



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 5699
June 2, 2020
Regular Business

AGENDA BILL INFORMATION

TITLE:	AB 5699: 2020 Boards and Commissions Appointments	<input type="checkbox"/> Discussion Only
RECOMMENDED ACTION:	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

DEPARTMENT:	City Council
STAFF:	Deborah Estrada, City Clerk
COUNCIL LIAISON:	n/a
EXHIBITS:	1. 2020-2021 Board & Commission Vacancies 2. Ordinance No. 96-002 3. City Council Rules of Procedure, Section 8 4. Resolution No. 1582
CITY COUNCIL PRIORITY:	n/a

AMOUNT OF EXPENDITURE	\$ n/a
AMOUNT BUDGETED	\$ n/a
APPROPRIATION REQUIRED	\$ n/a

SUMMARY

BACKGROUND

Historically, the City's annual recruitment for board and commission positions begins in April, with appointments made in early June. An attempt was made earlier this year to fill three vacant positions that occurred at the end of 2019. The COVID-19 Pandemic impacted the regularly scheduled City Council meetings in March and those appointments did not occur.

The recruitment to fill the vacancies that occurred at the end of 2019 and the recruitment to fill the vacancies occurring at the end of May 2020 were combined. The following board and commission positions were advertised in April and May:

- [Arts Council](#) (2 open positions) (*Note – Only 1 application was received*)
- [Design Commission](#) (2 open positions)
- [Open Space Conservancy Trust](#) (3 open positions)
- [Parks & Recreation Commission](#) (1 open position)
- [Planning Commission](#) (3 open positions)
- [Utility Board](#) (2 open positions)

RECRUITMENT PROCESS

Position vacancies were advertised across several platforms, including:

- City Website News Release
- City Manager Report
- Mercer Island Reporter Ad
- MI Weekly
- Social Media
- Weekly COVID-19 Briefings

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. In response to outreach efforts, 22 new applications and 8 requests for reappointment were received by the May 19, 2020 deadline. All applications were forwarded to the City Council for review on Friday, May 22, 2020.

Attached as Exhibit 1 is a list of the 2020-2021 Board & Commission Vacancies that identifies vacant positions and the corresponding term. This list also identifies new applicants, those requesting to be reappointed, and the board or commission for which they have applied.

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 (see Exhibit 2).

At its February 18, 2020 Regular Meeting, the City Council changed the board and commission appointment process (see Exhibit 3, [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 to comply with the Rules of Procedure.

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. 1582 attached as Exhibit 4), with final approval required by a vote of the City Council.

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

RECOMMENDATION

- 1) Approve the Mayor’s recommendations for appointment to the Open Space Conservancy Trust for the positions expiring May 31, 2020 and 2022.
- 2) Approve Resolution No. 1582 appointing members to fill the vacancies on the City’s advisory boards and commissions.