



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 5932
August 31, 2021
Regular Business

AGENDA BILL INFORMATION

TITLE:	AB 5932: 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 Deborah Estrada, City Clerk
COUNCIL LIAISON:	n/a
EXHIBITS:	1. 2021-2022 Board & Commission Vacancies 2. City Council Rules of Procedure, Section 8 3. Resolution No. 1601
CITY COUNCIL PRIORITY:	n/a

SUMMARY

The purpose of this Agenda Bill is to appoint members to vacant 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

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 (see [Resolution No. 1598](#)) and directed staff to commence a second recruitment process to fill the remaining board and commission vacancies as outlined below:

- [Arts Council](#) (3 open positions) *There were two vacant positions when the second recruitment process began. On August 7, staff received a notice of resignation from Position No. 3, which created a third vacancy.*
- [Design Commission](#) (2 open specialist positions)
- [Parks & Recreation Commission](#) (1 open position)
- [Utility Board](#) (3 open positions)

Staff recognized that improvements to the recruitment process were necessary and took steps to revise the [Board & Commission Application](#), specifically to identify the qualifications required to serve on the Design Commission and meet the requirements of Mercer Island City Code [3.34.030](#).

RECRUITMENT PROCESS

Position vacancies were advertised across several platforms, including:

- City Website News Release,
- City Manager Reports,
- Mercer Island Reporter Ads,
- MI Weekly,
- Social Media,
- Board & Commission Report Outs, and
- 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, 10 new applications were received by the August 13, 2021, deadline. A list of all applications was forwarded to the City Council for review on August 16, 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 board or 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.

Upon conclusion of this appointment process, the City Clerk will work with the City Manager to identify a third recruitment process and timing for such to fill any remaining vacancies.

RECOMMENDED ACTION

Approve Resolution No. 1601 appointing members to fill the vacancies on the City's advisory boards and commissions.