



## BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

**AB 5884**  
**June 1, 2021**  
**Regular Business**

### AGENDA BILL INFORMATION

<b>TITLE:</b>	AB 5884: 2021 Board and Commission Appointments	<input type="checkbox"/> Discussion Only
<b>RECOMMENDED ACTION:</b>	Appoint members to vacant and expiring board and commission positions.	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution

<b>DEPARTMENT:</b>	City Council
<b>STAFF:</b>	Jessi Bon, City Manager Deborah Estrada, City Clerk
<b>COUNCIL LIAISON:</b>	n/a
<b>EXHIBITS:</b>	1. 2021-2022 Board & Commission Vacancies 2. City Council Rules of Procedure, Section 8 3. Resolution No. 1598
<b>CITY COUNCIL PRIORITY:</b>	n/a

### SUMMARY

The purpose of this Agenda Bill is to appoint members to vacant and expiring board and commission positions. 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

Each March, the City begins its annual recruitment process for filling positions expiring on the City's advisory boards and commissions. The following board and commission positions were advertised in March and April:

- [Arts Council](#) (4 open positions – *no timely applications received*)
- [Design Commission](#) (2 open positions)
- [Open Space Conservancy Trust](#) (2 open positions)
- [Parks & Recreation Commission](#) (2 open positions)
- [Planning Commission](#) (3 open positions)
- [Utility Board](#) (3 open positions)

### RECRUITMENT PROCESS

Position vacancies were advertised across several platforms, including:

- City Website News Release
- City Manager Reports
- Mercer Island Reporter Ad
- MI Weekly
- Social Media
- Board & Commission Report Outs
- City Council Agenda Email Distribution List

Emails were also sent to current board and commission members and individuals that had applied in the last two years, inviting them to submit an application or request to be reappointed. In response to outreach efforts, 9 new applications and four requests for reappointment were received by the May 6, 2021 deadline. A list of all applications was forwarded to the City Council for review on Tuesday, May 11, 2021.

## **APPOINTMENT PROCESS**

Open Space Conservancy Trust (“OSCT”) members are appointed by the Mayor and approved by a majority of the City Council as outlined in Article III of Ordinance No. [96-002](#).

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 OSCT) 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 board or commission. The names of the applicants selected will be added to a resolution (see draft Resolution No. 1598 attached as Exhibit 3), with final approval required by a vote of the City Council.

**Please note**, there was one late request for reappointment and no new applications for appointment to the Arts Council. Likewise, there was one request for reappointment and no new applications for appointment to the Utility Board. Staff will await the outcome of the appointment process and then advertise to fill the remaining vacancies.

## **RECOMMENDATION**

- 1) Approve the Mayor’s recommendations for appointment to the Open Space Conservancy Trust for the positions expiring May 31, 2021.
- 2) Approve Resolution No. 1598 appointing members to fill the vacancies on the City’s advisory boards and commissions.
- 3) Direct the City Manager to commence a recruitment process to fill the remaining board and commission vacancies.