



PARKS & RECREATION COMMISSION REGULAR VIDEO MEETING

Thursday, May 5, 2022 at 5:30 PM

BOARD MEMBERS:

Chair Jodi McCarthy
Vice Chair Peter Struck
Board Members: Don Cohen,
Sara Berkenwald, Paul Burstein,
Sara Marxen, Rory Westberg

LOCATION & CONTACT

Zoom Meeting
Phone: 206.275.7600 | 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 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 **206.275.7600** 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 **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**

CALL TO ORDER & ROLL CALL - 5:30 PM

PUBLIC APPEARANCES

DEPARTMENT REPORT

REGULAR BUSINESS [HYPERLINK "appIS80d34e03b253455db0ca10b38419e40a"](#)

1. [Approve the minutes of the April 7, 2022 Regular Meeting](#)
Recommended Action: Approve minutes
2. [Approve the minutes of the April 26, 2022 Special Meeting](#)
Recommended Action: Approve minutes
3. [Athletic Facilities Allocation & Use Policy](#)
Recommended Action: Discuss the proposed policy, move to endorse the policy, support staff establishing and reaffirming procedures.
4. [King County Library System Presentation Review \(continued/no staff report\)](#)
Recommended Action: Continue discussion and provide direction
5. ~~[2021 Recreation Division Annual Report \(no staff report/ report to be provided ahead of meeting and added to packet\)](#)~~
Recommended Action: Receive Report

OTHER BUSINESS

6. [PRC 2022 Planning Schedule Update](#)
7. [Commissioner Reports](#)

ADJOURN

Mercer Island Parks & Recreation Commission

Item 1.



Mercerdale Playground Update

- Still waiting...
- Our cooler-than-usual April has been one for the record books.
- Crews have done everything they can to prepare for the opening of the playground. As soon as we get our successive warmer, dry weather, crews will install the play surface.
- Visit the project page for information and photos of the installed playground <https://letstalk.mercergov.org/mercerdale-playground>



Mercer Room Now Available for Rentals

- The Mercer Room is now open - welcome back Mercer Island Rotary and other community groups!
- This marks the start of community celebrations again being hosted at MICEC, weddings, celebrations, memorials, anniversary parties, trade shows, seminars – the list goes on and on.
- Mercer Room updates and upgrades are also on the way, including:
 - A **new floor** will be installed May 25-30;
 - **Audio/visual system has been upgraded** allowing for better integration and ease of use for renters.
- Schedule your next meeting or event at the Community Center! For rental info visit: www.mercerisland.gov/rentalinformation



Summer Celebration

- Staff are busy planning our largest City event since 2018!
- Visit www.mercerisland.gov/summercelebration for sponsorship opportunities, community group/non-profit booth applications, food vendor applications, and more information as it comes available.
- Thank you to our first sponsors!
 - Mercer Island Windermere (Entertainment Level)
 - Recology (Supporter Level),
 - The Mercer Island Community Fund



MERCER ISLAND



Mostly Music in the Park

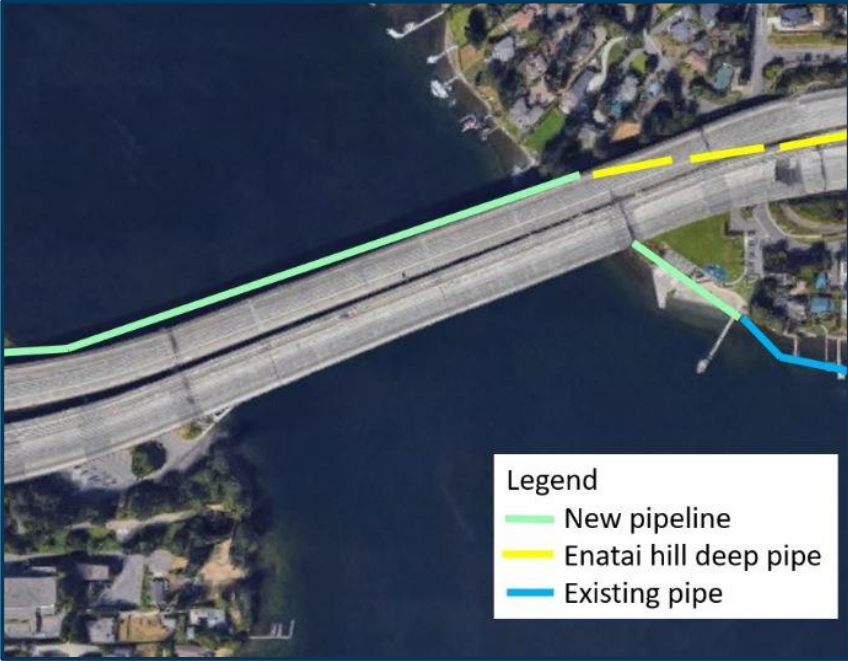
- The wait is over...
- We are pleased to announce the 2022 Mostly Music line-up!
- Mark your calendars for five amazing outdoor concerts scheduled for Thursday evenings throughout July and August.
- Thank you to The Mercer Island Community Fund, who awarded the City a grant to support this event.
- More information can be found: www.mercerisland.gov/mmip

July 14: West Coast Feed
July 21: Great American Trainwreck
July 28: Outside The Lines
August 4: Portage Bay Big Band
August 11: TBD



North Mercer Island/Enatai Sewer Upgrade

- King County construction crews are utilizing part of the Boat Launch parking area to allow for construction on the North Mercer Enatai Sewer Upgrade project.
- The boat launch is still fully operational, however there are fewer parking spaces available. The City has made overflow parking available at City Hall.
- King County is upgrading four miles of sewer pipeline across north Mercer Island and south Bellevue. In addition to the new sewer pipeline, King County will upgrade the County's North Mercer Pump Station, as well as the City of Mercer Island's Lift Station 11 at Fruitland Landing.



North Mercer Island/Enatai Sewer Upgrade

- King County's contractor will use a Washington State Department of Transportation (WSDOT) property for their construction offices.
- Trailers and other equipment will be stored uphill from the boat launch, between Frontage Road, I-90 and East Mercer Way.
- The area will be restored to its original condition when construction is complete.
- For more information about the project, visit www.kingcounty.gov/mercerenataisewer



Aubrey Davis Park Picnic Shelter Replacement Progress

- The Aubrey Davis Park Picnic Shelter is taking shape.
- The contractor has been busy framing out the new roof structure and is on track to complete the work in the next month!
- The picnic shelter will be ready to rent this summer. For rental info visit: www.mercerisland.gov/rentalinformation



Another Successful MIPA Circus

- The tradition lives on! This past Saturday, the City sponsored the MIPA Circus at the Community Center.
- MANY families came to experience games, entertainment, food trucks and a Touch-A-Truck of City vehicles, petting zoo and more.
- Thank you, Mercer Island Preschool Association, for organizing this wonderful community event!
- Thank you to the Mercer Island staff that supported the event including Police, Fire, Public Works, and Parks & Recreation.



KCLS Updates

- In-library programming relaunched in April and is expanding at all locations;
- Library meeting rooms are reopened for full public use May 4;
- KCLS routinely engages with our communities and users through surveys and community input gathering. Recent examples include our **2016 strategic planning process**; our 2019 **patron satisfaction survey**, and our current **DEI community input** gathering.
- Currently planning a patron satisfaction survey and working to determine the best timeframe to launch. KCLS will share results with all 35 of our member cities.



Thank You!





PARKS & RECREATION COMMISSION REGULAR MEETING MINUTES April 7, 2022

CALL TO ORDER

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

ROLL CALL

Commissioners Don Cohen, Jodi McCarthy, Rory Westberg, Sara Marxen, Sara Berkenwald (5:50PM), Paul Burstein and Peter Struck were present.

Councilmember Craig Reynolds was present.
Staff present were Ryan Daly, Paul West, and Raven Gillis.

APPEARANCES

1. Sue Stewart provided input on the Bike Skills Area

DEPARTMENT REPORT

Division Manager Daly reported on the following items:

- PRC Special Meeting: Bike Skills Area April 26, 2022- 5:30pm
- Mercedale Playground Update
- Boards and Commissions Openings
- Kirk Robinson Skate Park
- The Return of Summer Celebration & Event sponsorship opportunities are available
- MIPA Circus is Back!
- Spring Cleaning Underway in Parks
- Community Center update

REGULAR BUSINESS

1. Approval of Minutes

Minutes from the February 3, 2022 Regular Meeting were presented.

It was moved by Struck; seconded by Burstein to:

Approve the minutes from the February 3, 2022 meeting

It was moved by Struck to amend the minutes from the February 3, 2022 to include that the Department Report say "the City Council meeting's **unanimous** approval of the Luther Burbank Docks 30% design". Seconded by Westberg.

Passed as amended: 7-0

2. Aubrey Davis Park Trail Safety Improvements – Public Engagement and Design Input

Paul West, CIP Project Manager, and KPG Psomas' consultants gave a presentation on the Aubrey Davis Park Trail Safety Improvement Project - Public Engagement and Design Input.

The Commission reviewed the presentation, asked questions, and provided the design team input on the design as presented.

3. King County Library System- Presentation Review

The Commission discussed the presentation and provided consensus on follow up questions to KCLS and informed on next steps.

The Commission requested a future meeting include a discussion on the forming of a Library sub-committee.

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

Daly spoke about upcoming meetings and schedule updates to include: Bike Skills Area Special Meeting 4/26, Chair/Vice Chair elections moved to June since terms end in May, a possibility of a Joint meeting with Arts Council in June, no need to include 2023/2024 Parks & Rec Proposed Services in September since it will be covered during the June meeting. 2022 Mid-year Service Update moved and combined with 2021 Year-End Review in May to show progression over the last 2 years, Parking Lot items will eventually move onto agendas throughout the remaining year and possibly into the next.

5. Commissioner Reports / Work Plan Update

Commissioners recognized the operations group's efforts of cleaning and preparing the Luther Burbank courts for summer.

ADJOURNMENT at 7:51 PM



PARKS & RECREATION COMMISSION SPECIAL MEETING MINUTES April 26, 2022

CALL TO ORDER

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

ROLL CALL

Commissioners Don Cohen, Jodi McCarthy, Rory Westberg, Sara Marxen, and Peter Struck were present.

Sara Berkenwald and Paul Burstein were absent.

Councilmember Craig Reynolds was present.

Staff present were Ryan Daly, Jason Kintner, Alaine Sommargren, and Raven Gillis.

APPEARANCES

1. Brian Shiers provided input on the Bike Skills Area
2. Bharat Shyam provided input on the Bike Skills Area
3. Brett Lawrence provided input on the Bike Skills Area
4. Jay Greer provided input on the Bike Skills Area
5. Ira Appelman provided input on the Bike Skills Area
6. Rachel Holloway provided input on the Bike Skills Area
7. Ronan Holloway-Lamb provided input on the Bike Skills Area
8. Amanda Clark provided input on the Bike Skills Area
9. Jim Sweeney provided input on the Bike Skills Area
10. Matthew Lamb provided input on the Bike Skills Area
11. Meg Lippert provided input on the Bike Skills Area
12. Colleen Barneson provided input on the Bike Skills Area
13. Sue Stewart had technical difficulties gaining access to the meeting via Zoom. Staff read her emailed comments into the record.

REGULAR BUSINESS

1. Bike Skills Area Assessment

Jason Kintner, Public Works Director and Chief of Operations, and Alaine Sommargren, Deputy Director of Public Works, briefed the Commission about the outcomes of the Bike Skills Area Report, provided additional options for discussion, and provided the Commission with a recommendation for the Bike Skills Area.

The Commission discussed the Bike Skills Area report, presentation, and the provided options.

It was moved by **Westberg** that the Commission support Short Term Option 2 which would reopen the current Bike Skills Area in Upper Luther Burbank Park in a limited fashion as outlined on the Staff Report Option 2 (e.g., a more simplified design) predicated on the City finding an alternative location that could be brought online within 2-3 years; seconded by Marxen:

⇒ Passed: 4 – 0 – 1

Struck moved that the Commission recommend that the preliminary design is brought back to the Commission to be reviewed and to include reasonable opportunity for meaningful public comment (e.g., Let's Talk, the Weekly City Newsletter, signs at the Bike Skills Area); seconded by Cohen.

⇒ Passed: 5 – 0

OTHER BUSINESS

2. Planning & Meeting Schedule Update

Daly presented updates to the schedule and recommended a Joint Meeting with the Arts Council on June 2, 2022. Commission provided consensus. Daly also reminded the Commission of the upcoming deadline of May 4th to submit applications for vacant PRC seats.

3. Commissioner Reports / Work Plan Update

Chair bypassed this agenda item

ADJOURNMENT at 8:22 PM



**PARKS & RECREATION COMMISSION
STAFF REPORT**

**Item 3
May 5, 2022
Regular Business**

AGENDA ITEM INFORMATION

TITLE:	Athletic Facilities Allocation and Use 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:	Discuss the proposed policy, move to endorse the policy, support staff establishing and reaffirming procedures.	

STAFF:	Ryan Daly, Recreation Manager Dave Setterlund, Recreation Coordinator Chris Delaune, Recreation Facilities Supervisor
COUNCIL LIAISON:	Craig Reynolds
EXHIBITS:	1. Field Use Policy 2. (Draft) Athletic Facilities Allocation and Use Policy

SUMMARY

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

The City currently has a *Field Use Policy* (Exhibit 1) guiding the allocation of athletic fields for various sports and by various users. This staff report provides the Commission with a recommended update to that policy. Staff believes that the updated draft policy now titled, *Athletic Facilities Allocation and Use Policy* (Exhibit 2), will continue to provide needed boundaries and parameters for facility use and continue to permit sufficient flexibility for staff to respond to evolving facility, community, and user needs.

This draft policy seeks to build on the current policy to achieve the following:

1. Encompass a broader range of athletic amenities such as batting cages, concession stands, courts, and other athletic play surfaces and potential future amenities.
2. Recognize the need to provide opportunity for new and emerging users and sports.
3. Provide a focus on policy elements, and to assign procedural elements and park rules to supporting documents.

User Group Engagement

- Daily – Staff engages current athletic facility users regarding reservations and suggested enhancements.
- December 16, 2021 – Staff conducted an introductory meeting via Zoom inviting all athletic field users from the past three years to discuss the athletic field application and allocation process. At this meeting users were notified of the intent to update the existing Field Use Policy.
- April 12, 2022 – Staff shared the draft policy with athletic field users and solicited input.

Input was received from users largely focused on priority categorization questions, as well as procedure-oriented items such as adherence to application deadlines and blanket booking. Blanket booking is when an organization requests and books more time than they need. This often leaves fields vacant without enough time to rebook to another field user. This is challenging for users who desire more field time. Some off-Island and regional groups also expressed a desire to receive more field time.

History of Field Allocation Policies

In 1991, the Ballfield User Group (BUG) was established to coordinate use schedules, provide feedback to department staff, communicate and educate group members around field maintenance and scheduling conflicts, and act as a “sounding board” for Parks and Recreation staff. This group consisted of a specific group of field users.

A ballfield study was conducted in 2007 to inventory existing ball field assets and survey users to assess current and future uses. The purpose was to identify and recommend changes related to current ball field scheduling policies and protocols. The findings from the study led to a 2008 update of the BUG policy.

In 2015, the City met numerous times with stakeholders to discuss a reasonable system for field allocation. These meetings led to a new approach to field allocation prioritization that embraced all users in a rational and transparent process, rather than the historical recognition of a handful of user groups. A formal Field Use Policy was adopted in 2016 (Exhibit 1) and is currently being applied.

Issue/Discussion

Scheduling athletic facilities can be a challenging process, with many factors, multiple groups engaged in various sports, and all users competing for space at limited facilities. This updated policy describes how various groups will be prioritized for scheduling purposes for athletic facilities and utilizes the following principles as a guide:

- Be benefits-focused
- Support diverse uses
- Be equitable and fair
- Reflect good stewardship

The updated policy retains a tiered system of priority and will now apply to all outdoor athletic facilities, rather than just ballfields. The addition of the guiding principles will ensure that the priority access mechanism reflects the values of the Recreation Division, while also establishing consistency among all City

Recreation policies. The removal of procedural elements will provide policy focus. Park rules, guidelines, and procedures will be provided in supporting documents and within the application process.

Key Policy Questions

As the Parks and Recreation Commission reviews this policy, Staff encourages the Commission to focus on these policy questions and implications:

- Who should receive priority access to rent facilities?
- Should use by any one user be limited to accommodate other users? (Example: Should a youth football club be guaranteed to use every ballfield every fall if requested and having top priority?)

Procedures

Many of the challenges around scheduling have been attributed to staff and user groups alike failing to adhere to established expectations and processes. Over time, deviation from standard procedures led to inefficiencies on the part of staff and limited accountability of some user groups. Though the Commission is not being asked to advise on specific procedures, staff seeks to carry forward the Parks and Recreation Commission's support of staff work to establish and reaffirm procedures which deliver:

- Clear user expectations
- Communicate and execute clear booking processes
- Booking efficiency in accordance with the Athletic Facilities Allocation and Use Policy
- Provide accountability to staff and users alike

Next Steps:

Once the policy is adopted, staff will work to:

- Communicate the policy to user groups
- Distribute clear and concise procedures that communicate expectations to users
- Implement the policy to guide operations and decision-making for fall 2022 and beyond
- Staff will revisit this policy and will make recommendation to the Parks and Recreation Commission to improve as necessary

RECOMMENDATION

- 1) Discuss policy questions and recommended policy.
- 2) Move to endorse the Athletic Facilities Allocation and Use Policy.
- 3) Move to support staff establishing and reaffirming procedures for athletic facility allocation and use.

DEPARTMENT POLICY

City of Mercer Island Parks and Recreation Department ATHLETIC FIELD USE AND RESERVATION POLICY

The City of Mercer Island Parks and Recreation Department facilitates the scheduling of all City- owned and some School District owned outdoor athletic field venues in the community for organized public use. City parks and School District properties exist to serve a wide variety of uses and priorities. City owned athletic field venues reside within multi-use community and neighborhood parks that are designed to meet a wide range of community recreation interests beyond organized athletic competition. School District owned properties primarily serve the educational needs of K-12 students during and immediately after the school day within the school year. In order to effectively and efficiently schedule these community assets to the greatest extent possible while balancing competing uses, priorities and insuring their long term sustainability, outdoor athletic field use and reservation policies are necessary.

All organized outdoor athletic field usage on City-owned property, the South Mercer Playfields, and the Mercer Island School District elementary school fields will be scheduled through the City of Mercer Island Parks and Recreation Department. Athletic field usage at the Mercer Island High School campus will be scheduled through the High School Athletic Director's office. Organized outdoor athletic field usage will refer to all athletic field use that is arranged, monitored, and/or run by an organization or its representatives for purposes of athletic fitness, conditioning, training, practice or competition.

The Mercer Island Park Code (MICC 9.30) shall govern all use of City owned parks and School District owned facilities. Mercer Island School District approved policies and approved City-School Interlocal Agreements, or their equivalent, shall supersede the Park Code in any cases of conflict. Persons convicted of a violation of any provision of the Park Code, including any rule or regulation promulgated pursuant to the authority granted by it, shall be guilty of a misdemeanor.

1.0 PARKS AND RECREATION DEPARTMENT POLICY GOALS

- 1.1 Maximize the use of all park venues, while preserving park assets.
- 1.2 Insure all user groups are given a chance to use parks and city athletic fields.
- 1.3 Administer a system of prioritization for field allocation that is rational and transparent.
- 1.4 Collect fees to help offset the cost of maintaining and scheduling city parks and athletic fields.
- 1.5 Protect the rights of neighbors of city parks and athletic fields.
- 1.6 Allow passive, drop-in use of fields for families, neighbors, and unorganized play.

2.0 RESERVATION POLICY GUIDELINES

- 2.1 The role of the Mercer Island Parks and Recreation Department and its Director, as the owners and operators of Mercer Island ballfields, includes final authority to create, amend, or strike policy items and final authority in field allocation.
- 2.2 Recognizing that the Mercer Island Parks and Recreation Department is a public entity with a mission to provide the public with access to quality facilities and services, recreational use of the City's athletic fields will receive priority over select or premier organizations, in general. Recreational use shall be defined as programming which is open to all interested participants, not try-out based and is focused on fitness, health and fun.
- 2.3 All City field usage will be scheduled through the Parks and Recreation Department.
- 2.4 All scheduled usage will have priority over non-scheduled usage on all park and athletic facilities.
- 2.5 Field reservation fees will be higher for adults (over 18) than youth.
- 2.6 Games being rescheduled for rainouts or make ups will have priorities over practices scheduled for the same day.
- 2.7 Unless the Parks and Recreation Department determines an earlier closure is warranted, all grass fields will be closed from the fourth week of November through the end of February.
- 2.8 Best efforts should be made by each organization to schedule their allotted field time as efficiently as possible. Mercer Island Parks and Recreation does not have a recommendation for the

number of teams to be scheduled on a particular field at one time, however, safety, field condition, age of participants, and program preference will all be factors that may be monitored by the City to encourage efficient use of fields during peak demand.

- 2.9 Baseball/softball makeup games will be rescheduled during existing scheduled practice times whenever possible.
- 2.10 Scheduling Periods: Athletic field facilities will be scheduled during four quarterly periods:
Spring (March, April, May, early- June)
 Requests for this period will be accepted mid- January—see Scheduling Calendar
Summer (mid- June, July, August)
 Requests for this period will be accepted mid-February—see Scheduling Calendar
Fall (Late August, September, October, November)
 Requests for this period will be accepted mid-July—see Scheduling Calendar
Winter (December, January, February)
 Requests for this period will be accepted mid-October—see Scheduling Calendar
- 2.11 Field User roundtable meetings will be held quarterly in order to increase communication among users and with City staff, discuss upcoming projects or maintenance impacts, and collaborate to solve scheduling conflicts or major changes to field requests. Meetings will be open to any individual or organization that utilizes Mercer Island fields.

3.0 PARK USE POLICIES

- 3.1 The Parks & Recreation Department reserves the right to close any park or field, without notice, due to safety concerns, hazards, or due to field conditions which may impact the long-term use of the park or field.
- 3.2 All 'passive' parks will not be scheduled for organized athletic activities.
- 3.3 Motor vehicles are not allowed on park facilities and are to be parked only in designated parking areas.
- 3.4 No person shall engage in the sale of any merchandise or services, or operate any concession without prior approval of the Park & Recreation Department.
- 3.5 All litter shall be deposited in the designated receptacles.
- 3.6 All organizations, groups, and /or individuals utilizing the facilities must leave them in a satisfactory condition. Failure to do so will result in the additional maintenance charges required for cleanup. Egregious or repeated failures may result in additional penalties, including loss of access to athletic fields.
- 3.7 All rules and regulations related to the use of City of Mercer Island park facilities shall also apply when using School District facilities.
- 3.8 Any organization not utilizing the parks as approved may lose the right to use the park in the future.
- 3.9 Dogs are not allowed on athletic fields during organized play. Dogs are not allowed on synthetic turf fields at any time. Dogs must be leashed and feces removed from the park area.
- 3.10 All alcohol, tobacco products and drugs are prohibited in all City parks.
- 3.11 Nails, staples, tacks or other items that would deface city property may not be used to attach to park structures and furniture.
- 3.12 Ballfields are not to be used when signed as 'Closed.'
- 3.13 The Parks and Recreation Department controls the maintenance of the outdoor athletic field complexes. Users shall not mix any unauthorized foreign material into the soil of any grass field or park.

4.0 BALLFIELD ALLOCATION POLICIES & PROCEDURES

- 4.1 All reservation requests must be made in writing to the Facility Coordinator according to the Scheduling Calendar.
- 4.2 All field users will sign and abide by the City of Mercer Island Park and Recreation Field User Code of Conduct.

- 4.3 All field reservation, service, and light fees must be paid in full at time of field use confirmation and receipt of rental contract, unless user is approved for a monthly billing plan approved by MIPR.
- 4.4 Field user organizations will designate a primary point of contact to City staff who will be responsible for requests, changes, and payment of fees.
- 4.5 Fields will be multi-use according to season due to limited inventory. Field maintenance services (such as baseball preps or soccer goals) will be guaranteed to the in-season sports only.
- 4.6 Priority will be given to in-season sports according to the following schedule:
Fall (Late August through November): Soccer & Football
Winter (December through February): Soccer (Synthetic turf only)
Spring (March through mid- June): Baseball/Softball & Lacrosse
Summer (Late June through mid-August: Baseball/Softball
- 4.7 Athletic field facilities may be split to allow for sharing of the complex between organizations. The Parks and Recreation Department will determine which fields are appropriate for use by separate organizations and will allocate accordingly.
- 4.8 Athletic field allocation priority will be as follows:
 A. Mercer Island School District & Mercer Island Parks and Recreation
 B. Tier One (listed in order of priority):
 1. Non-profit youth, recreation-based* organizations which have a minimum of 75% Mercer Island residents.
 2. Non-profit adult, recreation-based* organizations which have a minimum of 75% Mercer Island residents.
 3. Non-profit youth and adult non-recreation-based* organizations, which have a minimum of 75% Mercer Island residents
 C. Tier Two (listed in order of priority):
 1. Non-profit youth, recreation-based* organizations which have less than 75% Mercer Island residents
 2. Non-profit adult, recreation-based* organizations which have less than 75% Mercer Island residents
 D. Tier Three (listed in order of priority):
 1. For-profit youth organizations
 2. For-profit adult organizations
 **"Recreation-based" shall be defined as those organizations whose programming consists of at least 75% recreational (open enrollment, no try-out, non-competitive) teams.
- 4.9 In recognition that there are limited multi-use fields suitable for all sports, the following criteria will be used to establish fair and reliable allocation within the tiers listed above:
 A. Historic use: In order to provide a reliable baseline schedule for field users and City staff, historic use will be a factor in field allocation. Three years of consistent use will establish historical precedence
 B. Safety: Safety of participants and general park users will be taken into consideration for field allocation. Some sports are compatible to use adjacent fields or split fields, some are not (i.e. soccer and lacrosse sharing a facility). Final determination will be made by Mercer Island Parks and Recreation.
 C. Number of participants within an organization: Allocation should be generally proportional to the number of participants in an organization.
 D. Appropriate use: The City will attempt to assign earlier time slots for younger teams, smaller grass fields for the youngest participants, games on higher quality fields, etc.
 E. Field/facility condition: Fields may be closed or subject to limited availability at any time for safety concerns or due to the risk of severe damage to the field.
 F. Users in good standing: Invoices are up to date according to the payment plan, requests are received according to the scheduling calendar, and permit conditions are consistently met.
- 4.10 Field prep requests for baseball or softball games must be made at least five (5) working days prior to requested date. Field lining and goals for soccer or lacrosse must be requested at least two weeks in advance.

- 4.11 All field prep work (field preps, lights, etc.) will be billed for unless the City cancels the scheduled event or closes the facility due to weather or unsafe conditions.
- 4.12 Organizations will turn back unneeded field time promptly for reallocation to other users. An automatic penalty fee of 50% will be incurred for returning large blocks of time or an excessive number of dates after league game schedules have been established. The City will communicate first to other in-season organizations via email when and if fields have been turned back and are available for use; communication will include a deadline for booking these open fields. After that time, out of season users will have the opportunity to book anything open. Organizations which are found by the Parks and Recreation Department to consistently fail to utilize field space they have reserved risk losing historical precedence status at that facility for the following season.

5.0 FACILITY USE PERMIT CONDITIONS

- 5.1 Whoever signs the Field Rental Contract is the authorized representative and is responsible for the conduct of the group/organization and financial reimbursement if damage is done
- 5.2 Failure to follow City laws and park rules could result in citation, fines and exclusion from future park use
- 5.3 Any organization not utilizing the parks as scheduled may lost the right to use the park in the future.
- 5.4 Groups using the fields on three or more occurrences for practices or games are required to provide, at their own expense, a comprehensive general liability insurance policy naming the City of Mercer Island as an additional insured and an endorsement form. This policy shall be primary and written with the limits of \$1,000,000 combined single limits per occurrence.
- 5.5 Cancellation/Refund Policy:
Five (5) business days or more before reservation date: Full refund (less \$10 administration fee)
Less than 5 days' notice: Will not be charged for lights/preps, no refund for field fees.



Athletic Facilities Allocation and Use Policy

Effective Date:	Approved By:
Last Updated:	Related Policies:

Purpose

The City of Mercer Island uses the following facility allocation and use 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.

Scope/Background

Athletic facility space is a finite resource, but the range of potential users and uses are expansive. This policy guides the purposeful allocation of athletic facilities to ensure that the facilities are used to achieve Recreation Division, City, and community goals, with consistency to stated principles.

Definitions

1. "Division" means Mercer Island Recreation Division.
2. "Cost recovery" means the degree to which the operational and maintenance costs of providing a program or service are supported by user fees and/or other funding mechanisms such as grants, partnerships, donations, sponsorships, or other alternative (non-tax) funding sources.
3. "Resident" means an individual or business whose permanent residency is located within the City limits, or an individual or business that owns property within City limits.
4. "Non-profit agency" means a tax-exempt nonprofit corporation described by §501(c)(3), (4), or (10) of the Internal Revenue Code or a nonprofit organization, group, or individual that would qualify for tax exemption under these codes except that it is not organized as a nonprofit corporation.
5. "Recreation based" means organizations whose programming consists of at least 75% recreational (open enrollment, no try-out, non-competitive) teams.

Policy

Allocation and use of athletic facilities will be guided by the following principles:

- Be benefits-focused by:
 - Actively encouraging participation in recreation activities related to health, wellness, social connectivity, and skill development.
- Support diverse use by:
 - Optimizing use of facilities as to the extent resources and demand allows.
- Be equitable and fair by:
 - Allocating facility space based on substantiated current needs and future demand.

- Reflect good stewardship by:
 - Maximizing facilities' use in a manner that considers quality, safety, and the need for maintenance and renovation.
 - Allocating facility use to target achievement of the cost recovery philosophy and to ensure delivery of core services (as defined in the Reset Strategy).
 - Promoting effective and high-quality customer service.

Facility Allocation

- The Recreation Division will attempt to accommodate all groups and allow for a diverse use of the City's athletic facilities.
- The Recreation Division makes the final decision regarding field allocation for user groups. The process may allow users to request preferences such as dates, facilities times, etc.
- Prior use does not guarantee any aspect of future allocation.

Priority Access and Use

A. Mercer Island Parks and Recreation and Mercer Island School District (as described in the Interlocal Agreement)

B. Tier One (listed in order of priority):

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

C. Tier Two (listed in order of priority):

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.

D. Tier Three (listed in order of priority):

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

In recognition that there are limited multi-use facilities suitable for all sports, the following considerations will be used to establish fair and reliable allocation within the tiers listed above:

- A. Historic use (balanced with facilitation of diverse use) of City athletic facilities.
- B. Safety: Safety of participants and general park users will be taken into consideration for facility allocation. Some sports are compatible to use adjacent fields or split fields, some are not). Final determination will be made by Mercer Island Parks and Recreation.
- D. Appropriate use: The City will attempt to assign earlier time slots for younger teams, smaller grass fields for the youngest participants, games on higher quality fields, etc.
- E. Field/facility condition: Fields may be closed or subject to limited availability at any time for safety concerns or due to the risk of significant damage to the field.
- F. Users in good standing: Invoices are up to date according to the payment plan, requests are received according to the scheduling calendar, and permit conditions are consistently met.

Procedures(s)

Additional procedures will be established and approved, administrately by the department director and division manager, following approval of the policy.

DRAFT

Athletic Facilities Allocation and Use Policy

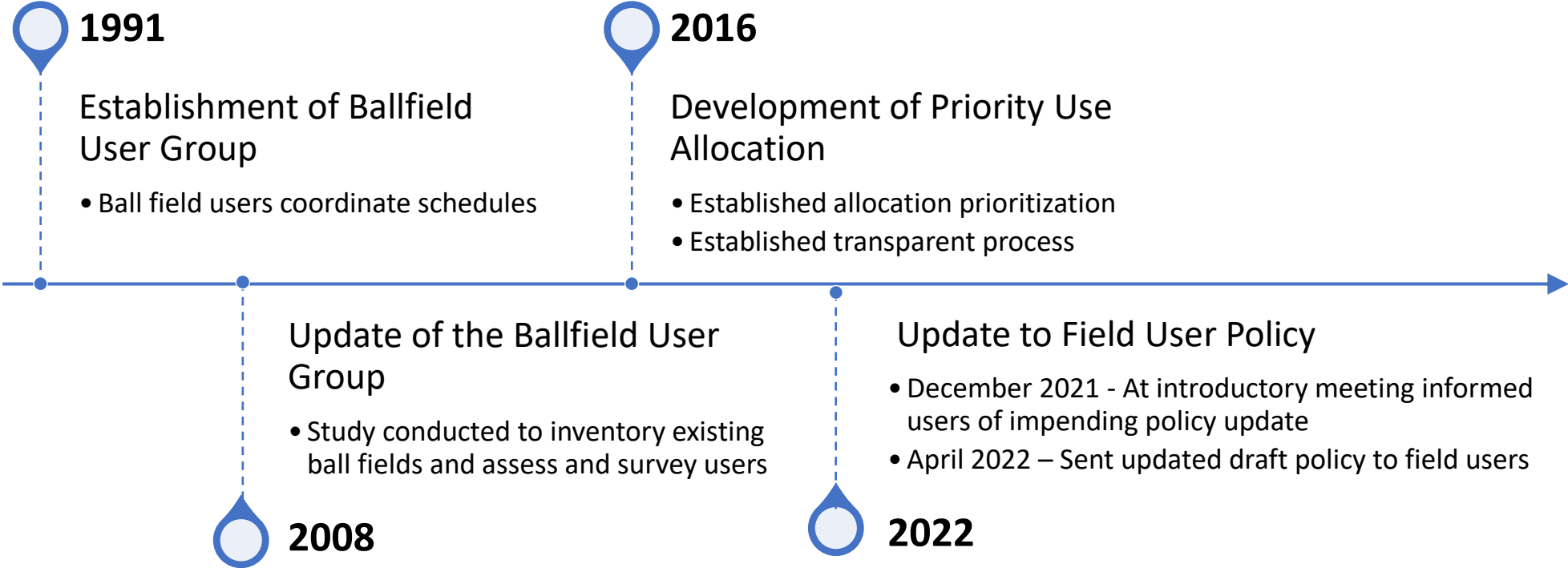
**Parks and Recreation Commission
May 5, 2022**

Tonight's Agenda:

- Background
- Review User Group Engagement
- Policy Elements
- Endorse Updated Policy



Background and User Engagement



Development of Policy



Need: (6100+hrs of field rentals in 2021)

Space is finite, demand is not.
Uses should be consistent with
and further goals.



Purpose for update:

Refine priority booking for
potential field users.

Guiding Principles

- Be benefits-focused
- Support diverse uses
- Be equitable and fair
- Reflect good stewardship



Major Policy Questions and Implications



- Should user groups be differentiated for priority access?
 - Staff recommendation: Yes, based on residency, age demographic, and nonprofit status
- Should use by any one user be limited to accommodate other users?
 - Staff recommendation: Yes, based on considerations used to establish fair and reliable allocations



Policy Elements



Identifies priority order for reservation scheduling



Consideration for fair and reliable access



Inclusion of all outdoor athletic facilities




Aligns with other Division policies





Changes Between Current and Updated Policy


Key Considerations

- Deliver policy consistent with the Reset Strategy
- Deliver a fair policy for users
- Deliver a policy that allows Parks and Recreation to meet overall goals

 Inclusion of guiding principals

 Inclusion of all Athletic Facilities i.e. batting cages, concession stands, courts, etc.

 Creating consistency with all Division policies

 Removal of procedures, rules, etc.



Procedures

- Clear user expectations
- Communicate and execute clear booking processes
- Booking efficiency in accordance with the Athletic Facilities Allocation and Use Policy
- Provide accountability to staff and users alike



Questions:



- Discuss policy questions and recommended policy
- Move to endorse the Athletic Facilities Allocation and use Policy
- Move to support staff establishing and reaffirming procedures for athletic facility allocation and use



Thank You