



**BUSINESS OF THE CITY COUNCIL  
CITY OF MERCER ISLAND**

**AB 6083  
May 17, 2022  
Regular Business**

**AGENDA BILL INFORMATION**

<b>TITLE:</b>	AB 6083: 2022 Board & Commission Annual Appointments (Resolution No. 1626)	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution
<b>RECOMMENDED ACTION:</b>	Appoint members to vacant and expiring board and commission positions.	

<b>DEPARTMENT:</b>	City Council
<b>STAFF:</b>	Ali Spietz, Chief of Administration Andrea Larson, City Clerk
<b>COUNCIL LIAISON:</b>	n/a
<b>EXHIBITS:</b>	1. 2022-2023 Boards & Commission Vacancies 2. City Council Rules of Procedure, Section 8 3. Resolution No. 1626
<b>CITY COUNCIL PRIORITY:</b>	n/a

<b>AMOUNT OF EXPENDITURE</b>	\$ n/a
<b>AMOUNT BUDGETED</b>	\$ n/a
<b>APPROPRIATION REQUIRED</b>	\$ n/a

**EXECUTIVE SUMMARY**

The purpose of this agenda bill is to appoint members to the vacant and expiring positions on the Arts Council, Design Commission, Open Space Conservancy Trust, Parks & Recreation Commission, Planning Commission, and Utility Board.

**BACKGROUND**

Each spring, the City conducts the annual recruitment process to fill positions expiring and/or vacant on the City’s advisory boards and commissions. The following board and commission positions were advertised in March and April:

- [Arts Council](#) (1 position; term expires May 31, 2026)
- [Design Commission](#) (1 open position; term expires May 31, 2026)
- [Open Space Conservancy Trust](#) (2 open positions; terms expire May 31, 2026)
- [Parks & Recreation Commission](#) (2 open positions; terms expire May 31, 2026)
- [Planning Commission](#) (3 open positions; 1 position; term expires 2023, 2 positions; terms expire May 31, 2026<sup>1</sup>)
- [Utility Board](#) (2 open positions; terms expire May 31, 2026)

<sup>1</sup> The Planning Commission recruitment was updated on April 20, 2022 to reflect three open positions after a resignation.

## ISSUE/DISCUSSION

### RECRUITMENT PROCESS

Position vacancies were advertised across several platforms, including a website news release, City Manager Reports, the MI Weekly newsletter, social media, and City Council and boards and commission meetings.

Emails were also sent to board and commission members whose terms are expiring to reapply if they were interested in continuing to serve on a board or commission. In addition, all board and commission members were encouraged to reach out to community members that might be willing to volunteer to apply for a position.

In response to outreach efforts, 27 applications were received by the May 4, 2022 deadline: one for the Arts Council, two for the Design Commission, six for the Open Space Conservancy Trust, nine for the Parks & Recreation Commission, five for the Planning Commission, and four for the Utility Board.

Eight applications for reappointment were received for positions on the Arts Council, Open Space Conservancy Trust, Parks & Recreation Commission, Planning Commission and Utility Board. One Design Commissioner and one Planning Commissioner did not apply for reappointment.

The application materials were forwarded to the City Council for review on May 5, 2022.

### APPOINTMENT PROCESS

The board and commission appointment process (see Exhibit 2, [City Council Rules of Procedure](#), specifically Section 8.12) provides that all appointments are made by a vote of the City Council during a regularly scheduled meeting. Each Councilmember will complete a written ballot, casting a vote for the identified open seat on a board or commission. If there are more than one open seat on a board or commission, then each position will be voted on separately (the position with the longest term will be voted on first). Councilmembers attending the meeting virtually, ballots will be submitted to the City Clerk via email to comply with the Rules of Procedure and [RCW 42.30.060\(2\)](#). The City Clerk will read aloud the votes by each Councilmember.

The applicant(s) 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, Design Commission, Open Space Conservancy Trust, Parks & Recreation Commission, Planning Commission, and Utility Board. 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.

#### Design Commission Appointments

Under [MICC 3.34.030](#), the membership in the Design Commission must include at least one specialist from each of the following categories: architecture, landscape architecture, urban planning, and civil engineering. Additionally, it must include at least two lay persons (one of whom must own property or business within the City's business or commercial areas). If no certified specialist seeks or is available for appointment, persons who are knowledgeable in matters of design and aesthetic judgment by training, education, and/or experience may then be appointed in their place. The current Design Commission membership has two lay persons, two architects, one civil engineer, one landscape architect, and one interior designer. It lacks an urban planner. Consequently, if an urban planner seeks or is available for appointment, they must be considered and appointed to the open position before other applicants.

## **RECOMMENDED ACTION**

Approve Resolution No. 1626, appointing members to fill the vacancies on the Arts Council, Design Commission, Open Space Conservancy Trust, Parks & Recreation Commission, Planning Commission, and Utility Board.