



PARKS & RECREATION COMMISSION STAFF REPORT

Item 5
December 4, 2023
Regular Business

AGENDA ITEM INFORMATION

TITLE:	Recreation Division: Policy Implementation 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 Report	
STAFF:	Ryan Daly, Recreation Manager Katie Herzog, Recreation Supervisor Alex Lee, Recreation Facilities Supervisor	
COUNCIL LIAISON:	Craig Reynolds	

SUMMARY

The purpose of this staff report is to introduce tonight’s presentation on the outcomes of recreation policies which were revised and/or implemented since the restoration of Recreation Division services in 2021.

BACKGROUND

In 2021 the Recreation Division successfully completed the *Strategy for the Mercer Island Community and Event Center (MICEC) and Recreation Programs and Services* ([Reset Strategy](#)). The Reset Strategy was endorsed by the Parks and Recreation Commission and approved by the City Council. The Division has been dedicated to following the Reset Strategy as a roadmap for restoring and establishing services as well as addressing policy needs.

Staff have identified the following policies which were updated, developed, and/or implemented between 2021 and 2023 and included the purpose statement for the respective policies which will be reviewed.

- [Differential Pricing Policy](#) (Effective: 1/1/2022)
 - Purpose: *The City of Mercer Island uses the differential pricing policy as a part of its comprehensive approach to pricing and its overall strategy for the Recreation Division’s programs and services. This policy describes the circumstances and requirements that must be present and satisfied to allow the City to charge one individual or group less than another for programs and services.*

- [Mercer Island Community and Event Facility Allocation and Use Policy](#) (Effective 1/1/2022)
 - Purpose: *The City of Mercer Island uses the facility allocation and use policy for the Mercer Island Community and Event Center (MICEC) as a part of its overall strategy for the Recreation Division. This policy describes principles guiding the appropriate use of the MICEC and what priority may be given to various users who wish to rent the facility.*

- [Public Special Event Sponsorship Policy](#) (Effective 5/1/2022)
 - 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.

- [Athletic Field Use and Allocation Policy](#) (Effective 5/5/2022)
 - Purpose: *The City of Mercer Island uses this 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.*

In addition to the policies above, the Parks and Recreation Commission endorsed the *Gift Acceptance Policy* (December 1, 2022), which has not yet been reviewed by the City Council for adoption. During legal and administrative review of this policy, staff identified elements which are inconsistent with the Mercer Island City Code- [MICC 2.50 - Donations to the City](#). It is anticipated that revisions to the City Code and *Gift Acceptance Policy* will occur in connection with updates to the [MICC 9.30 – Park Rules](#) in 2024, and will be advised upon by the Parks and Recreation Commission.

DISCUSSION

Tonight, staff will provide a high-level presentation which will include a summary of each policy, outcomes since implementation, examples of how these policies are being administered, and recommendations for future updates.

RECOMMENDED ACTION

Receive Report and provide input toward future updates.