



## PARKS & RECREATION COMMISSION STAFF REPORT

Item 4  
December 1, 2022  
Regular Business

### AGENDA ITEM INFORMATION

<b>TITLE:</b>	Gift Acceptance Policy	<input type="checkbox"/> Discussion Only
<b>RECOMMENDED ACTION:</b>	Endorse the Gift Acceptance Policy.	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

<b>STAFF:</b>	Eleanor Knight- Recreation Coordinator
<b>COUNCIL LIAISON:</b>	Craig Reynolds
<b>EXHIBITS:</b>	<ol style="list-style-type: none"><li>1. Gift Acceptance Policy (Clean Draft)</li><li>2. Gift Acceptance Policy (Redlined Draft)</li></ol>

### 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 present the draft Gift Acceptance Policy (Exhibit 1), which has been updated to reflect the discussion and input made during the past meetings (October 6, November 3). An additional "redlined" version (Exhibit 2) has been included to show track changes. At the [October 6 Regular Meeting](#) and [the November 3 Regular Meeting](#), the Commission provided input and consensus on policy elements. Staff has incorporated that input into the draft policy document. Tonight, staff will seek Parks and Recreation Commission endorsement of the draft *Parks and Recreation Gift Acceptance Policy*.

#### Next Steps

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

### RECOMMENDATION

1. Endorse the *Parks and Recreation Gift Acceptance Policy*.