



**PARKS AND RECREATION COMMISSION
CITY OF MERCER ISLAND, WASHINGTON**

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DATE: 12/03/2021
TO: Parks & Recreation Commission
FROM: Ryan Daly, Transition Team Manager
SUBJECT: 2022 Meeting & Planning Schedule

The purpose of this memo is to inform the Parks & Recreation Commission of the anticipated meeting and planning schedule for 2022.

Per the Commission's Bylaws, regular meetings of the Parks & Recreation Commission convene at 6:30 pm on the first Thursday of each month at Mercer Island City Hall in the Council Chambers. Due to previous access conflicts with Council Chambers, the Commission elected to hold their meetings at the Mercer Island Community and Event Center.

The 2020 and 2021 Commission meeting schedule was impacted by the Covid-19 global pandemic. In November 2020 the Commission began meeting virtually and conducted meetings over the Zoom platform with a start time of 5:30pm. This practice has continued throughout 2021.

Currently staff does not have a specific date for a return to in-person Commission meetings. It is anticipated that when in-person meetings are possible, the Commission will utilize technology only available in the Council Chambers and host their meetings at City Hall.

Staff is currently coordinating the Commission's 2022 meeting schedule with other boards and commissions to ensure collaboration as well as access to Council Chambers when permitted for in-person meetings. It is anticipated the Commission meeting schedule will continue (until further notice) on the 1st Thursday of each month at 5:30pm via the Zoom platform. Once in-person meetings are possible, staff will coordinate a transition plan with the Commission to confirm meeting location and any alterations for start times.

The schedule below depicts dates for the 2022 meeting schedule and some initial agenda items. Staff will be coordinating with Commission Leadership to schedule several agenda items not currently listed, including joint meetings with other boards and commissions, updates on capital projects, recommendations to City Council, and various policies for review and endorsement.

Mercer Island Parks & Recreation Commission

2022 Planning Schedule

Working Document- Updated 12/3/21

Meeting Date	Meeting Type	Agenda Item
6-Jan	Regular	Policy: Special Events
		PROS Plan- Hand off to City Council
3-Feb	Regular	
		Policy Review: Special Events
3-Mar	Regular	KCLS: Mercer Island Library- Annual Update
		2021 Recreation Division Year Review
7-Apr	Regular	
5-May	Regular	
2-Jun	Regular	
7-Jul	Regular	2023 Services Update
		Bylaws Review
		Recreation Division: 2023 Proposed Services
August	No Meetings Summer Break	
1-Sep	Regular	Recreation Division: 2023 Proposed Services
6-Oct	Regular	
3-Nov	Regular	2023 Planning Schedule
1-Dec	Regular	