



PARKS & RECREATION COMMISSION REGULAR VIDEO MEETING

Thursday, March 3, 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: 206.275.7626 | 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 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 **206.275.7870** 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 February 3, 2022 Regular Meeting](#)
Recommended Action: Approve minutes
2. [King County Library System Mercer Island Branch – Annual Update](#)
Recommended Action: Receive presentation
3. [Endorsement of Special Events Sponsorship Policy and Other Special Events Recommendations](#)
Recommended Action: Endorse policy and recommend to City Council for approval, and endorse Staff's recommendations for special events.

OTHER BUSINESS

4. [PRC 2022 Planning Schedule Update](#)
5. [Commissioner Reports](#)

ADJOURN

Mercer Island Parks & Recreation Commission

Item 1.



Department Report

March 3, 2022

PROS Plan Adoption!

- On Tuesday, the City Council approved the PROS Plan update.
- This plan will shape the future of our parks system and recreation programming.
- In addition to adopting the Pros Plan, Council voted to appropriate \$750,000 to begin some of the identified 6-year CIP projects:
 - Athletic field design at Island Crest Park
 - Joint master planning for Clarke and Groveland beaches
 - MICEC Annex facility assessment.
- Congratulations PRC on two years of hard work and an excellent plan!
- Details are available at <https://letstalk.mercergov.org/miprosplan>



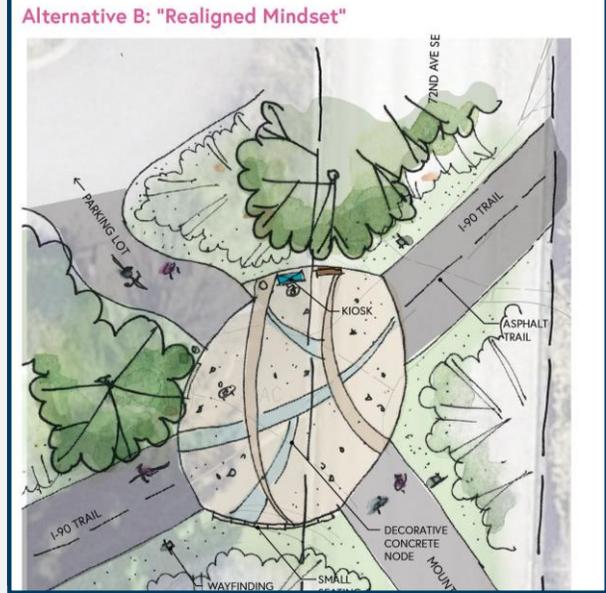
Aubrey Davis Park Trail Safety Improvement Project Virtual Meeting

- On February 17, the City hosted a virtual public meeting to discuss design alternatives with the Community.
- 24 participants attended, with many providing input and feedback regarding the various design options.
- The video of the meeting will be available soon on the City meeting page.
- Visit the project page for more information and provide your ideas <https://letstalk.mercergov.org/adtrail>



Aubrey Davis Park Trail Safety Improvements Survey

- The Aubrey Davis Trail Improvements Survey is now live.
- We are gathering feedback on trail design ideas for three locations along the trail in Aubrey Davis Park:
 1. West Mercer Way Crossing
 2. 72nd Ave Underpass Trail Connection
 3. Restroom and Playfields Node
- The design team has identified general treatments as ways to enhance safety for all trail users. Design ideas include:
 - Pavement markings, wayfinding and signage, vegetation management, and redefined mixing zones.
- Visit the project page for information on these design ideas and to take the survey <https://letstalk.mercergov.org/adtrail>



2022 Summer Camps

- We are pleased to announce summer camp offerings for 2022!
- The City has partnered with various organizations to bring a variety of fun camps to the Island, including:
 - Sports: tennis, golf, soccer, sailing, and kayaking
 - Biking
 - Theater
 - Lego
 - And more!
- Each organization will take their own registrations and that information can be found at www.mercerisland.gov/parksrec
- Registration dates may vary between organizations, so don't delay – visit our Parks & Rec page for registration information today!



Mercerdale Playground Update

- The playground is close to completion but two final steps remain before the playground can re-open: (1) play surface installation and (2) concrete flatwork.
 1. **Play surface installation:** resilient rubber surfacing needs warm weather to be installed.
 2. **Concrete flatwork:** the project faces a possible delay with the ongoing concrete strike.
 - There are paths and bench pads that require large amounts of concrete.
 - The strike has lasted for three months, longer than City staff expected.
- Visit the project page for information and photos of the installed playground <https://letstalk.mercergov.org/mercerdale-playground>



The Return of Summer Celebration!

- Mark your calendars Summer Celebration! returns to Mercer Island on **Saturday, July 9.**
- Staff are working with the community on multiple events throughout the day in Mercerdale and Luther Burbank Parks, including:
 - Live music
 - Merchant Walk
 - Food Trucks
 - MIVAL Art Show
 - Fireworks
 - And more!
- Stay up-to-date with the latest Summer Celebration! information at www.mercerisland.gov/summercelebration



Bike Skills Area

- The area remains closed while we await the final report from the consultant- Action Sports Design.
- Staff is currently replanting and regrading the area. Volunteers have been a huge support to this work.
- The final report will include recommendations to address the identified issues at the Bike Skills Area and a concept-level redesign of the bike area. The report will also include a cost estimate for the construction of such improvements. Council would need to appropriate funds.
- The report will be presented to the PRC at a future meeting.
 - The public is encouraged to provide public testimony on the assessment to the PRC.
- Updates on this project can be found at:

<https://letstalk.mercergov.org/bike-skills-area-at-upper-luther-burbank-park>



Great News!

- The (King County) Parks Capital and Open Space Grant Advisory Committee has recommended Luther Burbank Pk Sport Courts for an award of \$193,000.00!



Luther Burbank Dock Project

- In May 2021 the Council approved the concept design and requested the PRC work with the project team to develop a 30% design.
- On Tuesday night the City Council approved the 30% design of the Luther Burbank Docks.
- The Council also appropriated funds to complete 100% design.
- The adjacent picture is a rendering of the configuration.



AB 6021 | Exhibit 3 | Page 29

Note: Existing trees located in foreground of rendering have been removed from rendering to allow viewer to see proposed design elements.

Published Date: 02/24/22
Filepath: \\FUP\Anchor\Projects\City of Mercer Island\PPP\Luther Burbank LIDR\rendering\Graphics\In-Design\Luther Burbank Rendering.rvt



Thank You!





PARKS & RECREATION COMMISSION REGULAR MEETING MINUTES February 3, 2022

CALL TO ORDER

Chair McCarthy called the meeting to order at 5:35 pm via Zoom Online meeting. Due to technical difficulties with the Zoom links the start of the meeting was delayed.

ROLL CALL

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

Councilmember Craig Reynolds was present.

Emily Moon, Consultant, was present.

Staff present were Sam Harb, Paul West, Merrill Thomas-Schadt, Katie Herzog, Alaine Sommargren, and Raven Gillis.

Absent: Commissioner Sara Berkenwald

APPEARANCES

REGULAR BUSINESS

1. Approval of Minutes

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

MOTION:

Westberg motioned to accept the minutes from the January 6 meeting as presented. Cohen seconded the motion.

Motion passed unanimously (Berkenwald absent)

2. Luther Burbank Docks 30% Design – Second Reading and Recommendation

Paul West presented. The Commission engaged in discussion and requested the Hand-off Memo include further explanation on the purpose of the mats at Cobble Beach, passive recreation, and what constitutes a small power boat.

Chair McCarthy recognized Commissioner Berkenwald joined the meeting at 5:40 pm

MOTION:

Westberg moved to approve the Luther Burbank Docks 30% Design for recommendation to City Council, and the Hand-Off Memo subject to revisions which reflect the Commission's comments shared with staff. Struck seconded the motion.

Motion passed unanimously

3. Special Events Policy Considerations – Part 2

Emily Moon and Katie Herzog presented the policy elements. Commissioners asked questions and engaged in discussion and provided consensus agreement on the policy elements. Staff will return with a draft policy for review.

4. Summary of 2021 ARPA deferred planter bed maintenance

Sam Harb presented. Commissioners asked questions and engaged in discussion.

OTHER BUSINESS

5. Department Report & Update

Merrill Thomas-Schadt presented.

6. Planning & Meeting Schedule Update

7. Commissioner Reports / Work Plan Update

Chair McCarthy mentioned she is enjoying watching the bald eagles circle above while on her walks and knowing that things are coming back to life after this dark winter.

ADJOURNMENT at 7:39 PM



PARKS & RECREATION COMMISSION STAFF REPORT

Item 2
March 3, 2022
Regular Business

AGENDA ITEM INFORMATION

TITLE:	King County Library System Mercer Island Branch- Annual Update	<input checked="" type="checkbox"/> Discussion Only <input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Receive presentation and engage KCLS staff	

STAFF:	Ryan Daly, Recreation Manager / KCLS Staff
COUNCIL LIAISON:	Craig Reynolds
EXHIBITS:	1. KCLS Intro Memo

SUMMARY

Background

The purpose of the Parks & Recreation Commission is to serve in a policy advisory capacity to the City Council and any other board or commission of the city on matters involving the Mercer Island parks system, recreation programming, and the Mercer Island Community & Event Center.

Additionally, pursuant to MICC 3.53.020 and included in the various duties and responsibilities of the Parks & Recreation Commission is to “provide a forum for the community to express their views regarding library services on Mercer Island and serve in an advisory capacity to the King County Library System.”

Presentation

Tonight, Executive Director Lisa Rosenblum of the King County Library System (KCLS) and staff will provide the Commission with a presentation on current library services and plans for 2022. Attached as Exhibit 1 is a memo from KCLS regarding the contents and format of the presentation.

This initial presentation is designed to provide information on the status of the KCLS Mercer Island Branch services so that the Commission may effectively engage and provide the community a forum for input.

RECOMMENDATION

1. Receive presentation and engage KCLS staff.



kcls.org

City of Mercer Island
Parks & Recreation Commission

February 24, 2022

Dear Parks Commissioners,

Thank you for the invitation to address your group March 3.

Joining me will be Angie Miraflor, KCLS Deputy Director for Public Services.

Per your invitation, we will bring KCLS highlights from 2021 and initial plans for 2022; and share how the King County Library System Path to Reopening aligns with the Governor's pandemic emergency mandates and county health requirements.

Following our presentation will be time for Q & A and discussion of items of interest to the Commission forwarded to library staff.

I look forward to meeting you,

A handwritten signature in black ink that reads 'Lisa G. Rosenblum'.

Lisa G. Rosenblum
Executive Director
King County Library System

Lisa Rosenblum

Executive Director

Angie Miraflor

Deputy Director of Public Services

March 2020 - March 2022

Washington State Emergency Mandates

February 29, 2020 - Inslee issues COVID-19 emergency proclamation

March 15, 2020 - Inslee statement on statewide shutdown of restaurants, bars and limits on size of gatherings expanded

March 24, 2020 - Inslee announces "Stay Home, Stay Healthy" plan

April 21, 2020 - Inslee announces Washington's COVID-19 recovery plan

June 2020 - Inslee issues guidance for libraries, drive-in theaters in Phases 1 and 2

March 11, 2021 - Inslee announces statewide move to Phase 3

July 1, 2021 - Inslee announces "Washington Ready"

September 13, 2021 - Inslee amends Washington Ready proclamation

September 27, 2021 - Inslee announces COVID-19 vaccination requirement

December 22, 2021 - Video message from Gov. Jay Inslee and Trudi Inslee on holidays, omicron variant and boosters



March 2022: Where KCLS is Now

KING COUNTY LIBRARY SYSTEM • OUR PATH TO REOPENING

Please note: all services and timing of reopening are subject to change. Visit kcls.org for updates.

Phase 1 & 1.5

KCLS offers online services and programs:

- Digital collections.
- Online programming.
- Ask KCLS by phone, email, chat.

Some staff in buildings with physical distancing and health protocols in place, preparing for subsequent phases.

- X All libraries remain closed to the public.
- X Mobile outreach services not available.
- X All book returns closed; no returns allowed.

Phase 2

Place holds, pick up materials and printing with contactless Curbside to Go at select locations.

Locker pickups available at Bothell and Covington Libraries, 24/7.

Online services and programs continue (digital collections, programs and Ask KCLS)

Select manual book drops open to return materials.

Limited mobile outreach services. Staff in buildings with masks and physical distancing and health protocols in place.

- X All libraries remain closed to the public.

Phase 3

Partial reopening at some libraries with 25–50% capacity.

Modified in-library services and technology offered at some locations, with reduced hours and limited access.

Curbside to Go, Locker and printing pickup continues at some libraries.

Online services and programs continue (digital collections, programs and Ask KCLS)

Limited mobile outreach services. Most manual book drops open to return materials.

Mask and physical distancing requirements remain in place. Staff in buildings with physical distancing and health protocols in place.

- X Meeting and study rooms closed.
- X No large public gatherings or in-library events.

CURRENT PHASE Phase 4

KCLS returns to standard business practices while continuing to offer services in new ways learned during the pandemic.

Libraries open.

Pending State health mandates:

Meeting and study rooms gradually reopen, pending Administration approval.

Indoor programs and meetings when safe to do so.



kcls.org



Keeping Mercer Island Informed

- Regular email updates to Mayor Nice and Mercer Island City Council
- Signage at Mercer Island Library
- Regular public updates on kcls.org
- Executive Directors Blog & press releases to Mercer Island Reporter
- Social media; email newsletters; advertising



Opportunities for Input

- Talk to local library staff
- Online comments: <https://kcls.org/comments>
- KCLS Board Meetings – Public Comment; unless otherwise noted Board meetings are held at 5pm on the last Wednesday of each month. kcls.org/board
- Angie Miraflor (she/her)
Deputy Director of Public Services
425.369.3317; amiraflor@kcls.org



Programs and Services

- Mercer Island Library additional day of service: Sundays 11am-6pm
- KCLS is currently planning to relaunch in-person programming this Spring
- Online programs will continue
- KCLS has a strong partnerships with Mercer Island school district
- 8400 MI School District students and staff Ecards provide online access to KCLS resources throughout the pandemic and beyond



Questions?



PARKS & RECREATION COMMISSION STAFF REPORT

Item 3
March 3, 2022
Regular Business

AGENDA ITEM INFORMATION

TITLE:	Endorsement of Special Events Sponsorship Policy and Other Special Events Recommendations	<input type="checkbox"/> Discussion Only
RECOMMENDED ACTION:	Review policy considerations and provide input. Endorse policy and recommend for City Council approval. Endorse Staff's recommendations for special events.	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

STAFF:	Katie Herzog/Emily Moon, consultant	
COUNCIL LIAISON:	Craig Reynolds	
EXHIBITS:	<ol style="list-style-type: none"> 1. Special Events Sponsorship Policy 2. Special Events Permit Fees 	

SUMMARY

- The Special Events Sponsorship Policy (Exhibit 1) allows for a sponsorship program which enables the City to support qualifying public special events (coordinated by 3rd parties) through permit fee reductions and waivers.
- Public special events are an important part of the community's life, and the City can play a central role in facilitating and supporting those enriching experiences.
- The City desires to enhance community event opportunities by promoting other entities' abilities to bring special events to fruition, while balancing the City's cost recovery and resource allocation goals.
- This draft policy allows the City to provide fee waivers or fee reductions for public events where the applicant/event organizing/hosting entity is a non-profit agency serving Mercer Island residents and where the event meets all other sponsorship program rules.
- Next Steps: Move to endorse the *Special Events Sponsorship Policy* and recommend to City Council for approval, and move to endorse Staff's recommendations concerning special events, as described in this memo, and to share those recommendations with City Council.

At the Parks and Recreation Commission's [February 3, 2022](#) meeting, the Commission reviewed and discussed proposed elements of a policy that would govern the Recreation Division's Special Events Sponsorship Program. The program would provide special event permit fee waivers or reductions, according to eligibility criteria.

Commission members voiced support for the sponsorship program, as presented, and sought to clarify the language concerning whether eligible events could include fundraising activities. Staff committed to putting the draft policy elements into the Division's official policy template and bringing the policy back to the Commission for additional consideration and endorsement. The proposed policy is attached for the Commission's review.

Staff has included the Special Events Permit Fee Schedule (Exhibit 2), which includes “event level” categorizations that Staff will use to determine event fees and sponsorship levels. These categorizations will be included in the Special Event Guidelines, which will be available online to potential permit applicants.

The special event fees and proposed sponsorship program reductions are shown in the table below. This table was shared with the Commission in the February 3 meeting.

Level of Event	Application Fee (no sponsorship reduction)	Total “Event Fee”	Total Fees	Proposed Sponsorship Discount	Value of Discount	Total Fees After Sponsorship*
1	\$50	\$125 for one-day	\$175	100%	\$125	\$50
2	\$50	\$380 or \$620 for one-day	\$430 or \$670	60%	\$258 or \$402 (depending on level of review required and anticipated impact of event)	\$172 or \$268
3	\$50	\$820 or \$1,240 for one-day	\$870 or \$1,290	40%	\$328 or \$496 (depending on level of review required and anticipated impact of event)	\$542 or \$794
4	\$50	\$1,540 for one-day	\$1,590	20%	\$308	\$1,282

*Additional fees may apply, which are not eligible in the sponsorship discount – such as staffing.

Lastly, Staff would like to carry forward to City Council the Parks and Recreation Commission’s support of the additional recommendations that were discussed during the Commission’s January 6 and February 3, 2022 meetings. Those recommendations are:

1. *Continue to encourage Neighborhood Block Parties by limiting permitting requirements:*
 - Waive any application, special events and ROW fees. (This is current practice.)
 - Limit two per neighborhood and two per road per year.
 - Require that neighborhood block party applicants complete a simple form so that City Staff have knowledge of the event and can provide required resources (such as barricades).

2. *Establish a First Amendment or Free Speech event notification form and related practices:*
 - Treat First Amendment-type events in a distinct fashion, separate from other types of special events.
 - While the City cannot require that a permit be applied for and issued, the City can request that organizers of planned events provide the City with notice of the event.
 - First Amendment events are solely expressive events and do not include non-expressive activity such as commercial food or sales, recreation, or competition. Solely expressive First Amendment events do not require permits or payment of fees.
 - If non-expressive activities are intended to occur in conjunction with the First Amendment event, a Special Events (and any other applicable) permit and fee will be required.

3. *Create three categories of special events (apart from neighborhood block parties and First Amendment events):*
 - I. City-organized and run public events
 - II. Public special events for which the City provides sponsorship via the sponsorship program
 - III. All other special events (whether public or private)

4. *Codify the sponsorship program and establish that there are a finite number of City-organized and City-run special events (as delineated in the budget each year).*
 - Gaining formal approval of the sponsorship program and the City's intent to conduct its own special events demonstrates the City's adherence to the State of Washington's regulations concerning the gift of public funds.
 - Gaining formal approval of the program will help ensure that policy makers and permit administrators have knowledge of rules and practices that will govern the City's approach to special events.

RECOMMENDATION

1. Move to endorse the Special Events Sponsorship Policy and recommend to City Council its approval.
2. Move to endorse Staff's recommendations concerning special events, as described in this memo, and share those recommendations with City Council.

Public Special Events Sponsorship



Effective Date: TBD	Last Updated: N/A	Endorsed By: Parks and Recreation Commission TBD/2022
Code and Statutory Authority: MICC 4.44.010 MICC 3.53.020	Related Polices: Strategy for MICEC and Recreation Programs and Services (“Strategy”)	

Purpose

The City of Mercer Island recognizes that public special events are an important part of the community’s life, and that the municipality can play a central role in facilitating those enriching experiences. These events extend public benefits such as entertainment, a sense of community, opportunities to celebrate and honor, self-expression, recreation, learning, and memory-making. Public special events may also have the potential to boost economic vitality and advance community goals.

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

Scope/Background

The City’s role in fostering public special events is multi-dimensional and is governed by policy, the biennial budget and administrative protocol. The City organizes, funds and conducts several public special events throughout the year. In addition, the City provides permitting and oversight of events offered by other entities that are held in whole or in part on public property or rights-of-way, which would impact or interfere with standard, ordinary and normal use of either public property or normal vehicle and pedestrian traffic in the vicinity of the event, and/or requires use of City services.

Per City Code, the Department Director establishes a fee schedule for the programs and services offered by the Division. That fee schedule is periodically updated, is published on the Division’s webpages, and is distributed annually to the Parks and Recreation Commission. The Department Director establishes fees for the permitting process and for any City services rendered to third party special events, in accordance with the cost recovery and resource allocation philosophy that is outlined in the Recreation Division’s *Strategy*.¹

Articulating the plan for and rules surrounding the City’s use tax-funded resources or non-collection of fee revenue enhances the City’s ability to act consistently in accordance with approved policy and with the appropriate use of public funds.

Definitions

1. “Division” means Mercer Island Recreation Division.

¹ *Strategy for Mercer Island Community and Event Center & Recreation Programs and Services*

2. “Cost recovery” means the degree to which the operational 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. The “event fee” means the combined fee used to recover the costs associated with reviewing the special events permit application and other administrative tasks, plus the fee that represents reserved use of the public space. The event fee does not include the application fee nor any additional fees or costs that might be charged or invoiced for other permits or City services rendered.
4. The “Special Events Guidelines” means the instruction manual that describes the special events rules and procedures for all potential permit applicants.
5. “Resource allocation philosophy” means the guidance for which programs and services should be offered, why and with what resources (e.g., facility space, staff time, tax support, user fee funding).
6. “Strategy” means the *Strategy for Mercer Island Community and Event Center & Recreation Programs and Services (also known as the Reset Strategy)* endorsed by the Parks and Recreation Commission in April 2021 and City Council in July 2021.
7. “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.
8. “Non-profit agency serving Mercer Island residents” means an agency where Mercer Island residents constitute greater than 75% of local membership or local service recipients.

Policy

- The City provides fee waivers or fee reductions for public events where the applicant/event organizing/hosting entity is a non-profit agency serving Mercer Island residents and the event meets all other sponsorship program rules.
- Requests for City sponsorship can be made at any time but must be made concurrent with applying for a special event permit (and any other required permits) and in accordance with the City’s special event application review deadlines.
- Fee waivers, reductions or City contributions shall not be granted for events that fail to submit completed permit applications by the review deadlines.
- To be eligible for City sponsorship, applicants must attest that the event will be open to the public (not private) and inclusive in nature.
- The City will not sponsor political parties, politically-based organizations or lobbying groups.
- The City will not sponsor events that include religious worship, religious instruction, proselytization or inherently religious activities. Cultural celebrations, historical event commemorations and other non-religious public events organized by faith-based organizations may be eligible for sponsorship.
- The City will not sponsor sports tournaments.
- The City will not sponsor any event that does not seek to advance the sense of community, health, wellness or safety of the public, or that is inconsistent with the Recreation Division’s mission to enhance livability for all Mercer Island residents.
- Sponsored events may be used as fundraisers and may require a registration or participation fee.

- Each entity may only receive sponsorship two times per year.
- Each sponsored entity must enter into a contract with the City. This contract will stipulate additional conditions and describe the public benefit received by the City in sponsoring the event.
- Fee waivers and reductions are not applicable to additional fees and charges.

As applicable, the special event sponsorship program fee waivers and reductions will consist of: The City waiving the event fee for a Level 1 event; the City providing a 60% discount on the event fee for a Level 2 event, the City providing a 40% discount on the event fee for a Level 3 event, or the City providing a 20% discount on the event fee for a Level 4 event. The “level of event” corresponds to the type, size, scope and anticipated and/or historic impact of an event. The definition of each level is subject to modification as new event types, park use limitations, event impacts and other factors develop or change over time. Therefore, the definitions of each “level of event” will be established by City staff in the Special Events Guidelines and the published fee schedule.

Level of Event	Sponsorship
Level 1	100% waiver of event fee
Level 2	60% reduction of event fee
Level 3	40% reduction of event fee
Level 4	20% reduction of event fee

Procedure(s)

City staff designated by the Division Manager will review the special event application and request for sponsorship and will determine permit and sponsorship eligibility and award.

All other procedures will be established and approved administratively by the Department Director and Division Manager.

CITY OF MERCER ISLAND

PARKS & RECREATION

8236 SE 24TH STREET | MERCER ISLAND, WA 98040

PHONE: 206.275.7609 | www.mercerisland.gov



SPECIAL EVENT PERMIT FEES

Effective January 1, 2022

Applications for Special Event permits require City-wide staff review and are subject to additional insurance requirements. Please allow a minimum of 45 days for review. See Special Events Guide for more information.

Special Event Permit Application	\$50
Level 1 Event <ul style="list-style-type: none"> ·Attendance at any one time estimated between 50-100 people; ·Held within existing venue/use area typically used for group gatherings, etc; and ·Does not impact or interfere with standard, ordinary and normal use of either public property or normal vehicle and pedestrian traffic in the vicinity of the event; and ·Does not require changes to safety or maintenance operations beyond normal levels; and ·No attendance or participation fees are charged; and ·Does not occur at Calkins Point or the Greta Hackett Sculpture Park; and ·No other permits are required. ·Administration Coordination shall be Division Review only. 	\$125
Level 2 Event <ul style="list-style-type: none"> ·Attendance at any one time estimated between 50-250 people; ·Held within existing venue/use area typically used for group gatherings, etc; and/or ·May impact or interfere with standard, ordinary and normal use of either public property or normal vehicle and pedestrian traffic in the vicinity of the event; and/or ·Does not require changes to safety or maintenance operations beyond normal levels. ·Mercerdale Park can only be used for Level 2 events of fewer than 100 people that do not require electrical service, that do not involve food trucks, and that do not require any additional permits. ·Does not occur at Calkins Point or the Greta Hackett Sculpture Park. ·Administration Coordination shall be either Division Review or Low-impact Committee Review. 	\$380 - \$620
Level 3 Event <ul style="list-style-type: none"> ·Wedding ceremonies, regional sports tournaments (with event elements such as food trucks, amplified sound, and opening ceremonies), limited-scope and single-faceted events open to the public (that are not a Level 3 event); OR ·Attendance at any one time estimated between 251-600 people; and/or ·Held within existing venue/use area, but may include street, parking, or additional facility impacts; and/or ·May require operational changes to safety or maintenance - additional restrooms, deliveries, vehicle access, exclusive use of park space; and/or 	\$820-\$1,240

- Calkins Point can only be used for a Level 3 event if attendance is fewer than 200 people.
- Administration Coordination shall be either Low-impact or High-impact Committee Review.

Level 4 Event **\$1,540**

- Parades, timed competitions, in-water events, festival-style events open to the public, or event of any type that involves use of multiple City parks or public spaces; OR
- Attendance at any one time estimated between 601 - 5,000 people over a single day or multiple occurrences; and/or
- Has moderate to major impacts to surrounding areas (streets, neighborhoods, business district, other park amenities, etc) and/or cannot be held within existing venue; and/or
- May impact or interfere with standard, ordinary and normal use of either public property or normal vehicle and pedestrian traffic in the vicinity of the event; and/or
- Has moderate to major impacts to safety or maintenance operations, including temporary or long-term road closures, offsite parking impacts, traffic and security control, additional restrooms, deliveries, vehicle access, and exclusive use of park space; and/or
- Administration Coordination shall be High-impact Committee Review.

Special Use Permits

Parking space or lot use	Please call
Photography (personal use) per session/per year	\$ 25/300
Commercial photography per session/per year	\$ 50/500
Advertising or for-profit photography or filming	Please call

Additional fees & charges

Picnic Area rental fee	\$ 175
Parks Maintenance staff member hourly	\$ 75
Mercer Island Police Officer (off-duty) hourly; 3 hour minimum	\$ 58
Mercer Island Fire Department Aid Car Unit	Varies



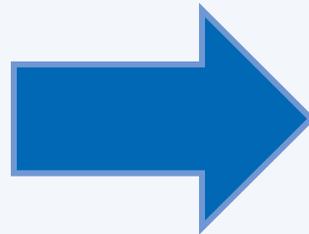
Public Special Events Sponsorship Policy & Special Events Recommendations

March 3, 2022

Previous Engagement and Development Process

January 6, 2022

- Commission acknowledged special events are an important part of the community.
- Reviewed policy considerations and the SWOT analysis
- Commission provided input toward supporting third party special events through fee reductions.



February 3, 2022

- Reviewed and discussed sponsorship policy elements
- The Commission reviewed and provided feedback on sponsorship program design, including fee waivers
- Provided staff with consensus input for development of final policy.



Tonight's Discussion

PART 1:

- Review policy elements
- If desired, endorse Special Events Sponsorship Policy and recommend to City Council its approval

PART 2:

- Staff's Special Events Recommendations
- If desired, endorse Staff's recommendations and share with City Council



City sponsorship of public special events

Policy elements

- Provide fee waivers or fee reductions for public events where the applicant/event organizing/hosting entity is a non-profit agency serving Mercer Island residents.
- Requests can be made at any time but must be made concurrent with applying for permits and by application review deadlines.
- No fee waivers, reductions or City contributions shall be granted for events that have not submitted complete permit applications by the review deadlines.
- Eligible events must be open to the public (not private) and inclusive in nature.
- Political parties or politically-based organizations and lobbying groups.
- Religious entities can receive public event sponsorship under certain conditions.

The City will not sponsor events that include religious worship, religious instruction, proselytization or inherently religious activities. Cultural celebrations, historical event commemorations and other non-religious public events organized by faith-based organizations may be eligible for sponsorship.



City sponsorship of public special events

Policy elements

- Sponsorship will be denied for any event that does not seek to advance the sense of community, health, wellness or safety of the public, or that is inconsistent with the Recreation Division's mission to enhance livability for all Mercer Island residents.
- Events may be used as fund raisers; and may have a registration or participation fee.
- Sports tournaments are not eligible for the special events sponsorship program.
- Each entity may only receive sponsorship two times per year.
- City staff will review the application and sponsorship request and will determine permit and sponsorship eligibility and award.
- Each sponsored entity must enter into a contract with the City.



City sponsorship of public special events

Policy elements

As applicable, sponsorship will consist of:

- Waiving the Event Fee for a Level 1 event
- A 60% discount on the Event Fee for a Level 2 event
- A 40% discount on the Event Fee for a Level 3 event
- A 20% discount on the Event Fee for a Level 4 event

The Commission established the policy framework that guides fee development and City Staff have the authority to set fees.



Recommended Motion:

Move to endorse the Special Events Sponsorship Policy and recommend to City Council for approval

Questions?



Part 2

In addition to the confirmation of the policy elements on February 3, the Commission discussed additional special event recommendations.

Staff would like to carry forward the Parks and Recreation Commission's support of the following recommendations to City Council.



Continue to encourage Neighborhood Block Parties by limiting permitting requirements

- Waive any application, special events and ROW fees (current practice).
- Limit two per neighborhood and two per road per year.
- Require that neighborhood block party applicants complete a simple form so that City Staff have knowledge of the event and can provide required resources.



Establish a First Amendment or Free Speech event notification form and related practices

- Treat First Amendment-type events in a distinct fashion, separate from other types of special events.
- While the City cannot require that a permit be applied for and issued, the City can request that organizers of planned events provide the City with a notice of the event.
- First Amendment events are solely expressive events and do not include non-expressive activity such as commercial food or sales, recreation, or competition. Solely expressive First Amendment event do not require permits or payment of fees.
- If non-expressive activities are intended to occur in conjunction with the First Amendment event, a Special Events (and any other applicable) permit and fees will be required.



Create three categories of special events

(apart from neighborhood block parties and First Amendment events)

1. City-organized and run public events
2. Public special events for which the City provides sponsorship via the sponsorship program
3. All other special events – whether public or private



Codify the sponsorship program and establish that there are a finite number of City-organized and City-run special events – as delineated in the budget each year.

- Gaining formal approval of the sponsorship program and the City's intent to conduct its own special events demonstrates the City's adherence to the State of Washington's regulations concerning the gift of public funds.
- Gaining formal approval of the program will help ensure that policy makers and permit administrators have knowledge of rules and practices that will govern the City's approach to special events.



Questions?

- Recommendation: Move to endorse Staff's recommendations concerning special events and share those recommendations with City Council.



Alternative Motions

- 1. Move to support Staff's recommendations concerning special events and to share those recommendations with City Council.**
- 2. Move to support the following Staff recommendations concerning special events and to share those recommendations with City Council:**
 - Continue to encourage Neighborhood Block Parties by limiting permitting requirements
 - Establish a First Amendment or Free Speech event notification form and related practices
 - Create three categories of special events (apart from the block parties & First Amendment events)
 - Codify the sponsorship program and establish that there are a finite number of City-organized and City-run special events (as delineated in the budget each year).



Parks & Recreation Commission

2022 Planning Schedule



1st Thursday of Month- Regular Meetings

Updated: February 23, 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	Policy: Athletic Field Allocation & Use
5-May	Regular	Chair/Vice Chair Elections
		Policy: Athletic Field Use & Allocation (cont.)
		2021 Year-End Review (Moved from March)
2-Jun	Regular	2022 Mid-year service update
		2023/2024 Parks & Recreation Proposed Services
7-Jul	Regular	Bylaws Review
August	No Meetings Summer Break	
1-Sep	Regular	2023/2024 Parks & Recreation Proposed Services (cont.)
6-Oct	Regular	
3-Nov	Regular	
1-Dec	Regular	Check-in update: Facility Allocation and Use Policy
		PRC Year in Review
		2023 PRC Planning Schedule/ Work Plan

Item Type	Items to be scheduled
Policy	MISD- Fields/Maintenance Interlocal Agreement (Q3 or Q4)

Policy	Park Asset Donations: Benches, tables, plaques (Q4)
Policy	Special Usage of Parks (Q4)
Policy	Park Code/Rules Updates- signage in parks, appropriate uses of space, etc. (Q4)
Project	Luther Docks Project (TBD)
Project	Aubrey Davis Park (Trail Safety Improvements) (Q2/Q3)
Project	Bike Skills Area (Project update- TBD)
Other	(various) Master plan completion updates (Q4)
Other	Potential levy renewal discussion (Q3/Q4)
Annual Agenda Items	
KCLS- Mercer Island Branch Operations Update (March)	
PROS Plan Goals/Implementation Update (May)	
Annual PRC Chair/Vice-Chair Elections (May)	
PROS Plan Goals/Implementation Update (June)	
Annual Bylaws Review (July)	
Various CIP Recommendations (TBD)	