



PARKS & RECREATION COMMISSION REGULAR VIDEO MEETING

Thursday, December 1, 2022 at 5:30 PM

COMMISSIONERS:

Chair Jodi McCarthy
Vice Chair Peter Struck
Commissioners: Don Cohen,
Paul Burstein, 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 206.275.7861 or by [email](#).

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 5:30 PM: To listen to the meeting via telephone, please call **253.215.8782** and enter Webinar ID **825 9108 6996** and Password **896196** when prompted.

Join by Internet at 5:30 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 **825 9108 6996** and Password **896196**

Join in person at Mercer Island Community & Event Center at 5:30 PM: Mercer Island Community & Event Center
8236 SE 24th Street.

CALL TO ORDER & ROLL CALL - 5:30 PM

PUBLIC APPEARANCES

DEPARTMENT REPORT

1. Department Report

REGULAR BUSINESS [HYPERLINK "appIS80d34e03b253455db0ca10b38419e40a"](#)

2. [Approve the minutes of the November 3, 2022 Regular Meeting](#)
Recommended Action: [Approve minutes](#)
3. [Bike Skills Area Update & Conceptual Design](#)
Recommended Action: [Review and discuss the conceptual design, if desired provide additional recommendations](#)
4. [Gift Acceptance Policy](#)
Recommended Action: [Endorse policy](#)
5. [Recreation Division: 2022 Services Update / 2023 Proposed Services](#)
Recommended Action: [Receive report](#)

OTHER BUSINESS

6. [PRC 2022-2023 Planning Schedule Update](#)

7. [Commissioner Reports](#)

[ADJOURN](#)

City of Mercer Island

Parks and Recreation Commission

Department Report

December 1, 2022





Mercer Island Community and Event Center

**Maintenance Closure:
December 19- January 2**

- Carpets cleaned & floors buffed
- Mercer Room floor repairs
- Touch-up paint
- Media updates
- Equipment cleaned
- 2023 website and software updates

MICEC Fitness Room- OPEN!

*Ages 13 and over

- **Come check it out- It looks great!**
- **Several equipment upgrades:**
 - new dumbbells
 - new barbells
 - new chin-up assist machine
 - new cable crossover strength machine
- **FREE ACCESS through the month of JANUARY!**

2023 MICEC Operating Hours

- Monday – Thursday: 9:00am-7:00pm
- Friday/Saturday: 9:00am-5:00pm
- Sunday closed (available for rentals)

Expanded hours available for rentals
(Private pickleball or basketball....?)



Aubrey Davis Trail Safety Improvement Project

Update

- Staff has met with WSDOT and are working on a revised/engineering design.
- Re-engaging the Commission at the January 5 PRC Meeting.
 - Review revised drawings
 - Receive recommendation from Design Team / WSDOT





Upcoming Restoration Events

- **Saturday, December 3, 10am-1pm** Clarke Beach Planting
- **Saturday, December 17, 10am-1pm** Luther Burbank Wetland planting
- More to come in early 2023!

Details and info at:
<https://www.mercerisland.gov/calendar>



Park Maintenance and Natural Resources

- Winter focus, leaves, snow and ice removal
- Deane’s Children’s Park closure 12/5-12/9 for invasive tree removals, Cherry laurel and English holly
- Aubrey Davis Park Vegetation Improvements- Tree work scheduled to be completed this week
- **156 tripping hazards were repaired in 2022!**
Asphalt patches and concrete cutting



Illuminate MI

- The Tree Lighting & Firehouse Munch returns December 2nd!
- Join us for the tree lighting at 6pm, with music by the Mercer Island High School Choir.
- At 6:30pm, head over to Fire Station 91 for the Firehouse Munch, complete with chili, art fair, activities, and Santa!
- Visit www.mercerisland.gov/IlluminateMI for all the details.





THE CITY OF MERCER ISLAND Illuminate MI Events



❄️ These events are in addition to the Holiday lights that illuminate the Town Center, Mercerdale Park & The Greta Hackett Outdoor Sculpture Gallery!

Tree Lighting & Firehouse Munch

Mercerdale Park * Station 91, 6 - 8pm



Dec. 2

Lights Up at the J

Stroum Jewish Community Center, 4pm daily

Dec. 1 - Jan. 1

Friends of MI Library Book Sale

Dickens Carolers (Dec. 12, 2pm)

Mercer Island Library

Dec. 8 - 12

Dec. 12

Girl Scouts Toy Drive

Mercerdale Park, 9am - 4pm

Dec. 10

Argosy Ship

Luther Burbank Beach, 8:40pm

Dec. 18

Chabad MI Menorah Lighting

Mercerdale Park, 6pm

Dec. 19



Hands on Hanukkah

Stroum Jewish Community Center, 4-6pm

Dec. 20

Thank You Sponsors!

- The Mercer Apartments (Title Sponsor)
- The MI Community Fund
- Stroum Jewish Community Center (JCC)
- ArtsWA & NEA



Title Sponsor:



Sponsored By:



Thank you!





PARKS & RECREATION COMMISSION REGULAR MEETING MINUTES November 3, 2022

CALL TO ORDER

Chair McCarthy called the meeting to order at 5:30pm via Zoom Online meeting.

ROLL CALL

Chair Jodi McCarthy, Vice Chair Peter Struck, and Commissioners Don Cohen, Paul Burstein, Sara Marxen, and Ashley Hay were present for the Parks & Recreation Commission.

Staff present were Ryan Daly, Sam Harb, Eleanor Knight, and Raven Gillis.

APPEARANCES

No public appearances.

DEPARTMENT REPORT

1. Division Manager Ryan Daly reported on the following items:
 - City Facilities Closed for Veterans Day
 - Lincoln Landing Has Reopened
 - Community Conversations Events
 - MICEC Fitness Room Getting a Fresh Look
 - MICEC Operating Hours
 - South Mercer Playfield Project
 - Bike Skills Area Update
 - Bike Skills Area Community Engagement
 - Aubrey Davis Trail Safety Improvements Project Update
 - Evening of Trick or Treating in Town Center
 - Preparing for the Pumpkin Walk
 - Pumpkin Walk at Mercerdale Park
 - Upcoming Restoration Events
 - Park Maintenance
 - Project Awareness- Aubrey Davis Park Vegetation Improvements
 - Illuminate MI Install Has Begun

REGULAR BUSINESS

2. Approval of Minutes

Minutes from the October 6, 2022 Regular Meeting were presented.

It was moved by Struck; seconded by Hay to:

Approve the minutes from the October 6, 2022 meeting

Passed: 7 – 0

3. Park Improvement, Gift Acceptance and Donor Recognition Policy (Draft)

Ryan Daly, Division Manager, and Eleanor Knight, Recreation Coordinator, presented the draft Gift Acceptance Policy (formerly Park Improvement, Gift Acceptance and Donor Recognition Policy) elements. Referencing a matrix of questions and recommendations received by staff from the Commission, Chair McCarthy led further discussion and gained consensus regarding policy elements.

Staff will return in December to seek Commission endorsement of the policy based on Commission consensus.

Eleanor Knight engaged the Commission in a discussion to solicit input on procedures to guide the process of accepting and soliciting gifts to accompany the Gift Acceptance Policy.

OTHER BUSINESS**4. Planning & Meeting Schedule Update**

Ryan Daly provided an update.

5. Commissioner Reports / Work Plan Update

Struck noted that during the recent KCLS Board of Trustees Meeting his key takeaway was that KCLS is planning on increasing operating hours by 26% in 2023 and he is encouraged and hopeful this means the MI Library will see a return in their Saturday hours.

Chair McCarthy reported on the Pumpkin Walk and the great time she had and appreciates the City's efforts in putting on these events. She hopes to see more events like it.

Marxen participated in the Ellis Pond Restoration event and noticed it was well attended by all ages and found that it was well run and appreciated it.

ADJOURNMENT at 7:46 PM



PARKS & RECREATION COMMISSION STAFF REPORT

Item 3
December 1, 2022
Regular Business

AGENDA ITEM INFORMATION

TITLE:	Bike Skills Area Update & Conceptual Design	<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:	Review and discuss Bike Skills Area project update and conceptual design.	

STAFF:	Jason Kintner (Chief of Operations) Alaine Sommargren (Deputy Public Works Director) Sarah Bluvus (CIP Project Manager)
COUNCIL LIAISON:	Craig Reynolds
EXHIBITS:	N/A

SUMMARY

At the July 19, 2022 City Council meeting, the City Council appropriated \$75,000 from the Capital Improvement Fund balance to begin community engagement and commence 30% design of a Bike Skills Area in Deane’s Children’s Park. Since July, American Ramp Company has been retained to facilitate the public engagement process and begin design. The conceptual design, based on survey responses and general feedback from the first community meeting, will be presented at the December 1 Parks and Recreation Commission meeting for discussion and feedback.

BACKGROUND

The Bike Skills Area (BSA), formerly known as the BMX park, was originally created by neighborhood riders in the 1970s in the Upper Luther Burbank Park area. At the time, the area was owned and managed by King County. Use of the area continued over the years, with users creating and shaping jumps and trails within the ravine area. The name of this location was changed in 2021 to reflect changes in the use of the facility over the past five decades to include other biking styles.

Bike Skills Area Closure

Over the years, increased use and unauthorized expansion of the Bike Skills Area caused damage and degradation to the surrounding hillsides and vegetation. On October 7, 2021, the Bike Skills Area in Upper Luther Burbank Park was temporarily closed due to significant operating challenges and safety concerns. Challenges included repeated unauthorized expansion of the course, damage to soils and established vegetation, and construction of jumps that exceeded park rules. The closure allowed the City to restore vegetation and to evaluate whether the park area could operate safely and sustainably as a Bike Skills Area location.

On July 19, the City Council appropriated funds to commence community engagement and design of a new Bike Skills Area in Deane’s Children’s Park. The former BSA in Upper Luther Burbank Park remains closed.

DISCUSSION

Tonight, the Commission will discuss and provide feedback on the conceptual design. Staff will provide a project update and outline the next steps, including additional public engagement opportunities for this project.

RECOMMENDATION

Review and discuss the conceptual design, if desired provide additional recommendations.



Bike Skills Area Update and Conceptual Design

Bike Skills Area Background

- Created in 1970s by neighborhood kids in Upper Luther Burbank Park
- BSA was closed in October 2021
- July PRC Actions
 - Requested funding for the design of a new Bike Skills Area at Deane's Children's Park (6-1)
 - Rescinded recommendation to temporarily re-open the BSA in ULBP (4-1-2)
- July 19 Council Meeting
 - Approved 75,000 from the to begin design of a Bike Skills Area in Deane's Children's Park, which will include a community engagement process and review of the 30% design by the Parks and Recreation Commission



Item 3.

Bike Skills Design Process to Date

- American Ramp Company retained to complete 30% design and public engagement process
- Survey sent out via Let's Talk in November (closed 11/21)
- Public Meeting (Open House) held onsite on November 17th



Survey Results/Themes



Survey Participants

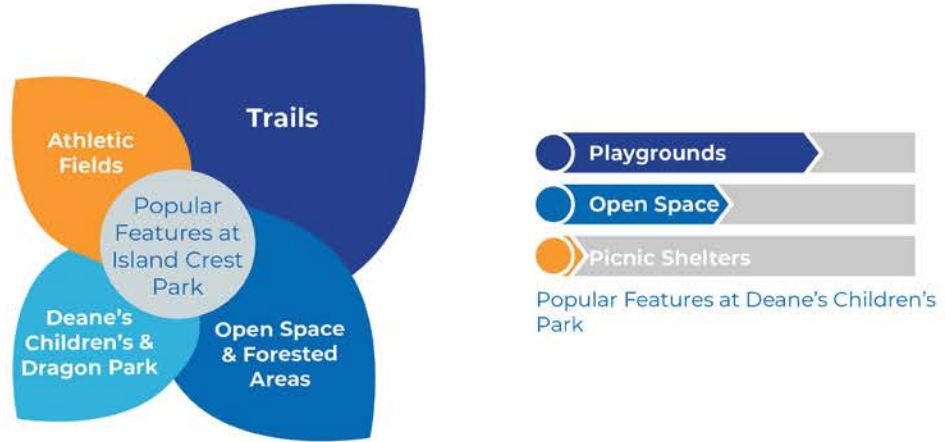


Resident Participation (by zipcode)



Island Crest Park Visitor Frequency

Popular Park Features



Survey Participant Comments & Concerns



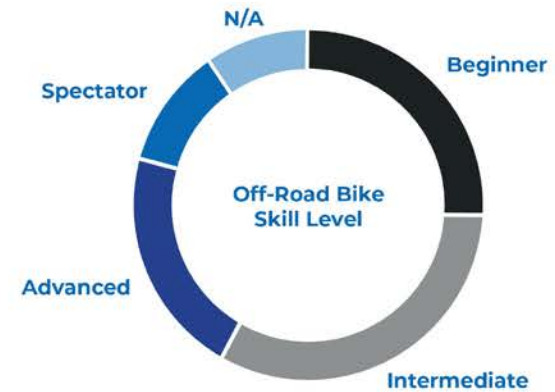
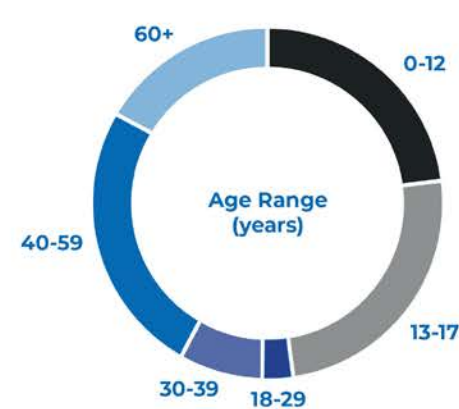
Responses Voicing Support



Responses Voicing Concern

- Supporters expressed interest in a place that is safe, and provides an alternative to organized sports
- Parking is a concern for visitors, although 77% Bicycle Skill Area users plan to ride their bikes or walk to the facility.

Bike Skills Area User Stats



- Of the survey respondents, over 50% plan to ride the bike skills area on a daily or weekly frequency.

Bike Skills Area Features Input

- Clear Signage for Park Information
- Opportunities for Stewardship
- Safe Spectator Area
- Wayfinding & Interpretive Signs

Preferred additions & enhancements to include in Bike Skills Area



Features to Include & Most Preferred Ridable Features

- The participant survey found the Bicycle Skill Area is most appealing as it provides a recreation option for kids & teens, while adding diversity to the recreational offerings of Mercer Island's park system.
- Theming the playground was not preferred, however, if it was the theme would be Dragons.



Online Survey Ranked Choice Features

- 1**
- 2**
- 3**
- 4**
- 5**
- 6**
- 7**

Open House Feedback

- Approximately 50-60 participants
- Informal presentation, Q&A, site review and future opportunities were discussed
- Participation from the community from “both sides” of the project.



WHAT WERE YOUR PREFERENCES?



FAMILY FRIENDLY



TUNNEL



BEGINNER ROLLER



ADVANCED JUMPS



ROCK GARDEN



TABLETOP JUMPS



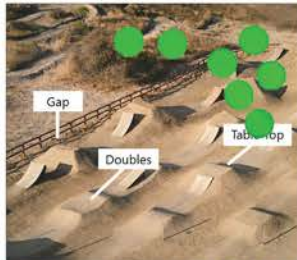
WAYFINDING



SENSITIVE TO SITE



BERM TURN



PROGRESSIVE JUMPS



SNAKE LADDER



DOUBLE ROLLER



SAFETY & RULES



RESTORATION



STEP DOWN ROLLER



SKINNY LADDER



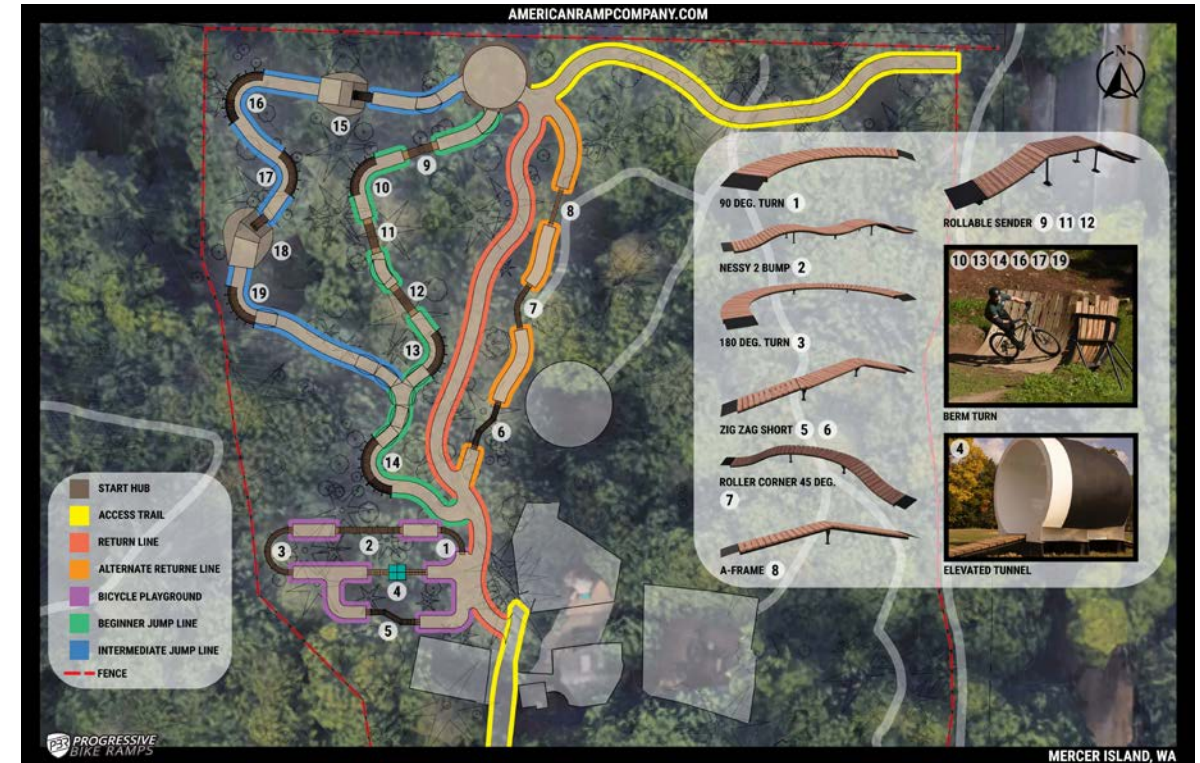
ROLLER

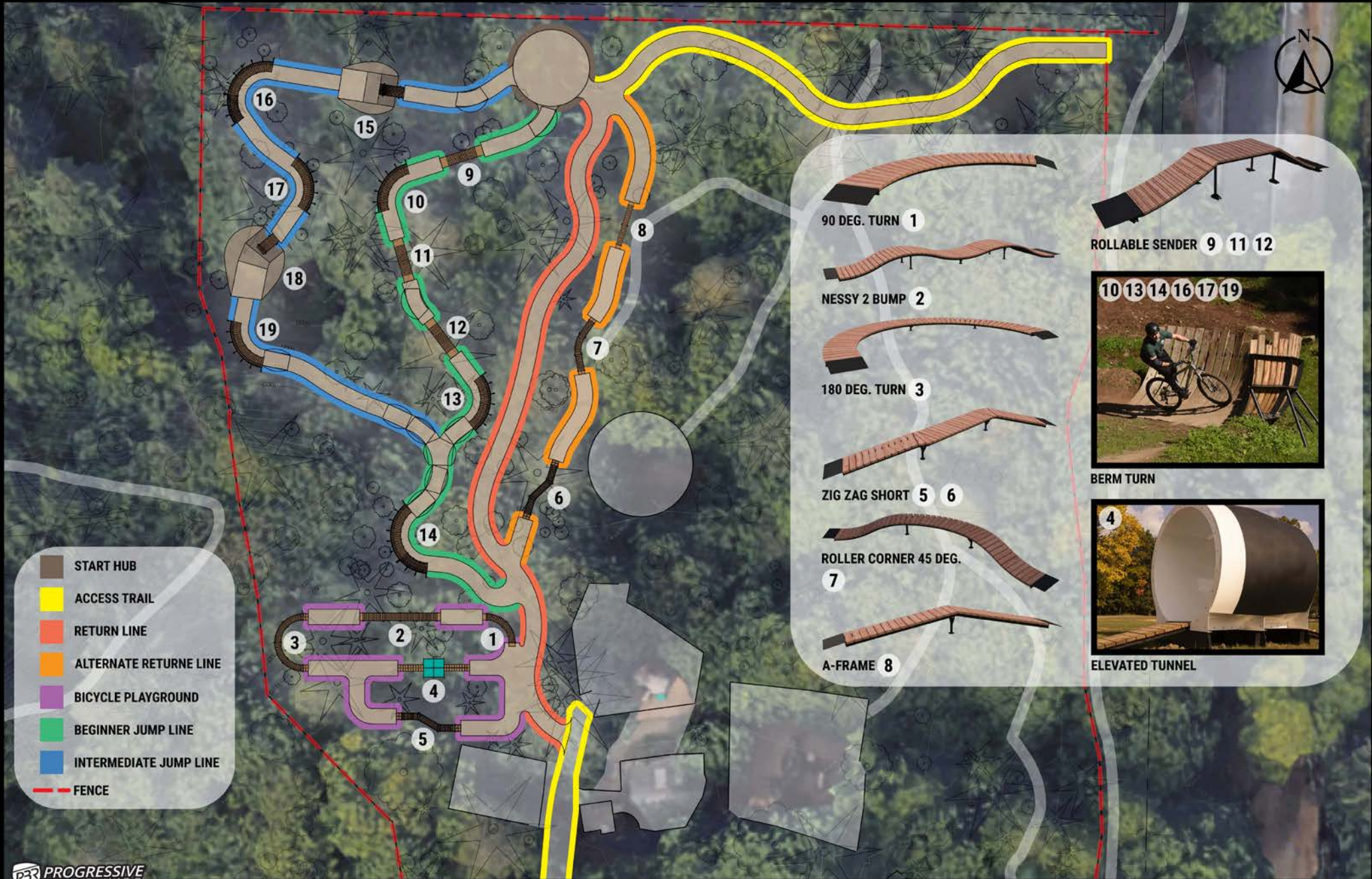


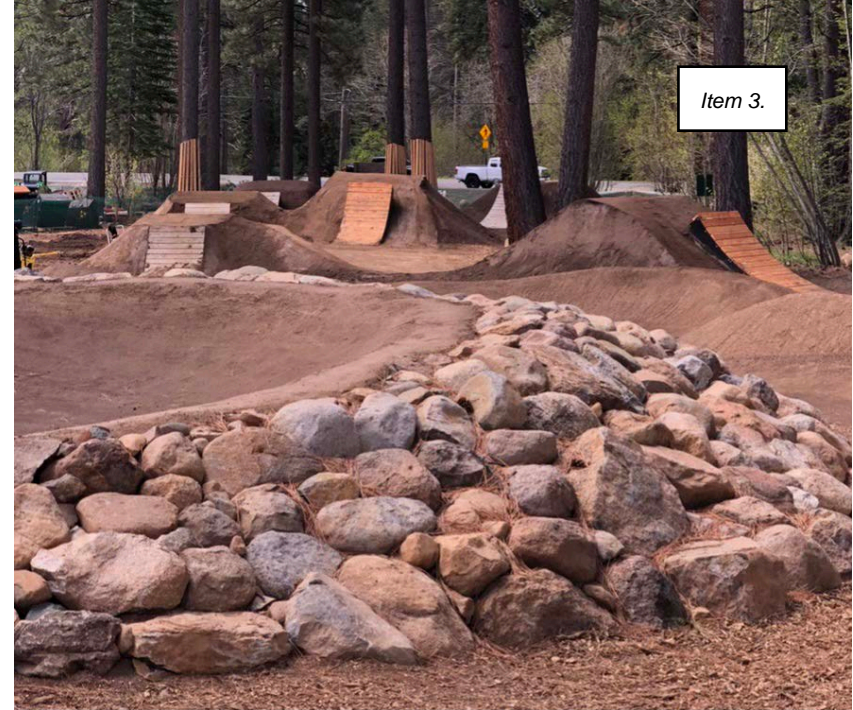
MULTI-SKILL

Conceptual Layout

- Trail alignment fits within previous Adventure Playground
- Consideration for multiple age groups and abilities
- 6' wide trails with natural vegetation/feel remaining between trail routes







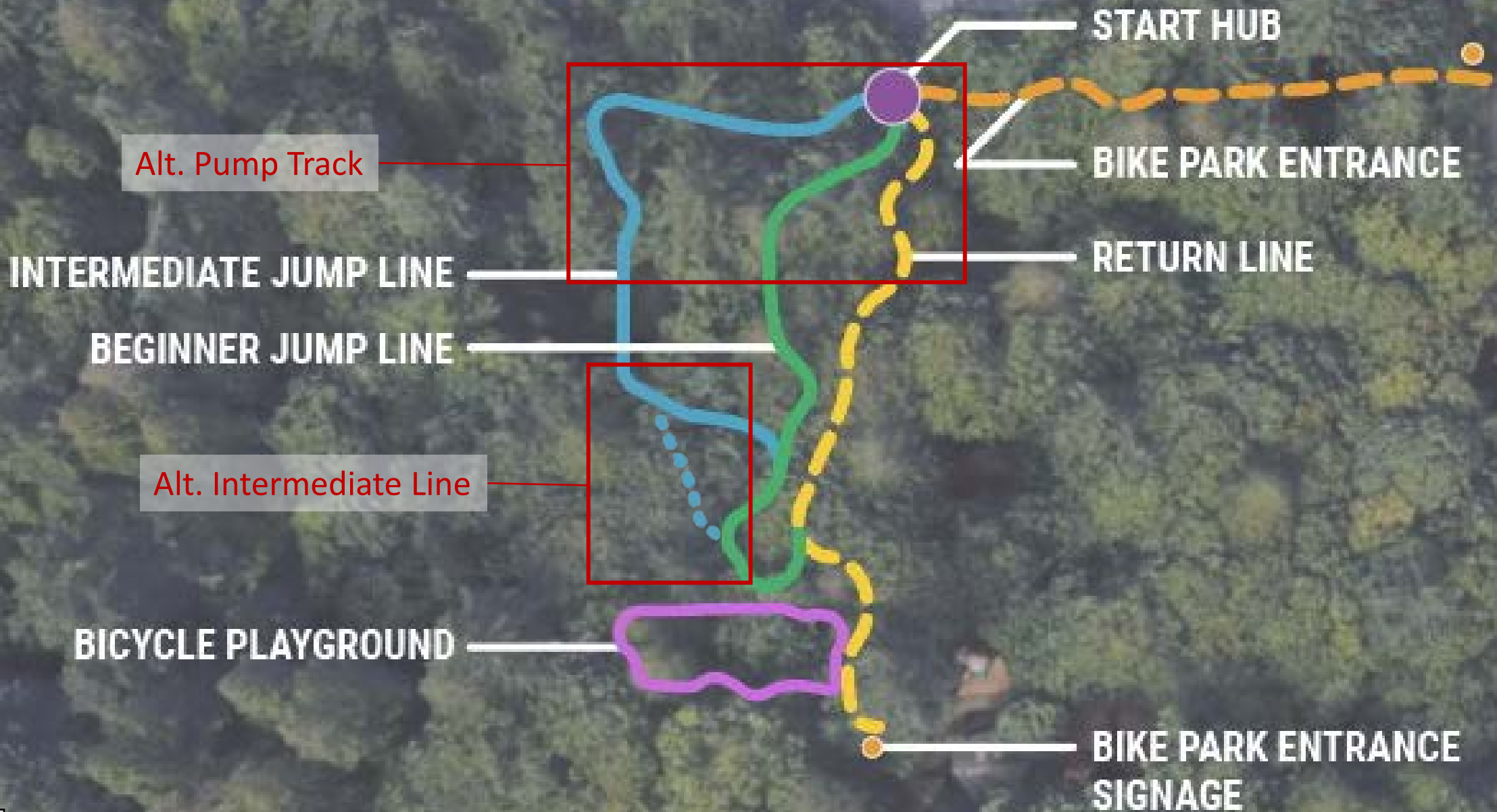
Signage



Conceptual Layout Continued

- Each trail has different features/components
- Further design work to include:
 - Entrances to the facility
 - Evaluating trail and feature location within existing site vegetation and tree assessments
 - Incorporating additional community feedback
 - Interface with other recreation in park, including playgrounds







Next Steps -

- Conceptual Layout to be posted to Let's Talk
- 2nd Public Survey soliciting input on the concept thru mid-December
- Revised concept design (utilizing community feedback) to be completed by December 30
- Return to PRC with updated Design and general feedback in January
- 2nd Community Meeting Planned in mid-January
- 3rd Survey planned for January regarding updated design
- 30% design anticipated in early February

Schedule

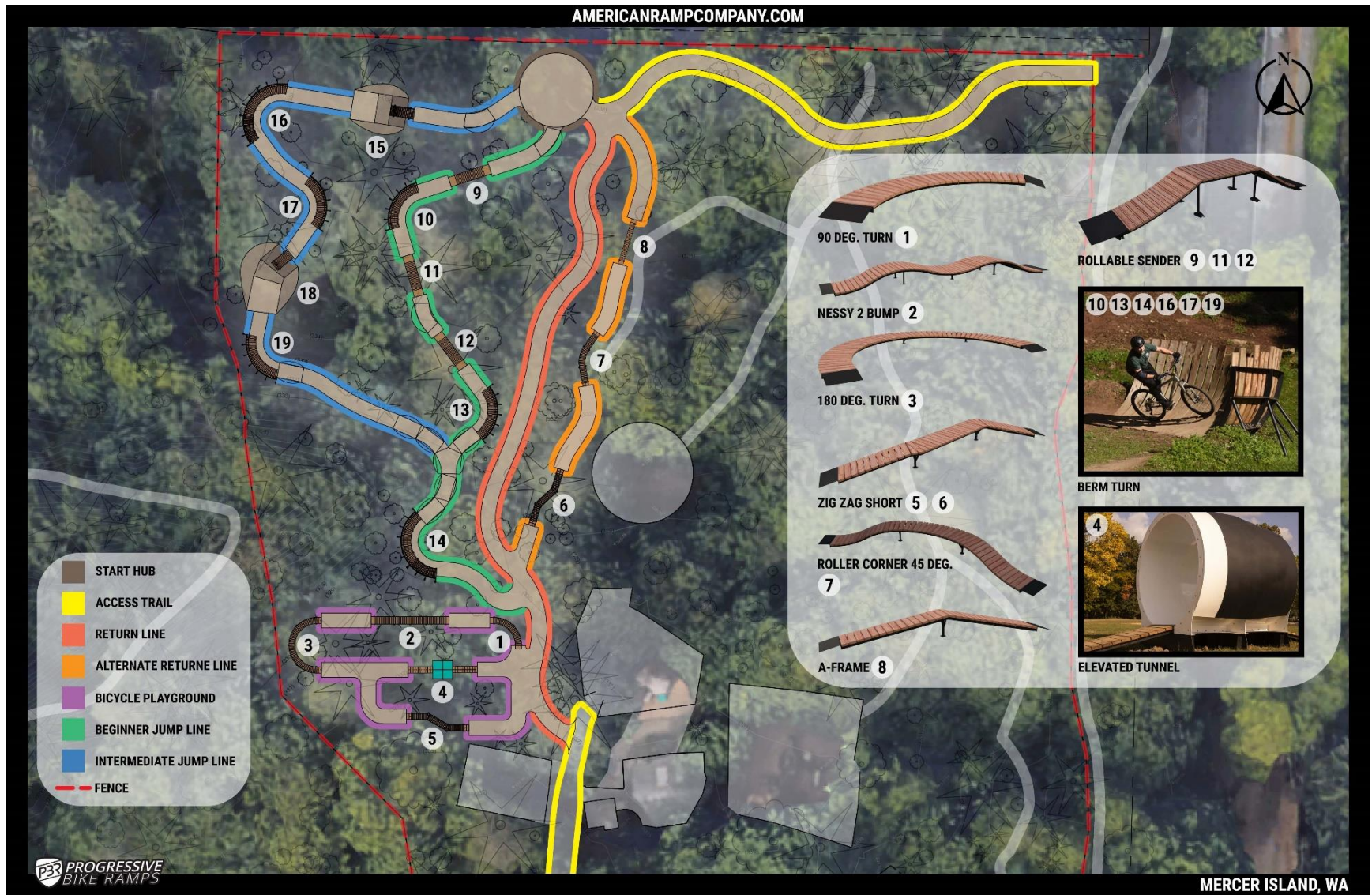
- December 2022
 - Present design concept layout to Parks & Recreation Commission for review and feedback
- Early 2023
 - Present PRC-feedback and recommended 30% design
 - PRC to provide recommended 30% design to City Council
- Spring 2023
 - Design developed, construction project goes to bid
- Late spring 2023
 - Construction begins



Questions & Feedback

BIKE SKILLS AREA CONCEPTUAL DESIGN 12.01.22

Item 3.





PARKS & RECREATION COMMISSION STAFF REPORT

Item 4
December 1, 2022
Regular Business

AGENDA ITEM INFORMATION

TITLE:	Gift Acceptance Policy	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Endorse the Gift Acceptance Policy.	

STAFF:	Eleanor Knight- Recreation Coordinator
COUNCIL LIAISON:	Craig Reynolds
EXHIBITS:	<ol style="list-style-type: none"> 1. Gift Acceptance Policy (Clean Draft) 2. Gift Acceptance Policy (Redlined Draft)

SUMMARY

The City’s *Strategy for the Mercer Island Community and Event Center and Recreation Programs and Services* (also known as the Reset Strategy) calls for updating existing or developing new policies to ensure that Parks and Recreation Department actions are consistent with the Reset Strategy.

The purpose of this staff report is to present the draft Gift Acceptance Policy (Exhibit 1), which has been updated to reflect the discussion and input made during the past meetings (October 6, November 3). An additional “redlined” version (Exhibit 2) has been included to show track changes. At the [October 6 Regular Meeting](#) and [the November 3 Regular Meeting](#), the Commission provided input and consensus on policy elements. Staff has incorporated that input into the draft policy document. Tonight, staff will seek Parks and Recreation Commission endorsement of the draft *Parks and Recreation Gift Acceptance Policy*.

Next Steps

1. Once endorsed, staff will finalize the policy with the Chief of Operations and begin development on procedures to accompany the policy.
2. Staff will develop a Gift Needs Inventory.
3. Staff will implement the policy and communicate opportunities for donations and gifts.
4. Develop (in collaboration with the Commission) additional supporting policies such as:
 - a. Facility Dedications and Naming Rights
 - b. Sponsorships

RECOMMENDATION

1. Endorse the *Parks and Recreation Gift Acceptance Policy*.

Mercer Island Policy and Procedure
Parks and Recreation Gift Acceptance Policy



Effective Date: 2023	Last Updated: 10/28/2022	Approved By:
Code and Statutory Authority: 2.50.020 4.44.010 3.53.020	Related Polices: Strategy for MICEC and Recreation Programs and Services	

Purpose

The City of Mercer Island Parks and Recreation Department welcomes and encourages support from private individuals and entities that support the programs and services the Department and its assigned advisory boards, commissions, councils, and groups provide to the public.

The purpose of this policy is to establish criteria and guidelines for considering and accepting Gifts, Donor Recognition Projects, and Donor Recognition Objects to the Parks and Recreation Department. The purpose of this policy is to establish criteria and guidelines for considering and accepting Gift proposals of assets, projects, or programs that will, in the judgment of the Director, modify park and recreation facilities use, appearance, or overall aesthetics.

Definitions

- I. Parks and Recreation Department consists of the Park Maintenance Division and Recreation Division within the Public Works Department under the direction of the Chief of Operations (Director).
- II. Assigned advisory boards, commissions, councils, or groups are any working or advisory board or committee created by City Council action or initiated by the Mayor or City Manager’s Office and assigned to or administratively supported by the Parks and Recreation Department.
- III. Gifts are bequests or donations to include, but not be limited, to endowments, real property, structures, or portions of structures; money or negotiable securities; materials; equipment, flora, or fauna; statues, monuments, sculptures, murals and other works of art; improvements to facilities or land; graphics and/or signs; or recreation and cultural arts program instruction, equipment, and supplies; and park improvement proposals (see VIII).
- IV. Donor is a private individual, for-profit company, non-profit organization, or public agency wishing to donate Gifts, funds, park proposals, or equipment to the Department.
- V. Donor Recognition Object is a physical object placed in a park or on a Gift to acknowledge a Donor.
- VI. Donor Recognition Project is a proposal and plan for placing a Donor Recognition Object at a park or park facility.

VII. Gift Needs Inventory is a list of identified Department operational and capital needs which would make appropriate Gifts.

VIII. Park Improvement Proposal may include a funded, partially funded, or unfunded capital project(s) request consisting of real property, structures, or portions of structures; materials; equipment; plans; flora or fauna; improvements to facilities or land and other non-art items.

Policy

It is the policy of the City of Mercer Island:

1.1 To facilitate and solicit publicly and privately funded Gifts and encourage public and private Gifts, that enhance, beautify, improve, supplement, support, or otherwise benefit the park and recreation system and community of Mercer Island or as documented in the City's approved Gift Needs Inventory.

1.2 To accept only those Gifts, Donor Recognition Projects, and Donor Recognition Objects which are consistent with the mission, policies, park property restrictions, park master plans and most current Parks, Recreation, and Open Space Plan and associated trails plans of the Mercer Island Parks and Recreation Department and the mission and policies of its assigned advisory boards, commissions, councils, or groups.

1.2.1 To accept only those Gifts with the Donor's full understanding that a Gift become the property of the City and are subject to the laws, policies and procedures that govern the Parks and Recreation Department and its assigned advisory boards, commissions, councils, or groups.

1.2.2 To accept Gifts of land, from private individuals, for-profit corporations, not-for-profit organizations, and public entities when City ownership will further the objectives of the City as identified in the Parks, Recreation, and Open Space Plan and associated trails plans.

~~1.2.2~~ 1.2.3 To reject Gifts which would adversely affect the Parks and Recreation Department's financial ability to provide services and/or maintain all parks and recreation facilities in a manner that keeps them in a safe and attractive condition.

~~1.2.3~~ 1.2.4 To accept Gifts, other than land, from private individuals, for-profit corporations, not-for-profit organizations, and public entities which:

~~1.2.3-1~~ 1.2.4.1 Are given with no contingencies other than that they be used for a specific program, activity, or area of programming.

~~1.2.3-2~~ 1.2.4.2 Are given with the understanding that the City is not obligated to replace if the Gift is stolen, vandalized, worn out, irreparably damaged, or destroyed. The City, in its sole discretion, may at any time relocate or remove, sell, or transfer a Gift and or recognition object.

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~~1.2.3-31.2.4.3~~ Maintain fundamental aspects of the quality of life on Mercer Island, and to limit Gifts to those which maintain or enhance the character of the space and/or meet identified objectives within the Parks, Recreation, and Open Space Plan and associated trails plans.

~~1.3 To accept Donor Recognition Projects and Donor Recognition Objects for Gifts which align with the parks and recreation facilities' characteristics, as determined by the Director.~~

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~~1.4 To limit, as much as possible, all Gifts to items that complement the proposed location, e.g., turf/fall surfacing/sand/benches/tables/play equipment for play areas; turf/backstops/bleachers/scoreboards/fences for ballfields; nets/posts for tennis courts; backboards/nets/scoreboards for basketball courts.~~

~~1.5 To limit, as much as possible, the number of Gifts and Donor Recognition Objects that involve installations which detract from characteristics of park and recreation facilities. Such Gifts may require additional community engagement and a verifiable demonstration of community support.~~

~~To reject Gifts that, in the judgment of the Director, are incompatible with the park or facility location, other facility uses or users.~~

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~~1.61.3 To accept Gifts that compliment the proposed location, do not detract from the characteristics of park and recreation facilities, and are compatible with the park or facility location and uses and/or users (e.g., turf/backstops/bleachers/scoreboards/fences for ballfields, play equipment for play areas).~~

~~1.71.4 To reject Gifts, Donor Recognition Projects, and and/or Donor Recognition Objects which, in the judgment of the Director, do not advance the sense of community, health, wellness, or safety of the public, or which are inconsistent with the Parks and Recreation Department's mission to enhance the livability for all Mercer Island residents.~~

~~1.81.5 To maintain and update periodically a Gift Needs Inventory document.~~

~~1.91.6 To solicit and provide community engagement and input opportunities for Gift proposals which are not identified within the Gift Needs Inventory or within the adopted City Budget.~~

~~1. To require additional community engagement and a verifiable demonstration of community support for Gifts that do not meet the criteria of this policy.~~

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~~1.101.7 To ensure that all Gifts and Donor Recognition Objects are consistent with all applicable provisions of the City of Mercer Island City Code.~~

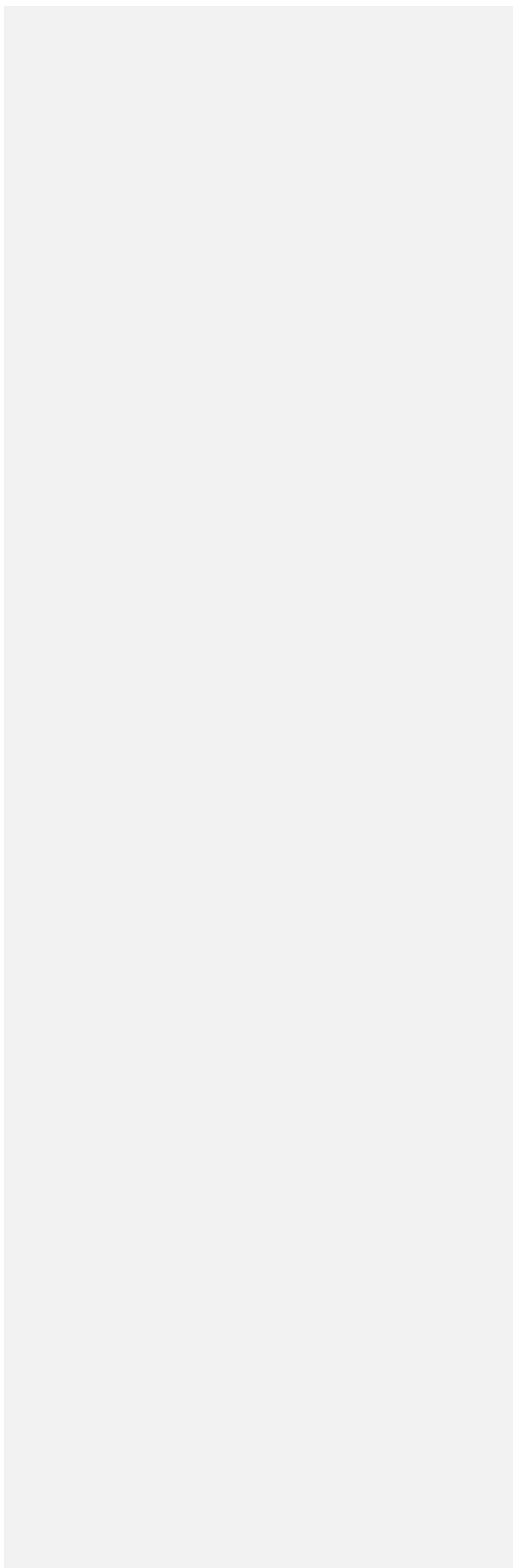
~~1.11 To review separately Gifts which are works of art, Gifts which are proposed to be donated with additional contingencies not referenced in this policy, and/or which have a corporate sponsorship requirement, as determined by the Director.~~

Procedure(s)

~~Additional procedures will be established and approved, administratively, by the department~~

director and division manager, following approval of the policy.

DRAFT



Mercer Island Policy and Procedure
Parks and Recreation Gift Acceptance Policy



Effective Date: 2023	Last Updated: Nov. 22, 2022	Approved By:
Code and Statutory Authority: 2.50.020 4.44.010 3.53.020	Related Polices: Strategy for MICEC and Recreation Programs and Services	

Purpose

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- VIII. Park Improvement Proposal may include a funded, partially funded, or unfunded capital project(s) request consisting of real property, structures, or portions of structures; materials; equipment; plans; flora or fauna; improvements to facilities or land and other non-art items.

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- 1.2 To accept only those Gifts, Donor Recognition Projects, and Donor Recognition Objects which are consistent with the mission, policies, park property restrictions, park master plans and most current Parks, Recreation, and Open Space Plan and associated trails plans of the Mercer Island Parks and Recreation Department and the mission and policies of its assigned advisory boards, commissions, councils, or groups.
 - 1.2.1 To accept only those Gifts with the Donor's full understanding that a Gift become the property of the City and are subject to the laws, policies and procedures that govern the Parks and Recreation Department and its assigned advisory boards, commissions, councils, or groups.
 - 1.2.2 To accept Gifts of land, from private individuals, for-profit corporations, not-for-profit organizations, and public entities when City ownership will further the objectives of the City as identified in the Parks, Recreation, and Open Space Plan and associated trails plans.
 - 1.2.3 To reject Gifts which would adversely affect the Parks and Recreation Department's financial ability to provide services and/or maintain all parks and recreation facilities in a manner that keeps them in a safe and attractive condition.
 - 1.2.4 To accept Gifts, other than land, from private individuals, for-profit corporations, not-for-profit organizations, and public entities which:
 - 1.2.4.1 Are given with no contingencies other than that they be used for a specific program, activity, or area of programming.
 - 1.2.4.2 Are given with the understanding that the City is not obligated to replace if the Gift is stolen, vandalized, worn out, irreparably damaged, or destroyed. The City, in its sole discretion, may at any time relocate or remove, sell, or transfer a Gift and or recognition object.
 - 1.2.4.3 Maintain fundamental aspects of the quality of life on Mercer Island, and to limit Gifts to those which maintain or enhance the character of the space and/or meet identified objectives within the Parks, Recreation, and

Open Space Plan and associated trails plans.

- 1.3 To accept Gifts that compliment the proposed location, do not detract from the characteristics of park and recreation facilities, and are compatible with the park or facility location and uses and/or users (e.g., turf/backstops/bleachers/scoreboards/fences for ballfields, play equipment for play areas).
- 1.4 To reject Gifts, Donor Recognition Projects, and Donor Recognition Objects which do not advance the sense of community, health, wellness, or safety of the public, or which are inconsistent with the Parks and Recreation Department's mission to enhance the livability for all Mercer Island residents.
- 1.5 To maintain and update periodically a Gift Needs Inventory document.
- 1.6 To solicit and provide community engagement and input opportunities for Gift proposals which are not identified within the Gift Needs Inventory or within the adopted City Budget.
- 1.7 To require additional community engagement and a verifiable demonstration of community support for Gifts that do not meet the criteria of this policy.
- 1.8 To ensure that all Gifts and Donor Recognition Objects are consistent with all applicable provisions of the City of Mercer Island City Code.



PARKS & RECREATION COMMISSION STAFF REPORT

Item (5)
December 1, 2022
Regular Business

AGENDA ITEM INFORMATION

TITLE:	Recreation Division: 2022 Services Update / 2023 Proposed Services	<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:	

STAFF:	Ryan Daly (Recreation Manager)
COUNCIL LIAISON:	Craig Reynolds
EXHIBITS:	N/A

SUMMARY

The purpose of this staff report is to provide a summary of the services offered by the Recreation Division in 2022, and to inform on anticipated services to be offered and expanded in 2023. Staff will return in Q1 of 2023 to provide the *2022 Recreation Division Annual Report* which will contain financial and cost recovery outcomes and participation numbers for 2022, and will identify areas of opportunity and focus for the following year.

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 in 2021. The Division has been dedicated to following the Reset Strategy as a roadmap for restoring and establishing services, and in providing transparency to the public on Division operations.

Staff applied the Reset Strategy for the development and delivery of Division services and have implemented services through a phased approach as identified within. Based on a variety of factors, the phased approach has evolved based on available resources, community needs, and unforeseen circumstances. Staff has embraced the need to be flexible with service delivery to enable adaptability in meeting community desires for recreation services.

2022 SERVICES

Following the implementation of the Immediate Action Plan and Phase 1 during 2021 (as outlined in the Reset Strategy), City Council, through a mid-biennium budget adjustment, authorized resources necessary to deliver expanded recreation services in 2022.

Below is a list of services which were developed and/or implemented in 2022.

**Offered previously in 2021 and continued through 2022.*

- ✓ Division administrative services*
- ✓ Policy evaluation and development*
- ✓ Staff liaison support to Parks and Recreation Commission and Arts Council*
- ✓ Arts & Culture Workplan *
- ✓ Summer Camps*
- ✓ Picnic Area Rentals*
- ✓ Boat Launch Parking Permits*
- ✓ Athletic Field Rentals and Park Permitting*
- ✓ P-Patch Coordination*
- ✓ Gym Drop-In activities*
- ✓ Special Event Permitting*
- ✓ Outdoor Fitness Rentals*
- ✓ Art Gallery at MICEC* and City Hall
- ✓ Batting Cage Rentals
- ✓ Outdoor Recreation Programs (family/mixed age)
- ✓ Renewal of MICEC Annex Lease
- ✓ Drop-in access to full MICEC facility
- ✓ MICEC Facility Rentals (full-facility)
- ✓ Fitness Center access
- ✓ Develop and implement donation/gift policy and procedures
- ✓ Volunteer Services
- ✓ Expansion of City-coordinated special events (*Summer Celebration, Shakespeare in the Park, Juneteenth, Hallo'weekend, Rocktober*)
- ✓ City support of 3rd party community events through sponsorship and facility access (*Art Uncorked, Rotary Dance for Peace, MIPA Toy Swap, MIPA Carnival, Menorah Lighting, and more*).
- ✓ Program offerings through community partnerships and rentals.
- ✓ Sponsorship, grant, and donation solicitation and acceptance

Service Delivery:

Staffing related challenges were persistent in 2022. The Division saw delayed recruitment and hiring of staff due to pandemic related issues, and also saw some staff transition from the organization. Delays in hiring led to delays in service expansion. The service delivery model of the MICEC relies heavily on casual/seasonal labor to provide support for after-hours rental and program operations. Unfortunately, due to limited casual/seasonal labor this workload was transitioned to full-time staff which impacted the expansion of other services, the recognition of the fully proposed operating hours of the MICEC, and at times overwhelmed staffing resources. These challenges were compounded periodically by absenteeism related to Covid-19.

The thoughtful restructuring of the Division in 2020-2022 proved beneficial to meeting scheduling needs at the MICEC. Full-time coordinating, supervisory and managerial staff had been broadly trained and were able to adapt and flex schedules to meet immediate rental and programming needs due to position vacancy and

absenteeism. Though not a sustainable approach, this structure allowed for staff to meet rental demands despite numerous vacancies, which lead to the recognition of revenues that might have otherwise been lost.

Despite hiring challenges, 2022 has been a successful year. The Recreation Division took significant strides in expanding facility access and engagement opportunities with the Mercer Island community. The MICEC returned to full operational status offering a variety of rental opportunities and drop-in programs. The automation of processes and the implementation of new policy has placed the Division in a position to expand on current service offerings in the future.

At the conclusion of 2022, the MICEC is near pre-pandemic operating hours and providing the same variety of pre-pandemic rental services. Staff is confident the business model for the MICEC and the work to streamline other service offerings will provide enhanced opportunity for manageable growth of the programmatic services offered, meeting a larger community need, and while generating increased revenues.

Staff re-engaged the community through an expansion of special events, including the much-appreciated return of Summer Celebration. City-coordinated special events were delivered on a scale not seen since 2018 and have a renewed focus on supporting the local business community and including arts and cultural elements. This year special events have been widely supported through generous sponsorships, and the in-kind donation support of volunteers and community groups.

Boards and Commissions

A key function for the administration staff of the Recreation Division is providing staff liaison support to the Parks and Recreation Commission and Arts Council. In 2022 the Parks and Recreation Commission met (13) times, and the Arts Council met (6) times. In addition to these public meetings, both boards developed various committees that met numerous times throughout the year. Outcomes from both advisory boards are highlighted below.

Parks and Recreation Commission Outcomes:

- Recommended the *Parks, Recreation and Open Space Plan (PROS)* to City Council.
- Recommended *Luther Burbank 30% Design* to City Council.
- Recommended *Bike Skills Area location* to City Council.
- Endorsed *Special Event Sponsorship Policy* (received City Council adoption).
- Endorsed of *Athletic Field Use and Allocation Policy*.
- Development of *Aubrey Davis Trail Safety Project 30% Design* (work continuing into 2023).
- Development of *Gift Acceptance Policy* and provided input toward procedural elements
- Engaged King County Library System and provided input toward expansion of hours and services.
- Cut the ribbon at the new Mercerdale Inclusive Playground!

Arts Council Outcomes:

- Established committees to support special events, Public Art, the Mercer Island Arts Summit, and various policy work.
- Hosted the *Mercer Island Arts Summit*.
- Adopted *2023-2024 Arts & Culture Priorities*.

2023 PROPOSED SERVICES

At the time of this writing the City Council is deliberating on the approval of the 2023-2024 Biennial Budget. Recreation Division staff submitted a budget request which retains current staffing levels (9.5 FTE / 1.0 LTE-Casual Labor) and maintains current service levels.

Though services and staffing levels remain consistent with those of 2022, staff endeavor to be creative in the development of community relationships and in optimizing allotted resources to expand services. Staff believes collaboration with community partners, leveraging facility assets, and maximizing resources will assist in meeting demands for increased recreation services on Mercer Island.

In addition to services offered in 2022, the Recreation Division will expand services in 2023 in the following areas:

- Donation and Gift Acceptance
 - Soliciting and accepting monetary and park and facility asset gifts (benches, picnic tables, equipment, etc.)
- Re-establish limited Senior-Aged Programming
 - Educational, social, and fitness based.
- Expand Youth and Specialized Recreation Programming.
 - Utilize community partnerships and contractors to deliver expanded opportunities.
- Expanded Division marketing and communications
 - Target market recreation facilities to generate additional revenues and meet community recreational needs.
 - Expand MICEC and facility rental business functions to generate additional revenues.
- Increase passive and drop-in access at the Mercer Island Community Center

Next steps:

Once financial outcomes are finalized in Q1 of 2023, staff will submit to the Commission the *2022 Recreation Division Annual Report*.

RECOMMENDED ACTION

Receive Report.

Parks & Recreation Commission

2022 Planning Schedule

1st Thursday of Month- Regular Meetings

Updated: Nov. 18, 2022



Meeting Date	Meeting Type	Agenda Item
6-Jan	Regular	Policy: Special Events Policy Considerations
		PROS: Confirm Recommendation/Handoff memo
		Luther Burbank Docks 30% Design- First Reading
18-Jan	Joint w/ City Council	Parks, Recreation, and Open Space Plan: Handoff to Council
3-Feb	Regular	Luther Burbank Docks 30% Design- 2nd Reading
		Policy: Special Events Policy Considerations (cont.)
		Summary of 2021 ARPA deferred planter bed maintenance
3-Mar	Regular	Mercer Island Library- Annual Update
		Policy: Special Events Policy Considerations (cont.)
7-Apr	Regular	First Reading: Aubrey Davis Trail Safety Improvements 30% Design
		KCLS Presentation Review (Discussion)
Apr. 26	Special	Bike Skills Area
5-May	Regular	Policy: Athletic Field Use & Allocation
		2021 Year-End Review/ 2022 Service Update (Moved from March)
2-Jun	Joint w/ AC & Regular Meeting	Aubrey Davis Trail Safety Improvements 30% Design
		Recreation Division Annual Report
		Recreation Division 2022 Services Update
		Bike Skills Area- cont.
7-Jul	Regular	Chair/Vice-Chair Elections
		Aubrey Davis Trail Safety Improvements 30% Design
		Bike Skills Area-cont.
		Bylaws Review
August	No Meetings Summer Break	
1-Sep	Regular	Aubrey Davis Trail Safety Improvement Project 30% Design Revisions
		Public Art Project: Aubrey Davis Park Stacks
		Bike Skills Area Project-Update
6-Oct	Regular	Donation/Memorials/Recognitions and Naming Rights(policy)
		Aubrey Davis Trail Safety Improvement Project 30% Design Revisions
3-Nov	Regular	Gift Acceptance Policy
1-Dec	Regular	Bike Skills Area 30% Design Draft
		Gift Acceptance Policy
		2022 Services Review - 2023 PRC Planning Schedule and Services
		Aubrey Davis Trail Safety Improvement Project 30% Design Revisions

Item Type	Items to be scheduled
Policy	Park Code/Rules Updates- signage in parks, appropriate uses of space, etc. (Q4)
Project	Luther Docks Project (TBD)
Other	(various) Master Plan completion updates (Q4)
Annual Agenda Items	
	KCLS- Mercer Island Branch Operations Update (March)
	Annual PRC Chair/Vice-Chair Elections (May)
	PROS Plan Goals/Implementation Update (June)
	Annual Bylaws Review (July)
	Various CIP Recommendations (TBD)

Parks & Recreation Commission

2023 Planning Schedule

1st Thursday of Month- Regular Meetings

Updated: 11.22.22



Meeting Date	Meeting Type	Agenda Item
5-Jan	Regular	ADTS Improvement Project 30% Design Revisions
2-Feb	Regular	2023 CIP Projects Update
		Mercerdale/Groveland & Clarke Master Plan Kick-off
2-Mar	Regular	Mercer Island Library- Annual Update
		2022 Recreation Division Annual Report
		Recreation Facility Naming Policy
6-Apr	Regular	Recreation Facility Naming Policy (Cont.)
4-May	Regular	Recreation Sponsorship Policy
		Recreation Policy Implementation Status Update (Memo)
1-Jun	Regular	Chair/Vice-Chair Elections
		Recreation Sponsorship Policy
6-Jul	Regular	Bylaws Review
August	No Meetings Summer Break	
7-Sep	Regular	Recreation Scholarship Policy
5-Oct	Regular	Recreation Scholarship Policy (cont.)
2-Nov	Regular	
7-Dec	Regular	PROS Plan Goals and CIP Progress Update

Item Type	Items to be scheduled
Policy	Park Code/Rules Updates- signage in parks, appropriate uses of space, etc. <i>(as needed)</i>
Policy	MICEC Special Events Sponsorship Policy <i>(Dependent on outcomes of currently policy)</i>
Project	Mercerdale Park, Groveland & Clarke Master Plans <i>(Periodic touch points)</i>
Project	Luther Docks Project <i>(Periodic touch points)</i>
Project	Aubrey Davis Trail Safety Project <i>(Periodic touch points)</i>
Project	Bike Skills Area <i>(Periodic Touch points)</i>

Annual Agenda Items	
KCLS- Mercer Island Branch Operations Update (March)	
Annual PRC Chair/Vice-Chair Elections (May)	
PROS Plan Goals/Implementation Update (June)	
Annual Bylaws Review (July)	
Various CIP Recommendations (TBD)	
Annual Year-End Report	