



PARKS & RECREATION COMMISSION REGULAR VIDEO MEETING

Thursday, November 3, 2022 at 5:30 PM

COMMISSIONERS:

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

LOCATION & CONTACT

Zoom Meeting
Phone: 206.275.7600 | www.mercerisland.gov

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.

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 and state if you would like to speak either in person at Mercer Island Community & Event Center or remotely using Zoom. Each speaker will be allowed three (3) minutes to speak.

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

Join by Internet at 5:30 PM: To watch the meeting over the internet via your computer, follow these steps:

- 1) Click [this link](#)
- 2) If the Zoom app is not installed on your computer, you will be prompted to download it.
- 3) If prompted for Webinar ID, enter **825 9108 6996** and Password **896196**

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

CALL TO ORDER & ROLL CALL - 5:30 PM

PUBLIC APPEARANCES

DEPARTMENT REPORT

1. Department Report

REGULAR BUSINESS [HYPERLINK "appIS80d34e03b253455db0ca10b38419e40a"](#)

2. [Approve the minutes of the October 6, 2022 Regular Meeting](#)
Recommended Action: [Approve minutes](#)
3. [Park Improvement, Gift Acceptance and Donor Recognition Policy \(Draft\)](#)
Recommended Action: [Endorse Gift Acceptance Policy and provide input toward procedural elements.](#)

OTHER BUSINESS

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

[ADJOURN](#)

Mercer Island Parks and Recreation Commission Department Report

November 3, 2022



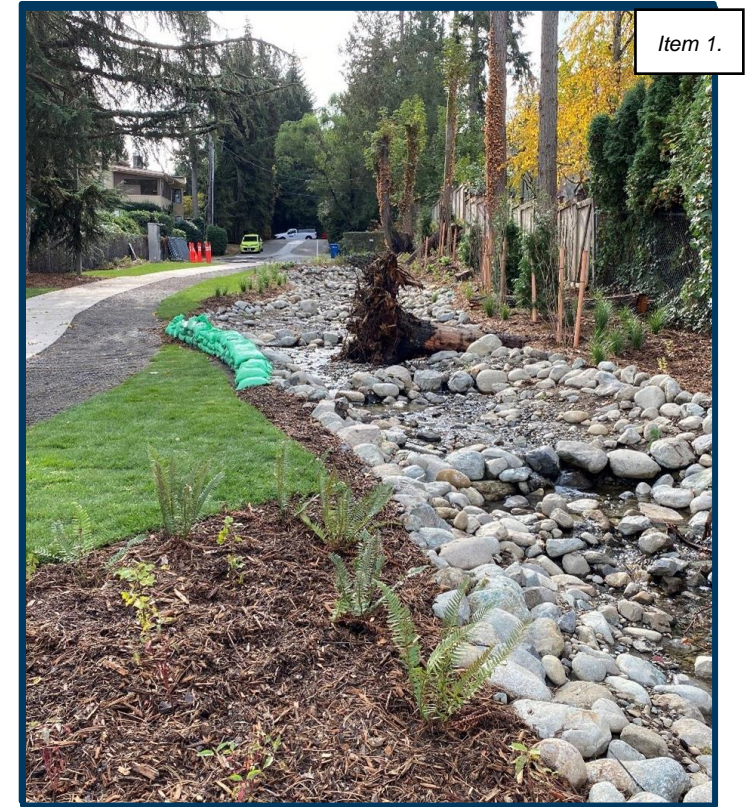
City Facilities Closed for Veterans Day

- City facilities will be closed Friday, November 11 in honor of Veterans Day.
- We are truly grateful to the staff, members of the community, and all who served.



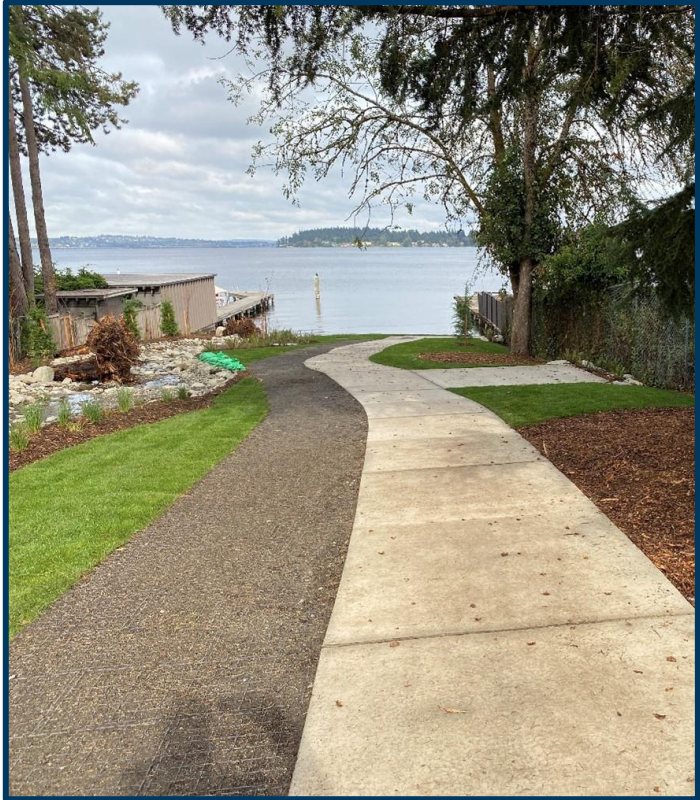
Lincoln Landing Has Reopened

- After five months of construction and restoration work, the Lincoln Landing Shoreline has reopened for public use.
- The project included reconstructing a deeply eroded creek bed while building a new accessible pedestrian pathway and vehicle access route for utility maintenance.
- The stormwater channel restoration provides for better aquatic habitat and protects against erosion and excess silt, using natural features to filter pollutants and sediment before they enter Lake Washington.



Lincoln Landing Has Reopened

- Crews carefully designed the site update around existing infrastructure, including underground utilities (stormwater and sewer), while meeting ADA needs.
- The updated pathway also functions as a driveway which supports our 66,000 lb. vactor truck to aide sewer infrastructure maintenance and access to the sewer pump station at the water's edge.
- Construction is winding down and is expected to be finished in December.
- For more information on this and other City projects, visit www.mercerisland.gov/projects



Community Conversations Events

- Twenty-six families attended the trainings on *How to be an Ally* last week as part of the Community Conversations series.
- The session was hosted in a confidential format but interactive and provided real tools and strategies to support others.
- The upcoming **November 7** session will feature Island resident, parent, and Microsoft Chief Accessibility Officer Jenny Lay-Flurrie.
- The topic is *Disability as a Strength*, sharing about the experiences and challenges of ability inclusion in our world.
- Register at the Community Conversations Let's Talk page to participate in person at City Hall or online: <https://letstalk.mercergov.org/community-conversations>

The City of Mercer Island & ONE MI
Community Conversations



Upcoming Events

October 24 **How to be an Ally-Teens**
Learn tools and strategies to be an effective ally in the midst of harassment or racism happening around you. This session is geared towards middle and high schoolers.

October 26 **How to be an Ally-Adults**
Learn tools and strategies to be an effective ally in the midst of harassment or racism happening around you. This session is geared towards adults.

November 7 **'Disability' as a Strength**
Mercer Island resident and Microsoft's Chief Accessibility Officer Jenny Lay-Flurrie will lead a discussion on how diversity and the inclusion of ability differences enrich our communities, workplaces, and lives. Held at the SJCC and streamed live online.

December 8 **Mitigating Implicit Bias**
This interactive training will teach participants how to understand their own implicit biases in order to begin to undo them. Learn the brain science behind bias and gain confidence in recognizing and undoing implicit bias in your own life.

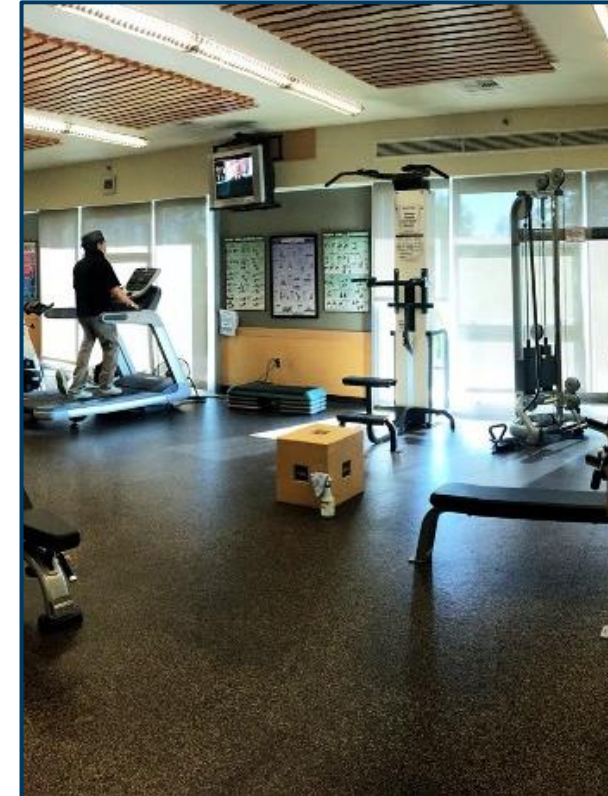
 

For more information & to register:
[www.letstalk.mercergov.org/community-conversations](https://letstalk.mercergov.org/community-conversations)



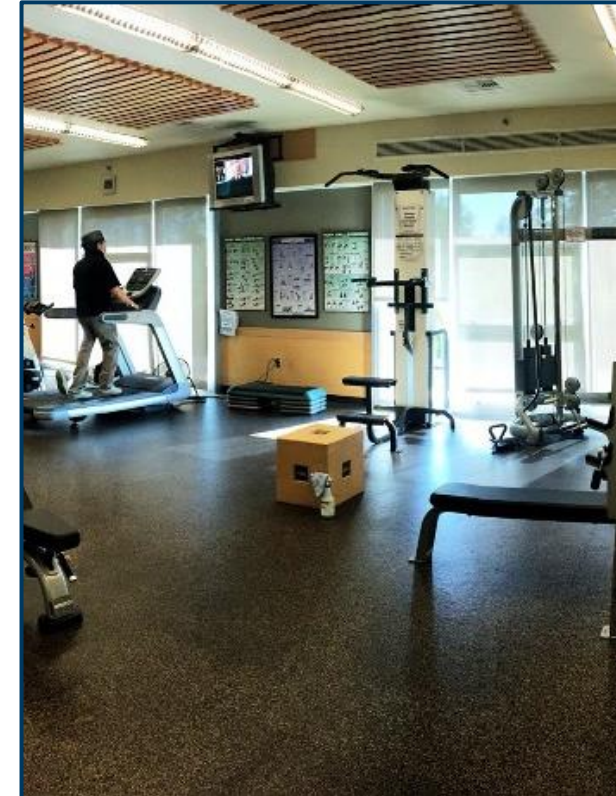
MICEC Fitness Room Getting a Fresh Look

- Condensation from the A/C unit above the room flooded into the fitness room, significantly damaging the drywall and flooring.
- The flooring removal and re-installation is scheduled for ~~October 24-28~~, November 15-18. Supply chain delays impacted installation timing.
- **Several equipment upgrades are coming!** This includes a new set of dumbbells, a set of barbells, a new chin-up assist machine, a cable crossover strength machine, and many new smaller fitness pieces.
- The anticipated date for re-opening of the Fitness Room is ~~November 1~~ November 21.



MICEC Operating Hours

- In conjunction with the reopening of the Fitness Room, MICEC will expand operating hours. Opening at 9:00am daily (currently 10:00am daily).
- New MICEC Operating hours:
 - Monday thru Thursday - 9:00am-7:00pm
 - Friday/Saturday - 9:00am-5:00pm
 - Sunday closed (available for rentals)



South Mercer Playfield Project

- The City and School District are working on joint project. With MISD as the project Manager.
- The project began in early July with completion scheduled for November.
- Staff anticipates to begin scheduling the facility in January, with a ribbon cutting in early spring.
- Thank you to all of the user groups for their flexibility as we adjust schedules to meet needs.
- For more info visit:
<https://www.mercerislandschools.org/Page/1746>
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Bike Skills Area Update

- Chair McCarthy, Vice Chair Struck and Commissioner Burstein participated in RFQ interview with staff
- American Ramp Company (ARC) chosen as consultant, great depth of experience in designing bike parks
- Surveyor has completed topographic and tree survey of Deane's Children's Park; will deliver to City 10/7/22 **White dots DO NOT indicate a planned removal!** The white dots identify which trees have been surveyed.
- Staff will perform tree inspections once tree survey has been received, to assess health and identify trees that require pruning or removal to mitigate risk.





Bike Skills Area Community Engagement

- **November 3-21:** A new community survey will run on Let's Talk.
- **November 17, 4-5:30pm:** The consultant team and staff will host an in-person community meeting at Deane's Children's Park to solicit input, which will inform the first draft design.
- Staff plans to return to the PRC on **Dec. 1** to review a draft 30% Design.

Updated page for 30% Design at Dean's Children's Park:

<https://letstalk.mercergov.org/bike-skills-area-design>



Aubrey Davis Trail Safety Improvements Project Update

Item 1.

- Ahead of the October Commission Meeting, staff received additional questions from WSDOT regarding the roundabout proposal for the trail.
- This month the design team met with WSDOT to discuss identified design issues.
- KPG/Psomas are currently drafting revisions for WSDOT to review.
- Staff is working to coordinate with consultants and WSDOT in an effort to return to the Parks and Recreation Commission for an update and review at the December 1 PRC Meeting.



Evening of Trick or Treating in Town Center

- Town Center was packed for Friday's Town Center Trick or Treating!
- We had a great response from businesses and families about this event, and it was so fun to see everyone dressed up to kick off Halloween weekend.
- Thank you to all the businesses who participated and made this a special evening for the community!



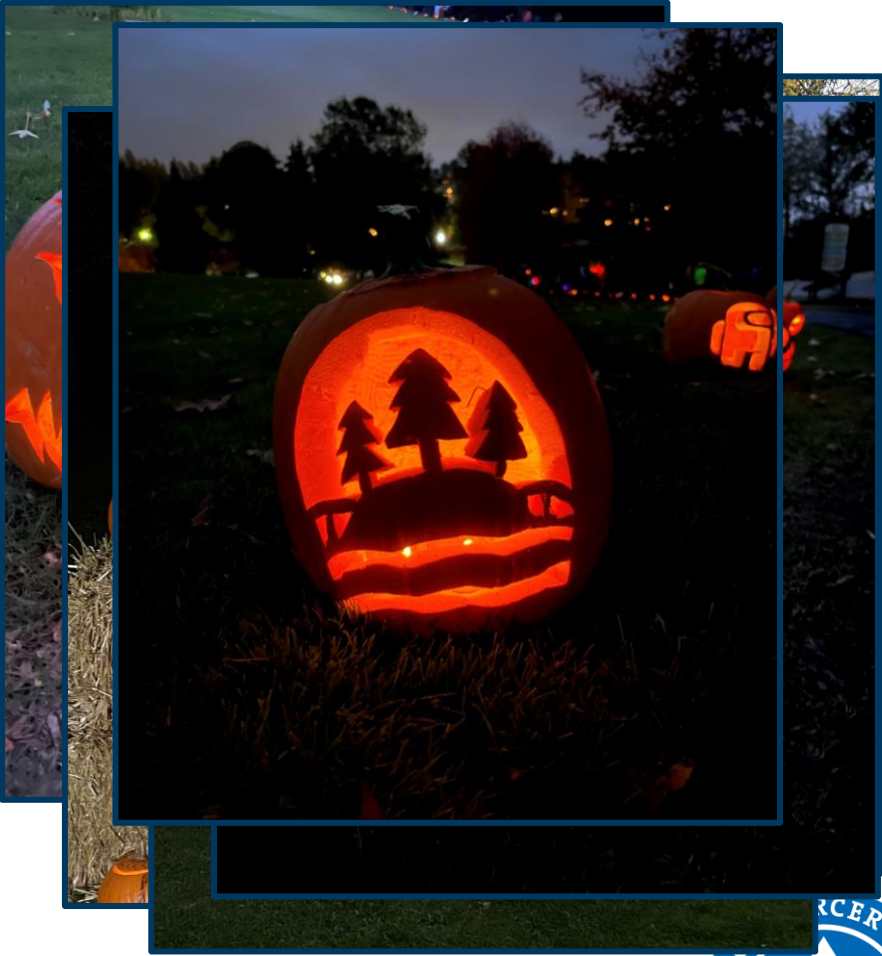
Preparing for the Pumpkin Walk

- City staff had a great time preparing for this year's Pumpkin Walk.
- Many of your City staff spent their lunch and off hours carving pumpkins to help make this year's event special.
- Staff carved 52 amazing pumpkins!
- Our sincere thanks to all the staff who carved pumpkins for the event!



Pumpkin Walk at Mercerdale Park

- We had a great turn out of pumpkins AND people at Sunday's Pumpkin Walk!
- Thank you to everyone who participated and carved.
- Thank you to our sponsors: John L. Scott, Mercer Island Martial Arts & Greg Rosenwald Real Estate.





Upcoming Restoration Events

- **Saturday, November 5, 10am-1pm**
Mercerdale Planting Party
- **Saturday, November 12, 10am-1pm**
Pioneer Park Planting Party
- **Saturday, December 17, 10am-1pm**
Luther Burbank Wetland planting
- More being finalized through the end of 2022

Details and info at:

<https://www.mercerisland.gov/parksrec/page/restoration-event>



Park Maintenance

- Leaf season October-December
- Electric options on order, testing out new equipment
- Two vacancies on Parks Maintenance Team, plan to have the positions filled by end of November (9 FTEs total)



Item 1.



Leaf Vacuum



Project Awareness- Aubrey Davis Park Vegetation Improvements

- Recommendation from Aubrey Davis Park Master plan
- Improve forest health, trees too close together, public safety
- Includes selective thinning, pruning, English Ivy removal
- Contractor to planning to complete November 21-December 2nd, 2022
- Andrew Prince- Project Manager andrew.prince@mercerisland.gov



Illuminate MI Install Has Begun

- Public Works crews began installing string lights in the Town Center last Saturday.
- Installation work will continue in Mercerdale Park this Saturday.
- We should see lighted trees in the next few weeks!



Thank You!





PARKS & RECREATION COMMISSION REGULAR MEETING MINUTES October 6, 2022

CALL TO ORDER

Chair McCarthy called the meeting to order at 5:32 pm via Zoom Online meeting.

ROLL CALL

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

Councilmember Craig Reynolds was present.

Staff present were Jason Kintner, Ryan Daly, Paul West, Eleanor Knight, and Raven Gillis.

APPEARANCES

1. Brian Shiers shared input on Bike Skills Area
2. Stephen Majewski provided input on the Aubrey Davis Park Trail Safety Improvement Project 30% Design

AGENDA AMENDMENT

Staff requested to amend the agenda by switching the order of agenda items 3 and 4 with each other to accommodate schedules.

It was moved by Cohen; seconded by Burstein to:

Approve the amended agenda for this meeting

Passed: 5 – 0

DEPARTMENT REPORT

1. Division Manager Ryan Daly reported on the following items:
 - South Mercer Playfield Project
 - Luther Burbank South Shoreline Project
 - Bike Skills Area Update
 - Volunteer Coordinator – Jordan Fischer
 - Upcoming Restoration Events
 - MICEC Fitness Room Getting a Fresh Look
 - MICEC Operating Hours
 - Celebrating Art this October
 - Homecoming Parade
 - Celebrate Arbor Day
 - Rocktober Event for MI Seniors
 - Hallo-Weekend Events: Town Center Trick or Treating & The Pumpkin Walk

REGULAR BUSINESS

2. Approval of Minutes

Minutes from the September 1, 2022 Regular Meeting were presented.

It was moved by Cohen; seconded by Hay to:

Approve the minutes from the September 1, 2022 meeting

Passed: 5 – 0

3. Aubrey Davis Park Trail Safety Improvement Project 30% Design Recommendation

Jason Kintner, Chief of Operations, and Paul West, CIP Project Manager, presented staffs' decision to postpone the Aubrey Davis Park Trail Safety Improvement Project 30% Design recommendation to allow staff to review design comments recently received from WSDOT. Staff will share the result of this conversation with the Commission at a later date for incorporation into a design recommendation.

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

Ryan Daly, Division Manager, and Eleanor Knight, Recreation Coordinator, facilitated discussion on policy elements. Commissioners engaged discussion, provided input, and consensus on policy elements. The item will return in November for further discussion.

OTHER BUSINESS

5. Planning & Meeting Schedule Update

Ryan Daly provided an update.

6. Commissioner Reports / Work Plan Update

Burstein pointed out the escalating demand for pickleball on Mercer Island and reported on the growth in attendance at the Luther Burbank Park court. Burstein also informed the Commission of a newly formed public community of MI pickleball players that he started to help funnel public opinion back to the Commission on future pickleball projects and policies.

Hay provided an update on this evening's MIPA Blood Drive in partnership with the City of MI at the Mercer Island Community and Event Center, and recognized the team of staff, volunteers, and donors that helped to make it another successful blood drive event.

ADJOURNMENT at 8:10 PM



PARKS & RECREATION COMMISSION STAFF REPORT

Item 3
November 3, 2022
Regular Business

AGENDA ITEM INFORMATION

TITLE: RECOMMENDED ACTION:	Park Improvement, Gift Acceptance and Donor Recognition Policy (Draft) Endorse the Gift Acceptance Policy and provide input toward procedural elements.	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
STAFF: COUNCIL LIAISON: EXHIBITS:	Eleanor Knight- Recreation Coordinator Craig Reynolds 1. (Current) Park Improvement, Gift Acceptance and Donor Recognition Policy 2. (Draft) Gift Acceptance Policy	

SUMMARY

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

The purpose of this staff report is to introduce revisions to the current *Park Improvement, Gift Acceptance and Donor Recognition Policy* (Exhibit 1) which clarify language and purpose, while removing procedural elements and retitling the policy. Renamed the *Gift Acceptance Policy* (Exhibit 2), this policy builds on the foundation of previous policy to provide guidance, criteria, and clarity for the solicitation and acceptance of donations and gifts for Mercer Island parks, facilities, and programs. Tonight, staff will seek an endorsement of the draft Gift Acceptance Policy and solicit Commission input toward staff’s development of procedures for implementation of this policy.

Background

Currently the Department utilizes the *Park Improvement, Gift Acceptance and Donor Recognition Policy*, however the current version is out of date, includes intermixed and dated procedures, and has been inconsistently implemented with the boards, community, and staff. The current policy was developed by staff in the early 2000’s with limited input. For this policy revision, staff sought to engage the Commission to ensure policy elements are reflective of community desires.

At the [October 6 Regular Meeting](#), the Commission provided input and consensus on policy elements. Staff has incorporated that input into the draft policy document.

Discussion

Tonight, staff seeks the Parks and Recreation Commission's endorsement of the Gift Acceptance Policy. The current policy (Exhibit 1) and revised policy (Exhibit 2) have been provided for comparison. Additionally, earlier this month staff provided various examples of similar policies in other municipalities. Some key elements contained within the revised policy include:

- Encouraging public and private gifts, that enhance, beautify, improve, supplement, support, or otherwise benefit the park and recreation system and community of Mercer Island.
- Ensuring gifts complement the proposed locations.
- Limiting gifts, donor recognitions, or improvements which detract from the character of a space or the characteristics of our parks.
- Soliciting community engagement and input.
- Removing language in the policy relating to works of art, which will be a separate policy document.
- Removing reference to memorial language. Staff recommends memorials be assessed and reviewed under the same requirements as gifts.

Following the endorsement of this policy by the Commission, staff will develop procedures to accompany the Gift Acceptance Policy. These procedures will guide the process of accepting and soliciting gifts. Tonight, staff seeks high-level Commission input on the procedural elements which will be contemplated by staff for inclusion. Staff will be presenting additional questions during the presentation to assist in discussion.

Please contemplate the following aspects and what procedural elements would be desired to support:

- Community engagement
- Elimination of barriers/Ease of access
- Standardization
- Consistency in application of policy

Next Steps

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

RECOMMENDATION

1. Endorse the *Parks and Recreation Gift Acceptance Policy*.
2. Provide Commission input toward procedural elements.

DEPARTMENT POLICY

City of Mercer Island Parks and Recreation Department PARK IMPROVEMENT, GIFT ACCEPTANCE AND DONOR RECOGNITION

1.0 INTRODUCTION

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

2.0 PURPOSE

To establish a policy, criteria, guidelines and procedures for receiving and considering proposals to initiate funded, partially funded or unfunded capital projects, including gift and donor recognition projects or undertake changes to a park property that will in the judgment of the Director, modify the property's use, appearance or overall aesthetics

3.0 POLICY

It is the policy of the City of Mercer Island:

- 3.1 To facilitate publicly and privately funded park improvement proposals and encourage public and private gifts, bequests, and such contributions that enhance, beautify, improve, supplement, support, or otherwise benefit the park and recreation system.
- 3.2 To accept only those gifts, park improvements and donor recognition objects that are consistent with the mission, policies, park property restrictions, park master plans and most current Comprehensive Parks, Recreation, Open Space, Trails and Art Plan of the Mercer Island Parks and Recreation Department and the mission and policies of its assigned advisory boards, commissions, councils or groups.
- 3.3 To accept only those gifts, park improvements and donor recognition objects given with the full understanding that they become the property of the City and are subject to the laws, policies and procedures that govern the Parks and Recreation Department and its assigned advisory boards, commissions, councils or groups.
- 3.4 To encourage the development of park master plans for major park, open space, trail and recreation areas (i.e. Luther Burbank Park, I-90 Lid, Mercerdale Park, Homestead Field, Island Crest Park, South Mercer Playfields, and Pioneer Park), and to update such plans as needed to incorporate significant changes in trends, use patterns, amenities and features, operations and maintenance and/or incorporate adjacent or connecting properties.
- 3.5 To solicit and encourage public comment and involvement in the development of park master plans.
- 3.6 To accept gifts of land, from private individuals, for-profit corporations, not-for-profit organizations and public entities when City ownership will further the objectives of the City as identified in the park and open space evaluation and acquisition

City of Mercer Island Parks and Recreation Department**PARK IMPROVEMENT, GIFT ACCEPTANCE AND DONOR RECOGNITION**

procedures and current Comprehensive Parks, Recreation, Open Space, Trails and Art Plan.

- 3.7 To accept gift and park improvement proposals, other than land, from private individuals, for-profit corporations, not-for-profit organizations and public entities which:
 - 3.7.1 Are given with no contingencies other than that they be used for a specific program, activity or area of programming. (Gifts from corporate donors who have a corporate sponsorship requirement fall under a yet to be developed Corporate Sponsorship Policy);
 - 3.7.2 The City is not obligated to replace if the gift or park improvement is stolen, vandalized, worn out, irreparably damaged or destroyed.
- 3.8 To strongly discourage gift and park improvement proposals that, in the judgment of the Parks and Recreation Director, are incompatible with the park location, other park uses or users.
- 3.9 To strongly discourage gift, park improvement and donor recognition object proposals that are memorial in nature, to emphasize that the park system exists to meet the varied recreational, social, wellness, and educational needs of park users.
- 3.10 To protect designated open space and green space areas as fundamental aspects of the quality of life on Mercer Island, and to limit gifts and park improvements in those areas to benches, trees or other plant materials. Benches should be placed only where placement is deemed a park or recreational necessity as determined by guidelines developed, monitored, and evaluated by Department staff and designated landscape architects.
- 3.11 To prohibit donor recognition objects on gifts in designated open space and green space areas.
- 3.12 To limit, as much as possible, plaques and visible recognition objects to areas of a park recognized as "built" environments, i.e., benches, picnic tables, water fountains, buildings, play areas, ballfields, tennis courts, etc.
- 3.13 To limit, as much as possible, all gifts and park improvements in "built" environments to items that complement those environments, e.g., murals for buildings; turf/fall surfacing/sand/benches/tables/play equipment for play areas; turf/backstops/bleachers/scoreboards/fences for ballfields; nets/posts for tennis courts; backboards/nets/scoreboards for basketball courts.
- 3.14 To limit, as much as possible, the number of donor recognition projects that involve decorative tiles, pavers, and artwork that require mounting on walls, concrete, or any other surface that enhances the "gray" and detracts from the "green" characteristics of our parks. Such projects may require a verifiable demonstration of community support.

City of Mercer Island Parks and Recreation Department**PARK IMPROVEMENT, GIFT ACCEPTANCE AND DONOR RECOGNITION**

- 3.15 To limit, as much as possible, the number of park improvements that involve surfaces that enhance the “gray” and detract from the “green” characteristics of our parks. Such projects may require a verifiable demonstration of community support.
- 3.16 To ensure that all donor recognition objects are consistent with design guidelines approved by the City of Mercer Island.

4.0 DEFINITIONS

- 4.1. Assigned advisory boards, commissions, councils or groups are any working or advisory board or committee created by City Council action or initiated by the Mayor or City Manager’s Office and assigned to or administratively supported by the Parks and Recreation Department.
- 4.2. Gifts are all gifts, bequests, or donations to include but not be limited to endowments, real property, structures or portions of structures; money or negotiable securities; materials; equipment, flora, or fauna; improvements to facilities or land; statues, monuments, sculptures, murals and other works of art; plaques, graphics and/or signs; or recreation and cultural arts program instruction, equipment and supplies.
- 4.3. Donor Recognition Object is a physical object placed in a park to acknowledge a gift donor
- 4.4. Donor is a private individual, for-profit company, non-profit organization, or public agency wishing to donate funds or objects to the Department
- 4.5. Donor Recognition Project is a proposal and plan for placing a donor recognition object at a park or park facility
- 4.6. Gift Needs Inventory is a list of identified Department operational and capital needs which would make appropriate gifts.
- 4.7. Memorial Art is any statue, monument, sculpture, mural, memorial, or other structure or landscape feature designed to perpetuate in a permanent manner the memory of a person, group, event or other significant element of history.
- 4.8. Park Improvement Proposal may include a funded, partially funded or unfunded capital project(s) request consisting of real property, structures, or portions of structures; materials; equipment; flora or fauna; improvements to facilities or land and other non-art items.
- 4.9. Park Improvement Proposer is a private individual, for-profit company, non-profit organization, or public agency wishing to initiate a funded, partially, funded or unfunded capital project(s) consisting of real property, structures, or portions of structures; materials; equipment; flora or fauna; improvements to facilities or land and other non-art items.

City of Mercer Island Parks and Recreation Department
PARK IMPROVEMENT, GIFT ACCEPTANCE AND DONOR RECOGNITION

5.0 RESPONSIBILITY

- 5.1. The Parks and Recreation Director, or appointed designee, is responsible for:
 - 5.1.1. Receiving all gift, park improvement and donor recognition proposals, including memorial and non-memorial art, and related donor recognition objects and making an initial decision to either accept or reject.
 - 5.1.2. Determining the appropriateness and compatibility of all details of the proposed gift, park improvement and/or donor recognition object, including but not limited to the location, impact on other park uses or users, the size, scale, color, design, materials, contractor, and construction schedule
 - 5.1.3. Advancing approved gift and park improvement proposals to assigned and applicable advisory boards, commissions, councils or groups for design review and refinement.
 - 5.1.4. Making the final decision on acceptance of all gift, park improvement and donor recognition object proposals, unless determining it appropriate for City Council Park and Recreation Committee consideration or full City Council decision.
 - 5.1.5. Declining proposed gift, park improvement or donor recognition object proposals that are limited by special restrictions, conditions or covenants, which pose extreme budgetary obligations on the City, or which, in the opinion of the Director, may not be in the best interest of the park system and/or citizens of Mercer Island.
 - 5.1.6. Making the final decision on the park, recreation area, trail and open space location for the placement of specific gifts, park improvements and donor recognition objects.
 - 5.1.7. Determining the life expectancy of gifts and park improvements; their appropriateness, usefulness and continued value to the park system and to the City; and their retention, relocation, modification, improvement, return to donor, transfer, sale, donation to other agency, or other disposition in conjunction with the Arts Council policies for art deaccessioning.
 - 5.1.8. Determining anticipated costs associated with ongoing maintenance of gifts, park improvements and donor recognition objects, including statues, monuments, sculptures, murals and other works of memorial and non-memorial art and related donor recognition objects, in conjunction with other advisory boards, commissions, councils or groups as appropriate.
 - 5.1.9. Generating a "Gift Needs Inventory" and reviewing it for currency once a year.
- 5.2. The Donor or Park Improvement Proposer is responsible for:
 - 5.2.1. A portion or all of the financial costs of gifts, park improvements and donor recognition objects, and their installation if determined appropriate by the

Parks and Recreation Director. *(The City is under no obligation to replace stolen, vandalized, irreparably damaged or destroyed recognition objects).*

- 5.2.2. A portion or all of the financial costs associated with ongoing maintenance of gifts, park improvements and donor recognition objects, including statues, monuments, sculptures, murals and other works of art and related donor recognition objects, if determined appropriate by the Parks and Recreation Director, in consultation with applicable advisory councils, commissions, boards or groups as appropriate.
- 5.2.3. Appearing before the applicable advisory council, commission, board or group to present their gift, park improvement and/or donor recognition object proposal.
- 5.3. The Arts Council is responsible for:
 - 5.3.1. Receiving and considering a gift proposal advanced from the Parks and Recreation Director, or designee, that is in the form of a memorial or non-memorial statue, monument, sculpture, mural, and other work of art and associated donor recognition object.
 - 5.3.2. Advancing the gift proposal for memorial or non-memorial art and associated donor recognition object to the Public Art Committee and Parks and Recreation liaison for design review and approval considering applicable Arts Council criteria which may include: artistic merit, aesthetic quality, credentials of the artist, installation methods, maintenance requirements, proposed location, the functional or design contribution to the setting, relationship to circulation and use patterns, quality, scale and character of the art proposal and, and installation methods and refining the proposal as needed.
 - 5.3.3. Receiving the refined gift proposal for memorial or non-memorial art from the Public Art Committee for further refinement as needed and advancing the recommended proposal to the Parks and Recreation Director, or designee, for final approval.
 - 5.3.4. Insuring that public comment and feedback is solicited and considered for all art and associated donor recognition objects by providing for a public comment period which may include neighborhood mailings, workshops, open houses, public meetings, advertisements and notices in local media, postings on the City's website, and other methods appropriate to collect citizen input.
 - 5.3.5. Providing the Parks and Recreation Director the name(s) of recommended park, recreation area, trail and open space locations for the placement of statues, monuments, sculptures, murals and other works of art and associated donor recognition objects.
 - 5.3.6. Determining anticipated costs associated with ongoing maintenance of memorial and non-memorial statues, monuments, sculptures, murals and other works of art and related donor recognition objects, in conjunction with

the Parks and Recreation Director and/or other advisory councils, commissions, boards or groups as appropriate.

5.3.7. Providing an appraisal of memorial and non-memorial statues, monuments, sculptures, murals and other works of art after final acceptance by the Parks and Recreation Director and updating appraisal information as needed consistent with established Arts Council policies and procedures and City insurance requirements.

5.4. The City Council is responsible for:

5.4.1. Reviewing proposals for gifts, park improvements and donor recognition objects referred to it by the Parks and Recreation Director and for making a final acceptance or rejection decision.

Mercer Island Policy and Procedure
Parks and Recreation Gift Acceptance Policy



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

Purpose

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

The purpose of this policy is to establish criteria and guidelines for considering and accepting gift proposals of assets, projects, or programs that will, in the judgment of the Director, modify park and recreation facilities use, appearance, or overall aesthetics.

Definitions

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

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

Policy

It is the policy of the City of Mercer Island:

- 1.1 To facilitate and solicit publicly and privately funded gifts and encourage public and private gifts, that enhance, beautify, improve, supplement, support, or otherwise benefit the park and recreation system and community of Mercer Island.
- 1.2 To accept only those gifts which are consistent with the mission, policies, park property restrictions, park master plans and most current Parks, Recreation, and Open Space Plan and associated trails plans of the Mercer Island Parks and Recreation Department and the mission and policies of its assigned advisory boards, commissions, councils, or groups.
 - 1.2.1 To accept only those gifts with the donor's full understanding that a gift become the property of the City and are subject to the laws, policies and procedures that govern the Parks and Recreation Department and its assigned advisory boards, commissions, councils, or groups.
 - 1.2.2 To accept gifts of land, from private individuals, for-profit corporations, not-for-profit organizations, and public entities when City ownership will further the objectives of the City as identified in the Parks, Recreation, and Open Space Plan and associated trails plans.
 - 1.2.3 To accept gifts, other than land, from private individuals, for-profit corporations, not-for-profit organizations, and public entities which:
 - 1.2.3.1 Are given with no contingencies other than that they be used for a specific program, activity, or area of programming.
 - 1.2.3.2 Are given with the understanding that the City is not obligated to replace if the gift is stolen, vandalized, worn out, irreparably damaged, or destroyed. The City, in its sole discretion, may at any time relocate or remove, sell, or transfer a gift and or recognition object.
 - 1.2.3.3 Maintain fundamental aspects of the quality of life on Mercer Island, and to limit gifts to those which maintain or enhance the character of the space and/or meet identified objectives within the Parks, Recreation, and Open Space Plan and associated trails plans.
- 1.3 To accept donor recognition projects and donor recognition objects for gifts which align with the parks and recreation facilities' characteristics, as determined by the Director.
- 1.4 To limit, as much as possible, all gifts to items that complement the proposed location, e.g.,

turf/fall surfacing/sand/benches/tables/play equipment for play areas;
turf/backstops/bleachers/scoreboards/fences for ballfields; nets/posts for tennis courts;
backboards/nets/scoreboards for basketball courts.

- 1.5 To limit, as much as possible, the number of gifts and donor recognition objects that involve installations which detract from characteristics of park and recreation facilities. Such gifts may require additional community engagement and a verifiable demonstration of community support.
- 1.6 To reject gifts that, in the judgment of the Director, are incompatible with the park or facility location, other facility uses or users.
- 1.7 To reject gifts and/or donor recognition objects which, in the judgment of the Director, do not advance the sense of community, health, wellness, or safety of the public, or which are inconsistent with the Parks and Recreation Department's mission to enhance the livability for all Mercer Island residents.
- 1.8 To maintain and update periodically a Gift Needs Inventory document.
- 1.9 To solicit and provide community engagement and input opportunities for gift proposals which are not identified within the Gift Needs Inventory or within the adopted City Budget.
- 1.10 To ensure that all gifts and donor recognition objects are consistent with all applicable provisions of the City of Mercer Island City Code.
- 1.11 To review separately gifts which are works of art, gifts which are proposed to be donated with additional contingencies not referenced in this policy, and/or which have a corporate sponsorship requirement, as determined by the Director.

Procedure(s)

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



Gift Acceptance Policy

11/3/2022

Formerly: Park Improvement, Gift Acceptance, and Donor Recognition Policy

Examples of Gifts



Outcomes from previous meeting

- Encouraging public and private gifts, that enhance, beautify, improve, supplement, support, or otherwise benefit the park and recreation system and community of Mercer Island.
- Ensuring gifts complement the proposed locations.
- Limiting gifts, donor recognitions, or improvements which detract from the character of a space or the characteristics of our parks.
- Soliciting community engagement and input.
- Removing reference to memorial language. Staff recommends memorials be assessed and reviewed under the same requirements as gifts.
- Removing language in the policy relating to works of art, which will be a separate policy document.



Matrix Of Recommendations



Staff Recommendation

Move to endorse the Parks and Recreation Gift Acceptance Policy to include updates discussed during the Nov. 3, 2022 Parks and Recreation Commission Meeting.

Development of Procedures

- Development of processes and procedures is a staff responsibility; however, staff believes input from a citizen advisory board will reflect and address community needs.
- This will be an open discussion, as staff will review all input from the Commission when moving forward with procedure development. The following questions are to help guide the discussion.



Should the level of community engagement differ depending on the size or type of Gift?





Is the Commission supportive of a more automated process of Gift solicitation and acceptance, and the encouragement of staff to identify and advertise Gift opportunities?



Should an appeal/reapplication process be established, and should the Parks and Recreation Commission be a part of the appeal/reapplication process?



Should Gifts which aren't included in the City's budget or the Gift Needs Inventory be reviewed at/on established dates (Ex. Annually, biannually, certain months)?



Does the Commission support standardized Donor Recognition Objects for items on the Gift Needs Inventory? (Ex: A plaque of a specified size, and a limited number of characters.)



When establishing the cost of a piece of equipment for donation, should the fee include just the initial investment (equipment + install) or should it include just equipment price, or should it include equipment + install + maintenance for established useful life?

Parks & Recreation Commission

2022 Planning Schedule



1st Thursday of Month- Regular Meetings

Updated: Sept. 12, 2022

Meeting Date	Meeting Type	Agenda Item
6-Jan	Regular	Policy: Special Events Policy Considerations
		PROS: Confirm Recommendation/Handoff memo
		Luther Burbank Docks 30% Design- First Reading
18-Jan	Joint w/ City Council	Parks, Recreation, and Open Space Plan: Handoff to Council
3-Feb	Regular	Luther Burbank Docks 30% Design- 2nd Reading
		Policy: Special Events Policy Considerations (cont.)
		Summary of 2021 ARPA deferred planter bed maintenance
3-Mar	Regular	Mercer Island Library- Annual Update
		Policy: Special Events Policy Considerations (cont.)
7-Apr	Regular	First Reading: Aubrey Davis Trail Safety Improvements 30% Design
		KCLS Presentation Review (Discussion)
Apr. 26	Special	Bike Skills Area
5-May	Regular	Policy: Athletic Field Use & Allocation
		2021 Year-End Review/ 2022 Service Update (Moved from March)
2-Jun	Joint w/ AC & Regular Meeting	Aubrey Davis Trail Safety Improvements 30% Design
		Recreation Division Annual Report
		Recreation Division 2022 Services Update
		Bike Skills Area- cont.
7-Jul	Regular	Chair/Vice-Chair Elections
		Aubrey Davis Trail Safety Improvements 30% Design
		Bike Skills Area-cont.
		Bylaws Review
		Donation/Memorials/Recognitions and Naming Rights (policy)
August	No Meetings Summer Break	
1-Sep	Regular	Aubrey Davis Trail Safety Improvement Project 30% Design Revisions
		Public Art Project: Aubrey Davis Park Stacks
		Bike Skills Area Project-Update
		2023/2024 Parks & Recreation Proposed Services-
		Donation/Memorials/Recognitions and Naming Rights (policy)
6-Oct	Regular	Donation/Memorials/Recognitions and Naming Rights(policy)
		Aubrey Davis Trail Safety Improvement Project 30% Design Revisions
		MISD Interlocal Agreement-
3-Nov	Regular	Donation/Memorials/Recognitions and Naming Rights (policy)
		Recreation Services Scholarship (policy)

		2023/2024 Proposed Services (Memo)
1-Dec	Regular	Check-in update: Facility Allocation and Use Policy-
		Bike Skills Area 30% Design Draft
		2022 Services Review - 2023 PRC Planning Schedule and Services

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