



PARKS & RECREATION COMMISSION SPECIAL VIDEO MEETING

Monday, December 4, 2023 at 5:00 PM

COMMISSIONERS:

Chair Peter Struck
Vice Chair Paul Burstein
Commissioners: Jodi McCarthy,
Don Cohen, Sara Marxen,
Rory Westberg, Ashley Hay

LOCATION & CONTACT

Zoom Meeting
Phone: 206.275.7600 | www.mercerisland.gov

We strive to create an inclusive and accessible experience. Those requiring accommodation for meetings should notify the Staff Liaison's Office 3 days prior to the meeting at 206.275.7870 or by emailing ryan.daly@mercerisland.gov.

Virtual Meeting Notice

The virtual meeting will be broadcast live on Zoom and recorded and saved on the City Council's [YouTube Channel](#)

Registering to Speak: Individuals wishing to speak live during Appearances will need to register their request with the staff liaison at **206.275.7861** or [email](#) and leave a message before 4 PM on the day of the Commission meeting. Please reference "Appearances" on your correspondence and state if you would like to speak either in person at Mercer Island Community & Event Center or remotely using Zoom. Each speaker will be allowed three (3) minutes to speak.

Join by Telephone at 5:00 PM: To listen to the meeting via telephone, please call **253.215.8782** and enter Webinar ID **871 2047 2813** and Password **684993** when prompted.

Join by Internet at 5:00 PM: To watch the meeting over the internet via your computer, follow these steps:

- 1) Click [this link](#)
- 2) If the Zoom app is not installed on your computer, you will be prompted to download it.
- 3) If prompted for Webinar ID, enter **871 2047 2813** and Password **684993**

Join in person at Mercer Island Community & Event Center at 5:00 PM: Mercer Island Community & Event Center
8236 SE 24th Street.

CALL TO ORDER & ROLL CALL - 5:00 PM

PUBLIC APPEARANCES

DEPARTMENT REPORT

1. Department Report

REGULAR BUSINESS HYPERLINK "appIS80d34e03b253455db0ca10b38419e40a"

2. [Approve the minutes of the November 2, 2023 Regular Meeting](#)
Recommended Action: [Approve minutes.](#)
3. [2023-2024 Parks, Recreation, & Open Space Capital Projects Update](#)
Recommended Action: [Receive presentation](#)
4. [Recreation Division: 2023 Workplan Status Update](#)
Recommended Action: [Receive report](#)
5. [Recreation Division: Policy Implementation Update](#)
Recommended Action: [Receive report](#)

OTHER BUSINESS

6. [PRC 2024 Planning Schedule Update](#)

7. [Commissioner Reports](#)

ADJOURN



City of Mercer Island Parks and Recreation Commission

Department Report December 4, 2023



Illuminate MI

- December 1: Tree Lighting & Firehouse Munch ✓
- December 2: Holiday Market at MICEC ✓
- December 7: Menorah Lighting at Mercerdale
- December 9: Girls Scouts Toy Drive at Mercerdale
- December 15: Family Movie Night at MICEC
- December 17: Argosy Ship at Luther Burbank Beach

Thank you to our Sponsors: Puget Sound Energy, John L. Scott, Street Treats & Hub Boba!



Dec. 1 -Tree Lighting & Firehouse Munch

Item 1.

Thank you to our Sponsors: Puget Sound Energy, John L. Scott, Street Treats & Hub Boba for making this event a success!

- Many families braved the weather to join Mayor Nice in a count down to light the tree at Mercerdale which included SNOW!
- At the Firehouse the community enjoyed activities, treats, pictures with Santa, and sang along with the Dicken's Carolers.

Thank you to all who attended- Happy Holidays!



FREE LUNCH AND MOVIE SCREENING

Item 1.

In partnership with Belle Harbour, we will enjoy lunch and a movie screening at the Community Center.

FREE to participate, please RSVP by calling our front desk at 206-275-7609.



Tuesday, December 12, 2023

12 - 2PM

Mercer Island Community & Event Center

Island Lanterns

- The community art project will return this year!
- We will host painting days at the Community Center in January – stay tuned!
- Lanterns will be on display January – March (weather permitting).
- Looking to have displays at Mercedale and the Community Center.



City Hall Closure

- The Slater Room at the Community Center is starting to take shape and getting much closer to hosting in-person City Council meetings again.
 - The audio system has been installed and we're testing microphones this week. The room has also been painted.
 - Network cabling took longer than expected and we've run into supply chain issues with a few of the camera system components.
 - The December 5 City Council meeting will remain virtual/hybrid.
- Work continues on long-range facilities planning, both for routine maintenance as well as work relating to the City Hall closure.

Board and Commission Meetings in Person?????

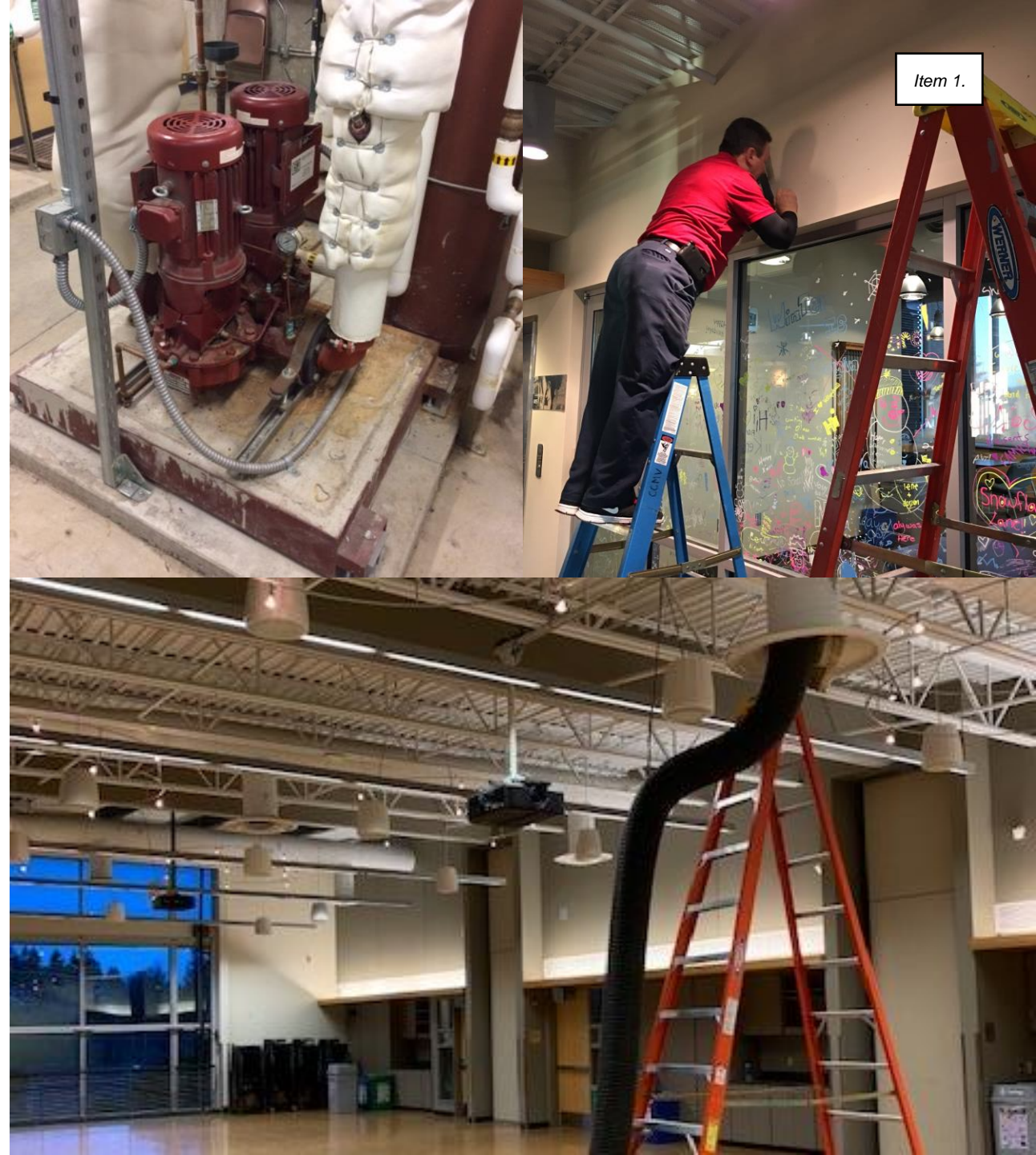
More info coming soon



MICEC: Maintenance Closure December 18- Jan. 1

- Replace Mercer Room flooring
- Touch-up painting
- Carpet cleaning
- Interior/Exterior window washing
- Replacement of media in Mercer Room
- Deep clean all facility furniture
- HVAC system repairs
- Emergency Operations set-up (move from City Hall)

Depending on facility availability- staff intends to open areas of the facility to the public beginning Wednesday, Dec. 27.







PARKS & RECREATION COMMISSION

REGULAR MEETING MINUTES

November 2, 2023

CALL TO ORDER

Chair Struck called the meeting to order at 5:00pm via Zoom Online meeting.

ROLL CALL

Chair Peter Struck, Vice Chair Paul Burstein, and Commissioners Jodi McCarthy, Rory Westberg, Don Cohen, Ashley Hay, and Sarah Marxen (5:46PM) were present for the Parks & Recreation Commission.

Recreation Manager Ryan Daly, Recreation Supervisor Katie Herzog, Management Analyst Cassidy Berlin, and Recreation Specialist Raven Gillis were present.

APPEARANCES

No public Appearances

DEPARTMENT REPORT

1. Recreation Manager Ryan Daly reported on the following items:

- Trick or Treating in Town Center
- Pumpkin Walk
- Community Coffee Celebrates Halloween
- Arbor Day – Success!
- Island Lanterns
- Illuminate MI
- Bike Skills Area Ribbon Cutting

REGULAR BUSINESS

2. Approval of Minutes

Minutes from the October 5, 2023 Regular Meeting were presented.

It was moved by Westberg; seconded by McCarthy to:

Approve the minutes from the October 5, 2023 meeting

Passed: 6 – 0

3. Review of Disqualifying Criteria for draft Recreation Sponsorship Policy

Recreation Manager Ryan Daly, Recreation Supervisor Katie Herzog, and Management Analyst Cassidy Berlin presented. Commissioners asked questions, engaged in discussion, and provided feedback.

OTHER BUSINESS

4. 2023 Planning Schedule Update

Recreation Manager Ryan Daly provided an update on the Planning Schedule

5. Commissioner Reports / Work Plan Update

Commissioner Hay shared that she toured the Bike Skills Area and was so impressed with it she visited a second day where she was fortunate to watch a few very talented riders testing out the course.

Commissioner McCarthy shared she also toured the Bike Skills Area and is excited for it to open.

ADJOURNMENT at 6:35 PM



PARKS & RECREATION COMMISSION STAFF REPORT

Item 3
December 4, 2023
Regular Business

AGENDA ITEM INFORMATION

TITLE:	2023-2024 Parks, Recreation, & Open Space Capital Projects Update	<input checked="" type="checkbox"/> Discussion Only <input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Receive presentation.	
STAFF:	Jason Kintner (Chief of Operations)	
COUNCIL LIAISON:	Craig Reynolds	
EXHIBITS:	1. 2023-2024 Parks and Recreation CIP Project List	

SUMMARY

The purpose of this staff report is to introduce tonight's presentation on the status of park, recreation, and open space capital projects included in the 2023-2024 Biennial Budget.

BACKGROUND

The Public Works Department is responsible for park, recreation, and open space capital projects. Most projects are assigned to the Department's Capital Projects Division, but certain projects, such as open space, trails, and minor capital projects, are coordinated by the Parks Operations Division.

City Council adopted the [2023-2024 Biennial Budget](#) which included 23 capital projects for parks, recreation, and open space; most of the projects were derived from the adoption of [2022 PROS Plan](#). Exhibit 1 lists the projects that are scheduled for 2023-2024, which total \$15.9 million.

At the [February 2, 2023](#) Parks and Recreation Commission (PRC) meeting, staff provided an update on 2023 projects that are high profile, complex, and/or attract public interest.

DISCUSSION

Tonight, staff will present an update on the status of 2023 projects and timelines anticipated for projects in 2024. Staff will highlight anticipated PRC touchpoints for specific projects and how ongoing project updates will be communicated to the PRC and community. Following the meeting, the presentation will be added to the meeting packet.

RECOMMENDATION

Receive presentation.

2023-2024 Parks, Recreation, & Open Space CIP Projects

ID	Description	Target Completion		
		Date	2023	2024
PA0100	Open Space Management	ONGOING	\$ 359,650	\$ 349,452
PA0101	Recurring Parks Minor Capital	ONGOING	\$ 149,000	\$ 154,000
PA0103	Trail Renovation and Property Management	ONGOING	\$ 54,000	\$ 56,000
PA0104	Lake Water Irrigation Development	2025		\$ 82,000
PA0107	Aubrey Davis Park Outdoor Sculpture Gallery Improvements Design	Q4 2024		\$ 33,000
PA0109	Aubrey Davis Park Trail Safety Improvements	Q4 2023	\$ 385,000	
PA0117	Island Crest Park Ballfield Backstops Upgrade & North Infield Turf Replacement	2025	\$ 400,000	
PA0122	Luther Burbank Dock and Waterfront Improvements	Q4 2024	\$ 928,300	\$ 6,597,300
PA0123	Luther Burbank Minor Capital Levy	ONGOING	\$ 111,100	\$ 112,211
PA0124	Luther Burbank Park Boiler Building Phase 1	2025	\$ 2,012,300	
PA0126	Mercerdale Park Master Plan	Q4 2023	\$ 200,000	
PA0129	Pioneer Park/Engstrom OS Forest Management	ONGOING	\$ 416,824	\$ 419,852
PA0130	Roanoke Park Playground Replacement	Q4 2024	\$ 60,000	\$ 431,000
PA0131	South Mercer Playfields Synthetic Turf and Field Lighting	2025		\$ 245,000
PA0133	MICEC Technology and Equipment Replacement	ONGOING	\$ 58,000	\$ 58,000
PA0136	Luther Burbank Park South Shoreline Restoration	Q4 2023	\$ 575,000	
PA0140	Aubrey Davis Mountains to Sound Trail Pavement Renovation	Q4 2024	\$ 101,000	
PA0143	Luther Burbank Park Tennis Court Renovation/Shared-Use Pickleball	Q4 2024	\$ 107,000	\$ 438,000
PA0144	Luther Burbank Park Parking Lot Lighting	Q4 2023	\$ 133,000	
PA0145	Deane's Children's Park Playground Replacement Design (Castle/Swings/Climbing Rock)	Q4 2023	\$ 226,000	
PA0148	Aubrey Davis Park Intersection and Crossing Improvements	2028	\$ 80,000	\$ 83,000
PA0157	Clarke and Groveland Beach Joint Master Plan	Q4 2023	\$ 200,000	
PA0165	Bike Skills Area	Q4 2023	\$ 302,500	
23	PARKS, RECREATION, & OPEN SPACE TOTAL		\$ 6,858,674	\$ 9,058,815

2023-2024 CIP Projects Update

Parks & Recreation Commission
December 5, 2023





Agenda

- Background
- 2023 Completed Projects & Highlights
- 2024 Projects & Highlights
- Discussion

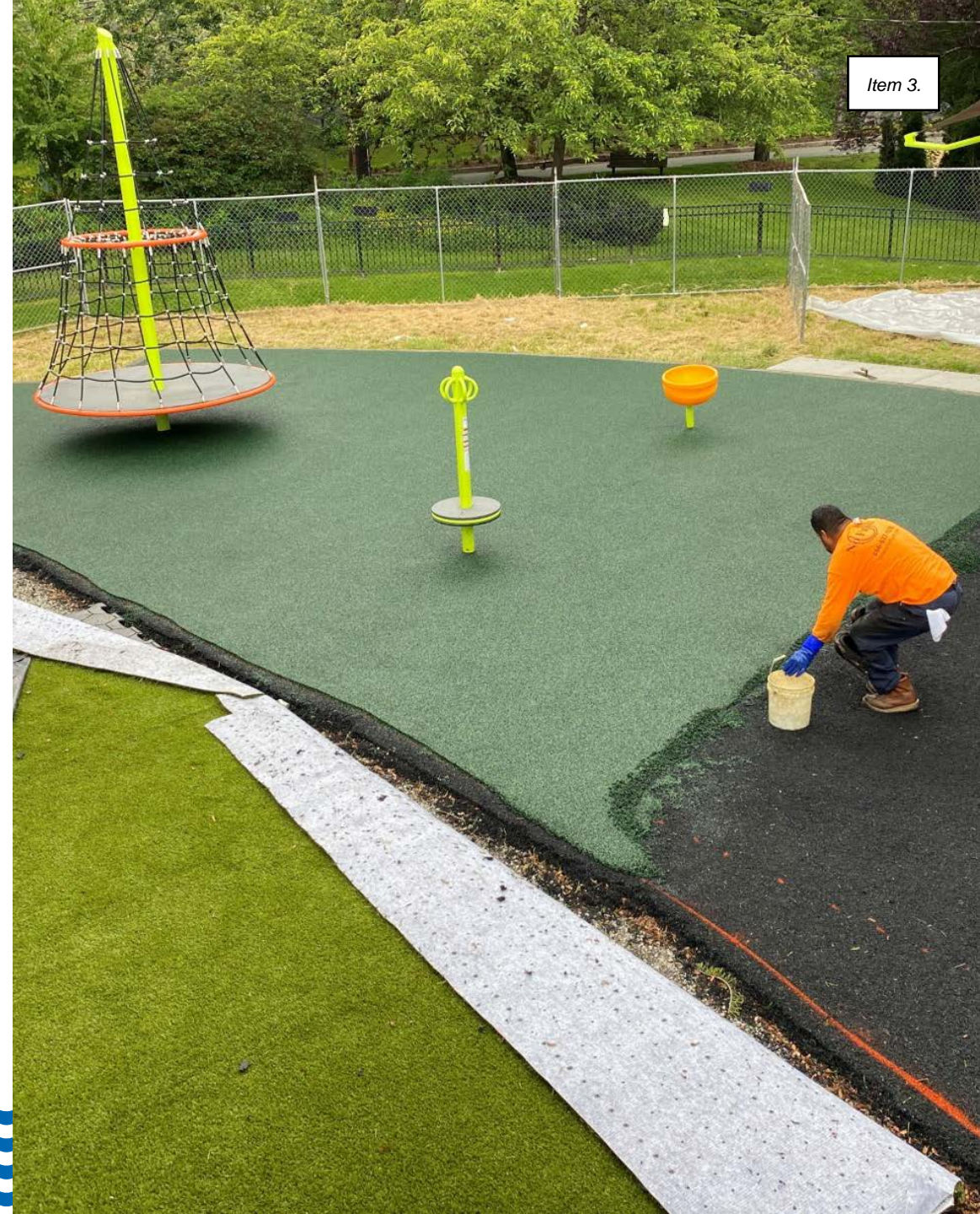
Capital Improvement Program (CIP)

PROS Plan guides projects included in CIP

- 481 acres of parks
- 11 parks with playground equipment
- 300 acres open space
- 28 miles of walking paths/trails
- Park land covers 12% of Island

2023 volunteer contributions

- 78 volunteer events
- 1025 volunteers
- 1,255 trees planted



2023 Completed CIP Projects + Highlights

- 23 total projects listed in 2023 – 2024 budget.
- 8 projects are in progress
- 2 projects completed by Q4 2023
- 7 projects are ongoing, e.g. Open Space, minor capital projects



Lincoln Landing

- Opened October 2022
- Riley Cove Dedication June 2023
- 1 year landscape maintenance period completed October 2023
- Project closeout underway
- Minor adjustments to the watercourse in summer 2024



Luther Burbank South Shore Trail

- Substantial completion reached in October 2023
- Arbor Day Planting October 21, 2023
- Punch list nearly completed
- Restoration continues under Open Space Program



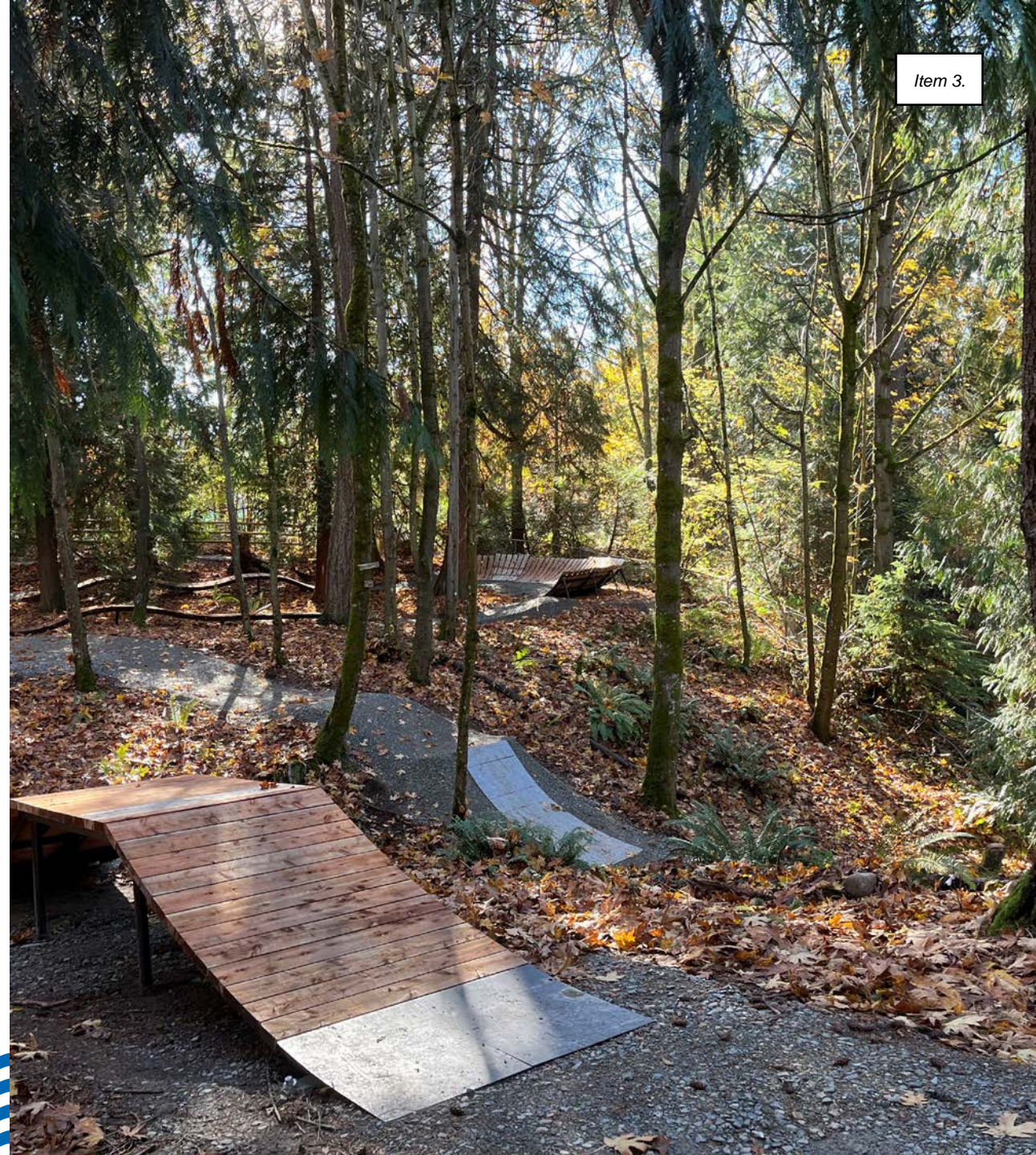
Open Space Restoration

- 7 active restoration contracts for 2023
- WA Conservation Corps crew on-island for 10 weeks
- >3,255 native plants installed in natural areas: 1,255 trees and >2,000 shrubs
- 78 volunteer events with 1,025 volunteers
- 15 new Forest Stewards enrolled



Bike Skills Area

- Opened to the public on November 15
- Working with the contractor to fortify ground anchors for some wood features
- Temporary closures due to weather/precipitation will be ongoing



South Mercer Playfields

- MISD-led replacement
- Project included new synthetic turf, backstop improvements and lights.
- Project completed spring 2023.



2024 CIP Projects

- Island Crest Park Ballfield Upgrades
- Aubrey Davis Park Trail Improvements
- Multiple Luther Burbank Park Projects
- Clarke/Groveland Joint Master Plan
- Playgrounds



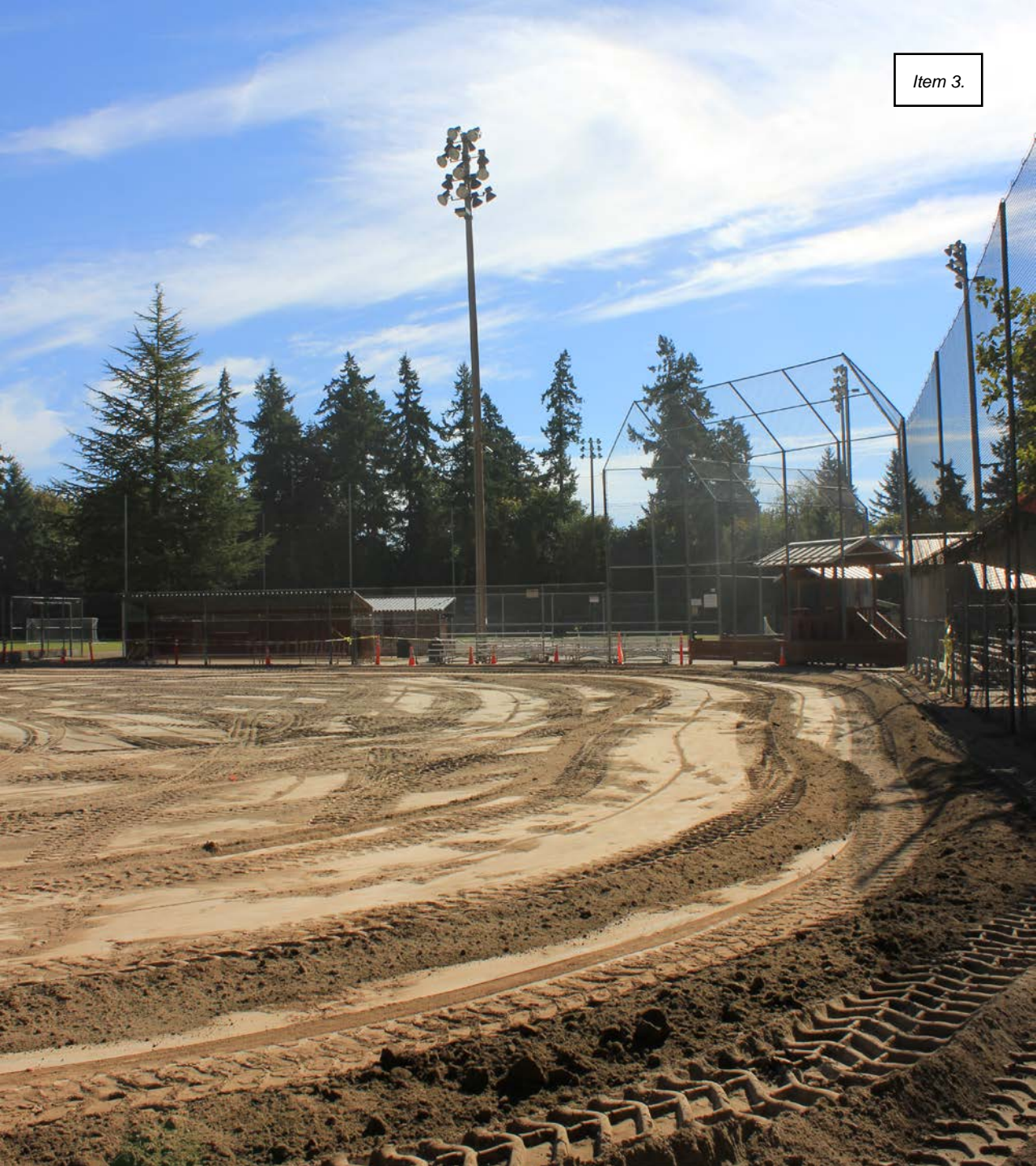
Aubrey Davis Park Trail Improvements

- Complete design and construct trail improvements on the regional multi-use trail in the Lid Park.
- Anticipated construction Q4 2023 - Q2 2024



Island Crest Park Ballfield Upgrades

- Design and construct ballfield backstops for both fields; replace north infield turf.
- North infield turf:
 - Construction December 2023-February 2024
- Backstops:
 - Design 2024
 - Construction 2025



Luther Burbank Park Sport Court Renovation

- Q4 2023: Finalize construction access plan and apply for permits
- Q2 2024: Construction
 - Anticipated opening Q2 2024
 - Staff evaluating temporary facilities during construction



Luther Burbank Park Parking Lot Lighting

- New light poles in SE portion of parking lot and updated lighting in covered walkway
- Safety for City customers, staff and wintertime park users
- Design Q1 2024
- Construction Q3/Q4 2024





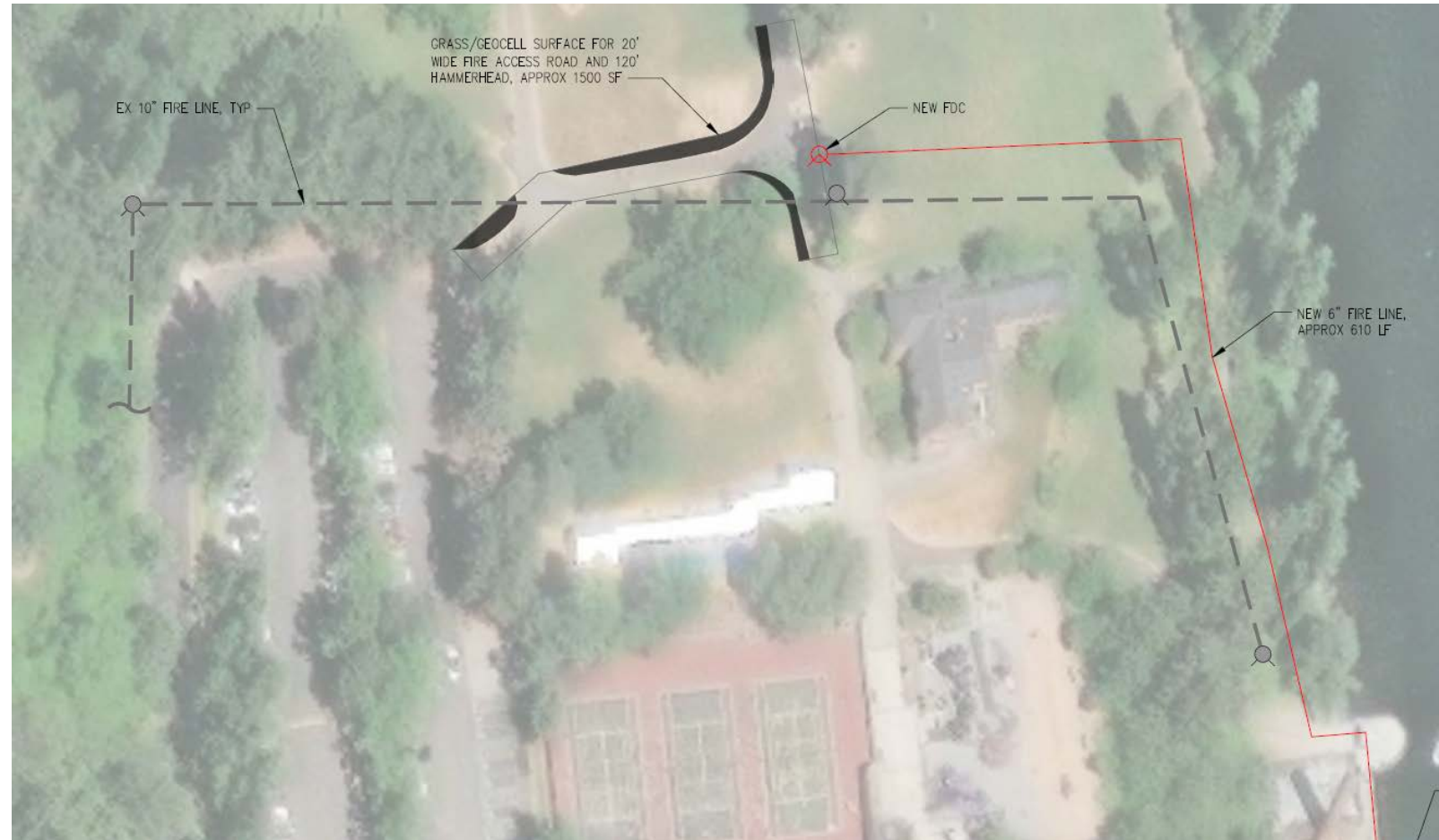
Luther Burbank Park Dock and Waterfront Improvements

- Complete the design of the docks and waterfront for construction in 2024.
- Construction anticipated in 2025



Luther Burbank Park Dock and Waterfront Improvements

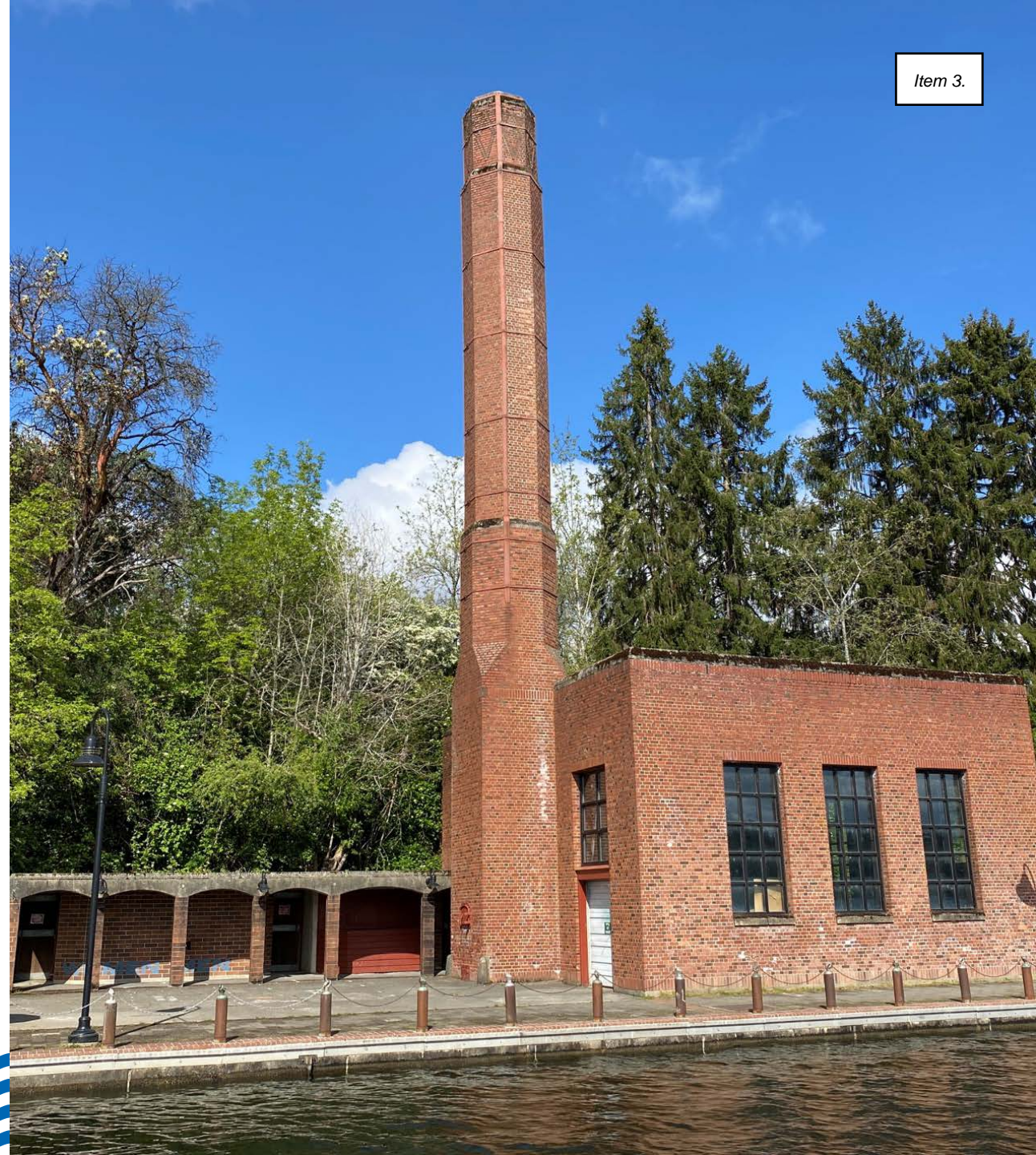
- Fire suppression requirements being designed.
 - Fire truck access
 - Dry standpipe system
- Upland work entails additional cultural resources survey



Luther Burbank Park Boiler Building Phase 1

- Stabilize the building and chimney; install a new roof.
- Restroom and Concession Stand Renovation
- Rooftop Viewing Deck
- Q3 2024

Item 3.





Luther Burbank Park Dock and Waterfront Improvements

- Projects are complex
- Soil Contamination & Site Characterization scheduled for December 2023
- Cultural Resources being completed per agency requirements



Clarke and Groveland Beach Joint Master Plan

- Q4 2023: Complete site assessments and identify issues/ opportunities (on track)
- Q2 2024: Present findings to the City Council
- Q3/Q4 2024: Conduct community engagement



Roanoke Park Playground

- Replace boat structure, spinami, and swings.
- Improve site accessibility and add fence adjacent to West Mercer Way
- December 2023: Let's Talk survey to collect feedback on playground equipment options
- January 30, 2024: Virtual public meeting to review design concepts



First Hill Park Playground

- Moved to 2024 (originally scheduled for 2026)
- Replace playground structure, resurface sports court, and upgrade for ADA accessibility.
- Q2 2024: Community engagement
- Q3 2024: Construction

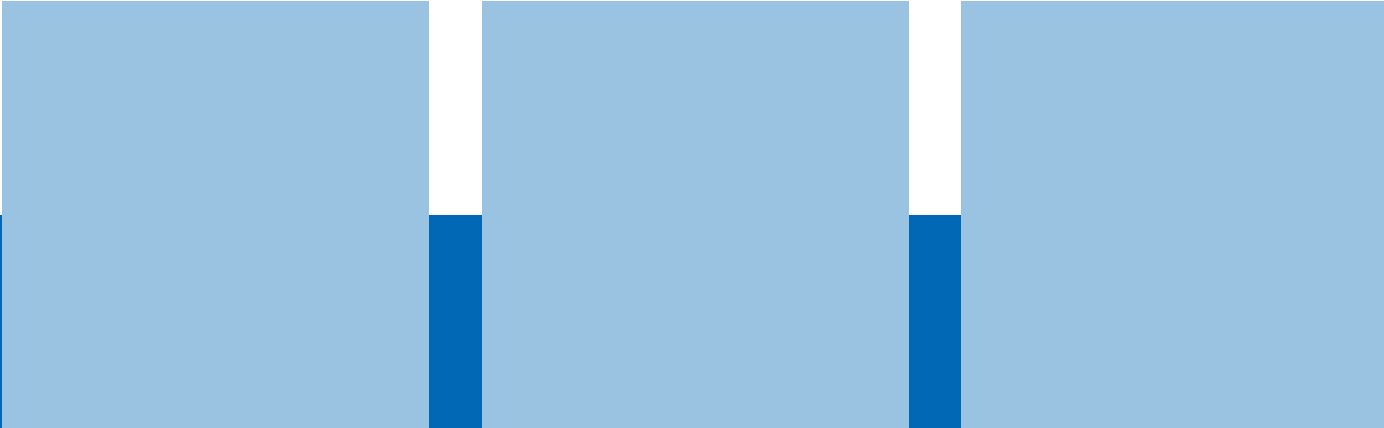


Deane's Children's Park Playground

- Assessment and survey work underway
- Design to address entire playground area, including connectivity, accessibility, and needed amenities
- 2024: Community engagement process
- 2025: First phase of playground replacements, with others to follow



Questions?





PARKS & RECREATION COMMISSION STAFF REPORT

Item 4
December 4, 2023
Regular Business

AGENDA ITEM INFORMATION

TITLE:	Recreation Division: 2023 Work Plan Status Update	<input checked="" type="checkbox"/> Discussion Only <input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Receive Report	

STAFF:	Ryan Daly (Recreation Manager)	
COUNCIL LIAISON:	Craig Reynolds	
	<ol style="list-style-type: none"> 1. Recreation Division 2023-2024 Work Plan 2. Recreation Division 2023-2024 Work Plan Matrix 	

SUMMARY

The purpose of this staff report is to provide the Parks and Recreation Commission with a mid-biennium update on the status of the Recreation Division’s 2023-2024 Work Plan (Exhibit 1). Staff will return in Q1 of 2024 to provide the *2023 Recreation Division Annual Report* which will contain cost recovery outcomes and participation numbers for the year.

BACKGROUND

As part of the process leading up to the adoption of the biennial budget, staff across all departments worked with the City Council to develop priorities that guide the budget development process and the City’s biennial work plan. Below are the adopted City Council Priorities for the 2023-2024 biennium which informed the Recreation Division’s Work Plan which is included in the Biennial Budget.

2023-2024 City Council Priorities
Priority 1 - Develop data-driven economic development and retail plans and strategies to activate Town Center and other business areas.
Priority 2 - Sustain and enhance our natural environment, especially parks and open spaces, to benefit this generation and others that follow.
Priority 3 - Make once-in-a-generation investments to update and modernize aging infrastructure, capital facilities, and parks.
Priority 4 - Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community.

DISCUSSION

Below staff have highlighted significant objectives within the Division's work plan and included progress to-date and anticipated next steps. These major work plan items have been streamlined into a tool which staff uses to track progress and are included as Exhibit 2- *Recreation Division 2023-2024 Work Plan Matix*.

2023-2024 Work Plan Updates

1. ***Complete implementation and integration of Civic Optimize, a software tool which will enhance the permit and rental process, increase customer satisfaction, and optimize staff review efficiency. Research, develop and implement procedures for the use of technology-based tools by Q4 2024 to improve customer service and reduce permit turnaround times.***

Progress: 60%

Anticipated Completion Date: Ongoing

Notes: Staff have completed implementation and are currently utilizing this tool for facility rental inquiries, special event permit applications, donation requests, and athletic field reservations.

Next Steps: Staff plan to expand the use of this software to enhance communication between staff and patrons through web-based comment cards and surveys. Staff will utilize this tool to more efficiently complete internal form and paper-based processes and are exploring ways to integrate Civic Optimize with other processes and systems used city-wide.

2. ***Establish resource needs, program implementation, and evaluation tools in preparation for the future expansion of recreation services to include various youth, senior, and adult programs.***

Progress: 75%

Anticipated Completion Date: June 2024

Notes: Staff have identified community desires for recreation services and the resources needed to offer additional programming at various service levels.

Next steps: Staff will continue to streamline processes and enhance opportunities for partners and vendors to meet the Division's recreation programming goals. As desired by the City Council will present a request for resources needed to implement additional City-coordinated recreation programming.

3. ***Achieve MICEC rental occupancy level of 1,500 bookings by end of Q4 2023; 2,000 bookings by end of Q4 2024.***

Progress: 100%+

Anticipated Completion Date: November 2023

Notes: The Mercer Island Community and Event Center (MICEC) has surpassed 2023 rental booking goals. For 2023, the MICEC has scheduled 2,071 bookings, occupying 7,190 hours. Staff utilized scheduling flexibility and a process of stacking rentals back-to-back in rooms to maximize facility access and use. Due to the closure of City Hall in April, various City departments have occupied spaces throughout the year- including the ongoing and long-term usage of the Slater Room, these usages are not reflected in the aforementioned bookings or usage hours.

Next steps: Staff will continue to streamline processes, booking efficiencies, and marketing to enhance access in 2024. Supervisory staff will be evaluating if current resource levels are appropriate to meet the increased capacity demands and revenue potential of the MICEC.

4. ***Achieve drop-in programming participation of 2,000 individuals to the fitness room and 6,000 drop-in sports participants by end of Q4 2023.***

Progress: 100%+

Anticipated Completion Date: October 2023

Notes: At the time of this report Fitness Room participation has passed 4,500 participations, and drop-in sports has surpassed 13,200. The resident participation rate is 48% for drop-in and fitness room usage. Balanced scheduling and rotating opportunities have led to success in this area.

Next steps: Staff will evaluate opportunities for expanded facility hours and community access with a focus on promoting and enhancing resident participation and ensuring participation levels are maintained through 2024.

5. ***Expand drop-in programming to increase diversity of offerings by 25-50% by Q1 2024.***

Progress: 75%

Anticipated Completion Date: March 2024

Notes: Drop-in attendance has been successful since the post-covid re-opening of the MICEC. All programs currently offered have seen attendance growth over the last 2 years. In 2023, new opportunities such as basketball, volleyball, sing-alongs, and ping pong have seen a new and younger demographic of users.

Next steps: Expand drop-in opportunities through arts, culture, and education, as well as socially focused Senior and preschool-aged activities.

6. ***Collaborate with local community organizations to partner on special events, programs, volunteerism, and other community engagement opportunities.***

Progress: 75%

Anticipated Completion Date: Ongoing

Notes: Collaborating with community partners is imperative to how the Recreation Division has addressed community recreational needs. Since restoring operations following the pandemic, staff have leveraged partnerships to offer recreational activities and events through 3rd party providers. The adoption of the *Special Events Sponsorship Policy* by the City Council has enabled community partners to receive fee waivers to implement their events and programs at park facilities to better serve Mercer Island residents. Staff have coordinated with recreation program providers to offer a variety of opportunities through MICEC rentals, while providing additional promotion and usage flexibility.

Next Steps: Staff will continue to promote these opportunities and target market to potential MICEC rental providers who coordinate recreation programming opportunities which meet identified needs for Mercer Island residents.

7. ***Expand and enhance opportunities for recreation service sponsorships and park asset and property donations.***

Progress: 75%

Anticipated Completion Date: December 2024

Notes: Early in 2023 the Parks and Recreation Commission endorsed the *Gift Acceptance Policy* and provided input towards procedures that staff are currently implementing to solicit and accept park asset donations. A major work item in this area has been to create a "Gift Needs Inventory" for a variety of identified park needs. Staff recently completed and promoted a specific inventory for the Luther

Burbank Docks Project. In October, the Parks and Recreation Commission began reviewing criteria for a Recreation Sponsorship Policy.

Next steps: During review of the *Gift Acceptance Policy*, staff identified conflicts with the City Code. It is anticipated that these inconsistencies will be addressed in 2024. Staff will continue developing the *Gift Needs Inventory* and continue promotion and aligning acceptance with the current provision in the City Code. Staff will be returning to the Parks and Recreation Commission in Q1 of 2024 with a draft Sponsorship Policy for review and recommendation to the City Council.

- 8. *In collaboration with the Finance Department and Capital Projects Team, revisit the funding plan (aka the sinking fund) for the replacement of synthetic turf athletic fields.***

Progress: 10%

Anticipated Completion Date: December 2024

Notes: Staff are in the process of identifying and updating costs associated with synthetic turf maintenance, replacement, and installation. In 2023, additional turf was installed at South Mercer Playfields, a facility owned by the Mercer Island School District further diversifying the footprint and locations where synthetic turf has been installed.

Next steps: The City will be coordinating with the School District to update/develop an interlocal agreement which will inform on operational and capital investment responsibilities, as well as the financial responsibility for School District usage of City managed facilities. Through this work, City staff will develop and implement a funding plan for the replacement of City owned and/or managed synthetic turf facilities.

RECOMMENDED ACTION

Receive Report.

RECREATION DIVISION

The Parks & Recreation Department was considerably impacted by the COVID-19 Pandemic. The Community & Event Center closed in March 2020 and all recreation programs, special events, and facility rentals were canceled. Athletic field reservations and picnic shelter/area reservations were also canceled. As a result, workforce reductions were implemented in the Spring of 2020.

During the 2021 and 2022 biennium, key recreation staffing positions were restored, and the Division focused on reestablishing operations for the Mercer Island Community and Event Center and rebuilding recreation services. During this process of rebuilding, the Community and Event Center was re-opened and pre-pandemic services were offered, a number of special events and community engagement activities, outdoor facility rentals were reinstated.

The focus for the Recreation Division during this biennium will be to build upon the restored services by increasing facility patronage, expanding the volume of rentals, and increasing summer camp and Community Center drop-in opportunities and attendance.

2023-2024 Work Plan

1. Goal: Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community. (Adopted City Council 2023-2024 Priority, see AB6064)

- 1.1 Work with the Parks and Recreation Commission and Arts Council to develop policies identified in the Recreation Reset Strategy. This work began in the 2021-2022 biennium and will continue in 2023-2024.
 - 1.1.1 Complete implementation and integration of Civic Optimize, a software tool which will enhance the permit and rental process, increase customer satisfaction, and optimize staff review efficiency. Research, develop and implement procedures for the use of technology-based tools by Q4 2024 to improve customer service and reduce permit turnaround times.
 - 1.1.2 Establish resource needs, program implementation, and evaluation tools in preparation for the future expansion of recreation services to include various youth, senior, and adult programs.
- 1.2 Expand drop-in programming and rental opportunities for the Mercer Island Community and Event Center and outdoor facilities.
 - 1.2.1 Achieve MICEC rental occupancy level of 1,500 bookings by end of Q4 2023; 2,000 bookings by end of Q4 2024.
 - 1.2.2 Achieve drop-in programming participation of 2,000 individuals to the fitness room and 6,000 drop-in sports participants by end of Q4 2023.
 - 1.2.3 Expand drop-in programming to increase diversity of offerings by 25-50% by Q1 2024.
- 1.3 Achieve post-rental and drop-in programming participation satisfaction levels of 85% by Q4 2023 and 90% by Q4 2024.
- 1.4 Collaborate with local community organizations to partner on special events, programs, volunteerism, and other community engagement opportunities.

- 1.5 Develop and enhance external communication and marketing for Division services to improve cost recovery levels.
 - 1.6 Provide staff support for the Parks & Recreation Commission and the Arts Council.
 - 1.7 Facilitate and promote comprehensive and engaging arts and culture experiences through ongoing community partnerships.
 - 1.8 Expand and enhance opportunities for recreation service sponsorships and park asset and property donations.
- 2. Make once-in-a-generation investments to update and modernize aging infrastructure, capital facilities, and parks. (Adopted City Council 2023-2024 Priority, see AB6064)**
- 2.1. Collaborate with the City Manager’s Office on the development of the Comprehensive Facilities Assessment to include the Annex Building and the Mercer Island Community & Event Center.
 - 2.2. Collaborate with the Finance Department to revise the replacement cycle for MICEC technology and equipment and ensure financial sustainability of the MICEC Technology and Equipment Fund to meet the long-term needs of the community.
 - 2.3. In collaboration with the Finance Department and Capital Projects Team, revisit the funding plan (aka the sinking fund) for the replacement of synthetic turf athletic fields.
- 3. Goal: Provide emergency response services related to the COVID-19 Pandemic and other City emergencies.**
- 3.1. Continue to support city-wide response and coordinate the Operations Section of the Emergency Operations Center.
 - 3.2. Utilize the MICEC to host shelter operations, and to meet cooling and warming center needs.

City of Mercer Island- Recreation Division

2023-2024 Work Plan Matrix

PROJECT	PROGRESS	START	END	2023				2024			
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Parks & Recreation											
Complete implementation and integration of Civic Optimize, a software tool which will enhance the permit and rental process, increase customer satisfaction, and optimize staff review efficiency. Research, develop and implement procedures for the use of technology-based tools by Q4 2024 to improve customer service and reduce permit turnaround times.	60%	Jan-23	Dec-24								
Establish resource needs, program implementation, and evaluation tools in preparation for the future expansion of recreation services to include various youth, senior, and adult programs.	75%	Jan-23	Jun-24								
Achieve MICEC rental occupancy level of 1,500 bookings by end of Q4 2023; 2,000 bookings by end of Q4 2024.	100%	Jan-23	Dec-24								
Achieve drop-in programming participation of 2,000 individuals to the fitness room and 6,000 drop-in sports participants by end of Q4 2023.	100%	Jan-23	Dec-23								
Expand drop-in programming to increase diversity of offerings by 25-50% by Q1 2024.	75%	Jan-23	Mar-24								
Collaborate with local community organizations to partner on special events, programs, volunteerism, and other community engagement opportunities.	75%	Jan-23	Ongoing								
Expand and enhance opportunities for recreation service sponsorships and park asset and property donations.	75%	Jan-23	Dec-24								
In collaboration with the Finance Department and Capital Projects Team, revisit the funding plan (aka the sinking fund) for the replacement of synthetic turf athletic fields.	10%	Jan-23	Dec-24								



PARKS & RECREATION COMMISSION STAFF REPORT

Item 5
December 4, 2023
Regular Business

AGENDA ITEM INFORMATION

TITLE:	Recreation Division: Policy Implementation Update	<input checked="" type="checkbox"/> Discussion Only <input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Receive Report	

STAFF:	Ryan Daly, Recreation Manager Katie Herzog, Recreation Supervisor Alex Lee, Recreation Facilities Supervisor
COUNCIL LIAISON:	Craig Reynolds

SUMMARY

The purpose of this staff report is to introduce tonight’s presentation on the outcomes of recreation policies which were revised and/or implemented since the restoration of Recreation Division services in 2021.

BACKGROUND

In 2021 the Recreation Division successfully completed the *Strategy for the Mercer Island Community and Event Center (MICEC) and Recreation Programs and Services* ([Reset Strategy](#)). The Reset Strategy was endorsed by the Parks and Recreation Commission and approved by the City Council. The Division has been dedicated to following the Reset Strategy as a roadmap for restoring and establishing services as well as addressing policy needs.

Staff have identified the following policies which were updated, developed, and/or implemented between 2021 and 2023 and included the purpose statement for the respective policies which will be reviewed.

- [Differential Pricing Policy](#) (Effective: 1/1/2022)
 - Purpose: *The City of Mercer Island uses the differential pricing policy as a part of its comprehensive approach to pricing and its overall strategy for the Recreation Division’s programs and services. This policy describes the circumstances and requirements that must be present and satisfied to allow the City to charge one individual or group less than another for programs and services.*
- [Mercer Island Community and Event Facility Allocation and Use Policy](#) (Effective 1/1/2022)
 - Purpose: *The City of Mercer Island uses the facility allocation and use policy for the Mercer Island Community and Event Center (MICEC) as a part of its overall strategy for the Recreation Division. This policy describes principles guiding the appropriate use of the MICEC and what priority may be given to various users who wish to rent the facility.*

- [Public Special Event Sponsorship Policy](#) (Effective 5/1/2022)
 - Purpose: *The City of Mercer Island recognizes that public special events are an important part of the community's life, and that the municipality can play a central role in facilitating those enriching experiences. These events extend public benefits such as entertainment, a sense of community, opportunities to celebrate and honor, self-expression, recreation, learning, and memory-making. Public special events may also have the potential to boost economic vitality and advance community goals.*

The City desires to promote other entities' abilities to bring special events to fruition, while balancing the City's cost recovery and resource allocation goals. This policy describes a sponsorship program that enables the City to assist public special event permit applicants, beyond processing and issuing a permit and providing fee-compensated City services.

- [Athletic Field Use and Allocation Policy](#) (Effective 5/5/2022)
 - Purpose: *The City of Mercer Island uses this policy for all City of Mercer Island athletic facilities, the South Mercer Playfields, and the Mercer Island School District elementary school fields. This policy describes principles guiding the appropriate use of athletic facilities and what priority may be given to various users who wish to rent the facilities.*

In addition to the policies above, the Parks and Recreation Commission endorsed the *Gift Acceptance Policy* (December 1, 2022), which has not yet been reviewed by the City Council for adoption. During legal and administrative review of this policy, staff identified elements which are inconsistent with the Mercer Island City Code- [MICC 2.50 - Donations to the City](#). It is anticipated that revisions to the City Code and *Gift Acceptance Policy* will occur in connection with updates to the [MICC 9.30 – Park Rules](#) in 2024, and will be advised upon by the Parks and Recreation Commission.

DISCUSSION

Tonight, staff will provide a high-level presentation which will include a summary of each policy, outcomes since implementation, examples of how these policies are being administered, and recommendations for future updates.

RECOMMENDED ACTION

Receive Report and provide input toward future updates.



Recreation Division: Policy Implementation Update

December 4, 2023



Agenda:

Why are we reviewing these policies?

Policies Implemented 2021 to 2023

- Differential Pricing Policy
- Mercer Island Community and Event Center Facility Allocation and Use Policy
- Public Special Event Sponsorship Policy
- Athletic Field Use and Allocation Policy

Questions/Comments

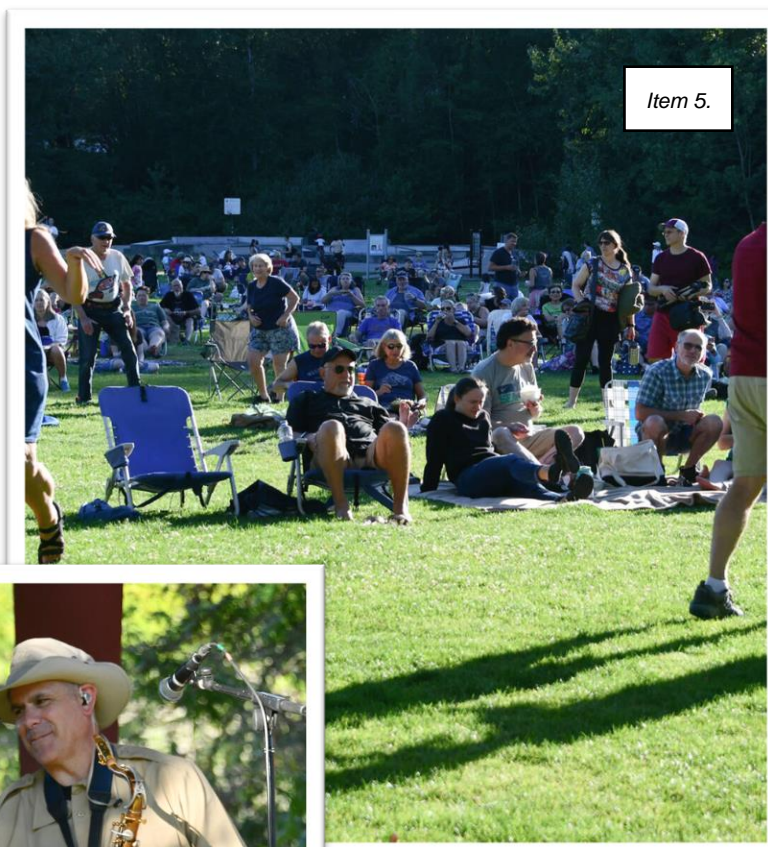


Item 5.



Why are we reviewing these policies?

- Staff committed to returning annually to review Parks and Recreation policies.
 - To enable fair and equitable access, as well as accountability.
 - To ensure policies are providing desired outcomes and are reflective of community values and needs.
 - To provide opportunity for changes based on community input.



Differential Pricing Policy



- Enables a diverse pricing model.
- Supports resident vs non-resident pricing for programs receiving more tax subsidy.
- Allows for “incentive pricing”
 - Discounted punch cards for multiple visits to fitness room.
 - Multiple-room booking discounts
 - Marketing opportunities- incentivizing off peak rental times.
- Prioritizes resident reservation access.

Differential Pricing Policy (cont.)



Drop In Activities

<u>MI Resident</u>	
.Daily Drop in	\$5.00
.25 Visit Punch Pass	\$80.00
<u>Non-Resident</u>	
.Daily Drop in	\$6.00
.25 Visit Punch Pass	\$100.00

Fitness Room

<u>General</u>	
.Daily Drop in	\$5.00
.25 Visit Punch Pass	\$80.00

Punch Pass Expires 1 Year After Purchase Date

Examples:

- Mercer Room Rental Packages.
 - Weekend \$3,500 / Weekday \$2,500
- Recreation Program Rental
 - Jazzercise- fitness program- provide discounted usage rate.
- Drop-in Sports
 - Residents: \$5 / Non-Resident: \$6

Review:

Staff feel the policy is working as intended.



MICEC Facility Allocation and Use Policy

- **Guides the purposeful allocation of space through these guiding principals:**
 - Being Benefits Focused
 - Supporting Diverse Use
 - Being Equitable and Fair
 - Reflecting Good Stewardship
- **Establishes priority and access by level:**
 - Level 1- City activities
 - Ex: Leap for Green Event / Drop-in Sports
 - Level 2- Mercer Island based non-profits / MISD
 - Ex: Friendship Circle / Island Thunder Youth Volleyball
 - Level 3- Non-profits with recurring programs/services on Mercer Island (may not be based on Mercer Island or primarily serve Mercer Island).
 - Ex: Seattle Folk Dance
 - Level 4- For profit businesses / non-profits for fundraising.
 - Ex: John L. Scott / MIHS Football Booster Club Fundraiser
 - Level 5- For profit businesses for activities that include commercial sales or entrance fees.
 - LuLa Roe – Fashion / Auction Houses





MICEC Facility Allocation and Use Policy (Cont.)

- **Staff Review:**
- Requests have significantly increased over the last year.
- Balance between community events/activities and private rentals has been successful.
- In 2024 staff will focus marketing facility space to priority Level 2 & 3 renters to further meet Mercer Island's recreational needs.
- Policy is working as intended.



Public Special Event Sponsorship Policy

Allows for fee reductions or waivers for **public** events where the applicant/event organizing entity is a non-profit agency.

Event Examples include:

- Friendship Circle 5K Walk
- JCC Sukkot in the Park
- Girl Scouts Toy Drive
- Chamber of Commerce Art Uncorked
- Russian Chamber Music Concert
- Swim Across America



Public Special Event Sponsorship Policy (cont.)



Staff review:

- 10 sponsored events have been permitted in 2023.
- The policy has given staff a way to meet community needs in a defined way.
- Anticipate changing title of policy to avoid confusion with forthcoming *Recreation Sponsorship Policy*.
- Policy is working as intended.

Athletic Facilities Allocation and Use Policy

- **Guides the purposeful allocation of space through these guiding principals:**

- Being Benefits Focused
- Supporting Diverse Use
- Being Equitable and Fair
- Reflecting Good Stewardship

- **Establishes priority and access by tier:**

Tier One:

1. Non-profit youth, recreation-based organizations that have a minimum of 75% Mercer Island residents.
2. Non-profit adult, recreation-based organizations that have a minimum of 75% Mercer Island residents.
3. Non-profit youth and adult non-recreation-based organizations that have a minimum of 75% Mercer Island residents.

Tier Two:

1. Non-profit youth, recreation-based organizations that have less than 75% Mercer Island residents.
2. Non-profit adult, recreation-based organizations that have less than 75% Mercer Island residents.

Tier Three:

1. For-profit youth organizations
2. For-profit adult organizations

Athletic Facilities Allocation and Use Policy (Cont.)

Staff Review:

- In 2023: 9,809 hrs. booked by 35 user groups.
- Approx. 90% of the hours booked are by Tier 1 - non-profit, youth, recreation-based groups.
- Policy is working as intended

Challenges:

- Field usage and demand out pace's desirable times and availability.
- Staff and user groups adhering to processes.
 - Blanket bookings, giving back space late, payment schedules, schedule changes.
- A need to automate process and create online viewability.



Questions?

- Differential Pricing Policy
- Mercer Island Community and Event Center Facility Allocation and Use Policy
- Public Special Event Sponsorship Policy
- Athletic Field Use and Allocation Policy



Parks & Recreation Commission

2024 Planning Schedule

1st Thursday of Month- Regular Meetings

Updated 11.16.23



Date	Meeting Type	Agenda Item
4-Jan	Regular	Recreation Sponsorship Policy
1-Feb	Regular	Intro to Mercer Island Park Code
7-Mar	Regular	Draft Park Code Update
4-Apr	Regular	Recreation Division Annual Report
		Draft Park Code Update
2-May	Regular	Mercer Island Library- Annual Update
6-Jun	Regular	
11-Jul	SPECIAL	Chair/Vice-Chair Elections
		Bylaws Review
August		No Meetings Summer Break
5-Sep	Regular	
Oct. TBD	Special	
7-Nov	Regular	
5-Dec	Regular	Work Plan Progress and CIP Progress Update
		Recreation Policy Implementation

Item Type	Items to be scheduled
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Code	Park Zone Update (Q1)
Policy	Recreation Service Scholarship
Project	Mercedale/Groveland & Clarke Master Plan Kick-off
Project	Luther Docks Project <i>(Periodic touch points)</i>
Project	Aubrey Davis Trail Safety Project <i>(Periodic touch points)</i>
Annual Agenda Items	
KCLS- Mercer Island Branch Operations Update (March)	
Annual PRC Chair/Vice-Chair Elections (May)	
Annual Bylaws Review (July)	
Various CIP Recommendations (TBD)	
Recreation Division Annual Report	