



PARKS & RECREATION COMMISSION REGULAR VIDEO MEETING

Thursday, January 7, 2020 at 5:30 PM

BOARD MEMBERS:

Chair Rory Westberg
Vice Chair Jodi McCarthy
Board Members: Don Cohen, Amy Richter,
Lyn Gualtieri, Sara Berkenwald, Peter Struck

LOCATION & CONTACT

Zoom Meeting
Phone: 206.275.7626 | www.mercerisland.gov

In compliance with the Americans with Disabilities Act, those requiring accommodation for meetings should notify the Staff Liaison at least 24 hours prior to the meeting at 206.275.7706.

Virtual Meeting Notice

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

Registering to Speak: Individuals wishing to speak live during Appearances will need to register their request with the staff liaison at **206.275-7871** or [email](#) and leave a message before 4 PM on the day of the Commission meeting. Please reference "Appearances" on your correspondence. 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 **864 9376 5822** and Password **805631** 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 **864 9376 5822** Enter Password **805631**

For the safety and wellbeing of the public and staff, the City strongly recommends that community members attend the meeting by viewing the live feed on Zoom or watching the recording of the video conference on the City's [YouTube Channel](#), which will be available approximately 24-48 hours after the meeting.

CALL TO ORDER & ROLL CALL - 5:30 PM

PUBLIC APPEARANCES

REGULAR BUSINESS

1. Approve the minutes of the December 3, 2020 meeting
Recommended Action: Approve minutes.
2. Recreation Reset - Immediate Action Plan (30 min)
Recommended Action: Receive presentation.
3. Luther Burbank Docks Reconfigure/Repair (LBDR) – Continued (45 min)
Recommended Action: Discuss and confirm criteria.
4. 2021 Work Plan and Schedule (20 min)
Recommended Action:
 - 1) Approve 2021 Work Plan and Schedule.
 - 2) Confirm a process for the Commission to develop a preferred concept for the LBDR project.

OTHER BUSINESS

5. Department Report & Update (5 min)
6. Commissioner Reports/Work Plan Updates

ADJOURNMENT



PARKS & RECREATION COMMISSION

REGULAR MEETING MINUTES

December 3, 2020

CALL TO ORDER

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

ROLL CALL

Commissioners Don Cohen, Jodi McCarthy, Rory Westberg, Lyn Gualtieri, Sara Berkenwald, Amy Richter and Peter Struck were present.

City Council Liaison Jake Jacobson was present.

Staff present were Ryan Daly, EOC Operations Chief, Paul West, Capital Projects and Planning Manager, Ross Freeman, Sustainability & Communications Manager and Tammy Bodmer HR Assistant.

APPROVAL OF MINUTES

Minutes from the November 5, 2020 meeting was presented.

MOTION:

Commissioner Cohen motioned to accept the minutes from the November 5, 2020 meeting.

Commissioner Struck seconded the motion.

Motion passed unanimously.

APPEARANCES

- Meg Lippert – Spoke to the Commissions regarding her opposition to the widening of the trail.
- Dan Thompson – Spoke to the Commission regarding his opposition to the proposal of widening the path by 4 feet.

REGULAR BUSINESS

1. ADMP Trail Safety Improvements Scope of Work

West presented staff report for Aubrey Davis Park Trail Safety Improvements. The scope of work from the last meeting has been amended. West gave his presentation utilizing parts of the master plan document. West explained the background for the two-foot standard clear zone on either side of the trail and that this zone is not a paved area. Commissioners asked questions and gave feedback.

Struck suggested changing wording to – “Clear zone as needed on either side of the trail.”

Cohen suggested specifying that there shall be no asphalt paving or bare gravel in the Clear Zone.

MOTION -

Commissioner Cohen made a motion to approve the scope of work presented in the staff report subject to the following: with respect to the clear zone that it be no more than 2 feet on each side beyond the paved surface and that not be impervious paving or bare gravel. Also, to authorize the Chair and the Vice Chair to finalize the language.

Commissioner Richter seconded the motion

Motion passed unanimously.

Chair Westberg suggested Commissioners send any additional language to West.

2. **Luther Burbank Dock Reconfigure/Repair**

West introduced Ross Freeman, Sustainability and Communication Manager. Freeman gave a recap of the outreach and engagement that took place regarding the Luther Burbank Docks open house.

Westberg spoke to the timeline that needs to be followed in order to get a plan together in a timely manner.

Westberg stated that the Commission should choose to either

- Continue to work on the plan as the whole Commission; or
- Set up a subcommittee that would be comprised of three commissioners and an undetermined number of the public. This committee would work to bring recommendations back to the commission.

Commissioners discussed the evaluation criteria and how the commissioners would give input. Commissioners chose to have West rework the list and provide clear prioritization instructions with review and input from Vice Chair McCarthy and Chair Westberg. It will be resent to Commissioners prior to the January meeting.

Goal for next meeting would be to have a compiled list of all input from Commissioners.

3. **Director's Report & Update**

In the essence of time, Daly will send his PowerPoint to all Commissioners with written info included.

4. **Commissioner Reports/Work Plan Updates**

Westberg introduced this new section for future P&R Commission meetings. Every commissioner would have the opportunity to share feedback from the community during this time.

Other Business:

NEXT MEETING

MOTION -

Commissioner McCarthy made a motion to adjust all future Zoom meetings to a start time to 5:30 pm. Seconded by Commissioner Berkenwald.

Motion passed unanimously.

The next meeting is scheduled for 1/7/2021 at 5:30 pm via Zoom technology.

Adjournment: 7:31 pm

CITY OF MERCER ISLAND

Public Works Department

9611 SE 36TH STREET | MERCER ISLAND, WA 98040

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Parks and Recreation Commission

Staff Report

January 7, 2021

Recreation Reset – Immediate Action Plan

To: Parks & Recreation Commission

From: Recreation Transition Team and Emily Moon, consultant

Date: January 7, 2021

A staff team, facilitated by consultant Emily Moon, has been working since late October on a “reset” plan for the City’s programs in recreation and arts and the Mercer Island Community and Event Center.

The City needs tailored plans to help it emerge from a global pandemic that occurred while the municipality was already reducing programs and services. The reset plan gives the City an opportunity to apply a “zero-based” approach to its programming, services and budget for recreation, arts and the MICEC. The reset will allow the City to align the organizational and programmatic design to its strategic priorities and available resources.

As the emergency continues to evolve, the reset plans need to include ample flexibility. The plans also need to be reviewed periodically and adjusted as conditions and guidance changes. The response to this emergency is not sequential. From time to time, the City - like all entities - may need to repeat or take backward steps. Iterative attempts may be required to find the right solution. In fact, the State of Washington and King County have had to do this, too, as the virus has alternated between subsiding and surging. The City will continue to move on this initial, interim path toward its future state of sustainable services, all while trying to mitigate the impacts of the pandemic.

The team approached developing the reset plan by breaking it into two major steps:

- Shaping an Immediate Action Plan, under which some limited services and programs will be provided prior to wide distribution of a vaccine and/or King County returning to Phase 4 (business as usual) of the Safe Start plan. The Immediate Action Plan requires rapid implementation to successfully launch intended programs by Summer 2021.
- Constructing a longer-term action plan to design and implement future services and programs. This plan will be developed concurrent to the roll-out of the Immediate Action Plan. It will include developing a cost recovery and resource allocation philosophy, a pricing strategy, and a multi-year road map to assist the City in identifying its future recreation, arts and MICEC services and programs. The Parks and Recreation Commission will play an important role in reviewing and contributing to the longer-term reset plan.

Immediate Action Plan

The team used the following guiding principles as it assessed what facilities, programs and services the City might be able to offer via the Immediate Action Plan:

1. Our decisions will be guided by the health and safety of our community; we will adhere to public health advice from the State of Washington and King County, and any service sector guidance from the Governor's Office.
2. We are committed to taking whatever measures are necessary to slow down the spread of COVID-19. We must all do our part to ensure our individual and collective health and safety.
3. In utilizing City resources, we will prioritize assisting the City and its partners in providing life safety/basic needs services to residents.
4. We will ensure caretaking of City assets such that they are available and in good working order for the future.
5. We will use available data and situational knowledge to make recommendations and decisions, but will be mindful that alternatives, flexibility and small or iterative steps will be necessary.
6. We pledge to communicate with the City Council and the community as we develop plans and make decisions.
7. We will recognize and respond to this situation as an opportunity to examine doing things differently, innovate, work smarter and reset to a new current and future reality.

In addition, the team contemplated which services and programs the City has had prior success delivering, what level of resources would be needed for implementation and what the return on the investment might be.

Lastly, the uncertainty of both the present and the future required that the team utilize some planning assumptions and prepare alternatives:

- The Immediate Action Plan assumes that the City and King County will likely remain in Phase 2 until sometime in the spring of 2021 and may move to Phase 3 by/in the summer.
- The level of resources that are required to meet the distancing, disinfection and occupancy limits in Phase 2 are such that the costs of providing a program, service or public facility outweigh the benefits (e.g., number of people who could be served, effectiveness of the adjusted service) for all but a few of the highest demand, most profitable and most adaptable programs and services. That cost-benefit evaluation is particularly true for indoor activities. (See **Exhibit 1- Summer Camp Revenue/Expenditure Discussion** for more information regarding budget forecasts).
- The City currently has only 2.75 LTE/FTE assigned to Recreation Division functions, services and reset planning. Most of the staff are also currently performing Emergency Operations functions, or some portion of their roles are unrelated to recreation. Implementation of the Immediate Action Plan will require that these staff members allocate more time on recreation services and less time on their temporary assignments.
- In the past, the City used three to four West Mercer Elementary School classrooms for its summer camps. It is uncertain whether the school district will make those rooms available next summer.

With those guiding principles, metrics and assumptions in mind, the team will implement the following Immediate Action Plan:

- Organize and offer 9 weeks of summer camps, hosted at the MICEC and various park locations, designed and operated by contractors (Safe Start Phase 2 or greater)
 - This will require selecting and contracting various camps, ordering any necessary supplies, preparing the facility, developing new COVID-related forms and procedures, and more.
- Offer gymnasium rental to sports programs/teams on weekday evenings and possibly weekends, depending on staffing levels (Safe Start Phase 3 or greater)
 - This will require notifying potential renters, ordering any necessary supplies, preparing the facility, developing new COVID-related forms and procedures, and more.

Options/alternatives/flexibility:

- If King County has not moved into Phase 3 (and dependent on guidance from CDC and Public Health Seattle & King County) by the start of summer camp, all camps will be run

outdoors. As such, the City will focus on selecting camps that are better suited to being conducted outdoors. The City will investigate indoor camp possibilities but will need to determine this spring whether those camps can be held.

- If staffing levels permit and if the county is in Safe Start Phase 3 with vaccine distribution underway, the City will consider resuming special event rentals of the MICEC as early as July 2021.

Longer-term Reset Plan

The team's goal is to finalize the longer-term reset plan by April 2021 and, assuming Safe Start Phase 4 and a vaccine are in place, be in a position to offer some initial, future services and programs by September 2021.

Going forward, the Parks and Recreation Commission's role will be to:

- Understand the Immediate Action Plan and provide comments.
- Review and provide input on the longer-term reset and action plan, which staff will develop this winter and spring.
- Provide City Council with advice regarding a recommended cost recovery and resource allocation philosophy, a pricing strategy and a multi-year road map for arts, recreation and the Mercer Island Community and Events Center.
- Help ensure alignment between the longer-term reset plan and the soon-to-be-updated Parks, Recreation and Open Space (PROS) Plan.
- Continue to service in an advisory role to the City Council in the development of future policies related to the implementation of the recreation reset plan.

The team will develop a Let's Talk page to share information with residents about the reset planning efforts and to solicit input on recreation and Mercer Island Community and Events Center priorities. (The Arts Commission completed an applicable study during Fall 2019.) Information received via that webpage, in public meetings and through the PROS survey (performed in February 2020) will help the Transition Team develop items for the Commission's and Council's consideration. The team anticipates that the long-term reset will take a few years to fully fund and implement, and that public input will be sought periodically along the way. Next steps and recommended meetings with the Parks and Recreation Commission:

- Special meeting workshop, January 21, 2021
- Regular meeting, February 4, 2021
- Special meeting workshop, February 25, 2021

Exhibit 1- Summer Camp Revenue/Expenditure Discussion

The Recreation Transition Team analyzed past summer camp registration levels, variety, participant's costs, program development needs, and expenditures to gain a complete picture of the City's previous offerings. The Team prepared this streamlined summary of that analysis for the Parks and Recreation Commission.

In past years, the program budget has included only the direct expenses of supplies, equipment transportation for field trips, camp staff and a small allocation for site maintenance. The budget did not include all related costs, such as the staff time spent on developing camp offerings, marketing, hiring, custodial services, registration, front desk assistance, and oversight. In past years, using only this limited cost-accounting budget, there was a perception that summer camps were covering their costs and generating some profit. That profit was used to support General Fund operations of the City. However, upon closer examination, the Transition Team has found that the City-run/in-house camps did not cover their most direct costs, let alone their fully-burdened cost load, and the overall program profit was due to the City offering numerous contractor-led camps, for which the City received a share of the registration revenue. Furthermore, if all of the program costs were included, the City-run camps likely cost two to three times as much as the City received in revenue.

In years past, the City ran Camp Mercer for grade school-aged youth for 9 weeks, Camp Mini-Mercer for preschool aged children for 6 weeks, Camp Mini-Mercer Sports for preschool aged children for 6 weeks, and the Outdoor Adventure Camp for 5 weeks, totaling 26 camp programs. In 2019, the City also offered 79 additional camp programs over 9 weeks, via contractors. The focus or theme of the camps varied widely: from cooking, to soccer, to cartooning, to animals, to boating, to technology. Some camps were full-day and others were half-day. Some were wholly indoors while others were held completely outdoors.

Looking forward to the Summer of 2021, the Recreation Transition Team forecasted the following revenues and expenditures for in-house and contracted camps. (Expenditure assumptions were based on only the direct cost of camp staff; expenditures are therefore understated. Revenues were assumed based on 90% registration levels.)

Camp Mercer

Forecasted Weekly Revenue	\$6,525
Forecasted Weekly Expenditure*	\$6,594
Profit/(Loss)	(\$69)

* Expenditure only shows staffing costs of 0.5 FTE Camp Administrator, 1.0 FTE Camp Director, 6.0 FTE Camp Counselors, not the full cost of providing the camp.

Mini Mercer

Forecasted Weekly Revenue	\$2,550
Forecasted Weekly Expenditure*	\$3,513
Profit/(Loss)	(\$963)

* Expenditure only shows staffing costs of 0.25 FTE Camp Administrator, 1 Camp Director at 30 hours per week, 4 Camp Counselors at 20 hours per week, not the full cost of providing the camp.

Mini Mercer Sports

Forecasted Weekly Revenue	\$3,150
Forecasted Weekly Expenditure*	\$3,513
Profit/(Loss)	(\$363)

* Expenditure only shows staffing costs of 0.25 FTE Camp Administrator, 1 Camp Director at 30 hours per week, 4 Camp Counselors at 20 hours per week, not the full cost of providing the camp.

Contractor-led Camps

Forecasted Weekly Revenue*	\$4,878
Forecasted Weekly Expenditure**	\$2,128
Profit/(Loss)	\$2,750

*Revenue depicts offering 3 camps at one time, not the 8 to 9 that the City offered each week in 2019. Therefore, revenue is highly understated.

** Expenditure reflects costs for 1.0 FTE Camp Administrator to oversee the program.

CITY OF MERCER ISLAND

Parks & Recreation Department

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Parks and Recreation Commission

Staff Report

January 7, 2021

Luther Burbank Docks Preferred Alternative Development meeting #3

Exhibit 1: Evaluation Criteria memo

Exhibit 2: Evaluation Criteria Compiled Results

Exhibit 3: Proposed Evaluation Criteria Matrix

To: Parks & Recreation Commission

From: Paul West, CIP Project Manager

Date: December 30, 2020

1. Overview

The Parks and Recreation Commission (PRC) continues to develop a preferred concept alternative for the Luther Burbank docks. At this meeting, the PRC will:

- Review results of the evaluation criteria survey
- Discuss a process for drafting the preferred concept alternative

2. Evaluation Criteria

City staff sent the commissioners a new criteria ranking matrix and a memo providing direction on providing feedback. See Exhibit 1. City staff compiled the evaluation criteria rankings received from the commissioners. See Exhibit 2.

City staff sorted each criterion into a ranking based on the responses. See Exhibit 3. Staff did not recommend a ranking for two criteria, *Social Distancing Protocols* and *Seasonality*, because they did not receive majority support from commissioners. Remaining criteria were sorted into priority categories HIGH, MEDIUM and LOW based on the commissioners' responses. Criteria that received a strong majority in one rank were assigned to that ranking. Where responses were more distributed across the rank scale, other indicators were factored into the assignment of ranking. In two instances, the ranks of subordinate criteria were considered. In one instance, the criterion received two "No" include responses that were considered in assigning ranking.

City staff are seeking feedback and validation for this product to be used in evaluating options for the preferred alternative going forward.

3. Context for the preferred concept

The process for preferred concept will be discussed as part of the PRC's meeting schedule for first quarter 2021. The preferred concept is major milestone. The PRC must complete its work on this in the first quarter of 2021. The schedule for the project going forward is as follows:

Q1 2021:	PRC develops recommended preferred concept
Q2 2021:	City Council approves the preferred concept
Q2 2021 - Q2 2022:	30% design and permitting
Q1-Q4 2022	90% design, cost estimates and grant applications
2023	Budgeting and 100% design (construction documents)
2024	Bidding and Construction

The critical path component is completing the preferred concept no later than the first half of 2021. This allows a year to obtain permits and refine the design so the City is ready to apply for grants in the 2022 Washington State Recreation and Conservation Office grant funding cycle. If we miss the 2022 grant cycle, we will have to wait until 2024 to apply.



Memorandum

CITY OF MERCER ISLAND, PUBLIC WORKS DEPARTMENT

9611 S.E. 36th St. • Mercer Island, WA 98040-3732

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To: Commissioners, Parks and Recreation Commission

Date: December 9, 2020

From: Paul West, CIP Project Manager

Re: Luther Burbank Docks Alternative Concept Evaluation Criteria

As requested at the December meeting, I am providing a revised criteria sheet with space for you to provide feedback. The Chair and Vice Chair along with Ryan and myself sorted through the criteria together. We reduced redundancy and ambiguity as much as possible. We sorted them into required and non-required criteria.

The Chair and Vice Chair request that you consider the community holistically and your role as a commissioner when filling out this sheet. Please mark on the sheet your answers to the following questions for each criterion, both headings and subheadings:

1. Should we consider this criterion?
2. How important (high, medium, low) is this criterion for evaluating the alternative choices for the various design elements?

The second question is not intended to express your support for a particular outcome. It is about how important you think consideration of that criterion is to the success of the project. The compiled results will help us prepare information and allocate meeting time for our upcoming discussions of the project elements. A criterion that gets a higher rating will be given more attention. You can use the information from the design charrette and the open house survey to inform your decision, as well as your knowledge of the community and its needs in general.

We realize that these criteria are not well-defined. Please do your best to make a choice as a starting point for discussion. If you are uncertain about meaning, make an assumption and write it in the notes column. Please return the sheet to me by December 20. Scan or hardcopy work. At the January meeting, we will discuss the compiled results and make adjustments as needed.

LBDR Evaluation Criteria REVISED 12/8/2020						
Criteria	Include?		Priority			Notes
	Yes	No	High	Med	Low	
REQUIRED CRITERIA						
ADA Compliance						
<i>Dock access</i>						
<i>Shoreline access</i>						
Environmental Impact - Permitting						
<i>Aquatic environment - JARPA</i>						
<i>Impact on the neighborhood - SEPA</i>						
<i>Increase in impervious surface- CAO/SMP</i>						
<i>Impact on tree canopy - Land Use</i>						
Funding Feasibility						
<i>Alignment with RCO Grant Criteria</i>						
<i>Potential for Levy Funding (Would the project win community support?)</i>						
Consistency with LBP Master Plan objectives (or justify a divergence)						
<i>Restore north pier, convert south pier to floating docks for small powerboats and paddlecraft</i>						
<i>Provide facilities for non-motorized boating programs and rentals</i>						
<i>Improve access to the shoreline with an aggregate beach for boat launching</i>						
<i>Upgrade existing restrooms</i>						
NON-REQUIRED CRITERIA						
Improved safety & security						
<i>Lighting of the plaza area</i>						
<i>Breakwater performance (Meet wave height criteria)</i>						
<i>Social Distancing Protocols</i>						
Fits Park Character						
<i>Compatible with fishing, sunbathing and other existing passive uses</i>						
<i>Impact on existing park areas & activities</i>						
<i>Noise & Traffic</i>						
<i>Parking</i>						
<i>Intensity of use</i>						
Local Benefits						
<i>Educational, youth oriented</i>						
<i>Power boat access</i>						
<i>Non-power boat access</i>						
Revenue Generation (rentals, programs, moorage fees)						
<i>Food Concession</i>						
Seasonality, benefits/impacts of extending						
Allocation of moorage capacity						

LBDR Evaluation Criteria Responses 12/28/20						
Criteria	Include?		Priority			Notes
	Yes	No	High	Med	Low	
REQUIRED CRITERIA						
ADA Compliance	6	0	4	2	0	
Dock access	6	0	5	1	0	
Shoreline access	6	0	2	4	0	
Environmental Impact - Permitting	6	0	6	0	0	
Aquatic environment - JARPA	6	0	6	0	0	
Impact on the neighborhood - SEPA	6	0	4	2	0	
Increase in impervious surface- CAO/SMP	6	0	3	2	1	
Impact on tree canopy - Land Use	6	0	4	1	1	
Funding Feasibility	6	0	5	1	0	
Alignment with RCO Grant Criteria	6	0	5	1	0	
Potential for Levy Funding (Would the project win community support?)	5	1	4	1	0	
Consistency with LBP Master Plan objectives (or justify a divergence)	6	0	5	1	0	
Restore north pier, convert south pier to floating docks for small powerboats and paddlecraft	6	0	6	0	0	
Provide facilities for non-motorized boating programs and rentals	6	0	3	2	1	
Improve access to the shoreline with an aggregate beach for boat launching	5	1	2	3	0	
Upgrade existing restrooms	6	0	1	5	0	
NON-REQUIRED CRITERIA						
Improved safety & security	6	0	3	3	0	
Lighting of the plaza area	6	0	2	2	2	
Breakwater performance (Meet wave height criteria)	6	0	4	2	0	
Social Distancing Protocols	3	3	2	0	1	
Fits Park Character	6	0	3	3	0	
Compatible with fishing, sunbathing and other existing passive uses	5	1	5	0	0	
Impact on existing park areas & activities	6	0	4	1	1	
Noise & Traffic	6	0	4	1	1	
Parking	5	1	2	2	1	
Intensity of use	5	1	4	1	0	
Local Benefits	6	0	3	2	1	
Educational, youth oriented	5	1	3	2	0	
Power boat access	5	1	2	3	0	
Non-power boat access	5	1	4	1	0	
Revenue Generation (rentals, programs, moorage fees)	5	1	0	4	1	
Food Concession	4	2	2	0	2	
Seasonality, benefits/impacts of extending	3	3	1	2	0	
Allocation of moorage capacity	4	2	3	0	1	

LBDR Evaluation Criteria Recommended Actions 12/28/20						
Criteria	Include?		Priority			Notes
	Yes	No	High	Med	Low	
REQUIRED CRITERIA						
ADA Compliance	6	0	4	2	0	
Dock access	6	0	5	1	0	
Shoreline access	6	0	2	4	0	
Environmental Impact - Permitting	6	0	6	0	0	
Aquatic environment - JARPA	6	0	6	0	0	
Impact on the neighborhood - SEPA	6	0	4	2	0	
Increase in impervious surface- CAO/SMP	6	0	3	2	1	
Impact on tree canopy - Land Use	6	0	4	1	1	
Funding Feasibility	6	0	5	1	0	
Alignment with RCO Grant Criteria	6	0	5	1	0	
Potential for Levy Funding (Would the project win community support?)	5	1	4	1	0	
Consistency with LBP Master Plan objectives (or justify a divergence)	6	0	5	1	0	
Restore north pier, convert south pier to floating docks for small powerboats and paddlecraft	6	0	6	0	0	
Provide facilities for non-motorized boating programs and rentals	6	0	3	2	1	
Improve access to the shoreline with an aggregate beach for boat launching	5	1	2	3	0	
Upgrade existing restrooms	6	0	1	5	0	
NON-REQUIRED CRITERIA						
Improved safety & security	6	0	3	3	0	priority influenced by subordinate criteria
Lighting of the plaza area	6	0	2	2	2	
Breakwater performance (Meet wave height criteria)	6	0	4	2	0	
Social Distancing Protocols	3	3	2	0	1	
Fits Park Character	6	0	3	3	0	priority influenced by subordinate criteria
Compatible with fishing, sunbathing and other existing passive uses	5	1	5	0	0	
Impact on existing park areas & activities	6	0	4	1	1	
Noise & Traffic	6	0	4	1	1	
Parking	5	1	2	2	1	
Intensity of use	5	1	4	1	0	
Local Benefits	6	0	3	2	1	
Educational, youth oriented	5	1	3	2	0	
Power boat access	5	1	2	3	0	
Non-power boat access	5	1	4	1	0	
Revenue Generation (rentals, programs, moorage fees)	5	1	0	4	1	
Food Concession	4	2	2	0	2	
Seasonality, benefits/impacts of extending	3	3	1	2	0	
Allocation of moorage capacity	4	2	3	0	1	priority influenced by "don't include" opinion

= recommended action
 = recommended priority
 = recommend further discussion

CITY OF MERCER ISLAND

Parks & Recreation Department

9611 SE 36TH STREET | MERCER ISLAND, WA 98040

PHONE: 206.275.7870 | www.mercergov.org



Parks and Recreation Commission

Staff Report

January 7, 2021

Commission Work Plan and Schedule

Exhibit 1: 2021 PRC Work Plan and Schedule

To: Parks & Recreation Commission

From: Ryan Daly, Operations Section Chief (EOC)

Date: December 29, 2020

Background

Due to the COVID-19 global pandemic and associated impacts, the Parks & Recreation Commission (PRC) suspended meetings between March 2020 and October 2020 and placed two City Council directed work plan items on hold. Those items included an update to the Parks, Recreation and Open Space (PROS) Plan which expired in December 2019 and the development of a recommended scope of work for Aubrey Davis Park Trail Safety Improvements. Both were anticipated to be recommended to City Council for review and adoption in 2020, however neither has been completed due to the previous suspension of PRC meetings.

In addition to the City Council directed work plan items, the PRC was supporting staff work by providing input, guidance, and a public forum for the Luther Burbank Dock Repair and Reconfiguration Project (LBDR). This work began in February of 2020.

The PRC reengaged for (ongoing) monthly meetings via the ZOOM online platform in November. The agendas for these meetings included drafting a recommended scope for the Aubrey Davis Trail Safety Improvements and developing evaluation criteria for the LBDR.

The COVID-19 global pandemic also limited the ability for the Department to safely provide various services, programs, and facility rentals. Most of these recreation-based services were suspended. This led to the realization of projected revenue declines resulting in the elimination of numerous staff positions in the administrative and recreation divisions of the Parks & Recreation Department. To reestablish the recreation division and to seize an opportunity to address community needs, a proposed Recreation Reset Plan would need to be completed and recommended to the City Council to inform level of service and budget considerations.

Overview

Presented at this meeting is the 2021 PRC Work Plan and Schedule. **See Exhibit 1.** This work plan includes an immediate re-start of the community process to update the PROS Plan and the drafting of a Recreation Reset Plan. With most recreation services still suspended and limited resources assigned to the recreation division through the adopted City budget, this work is time-sensitive to standup the recreation division in an effort meet community needs for recreation programs and services. Both plans are critical planning items needed for the immediate and long-term direction of the Parks & Recreation Department.

The PRC Work Plan and schedule is full in Q1. When the PRC began work on the LBDR project in February 2020 a Recreation Reset Plan was not anticipated.

The schedule for PRC meetings addresses immediate and time-sensitive planning needs. It includes joint meetings with the City Council and workshops that will allow for additional engagement and provide opportunity for Commission and community collaboration. Additionally, the schedule allows for continued engagement on capital projects and available meeting time for anticipated outcomes of the respective planning items.

Staff Recommendations:

- Discuss work plan and schedule.
- Focus PRC meeting time on the development of the PROS Plan update and Recreation Reset Plan.
- Appoint (3) PRC Commissioners to a committee which would meet with the LBDR design team to develop a draft preferred concept for the LBDR. The Committee and design team would present a recommendation to the full PRC for review.
- The full PRC would provide a final recommendation on a preferred concept for the LBDR to be delivered to City Council.



Parks & Recreation Commission

2021 Work Plan / Schedule

1st Thursday of Month- Regular Meetings

Meeting Date	Meeting Type	Agenda Item	Time Allotted
January 7	Regular	Recreation Reset Plan	30
		Luther Burbank Docks- Confirm Criteria	45
		Commission Planning Schedule	20
January 19	Joint w/ CC	PROS Plan- Re'Kickoff	90
January 21	Workshop	Recreation Reset Plan	120
February 4	Regular	Recreation Reset Plan	30
		PROS Plan	35
February 25	Workshop	Recreation Reset Plan	120
March 4	Regular	PROS Plan	20
		ADP Trail Safety Improvements- Memo to CC	30
		Luther Burbank Dock Concept Plan	45
April 1	Regular	PROS Plan	20
		Luther Burbank Dock Concept Plan	45
April 20	Joint w/ CC	PROS Plan	90
May 6	Regular		
June 3	Regular	PROS Plan	90
		Reset Plan Implementation (Update)	20
July 1	Regular		
August 5	Regular		
September 3	Regular	Capital Projects Updates	40
		Summer Recap	25
October 7	Regular	Reset Plan Implementation (Update)	20
November 4	Regular		
December 2	Regular		

