



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 5962
October 19, 2021
Regular Business

AGENDA BILL INFORMATION

TITLE:	AB 5962: 2021 Board and Commission Appointments	<input type="checkbox"/> Discussion Only
RECOMMENDED ACTION:	Appoint members to vacant board and commission positions.	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution

DEPARTMENT:	City Council
STAFF:	Jessi Bon, City Manager Andrea Larson, City Clerk
COUNCIL LIAISON:	n/a
EXHIBITS:	1. 2021-2022 Board & Commission Vacancies 2. City Council Rules of Procedure, Section 8 3. Resolution No. 1603
CITY COUNCIL PRIORITY:	n/a

SUMMARY

The purpose of this Agenda Bill is to appoint members to the vacant positions on the Arts Council and Design Commission. Attached as Exhibit 1 is a roster of the 2021-2022 Board and Commission members and the vacant positions, along with the corresponding terms.

BACKGROUND

In March 2021, staff began the annual recruitment process to fill positions expiring on the City's advisory boards and commissions. At its June 1 Regular Meeting (see [AB 5884](#)), the City Council appointed several community members to open positions (see [Resolution No. 1598](#)), but were not able to fill all of the vacancies. A second recruitment process commenced in June 2021, and the City Council filled seven vacancies at its August 31 meeting (see [AB 5932](#) and [Resolution No. 1601](#)), leaving two open seats, one on the Arts Council and one on the Design Commission. Staff proceeded to conduct a third recruitment to fill the remaining vacant positions.

On October 8, after the application deadline closed for the third recruitment, the staff received a notice of resignation from the Utility Board Member serving in Position No. 7. Due to the timing of this vacancy, the City will need to conduct a new recruitment in order to fill the newly vacant position on the Utility Board.

RECRUITMENT PROCESS

Position vacancies were advertised across several platforms, including:

- City Website News Release
- City Manager Reports
- MI Weekly
- Social Media
- Board & Commission Report Outs

- City Council Agenda Email Distribution List

Emails were also sent to current board and commission members encouraging them to reach out to community members that might be willing to volunteer. In response to outreach efforts, four new applications were received by the October 5, 2021, deadline, two for the Arts Council and two for the Design Commission. The application materials were forwarded to the City Council for review on October 6, 2021.

APPOINTMENT PROCESS

In early 2020, the City Council changed the board and commission appointment process (see Exhibit 2, [City Council Rules of Procedure](#), specifically Section 8.12) providing that all appointments (with the exception of the Open Space Conservancy Trust) are made by a vote of the City Council during a regularly scheduled meeting. Each City Councilmember will complete a written ballot, casting a vote equal to the total number of open seats on the board or commission. Given that the City Council meetings are occurring virtually due to the COVID-19 Pandemic, ballots will need to be submitted to the City Clerk via email and read aloud to comply with the Rules of Procedure and [RCW 42.30.060\(2\)](#).

The applicants that receive the most votes, provided they have received a minimum of four votes, will be appointed to the open seats on the Arts Council and Design Commission. The names of the applicants selected will be added to a resolution (see Exhibit 3), with final approval required by a vote of the City Council.

NEXT STEPS

Staff recommends that the recruitment for the vacant Utility Board position be postponed until March 2022 to align with the annual recruitment process.

RECOMMENDED ACTION

Approve Resolution No. 1603 appointing members to fill the vacancies on the Arts Council and Design Commission.