



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 6032
March 1, 2022
Regular Business

AGENDA BILL INFORMATION

TITLE:	AB 6032: 2021 Board and Commission Vacancy 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:	Ali Spietz, Chief of Administration 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. 1619
CITY COUNCIL PRIORITY:	n/a

SUMMARY

The purpose of this Agenda Bill is to appoint members to the vacant positions on the Arts Council, Design Commission, Planning Commission, and Utility Board.

BACKGROUND

Between October 2021 and January 2022 staff received resignations from five board and commission members leaving vacancies for Arts Council Positions No. 4 and No. 5, Design Commission Position No. 1, Planning Commission Position No. 7, and Utility Board Position No. 7. Staff proceeded to conduct a recruitment to fill the vacant positions.

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, nine new applications were received by the February 11, 2022 deadline: two for the Arts Council, two for the Design Commission, four for the Planning Commission, and four for the Utility Board. The application materials were forwarded to the City Council for review on February 16, 2022.

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 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 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, 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, and one interior designer. It lacks a landscape architect and an urban planner. Consequently, if a landscape architect or an urban planner seeks or is available for appointment, they must be considered and appointed to the open position before other applicants.

NEXT STEPS

In March 2022, staff will begin the annual 2022-2023 Board & Commission recruitment process to fill positions expiring May 31, 2022.

RECOMMENDED ACTION

Approve Resolution No. 1619, appointing members to fill the vacancies on the Arts Council, Design Commission, Planning Commission, and Utility Board.