITY BILLS | PAYMENT OF UTILITY BILLS FOR W | 1,598.53 |
| P0102631 | 00197120 | DITCH WITCH WEST | HOSE, OILER ASSEMBLY & COUPLER | 683.37 |
| P0102771 | 00197103 | BSK ASSOCIATES | UCMR4 | 600.00 |
| | 00197206 | US BANK CORP PAYMENT SYS | J Auckland CCS Pre Certificati | 475.00 |
| P0102655 | 00197120 | DITCH WITCH WEST | SERVICE HOLE HOG | 338.96 |
| | 00197206 | US BANK CORP PAYMENT SYS | UPS Boat Ramp Analyzer | 194.70 |
| P0102768 | 00197132 | GRAINGER | PROPANE TORCH | 105.24 |
| P0102630 | 00197196 | STAR RENTAL | ASPHALT CUTTER | 82.59 |
| | 00197206 | US BANK CORP PAYMENT SYS | Desk Name Plates | 41.58 |
| P0102630 | 00197196 | STAR RENTAL | RESHARPING FEE | 20.35 |
| P0102673 | 00197224 | ZEE MEDICAL | FIRST AID SUPPLIES | 9.67 |
| <i>Org Key: MT3150 - Water Quality Event</i> | | | | |
| P0102808 | 00197134 | HACH COMPANY | REAGENT SET, CHLORINE FREE | 253.66 |
| P0102808 | 00197134 | HACH COMPANY | DPD FREE CHLORINE, 10-ML POWDE | 253.68 |
| P0102772 | 00197202 | TOKAY SOFTWARE | JANUARY 2019 WEB TEST REPORTS | 5.00 |
| <i>Org Key: MT3200 - Water Pumps</i> | | | | |
| P0102770 | 00197187 | SEQUOYAH ELECTRIC LLC | EMERGENCY REPAIR | 1,545.59 |
| P0102774 | 00197192 | SME SOLUTIONS LLC | RESERVOIR TANK GAUGE REPAIR | 635.15 |
| P0102673 | 00197224 | ZEE MEDICAL | FIRST AID SUPPLIES | 8.28 |
| <i>Org Key: MT3300 - Water Associated Costs</i> | | | | |
| P0102747 | 00197220 | WORKWEAR PLACE, THE | MISC. WORK CLOTHES | 167.75 |
| <i>Org Key: MT3400 - Sewer Collection</i> | | | | |
| P0102735 | 00197147 | KENT D BRUCE CO LLC | REAR TRUCK BED DRAWER SYSTEM F | 1,583.99 |
| P0102712 | 00197167 | MI UTILITY BILLS | PAYMENT OF UTILITY BILLS FOR W | 862.57 |
| P0102745 | 00197175 | PACIFIC SAFETY SUPPLY INC | ROLL UP SIGNS (3-UTILITY WORK | 726.00 |
| P0102745 | 00197175 | PACIFIC SAFETY SUPPLY INC | SIGN,36",BUCKLE,1" POST,FLAGS | 264.00 |
| P0102745 | 00197175 | PACIFIC SAFETY SUPPLY INC | STOP/SLOW SIGN W/HANDLE | 259.53 |
| P0102806 | 00197193 | SOUND PUBLISHING INC | Ntc: 1/30 RFP Sewer/Catch Basi | 59.89 |
| P0102745 | 00197175 | PACIFIC SAFETY SUPPLY INC | "LEFT" INSERT | 17.05 |
| P0102687 | 00197132 | GRAINGER | FULL BRIM HARD HAT | 10.67 |
| P0102673 | 00197224 | ZEE MEDICAL | FIRST AID SUPPLIES | 9.67 |
| <i>Org Key: MT3500 - Sewer Pumps</i> | | | | |
| P0102673 | 00197224 | ZEE MEDICAL | FIRST AID SUPPLIES | 9.67 |
| <i>Org Key: MT3600 - Sewer Associated Costs</i> | | | | |
| P0102746 | 00197216 | WHISTLE WORKWEAR | MISC. WORK CLOTHES | 194.47 |
| <i>Org Key: MT3800 - Storm Drainage</i> | | | | |
| P0102710 | 00197099 | BEST PARKING LOT CLEANING INC | 2018 ON CALL CCTV | 1,444.47 |
| P0102710 | 00197099 | BEST PARKING LOT CLEANING INC | 2018 ON CALL CCTV | 660.25 |
| P0102712 | 00197167 | MI UTILITY BILLS | PAYMENT OF UTILITY BILLS FOR W | 135.67 |
| P0102673 | 00197224 | ZEE MEDICAL | FIRST AID SUPPLIES | 9.67 |
| <i>Org Key: MT4150 - Support Services - Clearing</i> | | | | |
| P0102703 | 00197097 | AZTECA SYSTEMS LLC | 2019 CITYWORKS LICENSE RENEWAL | 36,300.00 |
| P0102717 | 00197207 | VERIZON WIRELESS | 2019 VERIZON WIRELESS | 3,040.21 |
| P0102601 | 00197214 | WEATHERNET LLC | JAN 2019 WEATHERNET SERVICE | 490.00 |

Accounts Payable Report by GL Key

| PO # | Check # | Vendor: | Transaction Description | Check Amount |
|----------------------------------------------------|----------|--------------------------------|--------------------------------|--------------|
| P0102601 | 00197214 | WEATHERNET LLC | FEB 2019 WETHERNET SERVCIE | 490.00 |
| P0102711 | 00197222 | XEROX CORPORATION | 2019 BASE AND METER COPIER SER | 485.98 |
| | 00197206 | US BANK CORP PAYMENT SYS | Operating Supplies | 292.56 |
| P0102795 | 00197219 | WORKSAFE SERVICE INC, A | Drug & Alcohol Testing; Inv 26 | 270.00 |
| | 00197206 | US BANK CORP PAYMENT SYS | 2019 Snow Storm Response | 214.41 |
| | 00197206 | US BANK CORP PAYMENT SYS | Tuition & Registrations | 125.00 |
| P0102657 | 00197111 | COMCAST | 2019 PW WIFI CONNECTION | 96.40 |
| | 00197206 | US BANK CORP PAYMENT SYS | Training | 70.00 |
| | 00197206 | US BANK CORP PAYMENT SYS | Operating Supplies | 35.19 |
| | 00197206 | US BANK CORP PAYMENT SYS | Employee Onboarding | 20.00 |
| | 00197206 | US BANK CORP PAYMENT SYS | MSWMAC Parking | 6.00 |
| Org Key: MT4200 - Building Services | | | | |
| P0102712 | 00197167 | MI UTILITY BILLS | PAYMENT OF UTILITY BILLS FOR W | 6,932.60 |
| P0102801 | 00197155 | LAKESIDE DOORS INC | REPAIR ENG DOOR FSF91 | 441.10 |
| P0102714 | 00197127 | FIRE PROTECTION INC | CITY BLDG FIRE & SEC MONITORIN | 399.00 |
| P0102694 | 00197142 | INTERIOR FOLIAGE CO, THE | CITY HALL INTERIOR LANDSCAPING | 282.70 |
| P0102695 | 00197142 | INTERIOR FOLIAGE CO, THE | CITY HALL INTERIOR LANDSCAPING | 219.45 |
| P0102656 | 00197186 | SECURITY SAFE & LOCK | PADLOCKS & REKEY FOR PW GATES | 80.03 |
| P0102675 | 00197163 | MI HARDWARE - BLDG | MISC. HARDWARE FOR JANUARY | 63.54 |
| | 00197206 | US BANK CORP PAYMENT SYS | Operating Supplies | 28.36 |
| P0102673 | 00197224 | ZEE MEDICAL | FIRST AID SUPPLIES | 8.28 |
| Org Key: MT4300 - Fleet Services | | | | |
| P0102779 | 00197130 | GENE MEYER TOWING | FL-0437 TOWING | 5,643.00 |
| P0102300 | 00197078 | OVERLAKE OIL | 2019 FUEL DELIVERY | 2,846.35 |
| P0102300 | 00197078 | OVERLAKE OIL | 2019 FUEL DELIVERY | 2,376.63 |
| P0102300 | 00197078 | OVERLAKE OIL | 2019 FUEL DELIVERY | 2,324.24 |
| P0102778 | 00197078 | OVERLAKE OIL | 2018 DECEMBER FUEL DELIVERY | 2,068.55 |
| P0102300 | 00197078 | OVERLAKE OIL | 2019 FUEL DELIVERY | 1,914.97 |
| P0102778 | 00197078 | OVERLAKE OIL | 2018 DECEMBER FUEL DELIVERY | 1,830.92 |
| P0102779 | 00197130 | GENE MEYER TOWING | FL-0456 TOWING | 1,735.80 |
| P0102626 | 00197192 | SME SOLUTIONS LLC | SHOP GAUGE REPAIR | 1,436.87 |
| P0102300 | 00197078 | OVERLAKE OIL | 2019 FUEL DELIVERY | 1,379.65 |
| P0102300 | 00197078 | OVERLAKE OIL | 2019 FUEL DELIVERY | 1,335.85 |
| P0102661 | 00197166 | MI SCHOOL DISTRICT #400 | 2019 MISD FUEL CONSUMPTION | 1,323.90 |
| P0102778 | 00197078 | OVERLAKE OIL | 2018 DECEMBER FUEL DELIVERY | 1,034.39 |
| P0102704 | 00197089 | GOODYEAR TIRE & RUBBER CO, THE | TIRE INVENTORY | 867.84 |
| P0102624 | 00197172 | NAPA AUTO PARTS | 2019 REAPIR PARTS/INVENTORY | 849.30 |
| P0102300 | 00197078 | OVERLAKE OIL | 2019 FUEL DELIVERY | 759.79 |
| P0102300 | 00197078 | OVERLAKE OIL | 2019 FUEL DELIVERY | 632.31 |
| P0102300 | 00197078 | OVERLAKE OIL | 2019 FUEL DELIVERY | 614.98 |
| P0102300 | 00197078 | OVERLAKE OIL | 2019 FUEL DELIVERY | 530.77 |
| P88915 | 00197070 | KIA MOTORS FINANCE | 6 MONTH LEASE EXTENSION | 263.96 |
| P0102654 | 00197093 | AMERIGAS-1400 | 2019 PROPANE DELIVERY | 210.07 |
| P0102300 | 00197078 | OVERLAKE OIL | 2019 FUEL DELIVERY | 181.65 |
| | 00197206 | US BANK CORP PAYMENT SYS | Public Fleet Management Associ | 123.60 |
| P0102673 | 00197224 | ZEE MEDICAL | FIRST AID SUPPLIES | 8.28 |
| | 00197206 | US BANK CORP PAYMENT SYS | Parks tolls | 2.75 |
| Org Key: MT4450 - Cust Resp - Clearing Acct | | | | |

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|------------------------------------------------------|----------|----------------------------|--------------------------------|--------------|
| P0102676 | 00197217 | WHISTLE WORKWEAR | SAFETY BOOTS & MISC. WORK CLOT | 333.44 |
| <i>Org Key: MT4501 - Water Administration</i> | | | | |
| | 00197206 | US BANK CORP PAYMENT SYS | Dues | 230.00 |
| | 00197206 | US BANK CORP PAYMENT SYS | Webinar | 35.00 |
| <i>Org Key: PO1100 - Administration (PO)</i> | | | | |
| P0102828 | 00197095 | AT&T MOBILITY | PD Phone Service | 209.21 |
| P0102810 | 00197188 | SHEPARD TRANSCRIPTION LLC | Transcription of interviews | 186.00 |
| | 00197206 | US BANK CORP PAYMENT SYS | Supplies for officer of the ye | 92.74 |
| | 00197206 | US BANK CORP PAYMENT SYS | Supplies for Officer of the Ye | 73.24 |
| | 00197206 | US BANK CORP PAYMENT SYS | Supplies for officer of the ye | 59.99 |
| | 00197206 | US BANK CORP PAYMENT SYS | Registration fee for training | 35.00 |
| | 00197206 | US BANK CORP PAYMENT SYS | Operating Supplies | 15.00 |
| | 00197206 | US BANK CORP PAYMENT SYS | Operating Supplies | 15.00 |
| | 00197206 | US BANK CORP PAYMENT SYS | Operating Supplies | 15.00 |
| | 00197206 | US BANK CORP PAYMENT SYS | Supplies for officer of the ye | 3.29 |
| <i>Org Key: PO1350 - Police Emergency Management</i> | | | | |
| | 00197206 | US BANK CORP PAYMENT SYS | Operating Supplies | 301.15 |
| P0102700 | 00197191 | SKYLINE COMMUNICATIONS INC | EOC INTERNET SERVICE | 206.55 |
| <i>Org Key: PO1700 - Records and Property</i> | | | | |
| P0102640 | 00197223 | XEROX CORPORATION | PD Admin Copier - Invoice # | 364.58 |
| P0102636 | 00197223 | XEROX CORPORATION | PD Records Copier - Invoice # | 206.45 |
| <i>Org Key: PO1900 - Jail/Home Monitoring</i> | | | | |
| P0102798 | 00197184 | SCORE | SCORE 2019 January Bill | 900.00 |
| <i>Org Key: PO2100 - Patrol Division</i> | | | | |
| P0102797 | 00197215 | WESTERN TIRE CHAIN | Patrol Tire Chains | 726.44 |
| | 00197206 | US BANK CORP PAYMENT SYS | Operating Supplies | 695.00 |
| | 00197206 | US BANK CORP PAYMENT SYS | Operating Supplies | 598.55 |
| P0102796 | 00197101 | BLACK KNIGHT EMBLEM & | PD Uniform Patches | 330.00 |
| | 00197206 | US BANK CORP PAYMENT SYS | Patrol Phone Chargers and chai | 218.84 |
| | 00197206 | US BANK CORP PAYMENT SYS | Patrol pants for new officer | 209.98 |
| | 00197206 | US BANK CORP PAYMENT SYS | Supplies for supervisor meetin | 130.35 |
| | 00197206 | US BANK CORP PAYMENT SYS | Four Patrol Phone cases | 123.37 |
| | 00197206 | US BANK CORP PAYMENT SYS | Patrol Phone mounts | 118.12 |
| | 00197206 | US BANK CORP PAYMENT SYS | Operating Supplies | 54.36 |
| | 00197206 | US BANK CORP PAYMENT SYS | Supplies for Supervisor Meetin | 39.91 |
| | 00197206 | US BANK CORP PAYMENT SYS | Operating Supplies | 37.44 |
| | 00197206 | US BANK CORP PAYMENT SYS | Supplies for supervisor meetin | 37.29 |
| | 00197206 | US BANK CORP PAYMENT SYS | Operating Supplies | 37.29 |
| | 00197206 | US BANK CORP PAYMENT SYS | Operating Supplies | 36.04 |
| | 00197206 | US BANK CORP PAYMENT SYS | Car Seat Safety Brochures | 30.00 |
| | 00197206 | US BANK CORP PAYMENT SYS | Operating Supplies | 30.00 |
| | 00197206 | US BANK CORP PAYMENT SYS | Patrol Phone case | 28.58 |
| | 00197206 | US BANK CORP PAYMENT SYS | Operating Supplies | 7.66 |
| <i>Org Key: PO2450 - Special Operations Team</i> | | | | |
| | 00197206 | US BANK CORP PAYMENT SYS | Registration fee for training | 473.00 |

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| PO # | Check # | Vendor: | Transaction Description | Check Amount |
|--------------------------------------------------|----------|--------------------------------|--------------------------------|--------------|
| <i>Org Key: PO3100 - Investigation Division</i> | | | | |
| | 00197206 | US BANK CORP PAYMENT SYS | 3 registrations WHIA annual co | 1,050.00 |
| P0102799 | 00197201 | THOMSON REUTERS - WEST | West Information Charges | 334.48 |
| <i>Org Key: PO3350 - School Resource Officer</i> | | | | |
| | 00197206 | US BANK CORP PAYMENT SYS | Annual dues for NSRO for Det. | 40.00 |
| <i>Org Key: PO4100 - Firearms Training</i> | | | | |
| | 00197206 | US BANK CORP PAYMENT SYS | Duty Ammo for new Officer | 85.77 |
| <i>Org Key: PO4300 - Police Training</i> | | | | |
| P0102800 | 00197116 | CRIMINAL JUSTICE TRAINING COMM | DT Level 2 Instructor course | 700.00 |
| | 00197206 | US BANK CORP PAYMENT SYS | Safety Summit Registration Orm | 100.00 |
| <i>Org Key: PR1100 - Administration (PR)</i> | | | | |
| P0102738 | 00197115 | CONSOLIDATED PRESS | Spring/Summer Camp guide print | 2,300.54 |
| P0102815 | 00197091 | US POSTMASTER | Postage for Spring/Summer Rec | 463.47 |
| P0102331 | 00197223 | XEROX CORPORATION | Lease and print/copy charges f | 222.96 |
| P0102740 | 00197208 | VERIZON WIRELESS | P&R monthly cell phone bill | 99.32 |
| | 00197206 | US BANK CORP PAYMENT SYS | P&R & YFS Online Marketing | 68.76 |
| | 00197206 | US BANK CORP PAYMENT SYS | Paper towel holders for Luther | 52.70 |
| | 00197206 | US BANK CORP PAYMENT SYS | Internet Access Fees | 39.99 |
| | 00197206 | US BANK CORP PAYMENT SYS | P&R online survey | 35.00 |
| | 00197206 | US BANK CORP PAYMENT SYS | Thank you cards for volunteers | 30.79 |
| | 00197206 | US BANK CORP PAYMENT SYS | Internet Access Fees | 14.00 |
| <i>Org Key: PR1500 - Urban Forest Management</i> | | | | |
| | 00197206 | US BANK CORP PAYMENT SYS | Natural Resources Retreat. Se | 108.14 |
| | 00197206 | US BANK CORP PAYMENT SYS | leadership training workshop | 35.00 |
| | 00197206 | US BANK CORP PAYMENT SYS | ANSI Standards Books - Pruning | 34.95 |
| P0102751 | 00197221 | WSDA-PESTICIDE MGMT DIV | Annual 2019 Pesticide License | 33.00 |
| <i>Org Key: PR2100 - Recreation Programs</i> | | | | |
| P0102666 | 00197176 | PARENTMAP | Summer ad | 1,146.00 |
| | 00197206 | US BANK CORP PAYMENT SYS | Camp Mercer Tickets for High T | 408.12 |
| | 00197206 | US BANK CORP PAYMENT SYS | Parent's Night Out supplies | 137.05 |
| | 00197206 | US BANK CORP PAYMENT SYS | Parent's Night Out supplies | 112.06 |
| | 00197206 | US BANK CORP PAYMENT SYS | Washington State Historical Mu | 100.00 |
| | 00197206 | US BANK CORP PAYMENT SYS | Camp Mercer Ticket deposit for | 100.00 |
| | 00197206 | US BANK CORP PAYMENT SYS | Camp Mercer Tickets for Fort N | 75.00 |
| | 00197206 | US BANK CORP PAYMENT SYS | scholarship rental | 56.56 |
| | 00197206 | US BANK CORP PAYMENT SYS | scholarship rental | 52.12 |
| | 00197206 | US BANK CORP PAYMENT SYS | adult trip, "Supper Club". | 34.60 |
| | 00197206 | US BANK CORP PAYMENT SYS | Adult Trip to Washington State | 22.62 |
| | 00197206 | US BANK CORP PAYMENT SYS | scholarship rental | 16.49 |
| | 00197206 | US BANK CORP PAYMENT SYS | scholarship rental | 13.41 |
| | 00197206 | US BANK CORP PAYMENT SYS | Parent's Night Out supplies | 13.19 |
| | 00197206 | US BANK CORP PAYMENT SYS | Parent's Night Out supplies | 3.29 |
| <i>Org Key: PR2104 - Special Events</i> | | | | |
| | 00197206 | US BANK CORP PAYMENT SYS | Letterboxing ceremony food | 60.46 |
| | 00197206 | US BANK CORP PAYMENT SYS | Letterboxing Ceremony supplies | 15.35 |

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| | 00197206 | US BANK CORP PAYMENT SYS | Letterboxing ceremony supplies | 14.29 |
| <i>Org Key: PR3500 - Senior Services</i> | | | | |
| | 00197206 | US BANK CORP PAYMENT SYS | Supplies for the "Beat the Win | 106.43 |
| P0102740 | 00197208 | VERIZON WIRELESS | P&R monthly cell phone bill | 74.73 |
| | 00197206 | US BANK CORP PAYMENT SYS | Prizes for the "Beat the Winte | 71.58 |
| | 00197206 | US BANK CORP PAYMENT SYS | Professional Services | 69.90 |
| | 00197206 | US BANK CORP PAYMENT SYS | Professional Services | 46.85 |
| | 00197206 | US BANK CORP PAYMENT SYS | Operating Supplies | 46.15 |
| | 00197206 | US BANK CORP PAYMENT SYS | Professional Services | 40.43 |
| | 00197206 | US BANK CORP PAYMENT SYS | Professional Services | 33.80 |
| | 00197206 | US BANK CORP PAYMENT SYS | Professional Services | 27.08 |
| | 00197206 | US BANK CORP PAYMENT SYS | Operating Supplies | 18.10 |
| | 00197206 | US BANK CORP PAYMENT SYS | Professional Services | 15.88 |
| | 00197206 | US BANK CORP PAYMENT SYS | Bingo Game template for the "B | 12.11 |
| | 00197206 | US BANK CORP PAYMENT SYS | Calendar for Senior Volunteers | 12.09 |
| | 00197206 | US BANK CORP PAYMENT SYS | Professional Services | 6.47 |
| | 00197206 | US BANK CORP PAYMENT SYS | Professional Services | 3.72 |
| <i>Org Key: PR4100 - Community Center</i> | | | | |
| P0102712 | 00197167 | MI UTILITY BILLS | PAYMENT OF UTILITY BILLS FOR W | 3,594.86 |
| P0102697 | 00197174 | PACIFIC AIR CONTROL INC | GYM AIR HANDLER REPAIR | 852.50 |
| P0102760 | 00197212 | WASHINGTON FITNESS SERV INC | quarterly service of exercise | 841.50 |
| P0102804 | 00197123 | DUNBAR ARMORED | FEB19 Armored Car Service | 641.01 |
| P0102473 | 00197222 | XEROX CORPORATION | Monthly lease charges for colo | 267.20 |
| P0102689 | 00197210 | WALTER E NELSON CO | 8 packages of Affinity Man Cra | 264.33 |
| P0102473 | 00197222 | XEROX CORPORATION | Use free for 12-21-18 to 1-20- | 227.55 |
| | 00197206 | US BANK CORP PAYMENT SYS | Microsoft Office Training DVD | 188.99 |
| | 00197206 | US BANK CORP PAYMENT SYS | compost bags for compost bins | 174.03 |
| P0102461 | 00197112 | COMCAST | MICEC - High Speed Connection | 165.78 |
| P0102714 | 00197127 | FIRE PROTECTION INC | CITY BLDG FIRE & SEC MONITORIN | 150.15 |
| | 00197206 | US BANK CORP PAYMENT SYS | supplies-coffee sales | 148.45 |
| | 00197206 | US BANK CORP PAYMENT SYS | cork boards for back office | 127.56 |
| | 00197206 | US BANK CORP PAYMENT SYS | Seattle Wedding Show- flower a | 109.99 |
| | 00197206 | US BANK CORP PAYMENT SYS | computer supplies for staff | 85.78 |
| | 00197206 | US BANK CORP PAYMENT SYS | leadership training workshop | 70.00 |
| | 00197206 | US BANK CORP PAYMENT SYS | shelves for back office suppli | 69.26 |
| | 00197206 | US BANK CORP PAYMENT SYS | Animoto subscription purchased | 66.00 |
| | 00197206 | US BANK CORP PAYMENT SYS | Propane | 65.97 |
| | 00197206 | US BANK CORP PAYMENT SYS | small tools for maintenance su | 62.67 |
| | 00197206 | US BANK CORP PAYMENT SYS | Easel.ly membership upgrade f | 49.00 |
| P0102674 | 00197165 | MI HARDWARE - MAINT | MISC. HARDWARE FOR JANUARY FOR | 53.19 |
| | 00197206 | US BANK CORP PAYMENT SYS | Easel.ly subscription purchase | 48.00 |
| | 00197206 | US BANK CORP PAYMENT SYS | supplies-coffee sales | 38.56 |
| | 00197206 | US BANK CORP PAYMENT SYS | computer supplies for staff | 38.49 |
| | 00197206 | US BANK CORP PAYMENT SYS | supplies-coffee sales | 35.32 |
| P0102758 | 00197180 | REPUBLIC SERVICES #172 | pickup service 1/1/19 - 1/31/1 | 33.64 |
| | 00197206 | US BANK CORP PAYMENT SYS | supplies-coffee sales | 33.30 |
| P0102740 | 00197208 | VERIZON WIRELESS | P&R monthly cell phone bill | 33.04 |
| P0102688 | 00197132 | GRAINGER | KRUD KUTTER CLEANER (GAL) | 33.64 |
| | 00197206 | US BANK CORP PAYMENT SYS | Computer Supplies | 28.59 |

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| | 00197206 | US BANK CORP PAYMENT SYS | desk supplies | 26.85 |
| | 00197206 | US BANK CORP PAYMENT SYS | supplies for desks | 25.68 |
| | 00197206 | US BANK CORP PAYMENT SYS | back office supplies | 24.84 |
| | 00197206 | US BANK CORP PAYMENT SYS | tape for label makers | 21.80 |
| | 00197206 | US BANK CORP PAYMENT SYS | desk supplies | 19.32 |
| | 00197206 | US BANK CORP PAYMENT SYS | Seattle Wedding Show staff par | 19.00 |
| | 00197206 | US BANK CORP PAYMENT SYS | Seattle Wedding Show staff par | 19.00 |
| | 00197206 | US BANK CORP PAYMENT SYS | Seattle Wedding Show staff par | 19.00 |
| | 00197206 | US BANK CORP PAYMENT SYS | Seattle Wedding Show staff par | 19.00 |
| | 00197206 | US BANK CORP PAYMENT SYS | Seattle Wedding Show staff lun | 14.50 |
| | 00197206 | US BANK CORP PAYMENT SYS | First Friday, 02.01.19 - Cooki | 13.53 |
| | 00197206 | US BANK CORP PAYMENT SYS | Seattle Wedding Show staff lun | 13.25 |
| | 00197206 | US BANK CORP PAYMENT SYS | back office supplies | 13.19 |
| | 00197206 | US BANK CORP PAYMENT SYS | Seattle Wedding Show staff par | 12.00 |
| | 00197206 | US BANK CORP PAYMENT SYS | back office supplies | 10.45 |
| | 00197206 | US BANK CORP PAYMENT SYS | expo markers for back office u | 9.74 |
| | 00197206 | US BANK CORP PAYMENT SYS | Seattle Wedding Show staff lun | 8.25 |
| | 00197206 | US BANK CORP PAYMENT SYS | Seattle Wedding Show staff par | 8.00 |
| | 00197206 | US BANK CORP PAYMENT SYS | community coffee hour | 7.58 |
| Org Key: PR5400 - Gallery Program | | | | |
| | 00197206 | US BANK CORP PAYMENT SYS | NAIA Artists Reception, 01.10. | 61.88 |
| | 00197206 | US BANK CORP PAYMENT SYS | Indoor gallery supplies | 47.43 |
| Org Key: PR5700 - Special Programs | | | | |
| | 00197206 | US BANK CORP PAYMENT SYS | Americans for the Arts annual | 75.00 |
| Org Key: PR6100 - Park Maintenance | | | | |
| P0102781 | 00197203 | TRAFFIC SAFETY SUPPLY | PLAYGROUND RULES SIGNS | 479.94 |
| P0102740 | 00197208 | VERIZON WIRELESS | P&R monthly cell phone bill | 189.79 |
| P0102709 | 00197194 | SOUND SAFETY PRODUCTS | SAFETY BOOTS | 174.34 |
| P0102674 | 00197165 | MI HARDWARE - MAINT | MISC. HARDWARE FOR JANUARY FOR | 112.27 |
| P0102707 | 00197203 | TRAFFIC SAFETY SUPPLY | MERCERDALE PARK PLAYGROUND | 103.86 |
| | 00197206 | US BANK CORP PAYMENT SYS | Parks Mtc work planning meeti | 63.65 |
| P0102776 | 00197139 | HORIZON | RAINJACKET | 48.11 |
| | 00197206 | US BANK CORP PAYMENT SYS | Parks Mtc work planning meeti | 24.45 |
| P0102776 | 00197139 | HORIZON | RAINJACKET | 25.00 |
| | 00197206 | US BANK CORP PAYMENT SYS | Parks Mtc work planning meeti | 18.65 |
| | 00197206 | US BANK CORP PAYMENT SYS | Parks Mtc work planning meeti | 12.98 |
| P0102673 | 00197224 | ZEE MEDICAL | FIRST AID SUPPLIES | 9.67 |
| | 00197206 | US BANK CORP PAYMENT SYS | Parks Mtc work planning meeti | 6.78 |
| Org Key: PR6200 - Athletic Field Maintenance | | | | |
| P0102740 | 00197208 | VERIZON WIRELESS | P&R monthly cell phone bill | 126.47 |
| P0102673 | 00197224 | ZEE MEDICAL | FIRST AID SUPPLIES | 9.67 |
| Org Key: PR6500 - Luther Burbank Park Maint. | | | | |
| P0102715 | 00197174 | PACIFIC AIR CONTROL INC | HVAC MAINT | 633.33 |
| P0102714 | 00197127 | FIRE PROTECTION INC | CITY BLDG FIRE & SEC MONITORIN | 215.97 |
| P0102740 | 00197208 | VERIZON WIRELESS | P&R monthly cell phone bill | 141.76 |
| | 00197206 | US BANK CORP PAYMENT SYS | Supplies for tree protection f | 78.29 |
| | 00197206 | US BANK CORP PAYMENT SYS | Supplies for tree protection f | 61.56 |

Accounts Payable Report by GL Key

| PO # | Check # | Vendor: | Transaction Description | Check Amount |
|---------------------------------------------------------|----------|-------------------------------|---------------------------------|--------------|
| P0102776 | 00197139 | HORIZON | REPAIR BACKPACK BLOWER | 65.80 |
| P0102777 | 00197137 | HOME DEPOT CREDIT SERVICE | DOOR LOCK | 30.77 |
| P0102673 | 00197224 | ZEE MEDICAL | FIRST AID SUPPLIES | 9.67 |
| P0102674 | 00197165 | MI HARDWARE - MAINT | MISC. HARDWARE FOR JANUARY FOR | 6.92 |
| <i>Org Key: PR6600 - Park Maint-School Related</i> | | | | |
| P0102740 | 00197208 | VERIZON WIRELESS | P&R monthly cell phone bill | 27.15 |
| P0102673 | 00197224 | ZEE MEDICAL | FIRST AID SUPPLIES | 8.28 |
| <i>Org Key: PR6800 - Trails Maintenance</i> | | | | |
| P0102740 | 00197208 | VERIZON WIRELESS | P&R monthly cell phone bill | 20.01 |
| <i>Org Key: PR6900 - Aubrey Davis Park Maintenance</i> | | | | |
| P0102740 | 00197208 | VERIZON WIRELESS | P&R monthly cell phone bill | 141.76 |
| P0102520 | 00197200 | T2 SYSTEMS CANADA INC | Monthly charges for services t | 77.00 |
| P0102674 | 00197165 | MI HARDWARE - MAINT | MISC. HARDWARE FOR JANUARY FOR | 23.90 |
| P0102466 | 00197199 | T-MOBILE | Monthly services for Boat Laun | 20.00 |
| P0102673 | 00197224 | ZEE MEDICAL | FIRST AID SUPPLIES | 9.69 |
| <i>Org Key: ST0020 - ST Long Term Parking</i> | | | | |
| P0102780 | 00197177 | PARKWAY CENTER MANAGEMENT GRP | ST Long Term Parking - BP/Arco | 7,100.00 |
| P0102741 | 00197158 | LIGHTHOUSE LAW GROUP PLLC | Professional Services - Invoice | 3,750.00 |
| P0102765 | 00197161 | MARTEN LAW | Professional Services - ST Lon | 2,084.75 |
| P0102806 | 00197193 | SOUND PUBLISHING INC | Ntc: 1/2 Notice (2nd) Public | 12.41 |
| <i>Org Key: VCP104 - CIP Streets Salaries</i> | | | | |
| | 00197206 | US BANK CORP PAYMENT SYS | Tuition & Registrations | 320.00 |
| <i>Org Key: WG102R - Maintenance Building Repairs</i> | | | | |
| P0102702 | 00197096 | AUTOMATED GATES & EQUIPMENT | REPAIR AUTO SECURITY GATE | 4,340.69 |
| <i>Org Key: WG130E - Equipment Rental Vehicle Repl</i> | | | | |
| P94483 | 00197149 | KIA MOTORS FINANCE | DSG 2016 KIA SOUL LEASE | 211.36 |
| <i>Org Key: WG131E - Fire Equipment</i> | | | | |
| | 00197206 | US BANK CORP PAYMENT SYS | Fire Salvage Vacuum | 1,729.79 |
| <i>Org Key: WG317T - Police In-Car Video System</i> | | | | |
| P0102518 | 00197190 | SHI INTERNATIONAL CORP | 2019 Server Standard Licenses | 750.57 |
| <i>Org Key: WG550R - Fuel Clean Up</i> | | | | |
| P0099477 | 00197126 | FARALLON CONSULTING LLC | PHASE 3 TECHNICAL SERVICES FOR | 2,920.50 |
| <i>Org Key: WP122R - Vegetation Management</i> | | | | |
| | 00197206 | US BANK CORP PAYMENT SYS | Annual ISA professional member | 185.00 |
| P0102740 | 00197208 | VERIZON WIRELESS | P&R monthly cell phone bill | 20.01 |
| <i>Org Key: WP700P - Aubrey Davis Multiuse Corridor</i> | | | | |
| P0100545 | 00197140 | HOUGH BECK & BAIRD | Professional Services for Aubr | 45,214.20 |
| P0102739 | 00197115 | CONSOLIDATED PRESS | ADMP Open House Postcard | 1,434.94 |
| <i>Org Key: WP720R - Recurring Park Projects</i> | | | | |
| | 00197206 | US BANK CORP PAYMENT SYS | polymer/mycorhyzal root dip fo | 29.69 |
| | 00197206 | US BANK CORP PAYMENT SYS | Tree tie for ADP North Mercer | 26.38 |
| P0102776 | 00197139 | HORIZON | 1/2" FPT PVC CAPS | 17.32 |

Accounts Payable Report by GL Key

| PO # | Check # | Vendor: | Transaction Description | Check Amount |
|----------------------------------------------------------|----------|-----------------------------|--------------------------------|--------------|
| | 00197206 | US BANK CORP PAYMENT SYS | Shipping soil sample for ADP N | 7.20 |
| <i>Org Key: WR101T - Residential Streets 2018</i> | | | | |
| P0102069 | 00197154 | LAKERIDGE PAVING COMPANY | 10% RETAINAGE | 1,957.85 |
| <i>Org Key: WR517R - SE 40th (A) Corridor Improvemnt</i> | | | | |
| P0100240 | 00197151 | KPG | SE 40TH CORRIDOR IMPROVEMENTS | 3,722.00 |
| <i>Org Key: WS103P - Sewer 20 yr CIP Plan</i> | | | | |
| P86399 | 00197105 | CAROLLO ENGINEERS INC | GENERAL SEWER PLAN UPDATE | 185.13 |
| <i>Org Key: WS511R - Sewer Special Catch Basins</i> | | | | |
| P0102517 | 00197150 | KING COUNTY FINANCE | KING COUNTY SOLID WASTE | 3,169.62 |
| <i>Org Key: YF1100 - YFS General Services</i> | | | | |
| P0102331 | 00197223 | XEROX CORPORATION | Lease and print/copy charges f | 493.16 |
| P0102804 | 00197123 | DUNBAR ARMORED | FEB19 Armored Car Service | 296.78 |
| P0102818 | 00197119 | DEPT OF ENTERPRISE SERVICES | Modification of business card | 156.06 |
| | 00197206 | US BANK CORP PAYMENT SYS | RETREAT SUPPLIES | 100.88 |
| P0102762 | 00197213 | WASHINGTON STATE PATROL | Background Checks; Inv #119004 | 60.00 |
| | 00197206 | US BANK CORP PAYMENT SYS | RETREAT SUPPLIES | 57.22 |
| | 00197206 | US BANK CORP PAYMENT SYS | Paper towel holders for Luther | 52.70 |
| | 00197206 | US BANK CORP PAYMENT SYS | RETREAT SUPPLIES | 36.41 |
| | 00197206 | US BANK CORP PAYMENT SYS | Office Supplies | 17.59 |
| | 00197206 | US BANK CORP PAYMENT SYS | Computer Supplies | 7.69 |
| <i>Org Key: YF1200 - Thrift Shop</i> | | | | |
| P0102804 | 00197123 | DUNBAR ARMORED | FEB19 Armored Car Service | 647.40 |
| P0102712 | 00197167 | MI UTILITY BILLS | PAYMENT OF UTILITY BILLS FOR W | 544.88 |
| | 00197206 | US BANK CORP PAYMENT SYS | Operating Supplies | 371.83 |
| | 00197206 | US BANK CORP PAYMENT SYS | Operating Supplies | 302.48 |
| P0102714 | 00197127 | FIRE PROTECTION INC | CITY BLDG FIRE & SEC MONITORIN | 185.97 |
| | 00197206 | US BANK CORP PAYMENT SYS | Operating Supplies | 184.52 |
| | 00197206 | US BANK CORP PAYMENT SYS | Operating Supplies | 95.75 |
| | 00197206 | US BANK CORP PAYMENT SYS | Office Supplies | 88.02 |
| | 00197206 | US BANK CORP PAYMENT SYS | Advertising | 53.91 |
| | 00197206 | US BANK CORP PAYMENT SYS | Operating Supplies | 32.54 |
| | 00197206 | US BANK CORP PAYMENT SYS | Operating Supplies | 29.64 |
| | 00197206 | US BANK CORP PAYMENT SYS | Operating Supplies | 13.59 |
| <i>Org Key: YF2600 - Family Assistance</i> | | | | |
| P0102246 | 00197090 | SHOREWOOD HEIGHTS | Rental assistance for Emergenc | 1,000.00 |
| | 00197206 | US BANK CORP PAYMENT SYS | Misc-Emergency Assistance | 212.00 |
| | 00197206 | US BANK CORP PAYMENT SYS | Misc-Emergency Assistance | 100.00 |
| | 00197206 | US BANK CORP PAYMENT SYS | Misc-Emergency Assistance | 71.56 |
| | 00197206 | US BANK CORP PAYMENT SYS | Misc-Emergency Assistance | 63.00 |
| | 00197206 | US BANK CORP PAYMENT SYS | Misc-Emergency Assistance | 61.88 |
| | 00197206 | US BANK CORP PAYMENT SYS | Misc-Emergency Assistance | 54.00 |
| P0102248 | 00197178 | PUGET SOUND ENERGY | Utility assistance for Emergen | 49.16 |
| | 00197206 | US BANK CORP PAYMENT SYS | Misc-Emergency Assistance | 28.00 |
| <i>Org Key: YF2800 - Fed Drug Free Communities Gran</i> | | | | |
| | 00197206 | US BANK CORP PAYMENT SYS | P&R & YFS Online Marketing | 68.75 |

Accounts Payable Report by GL Key

| PO # | Check # | Vendor: | Transaction Description | Check Amount |
|-------------|----------------|----------------|--------------------------------|---------------------|
| | | | Total | <u>530,436.84</u> |

Accounts Payable Report by Check Number

| Check No | Check Date | Vendor Name/Description | PO # | Invoice # | Invoice Date | Check Amount |
|----------|------------|----------------------------------------------------------------|----------|------------------|--------------|--------------|
| 00197053 | 02/20/2019 | ABBOTT, RICHARD LEOFF1 Medicare Reimb | | MARCH 2019 | 03/01/2019 | 151.60 |
| 00197054 | 02/20/2019 | ADAMS, RONALD E LEOFF1 Medicare Reimb | | MARCH 2019 | 03/01/2019 | 169.30 |
| 00197055 | 02/20/2019 | AUGUSTSON, THOR LEOFF1 Medicare Reimb | | MARCH 2019 | 03/01/2019 | 168.00 |
| 00197056 | 02/20/2019 | BARNES, WILLIAM LEOFF1 Medicare Reimb | | MAR2019 | 03/01/2019 | 1,815.81 |
| 00197057 | 02/20/2019 | BOOTH, GLENDON D LEOFF1 Medicare Reimb | | MARCH 2019 | 03/01/2019 | 168.00 |
| 00197058 | 02/20/2019 | CALLAGHAN, MICHAEL LEOFF1 Medicare Reimb | | MARCH 2019 | 03/01/2019 | 164.40 |
| 00197059 | 02/20/2019 | CARLSON, LARRY Medicare Reimbursement | | OH011266 | 03/01/2019 | 406.50 |
| 00197060 | 02/20/2019 | COOPER, ROBERT LEOFF1 Excess Benefit | | MAR2019 | 03/01/2019 | 1,566.16 |
| 00197061 | 02/20/2019 | DEEDS, EDWARD G LEOFF1 Medicare Reimb | | MARCH 2019 | 03/01/2019 | 211.50 |
| 00197062 | 02/20/2019 | DEVENY, JAN P LEOFF1 Medicare Reimb | | MARCH 2019 | 03/01/2019 | 168.00 |
| 00197063 | 02/20/2019 | DOWD, PAUL LEOFF1 Medicare Reimb | | MARCH 2019 | 03/01/2019 | 159.40 |
| 00197064 | 02/20/2019 | ELSOE, RONALD LEOFF1 Medicare Reimb | | MARCH 2019 | 03/01/2019 | 169.50 |
| 00197065 | 02/20/2019 | FORSMAN, LOWELL LEOFF1 Medicare Reimb | | MARCH 2019 | 03/01/2019 | 135.50 |
| 00197066 | 02/20/2019 | GOODMAN, J C LEOFF1 Medicare Reimb | | MARCH 2019 | 03/01/2019 | 194.20 |
| 00197067 | 02/20/2019 | HAGSTROM, JAMES LEOFF1 Medicare Reimb | | MARCH 2019 | 03/01/2019 | 216.50 |
| 00197068 | 02/20/2019 | HILTNER, PETER LEOFF1 Medicare Reimb | | MARCH 2019 | 03/01/2019 | 556.00 |
| 00197069 | 02/20/2019 | JOHNSON, CURTIS LEOFF1 Medicare Reimb | | MAR2019 | 03/01/2019 | 1,000.98 |
| 00197070 | 02/20/2019 | KIA MOTORS FINANCE 6 MONTH LEASE EXTENSION | P88915 | 1513237377-MAR19 | 02/14/2019 | 263.96 |
| 00197071 | 02/20/2019 | KUHN, DAVID LEOFF1 Medicare Reimb | | MARCH 2019 | 03/01/2019 | 168.00 |
| 00197072 | 02/20/2019 | LEOFF HEALTH & WELFARE TRUST March 19 Fire Retiree Medical | | OH011267 | 02/25/2018 | 66,575.14 |
| 00197073 | 02/20/2019 | LEOFF HEALTH & WELFARE TRUST March 19 Police Retiree Medica | | OH011268 | 02/25/2019 | 64,414.18 |
| 00197074 | 02/20/2019 | LEOPOLD, FREDERIC LEOFF1 Medicare Reimb | | MARCH 2019 | 03/01/2019 | 156.60 |
| 00197075 | 02/20/2019 | LOISEAU, LERI M LEOFF1 Medicare Reimb | | MARCH 2019 | 03/01/2019 | 162.10 |
| 00197076 | 02/20/2019 | LYONS, STEVEN LEOFF1 Medicare Reimb | | MARCH 2019 | 03/01/2019 | 134.30 |
| 00197077 | 02/20/2019 | MYERS, JAMES S LEOFF1 Medicare Reimb | | MARCH 2019 | 03/01/2019 | 137.40 |
| 00197078 | 02/20/2019 | OVERLAKE OIL 2018 DECEMBER FUEL DELIVERY | P0102300 | 0192046-IN | 02/11/2019 | 19,831.05 |

Accounts Payable Report by Check Number

| Check No | Check Date | Vendor Name/Description | PO # | Invoice # | Invoice Date | Check Amount |
|----------|------------|----------------------------------------------------------|----------|------------------|--------------|--------------|
| 00197079 | 02/20/2019 | PROVOST, ALAN LEOFF1 Medicare Reimb | | MAR2019 | 03/01/2019 | 1,478.06 |
| 00197080 | 02/20/2019 | RAMSAY, JON LEOFF1 Medicare Reimb | | MAR2019 | 03/01/2019 | 584.61 |
| 00197081 | 02/20/2019 | RUCKER, MANORD J LEOFF1 Medicare Reimb | | MARCH 2019 | 03/01/2019 | 162.10 |
| 00197082 | 02/20/2019 | SCHOENTRUP, WILLIAM LEOFF1 Medicare Reimb | | MAR2019 | 03/01/2019 | 1,307.79 |
| 00197083 | 02/20/2019 | SISTER CITIES INTERNATIONAL 2019 Membership Dues | P0102569 | 20181217001529 | 12/17/2018 | 440.00 |
| 00197084 | 02/20/2019 | SMITH, RICHARD LEOFF1 Medicare Reimb | | MARCH 2019 | 03/01/2019 | 223.10 |
| 00197085 | 02/20/2019 | THOMPSON, JAMES LEOFF1 Medicare Reimb | | MARCH 2019 | 03/01/2019 | 123.30 |
| 00197086 | 02/20/2019 | WALLACE, THOMAS LEOFF1 Medicare Reimb | | MARCH 2019 | 03/01/2019 | 165.90 |
| 00197087 | 02/20/2019 | WEGNER, KEN LEOFF1 Medicare Reimb | | MARCH 2019 | 03/01/2019 | 146.60 |
| 00197088 | 02/20/2019 | WHEELER, DENNIS LEOFF1 Medicare Reimb | | MARCH 2019 | 03/01/2019 | 181.70 |
| 00197089 | 02/25/2019 | GOODYEAR TIRE & RUBBER CO, THE TIRE INVENTORY | P0102704 | 1951147407 | 12/06/2018 | 867.84 |
| 00197090 | 02/25/2019 | SHOREWOOD HEIGHTS Rental assistance for Emergenc | P0102246 | OH011270 | 02/22/2019 | 1,000.00 |
| 00197091 | 02/25/2019 | US POSTMASTER Postage for Spring/Summer Rec | P0102815 | OH011269 | 02/21/2019 | 463.47 |
| 00197092 | 02/28/2019 | AIRGAS USA LLC Oxygen/Fire | P0102724 | 9959670290 | 01/31/2019 | 129.47 |
| 00197093 | 02/28/2019 | AMERIGAS-1400 2019 PROPANE DELIVERY | P0102654 | 3087814405 | 01/23/2019 | 210.07 |
| 00197094 | 02/28/2019 | ASPECT SOFTWARE INC Telestaff Monthly Maintenance | P0102727 | ASI047741 | 02/05/2019 | 165.00 |
| 00197095 | 02/28/2019 | AT&T MOBILITY PD Phone Service | P0102828 | 287287975486X021 | 02/11/2019 | 209.21 |
| 00197096 | 02/28/2019 | AUTOMATED GATES & EQUIPMENT REPAIR AUTO SECURITY GATE | P0102702 | 221141 | 01/24/2019 | 4,340.69 |
| 00197097 | 02/28/2019 | AZTECA SYSTEMS LLC 2019 CITYWORKS LICENSE RENEWAL | P0102703 | 16372 | 02/06/2019 | 36,300.00 |
| 00197098 | 02/28/2019 | BEARD, MARILYNNE 2019 Council Planning Session | P0102756 | OH011297 | 01/19/2019 | 2,520.00 |
| 00197099 | 02/28/2019 | BEST PARKING LOT CLEANING INC 2018 ON CALL CCTV | P0102710 | V175120/C175121 | 12/20/2018 | 2,104.72 |
| 00197100 | 02/28/2019 | BISSONNETTE, CECI Withdrew from summer camps | P0102791 | OH011277 | 02/19/2019 | 950.00 |
| 00197101 | 02/28/2019 | BLACK KNIGHT EMBLEM & PD Uniform Patches | P0102796 | 273 | 02/12/2019 | 330.00 |
| 00197102 | 02/28/2019 | BOOTH, GLENDON D LEOFF1 Retiree Medical Expense | P0102830 | OH011273 | 02/25/2019 | 158.95 |
| 00197103 | 02/28/2019 | BSK ASSOCIATES UCMR4 | P0102771 | V900384 | 02/05/2019 | 600.00 |
| 00197104 | 02/28/2019 | CALLAGHAN, MICHAEL LEOFF1 Retiree Medical Expense | P0102754 | OH011276 | 02/14/2019 | 194.36 |

Accounts Payable Report by Check Number

| Check No | Check Date | Vendor Name/Description | PO # | Invoice # | Invoice Date | Check Amount |
|----------|------------|----------------------------------------------------------------|----------|-----------------|--------------|--------------|
| 00197105 | 02/28/2019 | CAROLLO ENGINEERS INC GENERAL SEWER PLAN UPDATE | P86399 | 0174116 | 02/15/2019 | 185.13 |
| 00197106 | 02/28/2019 | CDW GOVERNMENT INC RSA VPN Renewal | P0102514 | QWR6233 | 01/31/2019 | 994.62 |
| 00197107 | 02/28/2019 | CHAN, YU withdrew from Tai Chi classes | P0102783 | C02024 | 02/19/2019 | 283.00 |
| 00197108 | 02/28/2019 | CI SECURITY BIENNIAL SECURITY AUDIT | P0102682 | 201810215 | 12/31/2018 | 8,800.00 |
| 00197109 | 02/28/2019 | CLERK OF COURT PAYROLL EARLY WARRANTS | | OH011306 | 03/01/2019 | 509.15 |
| 00197110 | 02/28/2019 | COMCAST Internet Charges/Fire | P0102379 | OH011278 | 02/12/2015 | 183.85 |
| 00197111 | 02/28/2019 | COMCAST 2019 PW WIFI CONNECTION | P0102657 | OH011274 | 01/07/2019 | 96.40 |
| 00197112 | 02/28/2019 | COMCAST MICEC - High Speed Connection | P0102461 | OH011279 | 02/11/2019 | 165.78 |
| 00197113 | 02/28/2019 | COMCAST FIRE STATION 92 FIBER CIRCUIT | P0102380 | 76529733 | 02/01/2019 | 1,266.32 |
| 00197114 | 02/28/2019 | CONFIDENTIAL DATA DISPOSAL Confidential data destruction | P0102805 | 77081103 | 01/31/2019 | 210.00 |
| 00197115 | 02/28/2019 | CONSOLIDATED PRESS Spring/Summer Camp guide print | P0102739 | 22905 | 01/23/2019 | 3,735.48 |
| 00197116 | 02/28/2019 | CRIMINAL JUSTICE TRAINING COMM DT Level 2 Instructor course | P0102800 | 201131960 | 02/05/2019 | 700.00 |
| 00197117 | 02/28/2019 | CULLIGAN SEATTLE WA Water Service/Fire | P0102726 | 201902672721 | 01/31/2019 | 231.13 |
| 00197118 | 02/28/2019 | DEEDS, EDWARD G LEOFF1 Retiree Medical Expense | P0102752 | OH011280 | 02/14/2019 | 260.99 |
| 00197119 | 02/28/2019 | DEPT OF ENTERPRISE SERVICES Modification of business card | P0102818 | 73184862 | 02/08/2019 | 156.06 |
| 00197120 | 02/28/2019 | DITCH WITCH WEST HOSE, OILER ASSEMBLY & COUPLER | P0102655 | 901218 | 01/30/2019 | 1,022.33 |
| 00197121 | 02/28/2019 | DOWD, PAUL LEOFF1 Retiree Medical Expense | P0102753 | OH011281 | 02/14/2019 | 104.90 |
| 00197122 | 02/28/2019 | DOWN SYNDROME COMMUNITY Rental FA-1931 completed. Retu | P0102822 | FA1931 | 02/24/2019 | 400.00 |
| 00197123 | 02/28/2019 | DUNBAR ARMORED FEB19 Armored Car Service | P0102804 | 4351691 | 02/01/2019 | 2,230.99 |
| 00197124 | 02/28/2019 | EXCEL SUPPLY COMPANY INVENTORY PURCHASES | P0102708 | 102022 | 02/05/2019 | 436.37 |
| 00197125 | 02/28/2019 | FALCONER GROUP, THE 2018 CM Performance Evaluation | P0102757 | 19004 | 02/11/2019 | 5,040.00 |
| 00197126 | 02/28/2019 | FARALLON CONSULTING LLC PHASE 3 TECHNICAL SERVICES FOR | P0099477 | 0031725 | 02/07/2019 | 2,920.50 |
| 00197127 | 02/28/2019 | FIRE PROTECTION INC CITY BLDG FIRE & SEC MONITORIN | P0102714 | 48869 | 02/01/2019 | 951.09 |
| 00197128 | 02/28/2019 | FRANNET Rental FA-2168 completed. Retu | P0102787 | FA2168 | 02/19/2019 | 200.00 |
| 00197129 | 02/28/2019 | GALLS LLC FF Badge | P0102728 | 011803784 | 01/24/2019 | 315.69 |
| 00197130 | 02/28/2019 | GENE MEYER TOWING FL-0437 TOWING | P0102779 | 1903504/1903505 | 02/11/2019 | 7,378.80 |

Accounts Payable Report by Check Number

| Check No | Check Date | Vendor Name/Description | PO # | Invoice # | Invoice Date | Check Amount |
|----------|------------|---------------------------------------------------------------|----------|------------------|--------------|--------------|
| 00197131 | 02/28/2019 | GET Washington PAYROLL EARLY WARRANT | | OH011308 | 03/01/2019 | 250.00 |
| 00197132 | 02/28/2019 | GRAINGER INVENTORY PURCHASES | P0102688 | 9080998579 | 02/07/2019 | 2,515.39 |
| 00197133 | 02/28/2019 | H D FOWLER INVENTORY PURCHASES | P0102763 | C466928/I5059036 | 01/22/2019 | 6,314.77 |
| 00197134 | 02/28/2019 | HACH COMPANY DPD FREE CHLORINE, 10-ML POWDE | P0102808 | 11331731 | 02/08/2019 | 507.34 |
| 00197135 | 02/28/2019 | HELMS, SHELLEY withdrew from camps | P0102788 | OH011282 | 02/19/2019 | 400.00 |
| 00197136 | 02/28/2019 | HILL INVESTMENT COMPANY Rental FA-2505 cancelled. Retu | P0102790 | FA2505 | 02/19/2019 | 579.00 |
| 00197137 | 02/28/2019 | HOME DEPOT CREDIT SERVICE INVENTORY PURCHASES | P0102777 | 0158167021081 | 02/15/2019 | 428.15 |
| 00197138 | 02/28/2019 | HONEYWELL, MATTHEW V Professional Services - Invoic | P0102742 | 1080 | 01/29/2019 | 1,700.00 |
| 00197139 | 02/28/2019 | HORIZON RAINJACKET | P0102776 | 3M397232/7130 | 02/03/2019 | 156.23 |
| 00197140 | 02/28/2019 | HOUGH BECK & BAIRD Professional Services for Aubr | P0100545 | 12506 | 02/01/2019 | 45,214.20 |
| 00197141 | 02/28/2019 | INTERCOM LANGUAGE SERVICES INC intercom invoice #19-45 | P0102844 | 1953 | 02/20/2019 | 390.00 |
| 00197142 | 02/28/2019 | INTERIOR FOLIAGE CO, THE CITY HALL INTERIOR LANDSCAPING | P0102695 | 40787 | 01/17/2019 | 502.15 |
| 00197143 | 02/28/2019 | JOHNSON, CURTIS FRLEOFF1 Retiree Medical Expen | P0102829 | OH011283 | 02/25/2019 | 295.00 |
| 00197144 | 02/28/2019 | JONES, SHARON Rental FA-2353 completed. Retu | P0102785 | FA2353 | 02/19/2019 | 250.00 |
| 00197145 | 02/28/2019 | JUNIOR LEAGUE OF SEATTLE, THE FA-2425 completed. Returning | P0102821 | FA2425 | 02/24/2019 | 400.00 |
| 00197146 | 02/28/2019 | KC RECORDER SEWER LIEN RELEASE | P0102811 | OH011286 | 02/21/2019 | 37.00 |
| 00197147 | 02/28/2019 | KENT D BRUCE CO LLC REAR TRUCK BED DRAWER SYSTEM F | P0102735 | 4515 | 01/30/2019 | 1,583.99 |
| 00197148 | 02/28/2019 | KERN, JULIEN camps cancelled | P0102789 | OH011285 | 02/19/2019 | 179.00 |
| 00197149 | 02/28/2019 | KIA MOTORS FINANCE DSG 2016 KIA SOUL LEASE | P94483 | OH011284 | 02/16/2019 | 211.36 |
| 00197150 | 02/28/2019 | KING COUNTY FINANCE KING COUNTY SOLID WASTE | P0102684 | 2112798 | 01/25/2019 | 76,191.18 |
| 00197151 | 02/28/2019 | KPG SE 40TH CORRIDOR IMPROVEMENTS | P0100240 | 116119 | 02/04/2019 | 3,722.00 |
| 00197152 | 02/28/2019 | KROESENS UNIFORM COMPANY Uniforms/Rostov | P0102730 | 53954/53889/5387 | 02/04/2019 | 1,669.07 |
| 00197153 | 02/28/2019 | KRONOS Telestaff Annual Support Servi | P0102732 | 11412581 | 01/31/2019 | 3,889.31 |
| 00197154 | 02/28/2019 | LAKERIDGE PAVING COMPANY 10% RETAINAGE | P0102069 | 29457RETAINAGE | 12/31/2018 | 1,957.85 |
| 00197155 | 02/28/2019 | LAKESIDE DOORS INC REPAIR ENG DOOR FSF91 | P0102801 | 8548 | 01/25/2019 | 441.10 |
| 00197156 | 02/28/2019 | LANGUAGE LINE SERVICES language line invoice #4492589 | P0102648 | 4492589 | 01/31/2019 | 22.65 |

Accounts Payable Report by Check Number

| Check No | Check Date | Vendor Name/Description | PO # | Invoice # | Invoice Date | Check Amount |
|----------|------------|-----------------------------------------------------------------|----------|---------------|--------------|--------------|
| 00197157 | 02/28/2019 | LEOPOLD, FREDERIC LEOFF1 Retiree Medical Expense | P0102755 | OH011289 | 02/14/2019 | 90.58 |
| 00197158 | 02/28/2019 | LIGHTHOUSE LAW GROUP PLLC Professional Services - Invoic | P0102741 | 20377 | 02/01/2019 | 3,750.00 |
| 00197159 | 02/28/2019 | LN CURTIS & SONS Boots/Petersen | P0102720 | INV254588 | 02/05/2019 | 471.36 |
| 00197160 | 02/28/2019 | MARSHALL, KYLIE Rental FA-1731 completed. Retu | P0102786 | FA1731 | 02/19/2019 | 400.00 |
| 00197161 | 02/28/2019 | MARTEN LAW Professional Services - Honeyw | P0102765 | 44088200/8201 | 02/11/2019 | 2,390.16 |
| 00197162 | 02/28/2019 | MI EMPLOYEES ASSOC PAYROLL EARLY WARRANTS | | OH011304 | 03/01/2019 | 315.00 |
| 00197163 | 02/28/2019 | MI HARDWARE - BLDG MISC. HARDWARE FOR JANUARY | P0102675 | OH011293 | 01/31/2019 | 63.54 |
| 00197164 | 02/28/2019 | MI HARDWARE - FIRE Stations/Grounds Supplies | P0102719 | OH011295 | 01/31/2019 | 161.55 |
| 00197165 | 02/28/2019 | MI HARDWARE - MAINT MISC. HARDWARE FOR JANUARY FOR | P0102674 | OH011291 | 01/31/2019 | 196.28 |
| 00197166 | 02/28/2019 | MI SCHOOL DISTRICT #400 2019 MISD FUEL CONSUMPTION | P0102661 | 20181201 | 01/31/2019 | 1,323.90 |
| 00197167 | 02/28/2019 | MI UTILITY BILLS PAYMENT OF UTILITY BILLS FOR W | P0102712 | OH011296 | 01/31/2019 | 14,252.73 |
| 00197168 | 02/28/2019 | MINDFULNESS NORTHWEST Payout credit on account | P0102814 | OH011300 | 02/21/2019 | 166.50 |
| 00197169 | 02/28/2019 | MOBERLY AND ROBERTS Professional Services - Prosec | P0102744 | 800 | 02/01/2019 | 6,150.00 |
| 00197170 | 02/28/2019 | MUNICIPAL EMERGENCY SERVICES 30 Mask Hook Assembly | P0102723 | IN1306703 | 02/04/2019 | 603.62 |
| 00197171 | 02/28/2019 | MYERS, JAMES S LEOFF1 Retiree Medical Expense | P0102794 | OH011298 | 02/19/2019 | 50.72 |
| 00197172 | 02/28/2019 | NAPA AUTO PARTS 2019 REAPIR PARTS/INVENTORY | P0102624 | OH011302 | 01/31/2019 | 849.30 |
| 00197173 | 02/28/2019 | NATURAL GREENSCAPES Rental FA-2224 completed. Retu | P0102782 | FA2224 | 02/25/2019 | 50.00 |
| 00197174 | 02/28/2019 | PACIFIC AIR CONTROL INC GYM AIR HANDLER REPAIR | P0102715 | 17667 | 01/23/2019 | 1,485.83 |
| 00197175 | 02/28/2019 | PACIFIC SAFETY SUPPLY INC ROLL UP SIGNS (3-UTILITY WORK | P0102745 | 725723 | 02/04/2019 | 1,266.58 |
| 00197176 | 02/28/2019 | PARENTMAP Summer ad | P0102666 | 201969503 | 02/04/2019 | 1,146.00 |
| 00197177 | 02/28/2019 | PARKWAY CENTER MANAGEMENT GRP ST Long Term Parking - BP/Arco | P0102780 | OH011294 | 02/15/2019 | 7,100.00 |
| 00197178 | 02/28/2019 | PUGET SOUND ENERGY Utility assistance for Emergen | P0102248 | OH011292 | 02/13/2019 | 49.16 |
| 00197179 | 02/28/2019 | RELX INC DBA LEXISNEXIS Library Subscriptions - Invoic | P0102743 | 3091837488 | 01/31/2019 | 317.90 |
| 00197180 | 02/28/2019 | REPUBLIC SERVICES #172 pickup service 1/1/19 - 1/31/1 | P0102758 | 0172007747722 | 01/31/2019 | 33.64 |
| 00197181 | 02/28/2019 | RICOH USA INC Cost Per Copy/Fire | P0102718 | 5055744499 | 01/25/2019 | 63.02 |
| 00197182 | 02/28/2019 | RICOH USA INC (FIRE) Copier Rental/Fire | P0102722 | 101683846 | 02/01/2019 | 320.87 |

Accounts Payable Report by Check Number

| Check No | Check Date | Vendor Name/Description | PO # | Invoice # | Invoice Date | Check Amount |
|----------|------------|----------------------------------------------------------|----------|------------------|--------------|--------------|
| 00197183 | 02/28/2019 | RKK CONSTRUCTION 1701-238 Refund water service | P0102599 | 1701-238 | 02/14/2019 | 71.55 |
| 00197184 | 02/28/2019 | SCORE SCORE 2019 January Bill | P0102798 | 3611 | 02/10/2019 | 900.00 |
| 00197185 | 02/28/2019 | SEA WESTERN INC Helmets/Shields/Passports | P0102731 | 210460-210613 | 01/29/2019 | 8,184.22 |
| 00197186 | 02/28/2019 | SECURITY SAFE & LOCK PADLOCKS & REKEY FOR PW GATES | P0102656 | 536894 | 01/31/2019 | 80.03 |
| 00197187 | 02/28/2019 | SEQUOYAH ELECTRIC LLC EMERGENCY REPAIR | P0102770 | 7019042 | 12/19/2018 | 1,545.59 |
| 00197188 | 02/28/2019 | SHEPARD TRANSCRIPTION LLC Transcription of interviews | P0102810 | I2019-62 | 02/21/2019 | 186.00 |
| 00197189 | 02/28/2019 | SHEPERSON, STACY Refunding remaining 25 punch p | P0102784 | OH011299 | 02/19/2019 | 56.12 |
| 00197190 | 02/28/2019 | SHI INTERNATIONAL CORP 2019 Server Standard Licenses | P0102518 | B09450352 | 01/30/2019 | 4,415.14 |
| 00197191 | 02/28/2019 | SKYLINE COMMUNICATIONS INC EOC INTERNET SERVICE | P0102700 | IN44541 | 02/01/2019 | 206.55 |
| 00197192 | 02/28/2019 | SME SOLUTIONS LLC RESERVOIR TANK GAUGE REPAIR | P0102626 | 272210 | 01/24/2019 | 2,072.02 |
| 00197193 | 02/28/2019 | SOUND PUBLISHING INC Ntc: 1/23 Ord. No. 19C-01 2306 | P0102806 | 7896833 | 01/31/2019 | 488.66 |
| 00197194 | 02/28/2019 | SOUND SAFETY PRODUCTS SAFETY BOOTS & MISC. WORK CLOT | P0102709 | 445615 | 02/01/2019 | 438.89 |
| 00197195 | 02/28/2019 | STANFORD, CURTIS J Returning rental fees | P0102813 | OH011301 | 02/21/2019 | 200.00 |
| 00197196 | 02/28/2019 | STAR RENTAL ASPHALT CUTTER | P0102630 | 37271634 | 01/25/2019 | 102.94 |
| 00197197 | 02/28/2019 | STERICYCLE INC On-Call Charges/Fire | P0102725 | 3004567713 | 01/31/2019 | 10.36 |
| 00197198 | 02/28/2019 | SYSTEMS DESIGN WEST LLC Transport Billing Fees | P0102734 | MIFD019 | 01/29/2019 | 1,360.50 |
| 00197199 | 02/28/2019 | T-MOBILE Monthly services for Boat Laun | P0102466 | OH011303 | 02/09/2019 | 20.00 |
| 00197200 | 02/28/2019 | T2 SYSTEMS CANADA INC Monthly charges for services t | P0102520 | IRIS0000050683 | 01/25/2019 | 77.00 |
| 00197201 | 02/28/2019 | THOMSON REUTERS - WEST West Information Charges | P0102799 | 839731093 | 02/01/2019 | 334.48 |
| 00197202 | 02/28/2019 | TOKAY SOFTWARE JANUARY 2019 WEB TEST REPORTS | P0102772 | 108276 | 02/07/2019 | 5.00 |
| 00197203 | 02/28/2019 | TRAFFIC SAFETY SUPPLY MERCERDALE PARK PLAYGROUND RUL | P0102781 | INV10902 | 02/08/2019 | 583.80 |
| 00197204 | 02/28/2019 | UNITED STATES TREASURY PAYROLL EARLY WARRANTS | | OH011307 | 03/01/2019 | 285.13 |
| 00197205 | 02/28/2019 | UNITED WAY OF KING CO PAYROLL EARLY WARRANTS | | OH011305 | 03/01/2019 | 80.00 |
| 00197206 | 02/28/2019 | US BANK CORP PAYMENT SYS Office Supplies | | 5539FEBRUARY2019 | 02/06/2019 | 29,918.14 |
| 00197207 | 02/28/2019 | VERIZON WIRELESS 2019 VERIZON WIRELESS | P0102717 | 9822824052 | 01/23/2019 | 3,040.21 |
| 00197208 | 02/28/2019 | VERIZON WIRELESS CITYWORKS IPAD FOR JEEP | P0102740 | 9822824050 | 01/23/2019 | 2,031.50 |

Accounts Payable Report by Check Number

| Check No | Check Date | Vendor Name/Description | PO # | Invoice # | Invoice Date | Check Amount |
|----------|------------|--------------------------------------------------------------|----------|------------|--------------|-------------------|
| 00197209 | 02/28/2019 | WA ST TREASURER'S OFFICE Remit DEC 2018 Building Code F | P0102750 | OH011287 | 01/31/2019 | 20,528.34 |
| 00197210 | 02/28/2019 | WALTER E NELSON CO 8 packages of Affinity Man Cra | P0102689 | 689456 | 02/08/2019 | 264.33 |
| 00197211 | 02/28/2019 | WASHINGTON FIRE CHIEFS 2019 Annual Conference/Heitman | P0102729 | 12416 | 02/01/2019 | 500.00 |
| 00197212 | 02/28/2019 | WASHINGTON FITNESS SERV INC quarterly service of exercise | P0102760 | W17289 | 02/13/2019 | 841.50 |
| 00197213 | 02/28/2019 | WASHINGTON STATE PATROL Background Checks; Inv #I19004 | P0102762 | I19004621 | 02/06/2019 | 60.00 |
| 00197214 | 02/28/2019 | WEATHERNET LLC JAN 2019 WEATHERNET SERVICE | P0102601 | 201813321 | 10/02/2018 | 980.00 |
| 00197215 | 02/28/2019 | WESTERN TIRE CHAIN Patrol Tire Chains | P0102797 | 22751 | 02/07/2019 | 726.44 |
| 00197216 | 02/28/2019 | WHISTLE WORKWEAR MISC. WORK CLOTHES | P0102746 | TR447928 | 01/26/2019 | 194.47 |
| 00197217 | 02/28/2019 | WHISTLE WORKWEAR SAFETY BOOTS & MISC. WORK CLOT | P0102676 | SHO3432 | 01/26/2019 | 333.44 |
| 00197218 | 02/28/2019 | WIMACTEL INC POLICE LOBBY PAY PHONE | P0102699 | 000182545 | 02/01/2019 | 60.50 |
| 00197219 | 02/28/2019 | WORKSAFE SERVICE INC, A Drug & Alcohol Testing; Inv 26 | P0102795 | 269815 | 01/31/2019 | 270.00 |
| 00197220 | 02/28/2019 | WORKWEAR PLACE, THE MISC. WORK CLOTHES | P0102747 | 572 | 02/13/2019 | 167.75 |
| 00197221 | 02/28/2019 | WSDA-PESTICIDE MGMT DIV Annual 2019 Pesticide License | P0102751 | OH011288 | 02/14/2019 | 33.00 |
| 00197222 | 02/28/2019 | XEROX CORPORATION 2019 BASE AND METER COPIER SER | P0102473 | 095964057 | 02/01/2019 | 980.73 |
| 00197223 | 02/28/2019 | XEROX CORPORATION PD Records Copier - Invoice # | P0102331 | 0959640568 | 02/01/2019 | 1,287.15 |
| 00197224 | 02/28/2019 | ZEE MEDICAL Medical supply cabinet refill | P0102673 | 68372602 | 02/06/2019 | 240.78 |
| | | | | | Total | <u>530,436.84</u> |



CITY OF MERCER ISLAND CERTIFICATION OF PAYROLL

PAYROLL PERIOD ENDING
PAYROLL DATED

2.22.2019
3.1.2019

| | | |
|---------------------------------------------------|-----------|----------------------|
| Net Cash | \$ | 529,822.53 |
| Net Voids/Manuals | \$ | 68,000.41 |
| Net Total | \$ | 597,822.94 |
| | | |
| Federal Tax Deposit - Key Bank | \$ | 103,409.95 |
| Social Security and Medicare Taxes | \$ | 52,862.10 |
| Medicare Taxes Only (Fire Fighter Employees) | \$ | 2,585.87 |
| State Tax (Oregon) | \$ | - |
| Public Employees Retirement System 1 (PERS 1) | \$ | - |
| Public Employees Retirement System 2 (PERS 2) | \$ | 28,968.58 |
| Public Employees Retirement System 3 (PERS 3) | \$ | 7,101.47 |
| Public Employees Retirement System (PERSJM) | \$ | 792.58 |
| Public Safety Employees Retirement System (PSERS) | \$ | 205.86 |
| Law Enforc. & Fire fighters System 2 (LEOFF 2) | \$ | 28,724.59 |
| Regence & LEOFF Trust - Medical Insurance | \$ | 12,986.29 |
| Domestic Partner/Overage Dependand - Insurance | \$ | 1,942.03 |
| Group Health Medical Insurance | \$ | 901.69 |
| Health Care - Flexible Spending Accounts | \$ | 2,304.27 |
| Dependent Care - Flexible Spending Accounts | \$ | 1,785.27 |
| United Way | \$ | 80.00 |
| ICMA Deferred Compensation | \$ | 40,089.75 |
| Fire 457 Nationwide | \$ | 19,169.53 |
| Roth - ICMA | \$ | 310.00 |
| Roth - Nationwide | \$ | 770.25 |
| 401K Deferred Comp | \$ | 1,000.00 |
| Garnishments (Chapter 13) | \$ | 509.15 |
| Tax Levy | \$ | 285.13 |
| Child Support | \$ | 599.99 |
| Mercer Island Employee Association | \$ | 315.00 |
| Cities & Towns/AFSCME Union Dues | \$ | - |
| Police Union Dues | \$ | - |
| Fire Union Dues | \$ | 2,019.69 |
| Fire Union - Supplemental Dues | \$ | 154.00 |
| Standard - Supplemental Life Insurance | \$ | - |
| Unum - Long Term Care Insurance | \$ | 642.95 |
| AFLAC - Supplemental Insurance Plans | \$ | 636.51 |
| Coffee Fund | \$ | 94.00 |
| Transportation | \$ | 137.08 |
| HRA - VEBA | \$ | 4,747.58 |
| Miscellaneous | \$ | 369.08 |
| Nationwide Extra | \$ | - |
| GET | \$ | 250.00 |
| Oregon Transit Tax and Oregon Benefit Tax | \$ | - |
| Tax & Benefit Obligations Total | \$ | 316,750.24 |
| TOTAL GROSS PAYROLL | | \$ 914,573.18 |

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 FEBRUARY 26, 2019

CALL TO ORDER & ROLL CALL

Mayor Debbie Bertlin called the meeting to order at 6:04 pm in the Council Chambers of City Hall, 9611 SE 36th Street, Mercer Island, Washington.

Mayor Debbie Bertlin, Deputy Mayor Salim Nice, and Councilmembers Lisa Anderl, Wendy Weiker (7:04), and Benson Wong were present.

AGENDA APPROVAL

It was moved by Wong; seconded by Nice to:
Approve the agenda, as amended.
Passed 5-0
FOR: 5 (Anderl, Bertlin, Nice, and Wong)
ABSENT: 2 (Bassett, Weiker, Wisenteiner)

EXECUTIVE SESSION

Executive Session to discuss pending or potential litigation with legal counsel pursuant to RCW 42.30.110(1)(i) for approximately 60 minutes.

At 6:06 pm, Mayor Bertlin convened the Executive Session to discuss pending or potential litigation with legal counsel pursuant to RCW 42.30.110(1)(i) for approximately 60 minutes.

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

SPECIAL BUSINESS

AB 5534: Black History Month Proclamation

PSE Community Outreach Manager Leslie Myers re: Puget Sound Energy's Green Power Program

Mayor Bertlin introduced Puget Sound Energy's (PSE) Community Outreach Manager Leslie Myers and Local Government Affairs & Public Policy Manager David Hoffman. Myers and Hoffman outlined for Council PSE's Green Power and Solar Choice programs and their efforts to reduce carbon emissions on the Island. Myers further explained that PSE will be knocking on every door on Mercer Island to encourage residents to sign up for one of two programs – Green Power or Solar Choice.

Council asked that PSE return with a follow-up report after they complete the solar energy campaign.

CITY MANAGER REPORT

City Manager Julie Underwood reported on the following items:

- 2017 State Audit Report - Congratulations to our Finance Team for another clean audit!
- 2019 WellCity Award - WellCity recognition results in a discount on medical premiums!
- Mercer Island Voted Best Pup-Approved Outdoor Adventure
- Mercer Island Gallery Exhibit: Mercer Island in Focus, now through Apr. 12 at MICEC. Artists' Reception: Feb. 28, 6:30-8:00 pm
- Community Open House: Aubrey Davis Master Plan, Feb. 28, 6 pm at MICEC
- Waterfront Cross-Connection Surveys Due March 1
- Restoration Events: March 2, 10 am – 1 pm at Ellis Pond and 10 am – 2 pm at Pioneer Park
- YFS Foundation Fundraising Breakfast & Shop Local Event on March 6. Breakfast, 7:30 – 8:30 am at MICEC; Shop Local throughout the day at various Mercer Island businesses

- Critical Areas Code Update Public Hearing, March 6, 6:00 pm
- Bike Drive, March 9, 10:00 am – 4:00 pm at New Seasons Market

Public Works Director Jason Kintner, ROW Team Leader Brian Hartvigson, Operations Commander Dave Jokinen, and Sustainability & Communications Manager Ross Freeman provided Council with a detailed report on the City's snow response, staff involvement, and estimated costs.

Snow Response:

- EOC activation – 6 days/101 hours
- Arrests – 2 (car prowls)
- Robbery attempt – 1 (Wells Fargo)
- Traffic collisions – 9
- Hit & run collisions – 6
- Stuck/blocking vehicles/trees – 60
- Public assistance calls - 29

Snow Response Hours & Costs:

- Total Overtime Costs (Public Works, Police, Fire): \$51,751
- Materials & Equipment (to date): \$40,000
- EOC Operation Hours: 101 hours
- Communications Hours: 88 hours

APPEARANCES

Cheryl D'Ambrosio, 3712 E. Mercer Way, addressed safety standards on the Island and asked Council to consider creating a Committee on safety.

Julie Garwood, 97721 SE 41st Street, expressed concern regarding the Comprehensive Plan Amendments and its proposed zone changes.

Peter Struck, 9130 SE 54th Street, addressed three items with Council:

- The garbage trucks temporarily installed at South Mercer during the snow storm were a life saver,
- Encouraged Council to consider keeping private contractors on retainer to help with snow removal and possibly reduce overtime, and
- Spoke to AB 5533 on the Consent Calendar regarding the PSA with Twenty Four Eleven and expressed concern regarding the process and asked that Council explain the delay in the project.

Gary Robinson, 6026 E. Mercer Way, addressed the City Manager's 360 evaluation and encouraged Council to include Mercer Island residents in the process.

CONSENT CALENDAR

January Payables: \$1,848,405.34 (1/11/2019), \$564,904.25 (1/17/2019), \$566,832.29 (1/24/2019), & \$466,075.65 (1/31/2019)

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

February Payables: \$136,096.55 (2/11/2019) & \$538,134.49 (2/14/2019)

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

Payroll: \$880,922.32 (01/18/2019), \$818,771.59 (02/01/2019), & \$812,881.78 (02/15/2019)

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

2018 Meeting Minutes: May 1, May 15, May 22, November 8, November 26, December 4, December 6,

December 11 (Revised) & December 18

Recommendation: Adopt the May 1, May 15, May 22, November 8, November 26, December 4, December 6, December 11 (Revised) & December 18 meetings minutes as written.

2019 Meeting Minutes: January 15 & February 14

Recommendation: Adopt the January 15 and February 14 meeting minutes as written.

AB 5532: Pump Station Generator and Pump Replacements Bid Award

Recommendation: Approve a Sewer Fund carryover of \$665,371 to fund generator replacements at pump stations 13, 17, and 24 and three pump replacements at pump station 18, award bid, and authorize the City Manager to execute a construction contract with Gary Harper Construction, Inc.

AB 5533: Second Amendment to Purchase and Sale Agreement with Twenty Four Eleven, LLC to Develop Long-Term Transit Commuter Parking in the Town Center

Recommendation: Authorize the City Manager to execute a Second Amendment to the Purchase and Sale Agreement, in substantially the form attached as Exhibit 1 hereto, between the City of Mercer Island and Twenty Four Eleven, LLC to extend the due diligence period to allow more time to negotiate a Development Agreement.

REGULAR BUSINESS

AB 5531: 2018 City Manager Performance Review and Evaluation Report

Mayor Bertlin described the City Manager Performance Review process, explaining that Council seated in 2018 and the City's Leadership Team were involved in the process. Councilmembers expressed their support for City Manager Underwood and were complementary of her performance, management, and leadership. Council also noted that Underwood recommended foregoing her Pay for Performance increase, outlined in her contract, despite her strong review.

In response to questions about her vision for 2019, Underwood explained that her theme to staff is to be "resilient and adaptable."

Mike Leahey, 9852 Mercerwood Drive, requested to comment on the City Manager's Performance Review and Evaluation Report.

It was moved by Weiker; seconded by Anderl to:

Allow Mr. Leighy to speak to the individual agenda item.

Passed 4-1

FOR: 4 (Anderl, Bertlin, Weiker and Wong)

AGAINST: 1 (Nice)

ABSENT: 2 (Bassett, Wisenteiner)

Mr. Leahey reiterated Mr. Robinson's earlier remarks that the performance and review process should involve Island residents and expressed his disappointment with the City Manager.

It was moved by Nice; seconded by Wong to:

Accept the City Manager's 2018 performance review and evaluation report.

Passed 5-0

FOR: 5 (Anderl, Bertlin, Nice, Weiker and Wong)

ABSENT: 2 (Bassett, Wisenteiner)

OTHER BUSINESS

Councilmember Absences

Deputy Mayor Nice will be absent March 5, 2019.

Planning Schedule

City Manager Julie Underwood reviewed the proposed planning schedule accordingly:

- March 19 – There will be a GoTo Meeting with Management Partners on the Fiscal Sustainability Plan progress and an opportunity to review the draft 2019-2020 City Council Priorities and Work Plan.
- April 2 – Discussion on Youth and Family Services Funding.

City Manager Underwood reported that the Planning Commission met on February 25 and tentatively set May 15 for a public hearing on the Community Facilities Code Amendment and Code.

She also reported that Representative Tana Senn's asked what the City's position was on House Bill 1797, an Accessory Dwelling Unit Bill, to which staff responded that the City does not support HB 1797. HB 1797 would allow three families to live on one lot and significantly change the residential character of the island.

King County Executive Constantine has proposed a six-year levy that includes \$60 million that would be dispersed to local cities to support parks and recreation programs and projects. The proposed levy amount is \$16.82/\$1000 of assessed property value.

Board Appointments

Mayor Bertlin reported that she and Deputy Mayor Nice reviewed the 2019 City Council Liaison Assignments and made the following appointments:

City Boards and Commissions:

- Arts Council: Nice
- Disability Board: Weiker, Wisenteiner
- Open Space Conservancy Trust: Wisenteiner
- Parks & Recreation Commission: Bertlin
- Utility Board: Anderl

Committees:

- Sustainability Committee: Bassett, Nice, Wong

Local Assignments:

- MISD Superintendent's Advisory Council: Bertlin
- Mercer Island PTA Advocacy Committee: Bertlin, Weiker (alternate)

Regional Assignments:

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

Councilmember Wong noted that he does not serve on the Puget Sound Transportation Policy Board (TPB).

Councilmember Reports

Councilmember Wong reported he was participating in the Rotary Run/Walk – March 24

Councilmember Anderl reported that she was attending the YFS Breakfast (March 6) as Councilmember Wong's guest.

Councilmember Weiker reported on the following:

- Rotary Run/Walk
- KC Conversation District is up for renewal this year
- Boy Scout Troop Pancake breakfast on Sunday
- Chamber of Commerce meeting schedule

- Youth Theatre Gala on March 9

Mayor Bertlin reported on the Growth Management Planning Council meeting scheduled for February 27

ADJOURNMENT

The Regular Meeting adjourned at 8:56 pm.

Debbie Bertlin, Mayor

Attest:

Deborah A. Estrada, City Clerk



BUSINESS OF THE CITY COUNCIL
CITY OF MERCER ISLAND, WA

AB 5538
March 5, 2019
Regular Business

Table with 3 columns: Title (PUBLIC HEARING ON EMERGENCY ORDINANCE NO. 19C-02...), Action (Conduct Public Hearing), and checkboxes (Discussion Only, Action Needed: Motion, Ordinance, Resolution).

Table with 2 columns: Department/Council Liaison/Exhibits/Goal/Manager and corresponding details (Community Planning and Development, n/a, list of exhibits, 6. Update Outdated Codes..., APPROVED BY CITY MANAGER).

Table with 3 columns: Financial Item (AMOUNT OF EXPENDITURE, AMOUNT BUDGETED, APPROPRIATION REQUIRED), Dollar Sign (\$), and Value (n/a).

SUMMARY

BACKGROUND

On January 15, 2019, the City Council unanimously passed "interim" Ordinance No. 19C-02 (see Exhibit 1), establishing interim design and concealment standards for small cell facilities deployments.

Prior to the adoption of Ordinance No. 19C-02, the City of Mercer Island did not have design standards for small cell facilities deployments, and consequently, such standards were not "published in advance," as required by the New Rules.

INTERIM ORDINANCE – PUBLIC HEARING

The City is authorized under state law, specifically RCW 35A.63.220 and 36.70A.390, to pass an interim zoning ordinance for up to six months, provided the City holds a public hearing on the interim ordinance within 60 days of the interim ordinance's adoption.

SCHEDULE

The interim ordinance will expire mid-July of 2019. Adoption of permanent design and concealment standards for small cell facilities deployment will require review, a public hearing, and a recommendation by the Planning Commission prior to City Council action. The Planning Commission's schedule is currently significantly encumbered with the review of required updates to the Critical Areas and Shoreline Master Program regulations, the development of the Community Facilities zoning regulations, and the 2019 Comprehensive Plan amendments. Consequently, the City anticipates that at least one, and possibly more, extensions of the interim ordinance may be required. Staff will prepare a work plan for review by the City Council prior to extension of the interim ordinance.

RECOMMENDATION

Community Planning and Development Director

Conduct public hearing. Provide additional direction to staff if necessary.

**CITY OF MERCER ISLAND
ORDINANCE NO. 19C-02**

**AN ORDINANCE OF THE CITY OF MERCER ISLAND, WASHINGTON,
DECLARING AN EMERGENCY; ADOPTING INTERIM DESIGN AND
CONCEALMENT STANDARDS FOR SMALL CELL FACILITIES
DEPLOYMENT; PROVIDING FOR A PUBLIC HEARING; AND ESTABLISHING
AN IMMEDIATE EFFECTIVE DATE.**

WHEREAS, the Federal Communications Commission issued a Declaratory Ruling and Third Report and Order (“New Rules”) relating to small cell facilities, which became effective January 14, 2019; and

WHEREAS, the New Rules significantly preempt the City’s ability to regulate the installation of small cell facilities on City-owned public rights-of-way; and

WHEREAS, aesthetic requirements imposed by the City under the New Rules on installation of small cell facilities must be published in advance and must also be reasonable, no more burdensome than those applied to other types of infrastructure deployments, and objective; and

WHEREAS, the City does not have design and concealment standards adopted for deployment of small cell facilities currently; and

WHEREAS, without adopted standards, the City may not impose design and concealment standards on applications for the deployment of small cell facilities under the New Rules; and

WHEREAS, the City Council finds that deployment of small cell facilities with unregulated design and concealment standards may result in uncoordinated installations, visual blight, interference with public facilities and equipment, and traffic dangers that pose harm to public health, safety, property, and welfare; and

WHEREAS, to prevent the potential harm to public health, safety, property, and welfare, the City Council concludes that the City immediately needs interim design and concealment standards for deployment of small cell facilities until permanent standards can be adopted following the process and procedures for adopting development regulations; and

WHEREAS, the City is authorized under RCW 35A.63.220, 36.70A.390 to pass an interim zoning and official control ordinance for up to six months, provided it holds a public hearing on the same within sixty days after passage; and

WHEREAS, consistent with the provisions of RCW 35A.63.220 and RCW 36.70A.390, it is appropriate for the City Council to hold a public hearing and adopt findings of fact supporting and justifying the interim zoning and official control ordinance within at least sixty days of its passage;
NOW, THEREFORE,

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

- Section 1. Whereas Clauses Adopted.** The “Whereas Clauses” set forth in the recital of this Ordinance are hereby adopted as the preliminary findings and conclusions of the City Council for passing this Ordinance.
- Section 2. Declaration of Emergency.** As set forth in the “Whereas Clauses” adopted in Section 1 of this Ordinance, the City Council hereby declares that an emergency exists necessitating that this Ordinance take effect immediately upon unanimous passage by the whole membership of the City Council, and that the same is not subject to a referendum (RCW 35A.11.090(2)) and is exempt from SEPA review (WAC 197-11-880 and MICC 19.07.120(D)).
- Section 3. Interim Standards Adopted.** Interim Design and Concealment Standards for Deployment of Small Cell Facilities are hereby adopted as set forth in Exhibit A to this Ordinance.
- Section 4. Public Hearing.** Pursuant to RCW 35A.63.220 and RCW 36.70A.390, a public hearing shall be scheduled for 7:00 p.m. on March 5, 2019, which is within 60 days of this Ordinance passage, at Mercer Island City Hall, 9611 SE 36th Street, during the City Council’s regular meeting, or as soon thereafter as the business of the City Council shall permit, in order to hear and consider the comments and testimony of those wishing to speak at such public hearing regarding the interim standards imposed by this Ordinance and to consider adopting further findings of fact if needed.
- Section 5. Duration of Interim Standards.** The Interim Design and Concealment Standards for Deployment of Small Cell Facilities approved by this Ordinance shall become effective immediately, on the date hereof, and shall continue in effect for an initial period of six months, unless repealed, extended or modified by the City Council after subsequent public hearing(s), entry of appropriate findings of fact, and or development of a work plan for related studies pursuant to RCW 35A.63.220 and RCW 36.70A.390.
- Section 6. Severability.** If any section, sentence, clause, or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, or its application held inapplicable to any person, property, or circumstance, such invalidity or unconstitutionality shall not affect the validity of any other section, sentence, clause, or phrase of this Ordinance or its application to any other person, property or circumstance.
- Section 7. Effective Date.** This Ordinance, as a public emergency ordinance necessary for the protection of the public health, safety, property, and welfare, shall take effect and be in full force and effect immediately upon its unanimous passage by the entire membership of the City Council as required by RCW 35A.11.090(2) and 35A.13.190.

Passed unanimously by the City Council of the City of Mercer Island, Washington, at its regular meeting on the 15th day of January 2019 and signed in authentication of its passage.

CITY OF MERCER ISLAND




Debbie Bertlin, Mayor

Approved as to Form:



Kari L. Sand, City Attorney

ATTEST:



Deborah A. Estrada, City Clerk

Date of Publication: 1/23/2019

DRAFT
Code Amendments
Small Cell Facilities Design and Concealment Interim Standards

1
2
3
4
5 **GENERAL REGULATIONS**

6 19.06.070 Small Cell Deployment.

7 19.06.075 Small Cell Deployments – Design and Concealment Standards.

8
9 **DEFINITIONS**

10 19.15.030 Land Use Review Types.

11
12 **DEFINITIONS**

13 19.16.010 Definitions.

14
15 "Normal Text" is existing code language

16 "~~Strikethrough Text~~" is existing code language that will be deleted

17 "Underline Text" is new code language that will be added

18 "... " represents that existing code language is omitted and will not be amended

19

1 **19.06.070 ~~Bonding and insurance~~ Small cell facilities deployment.**

2 The following provisions establish standards for small cell facilities deployments; provided, however,
3 that any small cell or small cell network component which is not exempt from SEPA review shall also
4 comply with chapter 19.07 MICC:

5 (1) Small Cell Facility Approval Required. Small cell facilities are permitted in all zoning
6 designations subject to a Type II land use review process pursuant to chapter 19.15 MICC. In
7 addition to the small cell approval, one or more right-of-way use permits may also be required
8 for small cell deployment.

9 (2) Previously Approved Small Cells on Existing or Replacement Utility Poles. Eligible small cell
10 facilities permitted under the provisions of a franchise approval prior to the adoption of these
11 standards shall be considered to have satisfied the design and concealment standards when
12 installed and maintained in accordance with the franchise agreement.

13 (3) Replacement Utility Pole – Street Lighting. With the express permission of the City, a
14 replacement utility pole or a new utility pole may be permitted in the form of a new street light
15 standard. The design of the street light standard shall be in accordance with the City lighting
16 requirements in effect at the time of application. Wherever technologically feasible, all
17 equipment and cabling shall be internal to the replacement street lighting standard, or
18 concealed through the design and implementation of a concealment plan.

19 (4) Undergrounded Utility Areas. A service provider or infrastructure company desiring to locate
20 any aboveground infrastructure in an undergrounded utility area shall provide a separate,
21 standalone pole. Pole design to be approved by the City pursuant to MICC 19.06.075(6)(d).

22
23 **19.06.075 Small Cell Deployments – Design and concealment standards.**

24 Small cell deployments, whether permitted on the right-of-way pursuant to a franchise or in accordance
25 with this chapter, shall conform to the design standards set forth in this section.

26 (1) Small Cell Deployment Design Standards - General Requirements. All small cell deployments
27 shall comply with the following provisions:

28 (a) Ground-mounted equipment in the rights-of-way is prohibited unless such facilities
29 are placed underground or the applicant can demonstrate that pole-mounted or
30 undergrounded equipment is technically infeasible. If ground-mounted equipment is
31 necessary, then the applicant shall submit a concealment plan pursuant to subsection
32 (7). Generators located in the rights-of-way are prohibited.

33 (b) No equipment shall be operated so as to produce noise in violation of chapter 8.24
34 MICC.

35 (c) Small cell facilities are not permitted on traffic signal poles.

1 (d) Replacement poles and new poles shall comply with the Americans with Disabilities
2 Act (ADA), City construction and sidewalk clearance standards, and state and federal
3 regulations in order to provide a clear and safe passage within the rights-of-way.

4 (e) Replacement poles shall be located as near as possible subject to approval by the
5 City Engineer to the existing pole with the requirement to remove the abandoned pole.

6 (f) No signage, message or identification other than the manufacturer's identification or
7 identification required by governing law is allowed to be portrayed on any antenna, and
8 any such signage on equipment enclosures shall be of the minimum amount possible to
9 achieve the intended purpose; provided, that signs are permitted as concealment
10 element techniques where appropriate.

11 (g) Antennas and related equipment shall not be illuminated except for security reasons,
12 required by a federal or state authority, or unless approved as part of a concealment
13 plan.

14 (h) Side arm mounts for antennas or equipment are prohibited.

15 (i) The preferred location of a small cell facility on a pole is the location with the least
16 visible impact.

17 (j) Antennas, equipment enclosures, and ancillary equipment, conduit and cable shall be
18 located within the building or pole to the maximum extent feasible.

19 (k) Antennas, equipment enclosures and ancillary equipment, conduit and cable shall
20 not adversely affect the aesthetic appearance or visual character of the building or pole
21 upon which they are attached.

22 (l) The City may consider the cumulative visual effects of small cells mounted on poles,
23 together with existing utility equipment, within the rights-of-way when assessing
24 proposed siting locations so as to not adversely affect the visual character of the City.
25 This provision shall not be applied to limit the number of permits issued when no
26 alternative sites are reasonably available nor to impose a technological requirement on
27 the service provider.

28 (m) The design criteria as applicable to small cell facilities described herein shall be
29 considered concealment elements and such small cell facilities may only be expanded
30 upon an eligible facilities request described in chapter 19.06 MICC, when the
31 modification does not defeat the concealment elements of the facility.

32 (2) Small Cell Facilities Attached to Nonwooden Poles. Small cell facilities attached to existing or
33 replacement nonwooden light poles and other nonwooden poles in the right-of-way or poles
34 outside of the right-of-way shall conform to the following design criteria in addition to the
35 General Requirements set forth in subsection (1) above:

36 (a) Antennas and the associated equipment enclosures shall be sited and installed in a
37 manner which minimizes the visual impact on the streetscape either by either:

1 i. Fully concealing the antennas and associated equipment fully within the pole;
2 or,

3 ii. Through a concealment plan which provides an equivalent or greater impact
4 reduction pursuant to subsection (7), below.

5 (b) All conduit, cables, wires and fiber must be routed internally in the light pole.
6 Conduit, cables, wires and fiber extending outside the pole to connect with externally
7 mounted antennas or equipment shall be located within shrouds, canisters, or sleeves.

8 (c) An antenna on top of an existing pole may not extend more than six feet above the
9 height of the existing pole and the diameter may not exceed 16 inches, measured at the
10 top of the pole, unless the applicant can demonstrate that more space is needed. The
11 antennas shall be integrated into the pole design so that they appear as a continuation
12 of the original pole, including colored, powder coated, or other permanent coloration,
13 to match the pole, and shall be shrouded or screened to blend with the pole. All cabling
14 and mounting hardware/brackets from the bottom of the antenna to the top of the pole
15 shall be fully concealed and integrated with the pole.

16 (d) In addition to the increased antenna height allowed in subsection (c) above, the
17 height of any replacement pole may not extend more than 10 feet above the height of
18 the existing pole or the minimum additional height necessary for adequate clearance
19 from electrical wires, whichever is greater.

20 (e) Any replacement nonwooden pole shall substantially conform to the design of the
21 pole it is replacing, or the applicable City pole design standards.

22 (f) The diameter of a replacement pole shall comply with applicable setback and
23 sidewalk clearance requirements, ADA requirements, and if a replacement light
24 standard then with the City's lighting requirements.

25 (g) The use of the pole for the siting of a small cell facility shall be considered secondary
26 to the primary function of the pole. If the primary function of a pole serving as the host
27 site for a small cell facility becomes unnecessary, the pole shall not be retained for the
28 sole purpose of accommodating the small cell facility and the small cell facility and all
29 associated equipment shall be removed.

30 (3) Wooden Pole Design Standards. Small cell facilities located on wooden poles shall conform to
31 the following design criteria in addition to the General Requirements set forth in subsection (1)
32 above:

33 (a) The wooden pole at the proposed location may be replaced with a taller pole for the
34 purpose of accommodating a small cell facility; provided, that the replacement pole
35 shall not exceed a height that is a maximum of 10 feet taller than the existing pole,
36 unless a further height increase is required and confirmed in writing by the pole owner
37 and that such height extension is the minimum extension possible to provide sufficient
38 separation and/or clearance from electrical and wireline facilities.

1 (b) A pole extender may be used instead of replacing an existing pole but may not
2 increase the height of the existing pole by more than 10 feet unless a further height
3 increase is required and confirmed in writing by the pole owner and such height
4 increase is the minimum extension possible to provide sufficient separation and/or
5 clearance from electrical and wireline facilities. The pole extender shall be painted to
6 approximately match the color of the pole and shall substantially match the diameter of
7 the pole measured at the top of the pole.

8 (c) Replacement wooden poles may either match the approximate color and materials
9 of the replaced pole or shall be the standard new wooden pole used by the pole owner
10 in the City.

11 (d) Antennas, equipment enclosures, and all ancillary equipment, boxes and conduit
12 shall be colored, powder coated, or other permanent coloration, to match the
13 approximate color of the surface of the wooden pole on which they are attached.

14 (e) Panel antennas shall not be mounted on the side of a pole more than 12 inches from
15 the surface of the wooden pole, measured from the exterior surface of the pole to the
16 furthest extent of the panel antenna.

17 (f) Antennas should be placed in an effort to minimize visual clutter and obtrusiveness.
18 Multiple antennas are permitted on a wooden pole; provided, that each antenna
19 enclosure shall not be more than three cubic feet in volume, with a cumulative total
20 antenna volume not to exceed 12 cubic feet.

21 (g) In addition to the increased antenna height allowed in subsection (b) above, a
22 canister antenna may be mounted on top of an existing wooden pole, which may not
23 exceed the height requirements described in subsection (3)(a) of this section. A canister
24 antenna mounted on the top of a wooden pole shall not exceed 16 inches, measured at
25 the top of the pole, and shall be colored or painted to match the pole. The canister
26 antenna must be placed to look as if it is an extension of the pole. In the alternative, the
27 applicant may propose a side-mounted canister antenna, so long as the inside edge of
28 the antenna is no more than 12 inches from the surface of the wooden pole. All cables
29 shall be concealed either within the canister antenna or within a sleeve between the
30 antenna and the wooden pole.

31 (h) In addition to the increased antenna height allowed in subsection (b) above, an
32 omni-directional antenna may be mounted on the top of an existing wooden pole,
33 provided such antenna is no more than four feet in height and is mounted directly on
34 the top of a pole or attached to a sleeve made to look like the exterior of the pole as
35 close to the top of the pole as technically feasible. All cables shall be concealed within
36 the sleeve between the bottom of the antenna and the mounting bracket.

37 (i) All related equipment including but not limited to ancillary equipment, radios, cables,
38 associated shrouding, microwaves, and conduit which are mounted on wooden poles
39 shall not be mounted more than six inches from the surface of the pole, unless a further
40 distance is technically required, and is confirmed in writing by the pole owner.

1 (j) Equipment for small cell facilities must be attached to the wooden pole, unless
2 otherwise permitted to be ground-mounted pursuant to subsection (1) of this section.
3 The equipment must be placed in the smallest enclosure possible for the intended
4 purpose. The equipment enclosure may not exceed 17 cubic feet. Multiple equipment
5 enclosures may be acceptable if designed to more closely integrate with the pole design
6 and do not cumulatively exceed 17 cubic feet. The applicant is encouraged to place the
7 equipment enclosure behind any banners or road signs that may be on the pole if such
8 banners or road signs are allowed by the pole owner.

9 (k) The visual effect of the small cell facility on all other aspects of the appearance of the
10 wooden pole shall be minimized to the greatest extent reasonably possible.

11 (l) The use of the wooden pole for the siting of a small cell facility shall be considered
12 secondary to the primary function of the pole. If the primary function of a pole serving
13 as the host site for a small cell facility becomes unnecessary, the pole shall not be
14 retained for the sole purpose of accommodating the small cell facility and the small cell
15 facility and all associated equipment shall be removed.

16 (m) All cables and wires shall be routed through conduit along the outside of the pole.
17 The outside conduit shall be colored, powder coated, or other permanent coloration, to
18 match the pole. The number and size of conduits shall be minimized to the number
19 technically necessary to accommodate the small cell.

20 (4) Small Cell Facilities Attached to Existing Buildings. Small cell facilities attached to existing
21 buildings shall conform to the following design criteria:

22 (a) Small cell facilities may be mounted to the sides of a building if the antennas do not
23 interrupt the building's architectural theme.

24 (b) The interruption of architectural lines or horizontal or vertical reveals is discouraged.

25 (c) New architectural features such as columns, pilasters, corbels, or other
26 ornamentation that conceal antennas may be used if they complement the architecture
27 of the existing building.

28 (d) Small cells shall utilize the smallest mounting brackets necessary in order to provide
29 the smallest offset from the building.

30 (e) Skirts or shrouds shall be utilized on the sides and bottoms of antennas in order to
31 conceal mounting hardware, create a cleaner appearance, and minimize the visual
32 impact of the antennas. Exposed cabling/wiring is prohibited.

33 (f) Small cell facilities shall be painted and textured to match the adjacent building
34 surfaces.

35 (5) Small cell facilities mounted on cables strung between utility poles shall conform to the
36 following standards:

37 (a) Each strand-mounted facility shall not exceed three cubic feet in volume;

1 (b) Only one strand-mounted facility is permitted per cable between any two existing
2 poles;

3 (c) The strand-mounted devices shall be placed as close as possible to the nearest utility
4 pole, in no event more than six feet from the pole unless a greater distance is technically
5 necessary or required by the pole owner for safety clearance;

6 (d) No strand-mounted device shall be located in or above the portion of the roadway
7 open to vehicular traffic;

8 (e) Ground-mounted equipment to accommodate such strand-mounted facilities is not
9 permitted, except when placed in preexisting equipment cabinets;

10 (f) Pole-mounted equipment for strand-mounted facilities shall meet the requirements
11 for pole-mounted small cells; and

12 (g) Such strand-mounted devices must be installed to cause the least visual impact and
13 with the minimum exterior cabling or wires (other than the original strand) necessary to
14 meet the technological needs of the facility.

15 (6) New Poles in the Rights-of-Way for Small Cell Facilities.

16 (a) New poles within the rights-of-way are only permitted if the applicant can establish
17 that:

18 (i) The proposed small cell facility cannot be located on an existing utility pole or
19 light pole, electrical transmission tower or on a site outside of the public rights-
20 of-way such as a public park, public property, building, transmission tower or in
21 or on a nonresidential use in a Residential Zone whether by roof or panel-mount
22 or separate structure;

23 (ii) The proposed wireless communications facility receives approval for a
24 concealment plan, as described in subsection (7) of this section;

25 (iii) The proposed wireless communications facility also complies with the
26 Shoreline Master Program and SEPA, if applicable; and

27 (iv) No new poles shall be located in a critical area or associated buffer required
28 by the City's critical areas ordinance, except when determined to be exempt
29 pursuant to said ordinance.

30 (7) The concealment plan shall include the design of the screening, fencing or other
31 concealment technology for a pole or equipment structure, and all related transmission
32 equipment or facilities associated with the proposed wireless communications facility, including
33 but not limited to fiber and power connections.

34 (a) The concealment plan shall seek to minimize the visual obtrusiveness of wireless
35 communications facility installations. The proposed pole or structure shall have similar
36 designs to existing neighboring poles in the rights-of-way, including to the extent
37 technically feasible similar height. Other concealment methods include, but are not

1 limited to, integrating the installation with architectural features or building design
2 components, utilization of coverings or concealment devices of similar material, color
3 and texture – or the appearance thereof – as the surface against which the installation
4 will be seen or on which it will be installed, landscape design, or other camouflage
5 strategies appropriate for the type of installation. Applicants are required to utilize
6 designs in which all conduit and wirelines are installed internally in the structure or
7 otherwise integrated into the design of the structure. Use of a unified enclosure equal
8 to or less than four cubic feet in volume may be permitted in meeting these criteria. This
9 requirement shall be applied in a manner which does not dictate the technology
10 employed by the service provider nor unreasonably impair the technological
11 performance of the equipment chosen by the service provider.

12 (b) If the code official has already approved a concealment plan either for the applicant
13 or another wireless communications facility along the same public right-of-way or for
14 the same pole type, then the applicant shall utilize a substantially similar concealment
15 plan, unless it can show that such concealment plan is not physically or technologically
16 feasible, or that such deployment would undermine the generally applicable design
17 standards.

18 (8) These design standards are intended to be used solely for the purpose of concealment and
19 siting. Nothing herein shall be interpreted or applied in a manner which dictates the use of a
20 particular technology. When strict application of these requirements would unreasonably impair
21 the function of the technology chosen by the applicant, alternative forms of concealment or
22 deployment may be permitted which provide similar or greater protections from negative visual
23 impacts to the streetscape.

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19.15.030 Land use review types.

There are four categories of land use review that occur under the provisions of the development code.

A. *Type I.* Type I reviews are based on clear, objective and nondiscretionary standards or standards that require the application of professional expertise on technical issues.

B. *Type II.* Type II reviews are based on clear, objective and nondiscretionary standards or standards that require the application of professional expertise on technical issues. The difference between Type I and Type II review is that public notification shall be issued for Type II decisions.

C. *Type III.* Type III reviews require the exercise of discretion about nontechnical issues.

D. *Type IV.* Type IV reviews require discretion and may be actions of broad public interest. Decisions on Type IV reviews are only taken after an open record hearing.

E. The types of land use approvals are listed in Table A of this section. The required public process for each type of land use approval are listed in Table B of this section.

...

Table A. Land Use Review Type

| Type I | Type II | Type III | Type IV |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none">• Home business• Seasonal development limitation waiver• Nonmajor single-family dwelling building permits• Tree removal permit• Right-of-way permit• Special needs group housing safety determination | <ul style="list-style-type: none">• Modified wireless communication facilities (6409 per <u>47 CFR 1.40001</u>)• Lot line revision• Setback deviations• Final plat^{2, 3}• Code official design review• Accessory dwelling unit | <ul style="list-style-type: none">• New and modified wireless (non-6409) eligible facility• SEPA threshold determination• Critical areas determination (wetland/watercourse buffer averaging/reduction)• Temporary encampment⁴ | <ul style="list-style-type: none">• Preliminary long plat approval• Conditional use permit• Variance• Critical areas reasonable use exception• Long plat alteration and vacations• Parking variances (reviewed by design commission) |

| Type I | Type II | Type III | Type IV |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Tenant improvement/change of use • Shoreline exemption¹ • Critical areas determination (steep slope alteration) • Final short plat • Temporary commerce on public property • Site development permits • Transportation concurrency certificate | <ul style="list-style-type: none"> • Parking variances (reviewed by city engineer) • <u>Small cell deployment</u> | <ul style="list-style-type: none"> • Short plat alteration and vacations • Preliminary short plat • Development code interpretations • Major single-family dwelling building permit • Shoreline substantial development permit¹ • Shoreline revision (substantial development)¹ | <ul style="list-style-type: none"> • Variance from short plat acreage limitation • Wireless communication facility height variance • Planned unit development • Design commission design review • Permanent commerce on public property • Shoreline conditional use permit (SCUP)⁵ • Shoreline variance⁵ • Shoreline revision (variance and SCUP) |

1

2 ...

1 **19.16.010 Definitions.**

2 Words used in the singular include the plural and the plural the singular.

3 ...

4 Pole Extender: An object affixed between a utility pole and pole top mounted equipment (e.g. a small
5 cell antenna) for the purpose of increasing the height of the pole top mounted equipment above the
6 pole.

7 ...

8 Regulated Improvements: Any development of any property within the city, except:

9 1. Property owned or controlled by the city; or

10 2. Single-family dwellings and the buildings, structures and uses accessory thereto; or

11 3. Wireless communications structures, including associated support structures and equipment
12 cabinets; or

13 4. Small cell facilities or small cell networks.

14 ...

15 Small cell deployment: The construction and installation of either small cell facilities, small cell networks,
16 or both small cell facilities and small cell networks, together with the installation of the fiber network
17 supporting the small cell facility and small cell network.

18 ...

19 "Small cell facility" and "small cell network" are defined in accordance with RCW 80.36.375.

20 ...

21 "Small cell" shall mean "small cell facility".

22 ...

23 Undergrounded Utility Areas: A geographic area where utilities that are commonly located aboveground
24 (e.g. electrical power, cable and telephone lines, etc.) have been placed entirely underground, and
25 associated support structures (e.g. wooden utility poles or guy poles) have been removed.

26 ...

1 Utilities: Facilities providing infrastructure services by a public utility or private utility regulated by the
2 state through fixed wires, pipes, or lines. Such facilities may include water, sewer, storm water facilities
3 (lines, ditches, swales and outfalls) and private utilities such as natural gas lines, telecommunication
4 lines, cable communication lines, electrical lines and other appurtenances associated with these utilities.
5 "Utilities" does not include wireless communication facilities, but do include small cell facilities.

6 ...

7 **Wireless Communications:**

- 8 1. Attached Wireless Communications Facility (Attached WCF): An antenna array that is attached
9 to an existing building or structure, including utility poles, with any accompanying attachment
10 structure, transmission cables, and an equipment cabinet which may be located either inside or
11 outside of the attachment building or structure.
- 12 2. Wireless Communications Antenna Array (Antenna Array): One or more rods, panels, discs or
13 similar devices used for the transmission or reception of radio frequency signals, which may include
14 omni-directional antenna (whip), directional antenna (panel), and parabolic antenna (dish).
- 15 3. Wireless Communications Facility (WCF): Any unstaffed facility for the transmission and/or
16 reception of radio frequency signals usually consisting of antennas, an equipment cabinet,
17 transmission cables, and a support structure to achieve the necessary elevation.
- 18 4. Wireless Communications Support Structure (Support Structure): A structure designed and
19 constructed specifically to support an antenna array, and may include a monopole tower, lattice
20 tower, guy-wire support tower or other similar structures. Any structure which is used to attach an
21 attached WCF to an existing building or structure (hereinafter "attachment structure") shall be
22 excluded from the definition of and regulations applicable to support structures.
- 23 5. Wireless Communications do not include small cells for the purposes of Title 19 MICC.

CITY OF MERCER ISLAND
NOTICE OF PUBLIC HEARING—ORD No. 19C-02
Interim Design and Concealment Standards for Deployment of Small Cell Facilities

Notice is hereby given that the Mercer Island City Council will hold a public hearing at its regular Meeting on Tuesday, March 5, 2019 at 7:00 pm, to receive comments on Ordinance No. 19C-02, which was adopted on January 15, 2019. Ordinance No. 19C-02 declared an emergency, adopted Interim Design and Concealment Standards for small cell facilities deployment; provided for a public hearing within 60 days of the ordinance passage; and established an immediate effective date. The hearing will be held in the Council Chambers located at Mercer Island City Hall, 9611 SE 36th Street, Mercer Island, WA.

The Interim Design and Concealment Standards for Deployment of Small Cell Facilities approved by Ordinance No. 19C-02 were effective immediately, on January 15, 2019, and shall continue in effect for an initial period of six months, unless repealed, extended or modified by the City Council after subsequent public hearing(s), entry of appropriate findings of fact, and or development of a work plan for related studies pursuant to RCW 35A.63.220 and RCW 36.70A.390.

A copy of the Ordinance is available on the City's website at <http://www.mercergov.org/files/ORD19C-02.pdf>.

Deborah A. Estrada, City Clerk
City of Mercer Island

Americans with Disabilities Accommodations are available by calling 206-275-7793.

Publish: January 23, 2019, Mercer Island Reporter

**STATE OF WASHINGTON, COUNTY OF KING }
AFFIDAVIT OF PUBLICATION
PUBLIC NOTICE**

Polly Shepherd, being first duly sworn on oath that she is the
Regional Publisher of Sound Publishing and that the

Mercer Island Reporter

a weekly newspaper, which newspaper is a legal newspaper of general
circulation and is now and has been for more than six months prior to the date
of publication hereinafter referred to, published in the English language
continuously as a weekly newspaper in King County, Washington. The
Mercer Island Reporter has been approved as a Legal Newspaper by order of
the Superior Court of the State of Washington for King County.

The notice in the exact form annexed was published in regular issues of
the Mercer Island Reporter (and not in supplement form) which was regularly
distributed to its subscribers during the below stated period. The annexed
notice, a:

Public Notice

was published on **January 23, 2019**.

The full amount of the fee charged for said foregoing publication is the
sum of **\$93.59**.

Polly Shepherd
Regional Publisher, Sound Publishing
Subscribed and sworn to me this **23rd day of January 2019**.

Jennifer Tribbett, Notary Public for the State of Washington, Residing in
Orting, Washington



From: [Dan Thompson](#)
To: [Council](#)
Cc: [Julie Underwood](#); [Evan Maxim](#)
Subject: FCC Regulations And Emergency Ordinance And Regulations Re: Design Of Small Cell Sites/Coalition of Cities Challenging Order
Date: Wednesday, January 16, 2019 1:04:07 PM

Last night Evan presented an emergency ordinance to enact design standards for small cell sites. Kudos to Evan for being on top of this and the council unanimously adopting the ordinance so that there are some design or regulatory tools for future applications until permanent regulations can be adopted.

Below is an article from the Bellevue Reporter on this issue. Evan mentioned his emergency ordinance -- and the proposed and future design regulations -- were/will be drawn from surrounding cities. As noted in the article Bellevue and several other cities are challenging the order, and I would suggest Mercer Island join those cities. The proliferation of small cells throughout the Island will not be popular, even with design standards that usually look better on paper than in reality, and I think the city and council need to show they are not taking this lying down.

I think that by joining the coalition of cities challenging this overly broad order -- which I assume is being challenged nationwide -- MI will also benefit from the different ideas on design restrictions in drafting our permanent design standards.

Daniel Thompson

Thompson & Delay
Attorneys at Law
506 2nd Ave., Suite 2500
Seattle, WA 98104
Phone: (206) 622-0670
Fax: (206) 622-3965

<http://www.bellevuereporter.com/news/bellevue-council-discusses-fcc-order-limiting-local-regulation-on-small-cell-technology/>

In September 2018, the Federal Communication Commission (FCC) approved an order that limits local control of small cell wireless facilities, antennas installed on city street lights that increase capacity and coverage of the 4G, and upcoming 5G, services provided by wireless carriers like T-Mobile and Verizon.

The city of Bellevue is also part of a coalition of cities challenging the order, trying to get it overturned.

The city of Bellevue 5G will be the first generation to utilize millimeter waves, with much higher frequencies ranging from 30 to 300 gigahertz. Millimeter waves have a major downside. They don't travel as far as lower frequency waves—they are unable to pass through buildings, and are absorbed by trees, earth's atmosphere, and even the uppermost layers of human skin.

The FCC order, which goes into effect on Jan. 14, places limitations on the ways in which the city can approve and have judgment over small cell installation applications from wireless carriers. Monica Buck, assistant city attorney, explained the limitations under the order.

The order changes the legal standard of what makes up “effective prohibition,” which is not authorized under federal law, to be much more friendly toward the wireless corporations rather than toward the local jurisdiction and would make it easier for companies to get permits for their small cell antennas.

The order also defines small wireless facility sizes and placement. The antenna must not be bigger than three cubic feet and the antenna equipment must be within 28 cubic feet. The definition does not limit how many antenna can be placed on a single structure.

Limitations to what the city can charge for installation are also imposed by the order. Cities cannot charge market-based rent, and instead are limited to charging the actual cost. Buck said \$270 per pole per year is what is presumed valid and what the city is working with for now.

The FCC also established a design test for what is considered reasonable. It also adopts a short timeframe for permit reviews. The city is limited to 60 days for permits proposed for existing structures and 90 days for new structures.

“This change in legal standard really does shift our ability to impose aesthetic requirements, and really regulate small cells in the right of way,” Buck said. “Before the FCC order we had 150 days to process an application for a small cell on a city street light, and now we have 60 days. In 2016, we talked about establishing a city preferred design that we would then streamline, but now because of the 60 days, any design needs to be streamlined because we have such a short period of time.”

She also said public input was affected by the order. Because the design is based on objective

standards that must be met, any public input would not have much influence. prior to the FCC order the city had more discretion in their design guidelines, she said, and could welcome public input.

In response, city staff worked to produce new code amendments and master license agreement changes to reflect the FCC order. The master license agreement (MLA) is a lease agreement for city owned streetlights, Buck explained. It established a 10-year term with one-year automatic renewals, and establishes the rent. If the FCC order is overturned, the market-based rent the city initially had been planning on is included in the MLA and would be used instead of the order's limitation.

The council members reiterated their support for implementation of the small cell technology as it advances Bellevue's Smart City plan, but did express disappointment at the loss of local control imposed by the FCC order. They directed staff to bring the code amendments and MLA form to the Jan. 22 regular council meeting for approval.

Staff said they do expect the deployment of small cell antennas to immediately occur in downtown Bellevue, followed by other areas, once the code amendments and MLA form are approved.

The full video archive of the meeting is available on the city's council calendar website."

Typically, each generation has occupied a higher frequency band than its predecessor. 4G and all those before it fell within frequencies of 300 megahertz to 3 gigahertz. 5G will be the first generation to utilize millimeter waves, with much higher frequencies ranging from 30 to 300 gigahertz

Millimeter waves have a major downside. They don't travel as far as lower frequency waves—they are unable to pass through buildings, and are absorbed by trees, earth's atmosphere, and even the uppermost layers of human skin.

To get around this issue, telecom companies will install small cells (which essentially are short range cellular antennas) in huge numbers.

From: [Sarah Fletcher](#)
To: [Evan Maxim](#)
Cc: [Council](#); [Ross Freeman](#)
Subject: Re: Cell Towers and 5G
Date: Wednesday, January 16, 2019 5:11:23 PM

Evan, you mentioned his emergency ordinance -- and the proposed and future design regulations -- were/will be drawn from surrounding cities. As noted in the article Bellevue and several other cities are challenging the order, you need to have Mercer Island join those cities. The proliferation of small cells throughout the Island will not be popular, even with design standards that usually look better on paper than in reality, and I think the city and council need to show they are not taking this lying down.

The City of Mercer Island is NOT prohibited from setting up radiation monitoring stations around wireless communications facilities to make sure that they meet FCC standards and furthermore that the radiation isn't harmful, regardless of what FCC says. The City of Mercer Island is NOT prohibited from lobbying the FCC to change the standards, if the City had/has evidence of harm.

And the fact that there is a notice up that one must be not closer than 25ft away must mean something. Otherwise, why put up a sign?

Perhaps, the City need to set an acceptable radiation level reading and should Crown Castle or whoever's equipment have a higher reading, they need to remove the equipment.

And if you are going to join other cities, please bring up the bright white LED lighting which the American Medical Association says should be banned. Mercer Island should look like they are doing something to protect its citizens.

Thank you for your consideration.

Sarah Fletcher

On Wed, Jan 16, 2019 at 3:59 PM Evan Maxim <evan.maxim@mercergov.org> wrote:

Dear Sarah Fletcher,

I believe that you would want to work through the FCC or your Federal Congressional representative to express concerns regarding health concerns.

Nuisance noise is regulated by the City's current nuisance regulations; so it was not explicitly addressed in the regulations adopted last night. I am only aware of a few isolated instances where noise has been an issue and the applicant is working to resolve the noise now.

Regards,

Evan Maxim

Director of Community Planning and Development

City of Mercer Island

9611 SE 36th Street, Mercer Island, WA 98040

p: 206.275.7732

If you would like a public record, please fill out a public records request at <https://mercerisland.nextrequest.com/>.

From: Sarah Fletcher <fletchsa1@gmail.com>
Sent: Wednesday, January 16, 2019 11:19 AM
To: Evan Maxim <evan.maxim@mercergov.org>
Cc: Council <council@mercergov.org>; Ross Freeman <Ross.Freeman@mercergov.org>
Subject: Re: Cell Towrs and 5G

Hello Evan, thank you so much for helping me understand this. This is not good at all. I am sure others have the same concerns as myself. I do not know how the FCC agency could have so much power. Do we write to Congress, Legislature, EPA to get our voices heard? Who is looking out for citizens' health? I think you mentioned that the current cells give off a buzzing noise, I do not recall Crown Castle telling people that or the City covering that specific noise in the MI Code.

Sarah Fletcher

On Wed, Jan 16, 2019 at 10:44 AM Evan Maxim <evan.maxim@mercergov.org> wrote:

Dear Sarah Fletcher,

Thank you for the email and comments. Essentially, the City is only allowed (by the FCC) to regulate the design of the small cell antennas and facilities. Last night the City Council adopted temporary design standards to give us time to put together permanent design standards.

The federal government (FCC) has limited the City's authority as follows:

- The Federal Telecommunications Act of 1996 prohibits the City from addressing the concerns related to radiation or RF emissions. The Federal Communications Commission is the sole agency with jurisdiction on this subject.
- The “New Rule” from the FCC ([available here](#)) goes further by prohibiting the City from limiting the location of the small cell antennas.

In short – the City is prohibited from addressing two of your concerns (i.e. radiation / RF emissions and location / proliferation of small cell antennas). The City may regulate the design to minimize the aesthetic impacts, and we took the first step on that last night.

For more information on the recent FCC “New Rule”, you may also want to review this material: <http://mrsc.org/Home/Stay-Informed/MRSC-Insight/January-2019/5G-Preemption.aspx>.

Regards,

Evan Maxim

Director of Community Planning and Development

City of Mercer Island

9611 SE 36th Street, Mercer Island, WA 98040

p: 206.275.7732

If you would like a public record, please fill out a public records request at <https://mercerisland.nextrequest.com/>.

From: Sarah Fletcher <fletchsa1@gmail.com>
Sent: Wednesday, January 16, 2019 8:14 AM
To: Evan Maxim <evan.maxim@mercergov.org>
Cc: Council <council@mercergov.org>
Subject: Cell Towers and 5G

Hello Evan, I don't quite understand the cell sites and that, but I just want to give you my 2

cents with regard to 5G and I don't want it in my neighborhood.

"4G and all those before it fell within frequencies of 300 megahertz to **3 gigahertz**. 5G will be the first generation to utilize millimeter waves, **with much higher frequencies ranging from 30 to 300 gigahertz**.

Millimeter waves have a major downside. They don't travel as far as lower frequency waves—they are unable to pass through buildings, and are absorbed by trees, earth's atmosphere, and even the uppermost layers of human skin. To get around this issue, telecom companies will install small cells (which essentially are short range cellular antennas) **in huge numbers**."

And the City of Bellevue is also part of a coalition of cities challenging the order, trying to get it overturned. Should Mercer Island join them?

<http://www.bellevuereporter.com/news/bellevue-council-discusses-fcc-order-limiting-local-regulation-on-small-cell-technology/>

What is best for the MI citizens with regard to not having to look at so many cell towers and to make sure that 5G cell towers are not going to be allowed until there is more information out there with regard to the safety? If one has to be 25ft from a 3 gigahertz, yet these 5G will be 300 gigahertz and they are absorbed by trees and the earth's atmosphere, and absorbed through the skin, how far away do they suggest we be from a 300 gigahertz cell tower? I am not interested in having them anywhere near me. And then, they say that they will have to put a lot more of them up to counteract the measure. How many more cell sites are we going to have on our island?

And what I don't understand is why are there two huge poles almost next to each other as you travel up Island Crest Way? It is ridiculous. Because they are extra tall, they are ruining the look of our island. Please do something. Thank you.

Sarah Fletcher

From: [Jason Moss](#)
To: [Evan Maxim](#)
Cc: [Melinda Laine](#)
Subject: Fwd: small cell facilities policy
Date: Friday, January 18, 2019 10:32:22 AM
Attachments: [image.png](#)

Hey Evan:

I just looked at the emergency mandates for small cell facilities. Thanks for working so hard to get this published. I have some feedback for you to think through:

1) In the definitions, you should define what type of pole is acceptable. In my opinion, guy poles should not be acceptable given they are not utility poles. Happy to explain more why, if you wish.

2) I don't see language around protecting trees, views, etc and use "least obtrusive means" to the neighborhood. This is an important aesthetics component.

3) Finally, I do think you should include language that requires contractors to remove old utility poles. I haven't seen Crown Castle remove any old pole that was replaced yet, and I'm not sure we have the ability to enforce that. But, it certainly impacts neighborhood aesthetics. So, something like, if a pole is replaced, the old pole needs to be removed X number of days after the cell facility goes live (or something like that) and make it retroactive too prior installations.

4) I do think you should maintain a neighbor notification within X feet of a new proposed facility. I know this can create workload for you and your team, but I think the general population is more educated now and letting neighbors know is a really good think for the city to be transparent.

I would encourage you and the City to be aggressive here, even at risk of having one of these companies sue the City. In my opinion, the FCC is over stepping their bounds into local issues with their new mandate will likely face legal challenges for municipalities (I know a number of cities have previously fought these issues and won). I'd hate for Mercer Island to give into fear to early and allow installations that might later be banned.

Can you also tell me more about the March 5th meeting? Will there be an opportunity for public comment? I'm going to try and attend.

Thanks for reading my thoughts.

Jason

----- Forwarded message -----
From: **Jason Moss** <jmoss01@gmail.com>
Date: Fri, Jan 18, 2019 at 10:20 AM
Subject: Re: small cell facilities policy

To: Joy Liechty <joymliechty@gmail.com>

Cc: Melinda Laine <Melindalaine@hotmail.com>, John Liechty <jliechty@gmail.com>

Looks like the City is being "forced" to allow new poles in underground areas.

[\(4\) Undergrounded Utility Areas. A service provider or infrastructure company desiring to locate any aboveground infrastructure in an undergrounded utility area shall provide a separate, standalone pole. Pole design to be approved by the City pursuant to MICC 19.06.075\(6\)\(d\).](#)

On Wed, Jan 16, 2019 at 8:04 PM Jason Moss <jmoss01@gmail.com> wrote:

I did not see that, thanks. I'll try to attend the meeting.

On Jan 16, 2019, at 7:19 PM, Joy Liechty <joymliechty@gmail.com> wrote:

Maybe you've already seen this...

<http://www.mercergov.org/News.asp?NewsID=2383>

From: [Daniel Sytman](#)
To: [Evan Maxim](#)
Subject: Re: Cell towers
Date: Friday, January 18, 2019 8:26:17 AM

Wonderful. Thank you, Evan. And have a good weekend.

Dan

From: Evan Maxim <evan.maxim@mercergov.org>
Sent: Thursday, January 17, 2019 1:25 PM
To: Daniel Sytman
Subject: RE: Cell towers

Dear Daniel Sytman,

I appreciate the comment and the feedback – thank you.

You are right that most of the feedback I have heard from the community to date is in opposition of increasing small cell coverage – and my quote was intended to reflect what I had heard. I apologize for any offense I caused.

The interim (and permanent) regulations will essentially allow for what I think you are interested in seeing happen – namely the relatively rapid and broad deployment of small cell coverage. Our goal with this ordinance was to allow for both the rapid / broad deployment (now required by the FCC) and to ensure that the small cell antennas / equipment look are as discrete as possible.

Again, thank you for taking the time to send me a note – I appreciate the feedback.

Regards,

Evan Maxim

Director of Community Planning and Development
City of Mercer Island
9611 SE 36th Street, Mercer Island, WA 98040
p: 206.275.7732

If you would like a public record, please fill out a public records request at

<https://mercerisland.nextrequest.com/>.

From: Daniel Sytman <dan@sytman.com>
Sent: Thursday, January 17, 2019 10:54 AM
To: Evan Maxim <evan.maxim@mercergov.org>
Subject: Cell towers

Evan,

I saw this quote:

"We recognize that many people in the community do not like the idea of a new small cell antenna on their neighborhood street," said Evan Maxim, Director of the City's Community Planning and Development Department. "The City Council has taken what action it can to establish temporary design standards that will minimize impacts, while still complying with the new Federal law."

Actually, many of us don't like the terrible cellular reception we receive. Don't over-index on the old folks who have time to complain, and probably still use land-lines. You are less likely to hear from younger professionals who actually need cellular reception. I have nearly none at my house and I'm sick of it. Let's get some damn cellular towers up, please.

Dan Sytman



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

**AB 5537
March 5, 2019
Regular Business**

| | | |
|---------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CITY COUNCIL RULES OF PROCEDURE AMENDMENTS | Action: Adopt proposed amendments to the City Council Rules of Procedure. | <input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution |
|---------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| | |
|------------------------------------|---------------------------------------------------------------|
| DEPARTMENT OF | City Manager (Deborah Estrada)) |
| COUNCIL LIAISON | n/a |
| EXHIBITS | 1. Proposed amendments to the City Council Rules of Procedure |
| 2018-2019 CITY COUNCIL GOAL | 6. Update Outdated Codes, Policies and Practices |
| APPROVED BY CITY MANAGER | |

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

SUMMARY

In 2004 ([AB 3855](#)), the City Council adopted Rules of Procedures (“Rules”) in accordance with MICC 2.06.050(A), which reads, in part: “The council shall determine its own rules, bylaws and order of business, and may establish rules for the conduct of council meetings and the maintenance of order.” The Rules were amended in 2004 ([AB 3900](#)), 2006 ([AB 4054](#) & [AB 4059](#)), 2017 ([AB 5321](#)) and 2018 ([AB 5387](#)).

Since February 2018, several procedures have been modified to meet current needs and address outdated or new practices. Proposed amendments include:

Code of Ethics

Council adopted [Ordinance No. 18C-15](#) and approved [Resolution No. 1548](#) at its November 5, 2018 meeting, to create a new chapter 2.60, Code of Ethics, in the Mercer Island City Code (MICC) and to adopt a Code of Ethics Statement to demonstrate a commitment to transparency and to provide an outline of principles that govern decisions and behavior of elected and appointed officials. The Rules were amended to reference the addition of a Code of Ethics pursuant to MICC 2.60. (See Exhibit 1, page 3 [Section 1.5])

Key to the City

On November 26, 2018, City Council held a special reception honoring Representative Judy Clibborn (former Mercer Island Mayor) for her service to the 41st Legislative District. The first “Key to the City” was created to thank her and memorialize her service to Mercer Island. The Rules were amended to include guidelines that recognize distinguished persons and honored guests of the City of Mercer Island. (See Exhibit 1, page 9 [Section 3.3(E)2])

Citizen of the Year

The Citizen of the Year award is an annual tradition of recognizing an individual or group that began in 1998. The addition of this language in the Council Rules of Procedures seeks to clarify the criteria for selecting the honoree and how to commemorate this distinction. (See Exhibit 1, page 9 [Section 3.3(E)3])

City Advisory Boards & Commissions

The proposed edits to Section 8 clarify language and incorporate amendments adopted by [Ordinance No. 19C-01](#), creating consistencies in the MICC that establish and govern each of the City's advisory boards and commissions. (See Exhibit 1, pages 17-19)

Appearances

Clarifying language was added to memorialize the current practice of asking members of the audience to sign-up prior to speaking. This practice ensures that names are spelled correctly in the minutes and that staff can follow-up as needed or if requested by the speaker. Additionally, audience members would no longer be asked to state their address for the record and therefore this reference was removed from the Rules. (See Exhibit 1, page 12 [Section 3.3(G)])

Parliamentary Rules and Motions

Language was included to address a motion to reconsider, which has special rules to prevent its abuse, since it allows a question already decided to be brought up again. (See Exhibit 1, page 24 [Appendix A, No. 19])

Housekeeping

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

RECOMMENDATION

City Clerk

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

MERCER ISLAND CITY COUNCIL RULES OF PROCEDURE



ADOPTED

April 19, 2004

AMENDED

August 2, 2004

February 21, 2006

June 19, 2006

June 19, 2017

February 20, 2018

[March 5, 2019](#)

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SECTION 1 GOVERNANCE AND AUTHORITY

1.1 Council-Manager Form of Government

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

1.2 Rules of Procedure

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

1.3 Orientation of New Councilmembers

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

1.4 Mentoring of New Councilmembers

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

1.5 Code of Ethics

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

SECTION 2 COUNCIL ORGANIZATION

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

2.2 Election of Mayor and Deputy Mayor. The Council shall elect a Mayor and Deputy Mayor for a term of two years from among themselves. The City Clerk shall conduct the elections for Mayor and Deputy Mayor at the first Council meeting of each even-numbered year as follows:

~~(1)~~A. Any Councilmember may nominate a candidate; no second is needed.

~~(2)~~B. Nominations are closed by a motion, second and 2/3 vote of Council.

~~(3)~~C. If only one (1) nomination is made, it is appropriate to make a motion and obtain a second to instruct the City Clerk to cast a unanimous ballot for that nomination. Approval is by majority vote of Councilmembers present.

~~(4)~~D. If more than one (1) nomination is made, an open election is conducted by roll call vote.

~~(5)~~E. To be elected, the nominee needs a majority vote of the Council.

~~(6)~~F. Elections will continue until a Mayor and Deputy Mayor are elected by a majority vote of the Council.

~~(7)~~G. The City Clerk shall declare the nominee receiving the majority vote as the new Mayor. The new Mayor shall declare the nominee receiving the majority vote as the new Deputy Mayor. The Clerk shall swear the individuals into office.

2.3 Duties of Officers.

A. Mayor. The Mayor serves as the Presiding Officer and acts as chair at all meetings of the Council. The Mayor may participate in all deliberations of the Council in the same manner as any other member and is expected to vote in all proceedings, unless a conflict of interest exists. The Mayor does not possess any power of veto. The Mayor is assigned as the ceremonial representative at public events and functions. The Mayor is vested with the authority to initiate and execute proclamations.

B. Deputy Mayor. The Deputy Mayor serves as the Presiding Officer in the absence of the Mayor and assumes ceremonial representative responsibilities when needed. If both the Mayor and Deputy Mayor are absent, the Mayor will appoint another Councilmember as acting Mayor. If the Mayor fails to appoint an acting Mayor, the Councilmembers present shall elect one of its members to serve as Presiding Officer until the return of the Mayor or Deputy Mayor.

~~(3)~~C. **Presiding Officer.** The Presiding Officer shall:

~~a~~1. Preserve order and decorum in the Council Chambers;

~~2~~b. Observe and enforce these Rules;

~~e~~3. Call the meeting to order;

~~d~~4. Keep the meeting to its order of business;

- e5. Recognize Councilmembers in the order in which they request the floor. The Presiding Officer, as a Councilmember, shall have only those rights, and shall be governed in all matters and issues by the same rules and restrictions as other Councilmembers;
- f6. In consultation with the Deputy Mayor, appoint Councilmembers to serve as liaisons to advisory boards and commissions and to serve on standing Council committees, ad hoc committees, local committees, and certain regional committees (Sound Cities Association makes appointments to King County and other regional committees; only one Mercer Island Councilmember can apply for each of these committees);
- g7. Appoint citizens to serve on advisory boards and commissions (with affirmation from the Council); and
- h8. Impose Councilmember sanctions for violation of these Rules consistent with Section 11 of these Rules.

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

SECTION 3. COUNCIL MEETINGS

3.1 General Meeting Guidelines

- ~~(1)~~A. **Open Public Meeting Act.** All Council meetings shall comply with the requirements of the Open Meetings Act (chapter 42.30 RCW). All regular meetings and special meetings of the Council shall be open to the public.
- ~~(2)~~B. **Meeting Cancellation.** Any Council meeting may be canceled by a majority vote or consensus of the Council. The Mayor or City Manager may cancel a Council meeting for lack of agenda items, adverse weather conditions, or due to an emergency.
- ~~(3)~~C. **Quorum.** Four members of the Council shall constitute a quorum and are necessary for the transaction of City business. In the absence of a quorum, the members present may adjourn that meeting to a later date.
- ~~(4)~~D. **Councilmember Seating.** At the dais, the Mayor shall sit in Chair #4, the center seat at the dais, the Deputy Mayor shall sit to the Mayor's right or left, in Chair #3 or #5. The Mayor will determine the seats of the remaining Councilmembers.
- ~~(5)~~E. **City Clerk and Minutes.** The City Clerk (or authorized designee) shall attend all regular and special Council meetings and keep an account of all proceedings of the Council (minutes) in accordance with the statutory requirements RCW 35.23.151 and RCW 42.32.030. The minutes from previous meetings will be posted on the City website in draft format prior to Council meetings as part of the Council packet. Councilmembers are encouraged to inform the City Clerk and City Manager of any errors or proposed changes in advance of the meeting. If a Councilmember wishes to make any corrections ([except scrivener](#)) to the minutes, they must request to have the set of minutes pulled from the Consent Calendar and make a motion to revise the minutes. Any corrections to the minutes will be so noted and the draft minutes will be revised with the corrections. Once the Council has approved the minutes (as presented or revised), the final version of the minutes will be posted to the City's website and archived as the City's official record.
- ~~(6)~~F. **Council Chambers Code of Conduct.** The City Hall Council Chambers Code of Conduct is attached as Appendix B to these Rules, [which outlines acceptable behavior while in the Council Chambers](#).

3.2 Types of Meetings

- ~~(1)~~A. **Regular Meetings.** The Council's regular meetings will be held the first and third Tuesdays of each month in the City Hall Council Chambers (9611 SE 36th Street, Mercer Island). Regular meetings will begin at 7:00 p.m. If any Tuesday on which a meeting is scheduled falls on a legal holiday, the meeting shall be held at 7:00

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

- ~~(2)~~**B. Special Meetings.** A special meeting is any Council meeting other than a regular Council meeting. Notice shall be given at least 24 hours in advance specifying the date, time, and place of the meeting and the business to be transacted. A special Council meeting may be scheduled by the Mayor, City Manager or at the request of a majority of the Council and pursuant to RCW 42.30.080.
- ~~(3)~~**C. Emergency Meetings.** An emergency meeting is a special Council meeting called without 24-hour notice. An emergency meeting may only be called as a result of an emergency involving injury or damage to persons or property or the likelihood of such injury or damage or when time requirements of a 24-hour notice would make notice impractical and increase the likelihood of such injury or damage. Emergency meetings may be called by the City Manager or the Mayor. The minutes will indicate the reason for the emergency.
- ~~(4)~~**D. Executive (Closed) Sessions.** An executive session is a portion of a Council meeting that is closed except to the Council, City Manager, City Attorney and staff members and/or consultants authorized by the City Manager. The public is restricted from attendance. Executive sessions may be held during regular or special Council meetings and will be announced by the Mayor or the Chair. Executive sessions may be held for limited purposes consistent with RCW 42.30.110(1) and RCW 42.30.140(4)(a). Permissible topics include: considering real property acquisition and sale, public bid contract performance, complaints against public officers and employees, review of collective bargaining agreements, public employment applications and evaluations, and certain attorney-client discussions. Before convening an executive session, the Mayor or Chair shall announce the purpose of the meeting. Pursuant to RCW 42.23.070(4), Councilmembers must maintain the confidentiality of all written materials and verbal information provided during executive sessions to ensure that the City's position is not compromised. Confidentiality also includes information provided to Councilmembers outside of executive sessions when the information is considered exempt from production under the Public Records Act, chapter 42.56 RCW. If a Councilmember unintentionally discloses executive session material with another party, that Councilmember shall promptly inform the City Manager and/or the Council of the disclosure.
- ~~(5)~~**E. Planning Sessions.** Each year the Council shall hold an annual planning session (2- or 3-day retreat) during the first quarter of the year. During this planning session, the Council will agree upon City Council Goals for the next two years. The Council may hold additional planning sessions during the year.

3.3 Order of Regular Council Meeting Agenda

- A. Call Meeting to Order & Roll Call.** The Mayor calls the meeting to order. The City Clerk will take roll call and record names of those present and absent in the minutes. The Mayor will announce the attendance of Councilmembers and indicate any Councilmember who is not in attendance and whether ~~or not~~ the ~~Councilmember has an excused~~ absence is excused.
- B. Agenda Approval/Amendment.** Agenda items may be added to a regular Council meeting agenda after the meeting notice is published, if a Councilmember or City Manager explains the necessity and receives a majority vote of the Council. The Mayor may, with the concurrence of the Councilmembers, take agenda items out of order.
- C. Executive Sessions.** Executive sessions may be held before, during or after the open session portion of either a regular or special meeting. See Section 3.2(4)~~D~~.
- D. Study Sessions.** Study sessions will be held, when needed, from 6:00-7:00 p.m. before a regular meeting. They may be called by the Mayor, City Manager or by a majority of Councilmembers. Study sessions will be informal meetings for the purpose of reviewing forthcoming programs and projects, receiving progress reports on current programs or projects, or receiving other similar information. No final decisions can be made at a study session. Decisions on those issues will be scheduled for a regular or special Council meeting.
- E. Special Business.** Special Business items may include the presentation of a proclamation, the key to the City, citizen of the year, or other presentation to elected officials, staff, or the public by the City or presentations to the City or any official made by someone else.
- ~~a~~1. Proclamations. Proclamations are generally broad statements expressing local government support for particular issues. Requests to proclaim certain events or causes will be considered when such proclamations:
- a. pertain to a Mercer Island event, person, organization, or cause with local implications,
 - b. are timely,
 - c. have potential relevance to the City Council's Goals, Legislative Priorities, or Mercer Island's community values, and
 - d. either forward positive messages or call upon the support of the community.

The Mayor, Deputy Mayor, City Manager, and/or staff designee shall determine approval of ~~P~~proclamation requests. Proclamations shall be publicly read at a Council meeting and presented to a representative of the event during the Council meeting.

2. Key to the City. The Key to the City is the City’s most prestigious award and will only be used to recognize distinguished persons and honored guests of the City of Mercer Island. Receiving a Key is the City’s highest honor and as such Keys will only be presented, by the Mayor or designee, in a manner that is consistent with the City’s vision, mission and goals. The “Key to the City” is intended to honor:
- a. A Mercer Island resident with significant accomplishments in military service,
 - b. A Mercer Island resident reaching the age of 100 years,
 - c. A person who performed an act of heroism while in the City limits,
or
 - d. A dignitary or celebrity visiting the City.

The Mayor, Deputy Mayor, City Manager, and/or staff designee shall determine approval of Key to the City requests. Keys shall be given by the Mayor or designee to the recipient at a Council meeting or at an event sponsored by or affiliated with the recipient.

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

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

- ~~(6)~~**F.** **City Manager Report.** In an effort to keep the Council and public informed of City business, the City Manager may provide an oral report, make comments, extend compliments, express concerns, or make announcements concerning any topic during this time.

(7)G. Appearances (Public Comment). During the Appearances section of the regular meeting agenda, members of the audience are invited to address the Council regarding any matter, except items before the Council requiring a public hearing, any quasi-judicial matters, or campaign-related matters. Each person wishing to address ~~addressing~~ the Council should sign-up on the available form. When his or her name is called, the speaker will step up to the podium, give their name ~~and address~~ for the record, and shall limit their comments to three (3) minutes. No speaker may convey or donate his or her time for speaking to another speaker. The Mayor may grant additional time for citizen comments. The Mayor may allow citizens to comment on individual agenda items at times during any regularly scheduled Council meeting other than the regularly scheduled Appearances period.

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

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

(8)H. Consent Calendar. Consent calendar items have either been previously considered by the Council or are routine and non-controversial and are approved by one motion. Items on the consent calendar include, without limitation, payables, payroll, minutes, resolutions and ordinances discussed at a previous Council meeting, bid awards, and previously authorized agreements. A Councilmember may remove an item from the consent calendar for separate discussion and action. If removed, that item will become the first item of regular business of the same meeting.

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

1. **Legislative Public Hearings.** The purpose of a legislative public hearing is to obtain public input on legislative or policy decisions, including without limitation, review by the Council of its comprehensive plan or biennial budget.

2. **Quasi-Judicial Public Hearings.** The purpose of a quasi-judicial public hearing is to decide issues involving the rights of specific parties including, without limitation, certain land use matters such as site-specific rezones and preliminary long plats.

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

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

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

~~(10)~~J. **Regular Business.** Regular Business items are all other regular Council business, including resolutions and ordinances requiring Council action.

~~(11)~~K. **Other Business.** The Council will note upcoming Councilmember absences and make a motion to excuse or not excuse a Councilmember's absence. They will also discuss the Planning Schedule and make any necessary Board and/or Commission appointments. During Councilmember reports, Councilmembers may report on significant activities since the last meeting; provided, however, that Councilmembers may not enter into debate or discussion on any item raised during a Council report.

L.~~(12)~~ **Adjournment.** With no further business to come before the Council, the Mayor adjourns the meeting.

SECTION 4. AGENDA PREPARATION

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

SECTION 5. COUNCIL PROTOCOLS

- 5.1 Roberts Rules/Council Rules.** All Council discussion shall be governed by *Roberts Rules of Order, Newly Revised* or by these Rules. Examples of parliamentary rules and motions are shown in Appendix A to these Rules. In the event of a conflict, these Rules shall control. The City Attorney shall decide all questions of interpretations of these Rules and other questions of a parliamentary nature that may arise during a Council meeting.
- 5.2 Appearances (Public Comment).** Council agrees to adhere to the following protocols during Appearances:
- A. Council shall listen attentively to the citizen comments.
 - B. Council shall avoid discourteous behavior such as lengthy or inappropriate sidebar discussions or nonverbal, disparaging actions when citizens are speaking.
 - C. Council shall not engage in debate or discussion with any individual citizen but may be recognized by the Mayor in order to ask the citizen clarifying questions.
- 5.3 Discussion Protocols.** Council agrees to adhere to the following protocols for Council discussion and debate:
- A. Be courteous and professional at all times.
 - B. Avoid discourteous behavior such as lengthy or inappropriate sidebar discussions or nonverbal disparaging actions when colleagues or staff are speaking.
 - C. Be recognized by the Mayor before speaking.
 - D. Be respectful of the City Manager and staff.
 - E. Speak in turn after being recognized.
 - F. Do not personally criticize other members who vote against or disagree with you.
 - G. Do not be repetitive in your arguments or discussion.
 - H. Respect each other's differences, honor disagreements, vote and move on.
- 5.4 Council Decisions.** Councilmembers recognize that they are part of a legislative or corporal body. As such, when the Council has voted to approve or pass an agenda item, the members agree not to contact staff to encourage actions inconsistent with such Council action or take other action adversely impacting staff resources. Councilmembers may ~~not~~ bring any approved action up for reconsideration following Council review and approval of such agenda item- (see Appendix A, Item 19) ~~except by majority vote~~. The Council's goal is to make final decisions and not to revisit or reconsider such decisions.
- 5.5 No Surprise Rule.** Councilmembers should use best efforts to contact the City Manager to advise of emerging issues. Generally, Councilmembers agree not to propose substantial amendments and/or revisions to any agenda item unless they provide each other and City staff 24-hours advance notice to review any written proposal. To provide staff the necessary preparation time, Councilmembers will use best efforts to provide staff advance notice of any questions or concerns they may have regarding an agenda item prior to a public meeting, if possible.

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

SECTION 6. CITY DOCUMENTS

6.1 Review. All ordinances, resolutions, contracts, motions, amendments and other City documents shall be reviewed by the City Attorney. An individual Councilmember may contact the City Attorney to request the preparation of motions for a Council meeting. No ordinance, resolution or contract shall be prepared for presentation to the Council, unless requested by a majority of the Council or by the City Manager.

6.2 Signing. The Mayor ~~and~~, City Clerk, ~~and City Attorney~~ sign all ordinances and/or resolutions approved by the Council, immediately following the meeting. In addition, the City Attorney signs all ordinances. If the Mayor is unavailable, the Deputy Mayor signs the ordinances and/or resolutions.

6.3 Ordinances. The following ~~rules~~ shall apply to the introduction, adoption and/or amendment of all ordinances:

~~(1)~~A. **First Reading of Ordinances.** An ordinance shall be scheduled for first reading at any regular or special Council meeting. A majority of the Council may direct the City Manager/~~City Attorney~~ to prepare any amendments to the ordinance for consideration during second reading and adoption.

~~(2)~~B. **Second Reading/Adoption of Ordinances.** An ordinance that has previously been introduced for first reading may be scheduled for second reading and adoption at any regular or special Council meeting as either regular business or as a part of the consent calendar.

Any amendments that a majority of the Council has directed the City Manager/~~City Attorney~~ to prepare will be included as proposed amendments in the Council packet for the Council's consideration. If further amendments (other than clerical, punctuation or other non-substantive amendments) are requested at second reading, the ordinance may be continued to the next regular Council meeting for adoption.

~~(3)~~C. **Exceptions.** ~~This Rule~~ Sections (1)A and (2)B above shall not apply to:

1.~~(i)~~ any housekeeping ordinances that the City Manager recommends be adopted at first reading;

2.~~(ii)~~ any budget amending ordinances; or

~~(iii)~~3. any ordinances that Council determines require an effective date precluding a second reading;

so long as Council suspends this Rule pursuant to Section 10 before adopting the ordinance.

This Rule shall not apply to public emergency ordinances, necessary for the protection of public health, public safety, public property or public peace consistent with RCW 35A.11.12.

SECTION 7. COUNCIL-STAFF COMMUNICATION GUIDELINES

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

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

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

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

SECTION 8. CITY ADVISORY BOARDS AND COMMISSIONS

- 8.1** Mercer Island's advisory boards and commissions provide an invaluable service to the City. Their advice on a wide variety of subjects aids the ~~Mayor and~~ City Council ~~members~~ in the decision-making process. Effective citizen participation is an invaluable tool for local government.
- 8.2** These advisory bodies originate from different sources. Some are established by Title 3 of the Mercer Island City Code while others are established by motion or ordinance of the Council. It is at the discretion of the Council as to whether ~~or not~~ any advisory body should be established by ordinance. The following advisory boards and commissions are established:
- ~~(1)~~ A. Design Commission
 - ~~(2)~~ B. Planning Commission
 - ~~(3)~~ C. Utility Board
 - ~~(4)~~ ~~Community Advisory Board~~
 - ~~(45)~~ D. Mercer Island Arts Council
 - E. ~~(56)~~ Open Space Conservancy Trust Board
- 8.3** Each board and commission shall adopt rules of procedure (or bylaws) to guide governance of their board or commission, including the number of meetings unless set forth in a resolution or ordinance or unless the number of meetings adversely impacts City staff resources, as determined by the City Manager.
- 8.4** The Council may dissolve any advisory body that, in their opinion, has completed its working function or for any other reason.
- ~~**8.5** Members and alternate members of all advisory bodies are recommended for appointment by the Mayor, following consultation with the Council Liaison and staff, during a regularly scheduled meeting, subject to Council approval.~~
- ~~**8.6** Vacancies are advertised so that any interested citizen may submit an application. Applicants must be citizens of the City of Mercer Island if required by the Mercer Island City Code. Councilmembers will be notified of any vacancy in any board or commission. Councilmembers are encouraged to solicit applications from qualified citizens. Application forms shall be available from the City Clerk's Office. The City Clerk will retain completed applications for Council review.~~
- 8.7**5 Lengths of terms vary from one advisory body to another, but in all cases overlapping terms are intended.
- 8.8**6 All meetings of advisory bodies are open to the public in accordance with Chapter 42.30 RCW, Open Public Meetings Act, and require a minimum 24-hour advance notice.

~~8.97 The number of meetings of the advisory board or commission may be set by the individual body, unless set forth in a resolution or ordinance or unless the number of meetings adversely impacts City staff resources, as determined by the City Manager.~~

~~8.108 Members may be removed, from any advisory board or commission, prior to the expiration of their term of office, in accordance with the provisions of the ordinance or resolution establishing such advisory board or commission, and if there are no such provisions, then by the Mayor with the concurrence of a majority of the Council.~~

~~8.119 All members of advisory boards and commissions shall sign the Code of Ethics Statement acknowledging and understanding the ethical principles which shall govern their conduct should be aware of the need to avoid any instance of conflict of interest. No individual should use an official position to gain a personal advantage.~~

8.102 The Council transmits referrals for information or action through the City Manager and the Council liaison to the advisory boards and commissions. These advisory boards and commissions transmit findings, reports, etc., to the Council through the City Manager and Council liaison.

8.113 The City Manager shall appoint City staff to assist advisory boards and commissions. City staff are not employees of that body and take direction only from his or her Department Director or the City Manager. Boards and commissions shall not direct City staff to perform research, gather information or otherwise engage in activities involving projects or matters that are not listed on the work plan unless approved by the Council or City Manager.

8.124 Annually, staff for the Planning Commission, ~~Arts Council~~, and Open Space Conservancy Trust Board shall develop a draft work plan and present the work plan to the Council for review, possible amendments, and approval.

8.13 Appointment Process. Annually, the City Clerk will advertise for applicants to fill expiring positions on the boards and commissions as follows:

- A. Available positions are advertised.
- B. Once the application deadline has passed, staff liaisons review the applications and requests for reappointments, and make a recommendation to the Mayor and Deputy Mayor.
- C. All applications and staff liaison recommendations are forwarded to the Mayor, Deputy Mayor and all Councilmembers.
- D. Based upon the applications, Councilmembers communicate any recommendations for appointment to the Mayor and Deputy Mayor.
- E. The Mayor and Deputy Mayor review the applications, staff liaison recommendations, and Councilmember recommendations, and forward appointment recommendations to the City Clerk.

- F. The City Clerk prepares an agenda bill on behalf of the Mayor and Deputy Mayor stating the Mayor and Deputy Mayor's recommendations for appointment and includes it in the next agenda packet.
- G. The agenda bill is sent to all applicants informing them of the Mayor and Deputy Mayor's recommendations; subject to appointment by the City Council.
- H. At the next City Council meeting, the Mayor and Deputy Mayor's recommendations are appointed (or modified) by a motion and vote of the entire City Council.
- I. Letters are sent to all applicants informing them of appointment or thanking them for applying. Staff liaisons will contact new appointees in advance of the first board or commission meeting.

8.14 Vacancies. When vacancies occur, they are filled for the unexpired terms in the same manner as described in Section 8.13. The Council will be notified of vacancies so they may encourage residents to apply.

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

- A.** Attend meetings of the board or commission on a regular basis and sit ~~or do not sit~~ at the table or dais, as applicable.
- B.** Participate in discussion and debate of the board or commission, but not vote on any matter (except for the Open Space Conservancy Trust as the Council Liaison is a voting member).
- C.** Represent the majority Council position, if known.
- D.** Participate in a manner that will not intimidate or inhibit the meetings and operations of the board or commission. Make comments in a positive manner to promote positive interaction between Council and the board or commission.
- E.** Be prepared to give Council regular and timely reports at ~~every~~ regular Council meetings. Take the lead on discussion items before the Council which pertain to the assigned board or commission.
- F.** With the Mayor and Deputy Mayor, provide input regarding~~evaluate~~ potential candidates for appointment to the board or commission. ~~Based upon liaison and Council input, the Mayor will recommend appointment of candidate's subject to Council affirmation.~~

SECTION 9. COMMITTEES

- 9.1** City Council committees, which are created by the Council, operate as policy review and discussion arms of the City Council. The committees enable City staff to obtain early feedback from representative members of the City Council on issues affecting public policy prior to their presentation to the full City Council. City Council Committees are expected to anticipate the full range of considerations and concerns related to various policy questions.
- 9.2** Committees do not replace the City Council as final decision makers on behalf of the full City Council. Council Committees ~~make~~ give no staff direction on administrative matters, specific assignments, or work tasks. Any discussion or feedback expressed or received at a Committee meeting should not be construed or understood to be a decision by or for the full City Council.
- 9.3** There are two forms of Council Committees:
- ~~(1)~~ A. Standing Committees: these are permanent and meet regularly on policy matters pertaining to the designated subject.
 - ~~(2)~~ B. Ad Hoc Committees: these are short-term in nature ~~and advise~~ advising on a specific policy matter or concern. Ad hoc committees will be dissolved upon completion of the intended purpose and objectives.
- 9.4** Committees will be established by a charter containing the purpose, objectives, responsibilities, duration, membership, and meeting schedule.
- 9.5** Committee appointments (chairs and members) shall be made by the Mayor (in consultation with the Deputy Mayor). The Mayor will consider the interests and requests of individual Councilmembers in making committee assignments. No more than three (3) Councilmembers shall serve on any committee.
- 9.6** Committees will have staff support assigned by the City Manager. Staff will work with the committee chairs to set agendas, provide support materials, and prepare reports.
- 9.7** In January of even years, the Mayor, in consultation with the Deputy Mayor, will review committees for relevancy and make appointments or reassignments as necessary. The City Clerk will maintain the list of appointments to established committees.

SECTION 10. SUSPENSION AND AMENDMENT OF RULES

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

SECTION 11. SANCTIONS FOR RULE VIOLATIONS

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

- A. Executive Session.** Two (2) or more Councilmembers may call an executive session under RCW 42.30.110(f) to discuss complaints brought against a public officer;
- B. Public Censure.** Public censure if a majority of Council supports public censure. During a regular Council meeting, the Mayor shall state in detail the Rule(s) violated and the Councilmember's conduct resulting in violation of the Rule. The Councilmember who is the subject of the sanction shall have the opportunity to rebut;
- C. Liaison Termination.** The Mayor, in consultation with the Deputy Mayor, may terminate standing committee, ad hoc committee, board, commission, or other liaison assignments; and/or
- D. Other.** Any other appropriate action decided by a majority of the Council.

**APPENDIX A
PARLIAMENTARY RULES AND MOTIONS**

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

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

APPENDIX B
CITY HALL COUNCIL CHAMBERS CODE OF CONDUCT

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

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

Appearances Ground Rules:

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

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

General Rules:

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

APPENDIX C
PROCESS TO FILL A MERCER ISLAND CITY COUNCIL VACANCY

PURPOSE

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

APPOINTMENT PROCESS

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

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

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

NOTIFICATIONS AND SCHEDULING

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

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

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

INTERVIEWS

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

1. Why do you want to serve on the City Council?
2. What experiences, talents or skills do you bring to the Council and community that you would like to highlight?
3. Are there any regional issues or forums in which you have a particular interest or expertise? (e.g. transportation, water supply, human services, water quality, fiscal management, solid waste, parks & open space, etc.)
4. Do you want to serve on the City Council because of a particular local issue on which you want to work or are your interests more broadly distributed?

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

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

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

DELIBERATIONS AND VOTING

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

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

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

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

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

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

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

APPENDIX D Council-Staff Communications Guidelines

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

- **Channel communications through the appropriate City staff.**
While any staff member is available to answer Council questions and requests for information, the City Manager is the primary information liaison between the Council and City staff as outlined in RCW 35A.13. Questions of City staff should be directed to the City Manager, Assistant [to the](#) City Manager, or Department Directors. When a Councilmember makes a request to a particular staff member, it is important to inform/copy the City Manager. In addition, staff will inform/copy the City Manager so that s/he is aware of Council's requests and needs.
- **All Councilmembers should have the same information with which to make decisions.**
When one Councilmember has an information request, the response will be shared with all members of the Council so that each member may be equally informed.
- **Depend upon the staff to respond to citizen concerns and complaints as fully and as expeditiously as practical.**
A key value in the City's organizational culture is providing quality customer service. Rely on staff to solve customer problems and concerns.

Operational/Maintenance Complaints.

The Public Works Team handles a variety of complaints including, water leaks, missing manhole covers, potholes, tree or street/stop sign down, etc. During business hours call (206) 275-7608 [or file an online report with MI-Connect](#) (<http://www.mercergov.org/Page.asp?NavID=3281>). In the evening or on weekends, a member of the City's 24-hour Customer Response Team (CRT) can be dispatched by calling (425) 577-5656 (NORCOM Dispatch). Staff will follow-up with the Councilmember as to the outcome of the problem or concern.

Code Compliance Complaints.

The ~~Development Services Group's~~ [Community Planning & Development](#) Code Compliance team answers questions and investigates complaints on a wide variety of issues, including zoning, building, and nuisance violations. If you have a complaint, please complete a Code Compliance Request Form and fill it out as completely as possible. Go to www.mercergov.org/complaintform to complete an online form or download or print the form and attach it to an email to codecompliance@mercergov.org. You may also come to City Hall to drop off or complete a paper copy. Using this form will give staff the information needed to review and process the complaint.

Complaints/Concerns Directed to Council.

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

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

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

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

- **In order to provide the Council with timely information, Councilmembers should submit questions on agenda items to the City Manager or Director in advance of the Council meeting.**

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

- **Respect the will of the “full” City Council.**

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

- **Depend upon the staff to make independent and objective recommendations.**

Staff is expected to provide its best professional recommendations on issues, providing information about alternatives to staff recommendations, as appropriate, as well as pros

and cons for recommendations and alternatives. Sometimes staff may make recommendations that may be unpopular with the public and Councilmembers. When this occurs, please refrain from attacking the messenger. Staff respects the role of Council as policy makers for the City and understands that the Council must consider a variety of opinions and community values in their decision-making in addition to staff recommendations.

- **The City Manager and staff are supporters and advocates for adopted Council policy.**
Regardless of whether it was staff's preferred recommendation or not, staff will strongly support the adopted Council policy and direction, even if this may cause concern by the Council minority on controversial issues.
- **Refrain from publicly criticizing an individual employee. Criticism is differentiated from questioning facts or the opinion of staff.**
All critical comments about staff performance should be made only to the City Manager through private correspondence or conversation.
- **Seeking political support from staff is not appropriate.**
The City is a non-partisan local government. Neither the City Manager nor any other person in the employ of the City shall take part in securing or contributing any money toward the nomination or election of any candidate for a municipal office. In addition, some professionals (e.g., City Manager, ~~and~~ the Assistant to the City Manager, and the City Clerk) have professional codes of ethics, which preclude politically partisan activities or activities that give the appearance of political partisanship.
- **Support life-family-work balance.**
In a 24-hour, mobile accessible world, expectations for staff to always be available can emerge. However, this expectation is unsustainable. Staff will respond to nonemergency emails or phone messages during business hours only.

(January 2018)



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.

| MARCH 5 | | DUE TO: | 2/22 D/P | 2/25 FN | 2/25 CA | 2/26 Clerk |
|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------------|----------------|----------------|-------------------|
| ITEM TYPE TIME TOPIC | | STAFF | | | SIGNER | |
| ABSENCES: Nice | | | | | | |
| PUBLIC HEARING LEGAL NOTICE: 1/23 | | | | | | |
| EXECUTIVE SESSION (5:00-7:00 pm) | | | | | | |
| 60 | To consider the strategy or position to be taken by the governing body during collective bargaining or to review the proposals made in the negotiations pursuant to RCW 42.30.140(4)(b) for approximately 60 minutes. | | | | | |
| 60 | To discuss pending or potential litigation with legal counsel pursuant to RCW 42.30.110(1)(i) for approximately 60 minutes. | | | | | |
| CONSENT CALENDAR | | | | | | |
| PUBLIC HEARING; (Legal Notice 1/23) | | | | | | |
| 60 | AB 5538: Interim Design and Concealment Standards for Small Cell Facilities Deployment Ordinance | | | Evan Maxim | | |
| REGULAR BUSINESS | | | | | | |
| 30 | AB 5537: City Council Rules of Procedures Amendments | | | Deb Estrada | | Ali |

| MARCH 19 | | DUE TO: | 3/8 D/P | 3/11 FN | 3/11 CA | 3/12 Clerk |
|-------------------------------------|-------------------------------------------------------------------------|----------------|----------------|-----------------|----------------|-------------------|
| ITEM TYPE TIME TOPIC | | STAFF | | | SIGNER | |
| ABSENCES: | | | | | | |
| STUDY SESSION (6:00-7:00 pm) | | | | | | |
| SPECIAL BUSINESS (7:00 pm) | | | | | | |
| 10 | AB 5535: Women's History Month & International Women's Day Proclamation | | | | | |
| CONSENT CALENDAR | | | | | | |
| PUBLIC HEARING | | | | | | |
| REGULAR BUSINESS | | | | | | |
| 30 | AB xxxx: Fiscal Sustainability Plan Progress Report | | | Julie Underwood | | |
| 30 | AB 5536: Draft 2019-2020 City Council Priorities & Work Plan | | | Julie Underwood | | |
| EXECUTIVE SESSION | | | | | | |

| APRIL 2 | | DUE TO: | 3/22 D/P | 3/25 FN | 3/25 CA | 3/26 Clerk |
|------------------|--|----------------|-----------------|----------------|----------------|-------------------|
| ABSENCES: | | | | | | |

| ITEM TYPE TIME TOPIC | | STAFF | SIGNER |
|-------------------------------------|-------------------------------------------------------------------------|-------------------|--------|
| STUDY SESSION (6:00-7:00 pm) | | | |
| 60 | AB xxxx: Youth & Family Services Fund | Cindy Goodwin | |
| SPECIAL BUSINESS (7:00 pm) | | | |
| 10 | AB xxxx: Sexual Assault Awareness Month Proclamation | | |
| APPEARANCES | | | |
| 5 | Lindsay Masters, ARCH Executive Manager | | |
| CONSENT CALENDAR | | | |
| -- | AB xxxx: ARCH Work Program, Budget and Trust Fund approval | Alison Van Gorp | |
| -- | AB xxxx: Open Space Conservancy Trust Board Annual Report and Work Plan | Alaine Sommargren | |
| PUBLIC HEARING | | | |
| REGULAR BUSINESS | | | |
| EXECUTIVE SESSION | | | |

| APRIL 16 | | DUE TO: | 4/5 D/P | 4/8 FN | 4/8 CA | 4/9 Clerk |
|-------------------------------------|---------------------------------------------------|-------------|---------|--------|--------|-----------|
| ABSENCES: | | | | | | |
| ITEM TYPE TIME TOPIC | | STAFF | SIGNER | | | |
| STUDY SESSION (6:00-7:00 pm) | | | | | | |
| SPECIAL BUSINESS (7:00 pm) | | | | | | |
| | AB xxxx: Earth Day Proclamation | | | | | |
| | AB xxxx: Volunteer Appreciation Week Proclamation | | | | | |
| CONSENT CALENDAR | | | | | | |
| PUBLIC HEARING | | | | | | |
| REGULAR BUSINESS | | | | | | |
| 60 | AB xxxx: Fiscal Sustainability Plan | Chip Corder | | | | |
| 60 | AB xxxx: Critical Areas Ordinance – First Reading | Evan Maxim | | | | |
| EXECUTIVE SESSION | | | | | | |

| MAY 7 | | DUE TO: | 4/26 D/P | 4/29 FN | 4/29 CA | 4/30 Clerk |
|-------------------------------------|--|---------|----------|---------|---------|------------|
| ABSENCES: | | | | | | |
| ITEM TYPE TIME TOPIC | | STAFF | SIGNER | | | |
| STUDY SESSION (6:00-7:00 pm) | | | | | | |

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|-----------------------------------|-------------------------------------------------------------------------------------|-------------------|--|
| 45 | AB xxxx: Planning Commission Handoff – Community Facilities (Tentative) | Evan Maxim | |
| SPECIAL BUSINESS (7:00 pm) | | | |
| | AB xxxx: Building Safety Month Proclamation | Don Cole | |
| CONSENT CALENDAR | | | |
| PUBLIC HEARING | | | |
| 90 | Public Hearing: Preview of 6-Year Transportation Improvement Program | Patrick Yamashita | |
| REGULAR BUSINESS | | | |
| 45 | AB xxxx: Fourth Quarter 2018 Financial Status Report & 2019-2020 Budget Adjustments | Chip Corder | |
| 60 | AB xxxx: Critical Areas Ordinance – Second Reading | Evan Maxim | |
| EXECUTIVE SESSION | | | |
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| MAY 21 | | DUE TO: | 5/10 D/P | 5/13 FN | 5/13 CA | 5/14 Clerk |
|-------------------------------------|------------------------------------------------------------------------------------|----------------|-----------------|----------------|----------------|-------------------|
| ABSENCES: | | | | | | |
| ITEM TYPE TIME TOPIC | | | | STAFF | | SIGNER |
| STUDY SESSION (6:00-7:00 pm) | | | | | | |
| 60 | AB xxxx: Sound Transit Park-and-Ride Parking Permit Program | | | Kirsten Taylor | | Ali |
| SPECIAL BUSINESS (7:00 pm) | | | | | | |
| | AB xxxx: Safe Boating and Paddling Week Proclamation | | | Ed Holmes | | |
| | AB xxxx: Public Works Week Proclamation | | | Jason Kintner | | |
| CONSENT CALENDAR | | | | | | |
| PUBLIC HEARING | | | | | | |
| REGULAR BUSINESS | | | | | | |
| 15 | AB xxxx: First Quarter 2019 Financial Status Report & 2019-2020 Budget Adjustments | | | Chip Corder | | |
| EXECUTIVE SESSION | | | | | | |
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| JUNE 4 | | DUE TO: | 5/24 D/P | 5/27 FN | 5/27 CA | 5/28 Clerk |
|-------------------------------------|-------------------------------------------------------------|----------------|-----------------|----------------|----------------|-------------------|
| ABSENCES: | | | | | | |
| ITEM TYPE TIME TOPIC | | | | STAFF | | SIGNER |
| STUDY SESSION (6:00-7:00 pm) | | | | | | |
| 60 | AB xxxx: Aubrey Davis Park Master Plan Concept Alternatives | | | Paul West | | |
| SPECIAL BUSINESS (7:00 pm) | | | | | | |
| CONSENT CALENDAR | | | | | | |
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| PUBLIC HEARING | | | |
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| REGULAR BUSINESS | | | |
| 45 | Adoption of 6-Year Transportation Improvement Program | Patrick Yamashita | |
| EXECUTIVE SESSION | | | |
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| JUNE 18 | | DUE | 6/7 | 6/10 | 6/10 | 6/11 |
|-------------------------------------|--|------------|------------|--------------|-------------|---------------|
| ABSENCES: | | TO: | D/P | FN | CA | Clerk |
| ITEM TYPE TIME TOPIC | | | | STAFF | | SIGNER |
| STUDY SESSION (6:00-7:00 pm) | | | | | | |
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| SPECIAL BUSINESS (7:00 pm) | | | | | | |
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| CONSENT CALENDAR | | | | | | |
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| PUBLIC HEARING | | | | | | |
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| REGULAR BUSINESS | | | | | | |
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| EXECUTIVE SESSION | | | | | | |
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| JUNE 21 MID-YEAR PLANNING SESSION | | DUE | 6/7 | 6/10 | 6/10 | 6/11 |
|------------------------------------------|--|------------|------------|--------------|-------------|---------------|
| ABSENCES: | | TO: | D/P | FN | CA | Clerk |
| ITEM TYPE TIME TOPIC | | | | STAFF | | SIGNER |
| SPECIAL BUSINESS (1:00-8:00 pm) | | | | | | |
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| JULY 2 | | DUE | 6/21 | 6/24 | 6/24 | 6/25 |
|-------------------------------------|---------------------------------------------------------------------|------------|-------------|--------------|-------------|---------------|
| ABSENCES: | | TO: | D/P | FN | CA | Clerk |
| ITEM TYPE TIME TOPIC | | | | STAFF | | SIGNER |
| STUDY SESSION (6:00-7:00 pm) | | | | | | |
| | | | | | | |
| SPECIAL BUSINESS (7:00 pm) | | | | | | |
| | AB xxxx: Parks & Recreation Month & Summer Celebration Proclamation | Jessi Bon | | | | |
| CONSENT CALENDAR | | | | | | |
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| PUBLIC HEARING | | | | | | |
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| REGULAR BUSINESS | | | | | |
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| EXECUTIVE SESSION | | | | | |
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| JULY 16 | | | DUE | 7/5 | 7/8 | 7/8 | 7/9 |
| ABSENCES: | | | TO: | D/P | FN | CA | Clerk |
| ITEM TYPE TIME TOPIC | | | | | STAFF | | SIGNER |
| STUDY SESSION (6:00-7:00 pm) | | | | | | | |
| | | | | | | | |
| SPECIAL BUSINESS (7:00 pm) | | | | | | | |
| AB xxxx: National Night Out Proclamation | | | | | Ed Holmes | | |
| CONSENT CALENDAR | | | | | | | |
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| PUBLIC HEARING | | | | | | | |
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| REGULAR BUSINESS | | | | | | | |
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| AUGUST 6 | | | DUE | 7/26 | 7/29 | 7/29 | 7/30 |
| ABSENCES: | | | TO: | D/P | FN | CA | Clerk |
| ITEM TYPE TIME TOPIC | | | | | STAFF | | SIGNER |
| STUDY SESSION (6:00-7:00 pm) | | | | | | | |
| | | | | | | | |
| SPECIAL BUSINESS (7:00 pm) | | | | | | | |
| Women’s Equality Day Proclamation | | | | | | | |
| CONSENT CALENDAR | | | | | | | |
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| PUBLIC HEARING | | | | | | | |
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| REGULAR BUSINESS | | | | | | | |
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| EXECUTIVE SESSION | | | | | | | |
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| AUGUST 20 | | | DUE | 8/9 | 8/12 | 8/12 | 8/13 |
| ABSENCES: | | | TO: | D/P | FN | CA | Clerk |
| ITEM TYPE TIME TOPIC | | | | | STAFF | | SIGNER |

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| STUDY SESSION (6:00-7:00 pm) | | | |
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| SPECIAL BUSINESS (7:00 pm) | | | |
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| CONSENT CALENDAR | | | |
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| PUBLIC HEARING | | | |
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| REGULAR BUSINESS | | | |
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| EXECUTIVE SESSION | | | |
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| SEPTEMBER 3 | | DUE TO: | 8/23 D/P | 8/26 FN | 8/26 CA | 8/27 Clerk |
|-------------------------------------|----------------------------------------------------------------------------|----------------|-----------------|-------------------|----------------|-------------------|
| ABSENCES: | | | | | | |
| ITEM TYPE TIME TOPIC | | | | STAFF | | SIGNER |
| STUDY SESSION (6:00-7:00 pm) | | | | | | |
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| SPECIAL BUSINESS (7:00 pm) | | | | | | |
| 5 | Mayor's Day of Concern for the Hungry Proclamation | | | Cindy Goodwin | | Ali |
| 5 | National Preparedness Month | | | Jennifer Franklin | | Ali |
| CONSENT CALENDAR | | | | | | |
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| PUBLIC HEARING | | | | | | |
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| REGULAR BUSINESS | | | | | | |
| 45 | Second Quarter 2019 Financial Status Report & 2019-2020 Budget Adjustments | | | Chip Corder | | Ali |
| EXECUTIVE SESSION | | | | | | |
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| SEPTEMBER 17 | | DUE TO: | 9/6 D/P | 9/9 FN | 9/9 CA | 9/10 Clerk |
|-------------------------------------|-----------------------------------------|----------------|----------------|-----------------|---------------|-------------------|
| ABSENCES: | | | | | | |
| ITEM TYPE TIME TOPIC | | | | STAFF | | SIGNER |
| STUDY SESSION (6:00-7:00 pm) | | | | | | |
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| SPECIAL BUSINESS (7:00 pm) | | | | | | |
| 5 | National Recovery Month Proclamation | | | Derek Franklin | | Ali |
| 5 | Peace Day on Mercer Island Proclamation | | | Diane Mortenson | | Ali |
| CONSENT CALENDAR | | | | | | |
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| PUBLIC HEARING | | | |
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| REGULAR BUSINESS | | | |
| AB xxx: Q3 Sustainability Update [Placeholder] | | | |
| EXECUTIVE SESSION | | | |
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| OCTOBER 1 | | DUE TO: | 9/20 D/P | 9/23 FN | 9/23 CA | 9/24 Clerk |
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| ABSENCES: | | | | | | |
| ITEM TYPE TIME TOPIC | | | | STAFF | | SIGNER |
| STUDY SESSION (6:00-7:00 pm) | | | | | | |
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| SPECIAL BUSINESS (7:00 pm) | | | | | | |
| 5 | Domestic Violence Action Month Proclamation | | | Derek Franklin | | Ali |
| 5 | National Community Planning Month | | | Evan Maxim | | Ali |
| CONSENT CALENDAR | | | | | | |
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| PUBLIC HEARING | | | | | | |
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| REGULAR BUSINESS | | | | | | |
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| EXECUTIVE SESSION | | | | | | |
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| OCTOBER 15 | | DUE TO: | 10/4 D/P | 10/7 FN | 10/7 CA | 10/8 Clerk |
|-------------------------------------|----------------------------------------------------|----------------|-----------------|----------------|----------------|-------------------|
| ABSENCES: | | | | | | |
| ITEM TYPE TIME TOPIC | | | | STAFF | | SIGNER |
| STUDY SESSION (6:00-7:00 pm) | | | | | | |
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| SPECIAL BUSINESS (7:00 pm) | | | | | | |
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| CONSENT CALENDAR | | | | | | |
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| PUBLIC HEARING | | | | | | |
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| REGULAR BUSINESS | | | | | | |
| 60 | 2019 Comprehensive Plan Amendments – First Reading | | | Evan Maxim | | |
| EXECUTIVE SESSION | | | | | | |
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| NOVEMBER 5 (ELECTION DAY – TBD) | | DUE TO: | 10/25 D/P | 10/28 FN | 10/28 CA | 10/29 Clerk |
|-----------------------------------------------------|--|----------------|------------------|-----------------|-----------------|--------------------|
| ABSENCES: | | | | | | |
| ITEM TYPE TIME TOPIC | | | | STAFF | | SIGNER |
| STUDY SESSION (6:00-7:00 pm) | | | | | | |
| | | | | | | |
| SPECIAL BUSINESS (7:00 pm) | | | | | | |
| Veteran’s Day Proclamation | | | | Ali Spietz | | Julie |
| CONSENT CALENDAR | | | | | | |
| 2019 Comprehensive Plan Amendments – Second Reading | | | | Evan Maxim | | |
| PUBLIC HEARING | | | | | | |
| | | | | | | |
| REGULAR BUSINESS | | | | | | |
| 2020 Comprehensive Plan Amendment Docket | | | | Evan Maxim | | |
| EXECUTIVE SESSION | | | | | | |
| | | | | | | |

| NOVEMBER 19 | | DUE TO: | 11/8 D/P | 11/11 FN | 11/11 CA | 11/12 Clerk |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------------|-----------------|-----------------|--------------------|
| ABSENCES: | | | | | | |
| ITEM TYPE TIME TOPIC | | | | STAFF | | SIGNER |
| STUDY SESSION (6:00-7:00 pm) | | | | | | |
| | | | | | | |
| SPECIAL BUSINESS (7:00 pm) | | | | | | |
| | | | | | | |
| CONSENT CALENDAR | | | | | | |
| | | | | | | |
| PUBLIC HEARING | | | | | | |
| 60 | 2019-2020 Mid-Biennial Budget Review (Third Quarter 2019 Financial Status Report & 2019-2020 Budget Adjustments; NORCOM 2020 budget resolution; 2020 utility rate resolutions; and 2020 property tax ordinances) | | | Chip Corder | | |
| REGULAR BUSINESS | | | | | | |
| | | | | | | |
| EXECUTIVE SESSION | | | | | | |
| | | | | | | |

| DECEMBER 3 | | DUE TO: | 11/22 D/P | 11/25 FN | 11/25 CA | 11/26 Clerk |
|-------------------------------------|--|----------------|------------------|-----------------|-----------------|--------------------|
| ABSENCES: | | | | | | |
| ITEM TYPE TIME TOPIC | | | | STAFF | | SIGNER |
| STUDY SESSION (6:00-7:00 pm) | | | | | | |
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| SPECIAL BUSINESS (7:00 pm) | | | |
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| CONSENT CALENDAR | | | |
| | | | |
| PUBLIC HEARING | | | |
| | | | |
| REGULAR BUSINESS | | | |
| | | | |
| EXECUTIVE SESSION | | | |
| | | | |

| DECEMBER 17 | | DUE | 12/6 | 12/9 | 12/9 | 12/10 |
|-------------------------------------|--|------------|-------------|--------------|-------------|---------------|
| ABSENCES: | | TO: | D/P | FN | CA | Clerk |
| ITEM TYPE TIME TOPIC | | | | STAFF | | SIGNER |
| STUDY SESSION (6:00-7:00 pm) | | | | | | |
| | | | | | | |
| SPECIAL BUSINESS (7:00 pm) | | | | | | |
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| CONSENT CALENDAR | | | | | | |
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| PUBLIC HEARING | | | | | | |
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| REGULAR BUSINESS | | | | | | |
| | | | | | | |
| EXECUTIVE SESSION | | | | | | |
| | | | | | | |

OTHER ITEMS TO BE SCHEDULED:

- Parks Waterfront Structures Long-Term Planning – P. West
- Land Conservation Work Plan Update – A. Sommargren
- Open Space Vegetation Management – A. Sommargren
- King County Comprehensive Solid Waste Mgt Plan – J. Kintner
- Comprehensive Mobility Plan (ST Settlement) – K. Taylor
- Sound Transit Park-and-Ride Parking Permit Program – K. Taylor
- Cybersecurity Presentation – M. Kaser

MISD BOARD JOINT MEETING DATES:

- Thursday, April 25, 2019

ANNUAL (ROUTINE) ITEMS:

Council/City Manager:

- Legislative Agenda (Q3 & Q4)
- City Council Annual Planning Session (Q1)
- Adoption of City Council Goals (Q2)
- Mini-Planning Session (Q2)
- Sustainability Update (Q1 & Q3)

Community Planning and Development:

- ARCH Budget and Work Program (Q1)
- ARCH Trust Fund Recommendations (Q1)
- Comprehensive Plan Amendments (Q4)
- Comprehensive Plan Docket (Q4)

Finance/Budget:

Every Year:

- General Fund & REET Surplus Disposition (Q2)
- 4th Quarter Financial Status Report & Budget Adjustments (Q2)
- 1st Quarter Financial Status Report & Budget Adjustments (Q2)
- 2nd Quarter Financial Status Report & Budget Adjustments (Q3)
- 3rd Quarter Financial Status Report & Budget Adjustments (Q4)

Odd Years:

- Mid-Biennial Budget Review (3rd Quarter Financial Status Report & Budget Adjustments, Utility Rates, and Property Tax Levy) (Nov Mtg)

Even Years:

- Capital Improvement Program (CIP) Budget Kick-Off (2nd Mar Mtg)
- Operating Budget Kick-Off (Mini-PS)
- Proposed Budget: Presentation & Distribution (1st Oct Mtg)
- Proposed Budget: Operating Budget Review (2nd Oct Mtg)
- Proposed Budget: Capital Improvement Program Review (1st Nov Mtg)
- Proposed Budget: Finalize Changes & Adopt Tax Ordinances and Fee Resolutions (2nd Nov Mtg)
- Final Budget Adoption (1st Dec Mtg)

Fire Department:

Human Resources:

- Police & Police Support Collective Bargaining Agreements
- Fire Collective Bargaining Agreement
- AFSCME Collective Bargaining Agreement

Parks & Recreation:

- Open Space Conservancy Trust Board Annual Report and Work Plan (Q2)

Public Works:

- Bid Awards & Project Close-Outs
- Public Hearing: Preview of 6-Year Transportation Improvement Program (Q2)
- Adoption of 6-Year Transportation Improvement Program (Q2)

Youth & Family Services:

- Interlocal Agreement with MISD for School Mental Health Counselors (Q3)

Proclamations

- Martin Luther King Jr. Day (1st Jan)
- Black History Month (1st Feb)
- Women’s History Month & International Women’s Day (1st Mar)
- Sexual Assault Awareness Month (1st Apr)
- Earth Day (2nd Apr)
- Volunteer Appreciation Week (2nd Apr)
- Building Safety Month (1st May)
- Safe Boating and Paddling Week (2nd May)
- Public Works Week (2nd May)
- Parks and Recreation Month & Summer Celebration! (1st Jul)
- National Night Out (2nd Jul)
- Women’s Equality Day (1st Aug)
- National Recovery Month (1st Sep)
- National Preparedness Month (1st Sep)
- Mayor’s Day of Concern for the Hungry (1st Sep)
- Peace Day on Mercer Island (September 18)
- Domestic Violence Action Month (1st Oct)
- National Community Planning Month (1st Oct)
- Veteran’s Day (1st Nov)