
The Climate Change Advisory Committee will hold this meeting in person,
in the City Hall Council Conference Room.
Attendance may be in person or the meeting is also accessible via the Zoom meeting platform.

Click to join Zoom: <https://bainbridgewa.zoom.us/j/91390380790>

Or Telephone: 1-253-215-8782

Webinar ID: 913 9038 0790

Agenda

1. Call meeting to Order/Roll Call/Accept or Modify Agenda/Conflict of Interest Disclosure – 5:30 PM

2. Approve Minutes Next Month

3. Public Comment – 5:35 PM

In person public comment is accepted at this time on any topic of public interest. Each commenter will have three minutes, or such amount as the meeting chair determines, to speak. Public comment is not taken on individual agenda items during the meeting. Public comment is simply received by the Climate Change Advisory Committee, with no response, and the Climate Change Advisory Committee cannot deliberate on items that are not on the agenda. The lack of comment is not an endorsement or a denial of the comment.

Please refer to guidelines and instructions for public comment, including orderly behavior and civility in remarks, attached below. Remote public comment is allowed with advance notice by 4:00 p.m. on the business day before the meeting to cityadmin@bainbridgewa.gov, provided that all remote commenters shall be required to display their true name and to keep their camera turned on to show their true uncovered face while delivering their comments.

4. Confirm new CCAC Vice Chair – 5:40 PM

5. Updates on Climate Action Plan Priority Projects (P.J. Tillmann, Senior Associate, Cascadia Consulting) – 5:45 PM

- Heat pump pilot program update
- Greenhouse Gas Emissions inventory update

- 6. Update and Discussion of Zero Emissions Hand Tools Ordinance and Consider Approval of Recommendations (CCAC subcommittee – Jens Boemer, Julie Mathers, Kevin Thomas) – 6:15 PM**
- 7. Equity Discussion – “Racial Equity and a Racial Equity Lens” (Anshu Wahi, Equity and Inclusion Manager) – 6:30 PM**
- 8. Updates (Ellen Schroer, Deputy City Manager) – 7:00 PM**
 - EV Charging Code next steps
 - Chair meeting follow up
 - Status PSE Memorandum of Understanding
 - Status of Waste Management negotiation
 - Status of Fehr and Peers fleet electrification report
 - Consider cancelation of Dec. meeting – Dec. 18
- 9. CCAC Updates – 7:15 PM**
 - Electrification Expo report out/lessons learned (Kevin/Mike)
- 10. Adjourn – 7:30 PM**

Materials

1. Heat Pump pilot program description
2. Zero Emissions Hand Tools recommendations
3. Presentation from Jim Haney, City Attorney

COBI website text

Heading: Bainbridge Island is Kicking Gas—New Heat Pump Subsidy Program Launches October 23

Main text:

The **City of Bainbridge Island** has partnered with **Kicking Gas**, a Washington State campaign led by the nonprofit For the People, to bring high-efficiency heat pumps to Bainbridge Island residents at reduced cost. Beginning in October 2024, residents can attend monthly Info Sessions and [take an eligibility survey](#) to see if they qualify for this program, which is focused on low- and moderate-income households during this pilot phase.

What is a Heat Pump: Electric heat pumps are an increasingly popular home heating and cooling technology that is well suited to western Washington's climate. Using the same technology as a refrigerator, heat pumps are used across the globe and are [~3X more efficient](#) than fossil-fuel heating systems.

Why Switch to an Electric Heat Pump: Heat pumps are a smart way to enhance a home's comfort while also reducing carbon pollution. They improve air quality, and can create savings on energy bills. [According to Rewiring America](#), homeowners switching from inefficient HVAC systems that run on fuel oil, propane, or traditional electric resistance (like baseboard heat or electric furnaces) can save around \$898 per year.

Kicking Gas Program Subsidy: The City of Bainbridge Island is currently offering 50% to 100% subsidies per household, up to \$10,000. The program is open to residential households only and will roll out in October. The program is focused on households of low and medium income, up to 120% of Area Median Income (AMI) based on United States Housing and Urban Development data. Spots in the program are limited, so please take the [5-minute survey](#) and sign up for an [Info Session](#) to learn more and see if you qualify.

Income Range Eligibility: [AMI Definitions](#) are based on HUD definitions for Kitsap County (see spread below).

Heat Pump Decarbonization Subsidy

- Below 80% Household Income Threshold: 100% up to \$10,000
- 80% - 120% Household Income Threshold: 50% up to \$7,500

2023 Median Family Income for Kitsap County, WA						
	Persons in Family					
	1	2	3	4	5	6
50%	\$38,150	\$43,600	\$49,050	\$54,450	\$58,850	\$63,200
80%	\$61,000	\$69,700	\$78,400	\$87,100	\$94,100	\$101,050
100%	\$79,450	\$90,800	\$102,150	\$113,500	\$122,600	\$131,700
120%	\$95,350	\$109,000	\$122,600	\$136,200	\$147,100	\$158,000

This is the first year of this program. Check back for updates on expanded program offerings.

Funded by the City of Bainbridge and the Climate Commitment Act (CCA)

Thanks to investment by the City of Bainbridge Island and aided by a grant funded by Washington's Climate Commitment Act, the Kicking Gas campaign provides educational resources and financial assistance to residents as they make the switch to a cleaner, healthier, more affordable, and climate-friendly heating solution. Ductless heat pumps also provide cooling in the increasingly hot summers and filter out air pollutants such as wildfire smoke and mold.

The Home Electrification and Appliance Rebates Program is supported with funding from Washington's Climate Commitment Act. The CCA supports Washington's climate action efforts by putting cap-and-invest dollars to work reducing climate pollution, creating jobs, and improving public health. Information about the CCA is available at www.climate.wa.gov.

CAP Priority Projects Update

Climate Change Advisory Committee
City of Bainbridge Island
October 16, 2024

Heat Pump Pilot Program



Kicking Gas

Join our email list

www.KickGasNow.org

Contact:

Derek@KickGasNow.org

Follow us on social media:



[@KickGasNow](https://www.instagram.com/KickGasNow)



[KickGasNow](https://www.facebook.com/KickGasNow)



The Kicking Gas Campaign

Our Purpose:

Kicking Gas addresses our clean energy accessibility gap by helping to make electrification affordable in our homes and businesses on Bainbridge Island, Whidbey Island, and in Snohomish County.



The Kicking Gas Coalition

A campaign led by For the People with:

Partners

- City of Bainbridge Island
- Readiness to Learn.
- City of Langley Climate Crisis Action Commission
- Salish Sea Cooperative Finance
- Sierra Club - Sno-Isle Group
- Energywise
- Island Ductless Heat Pumps

Outreach Network

- Housing Resources Bainbridge
- Helpline House
- AirGanic Heating and Cooling, Homes and Hope Community Land Trust, AP Mechanical, and Neff Electric



Kicking Gas Goals: 2024 & 2025

15-30 Projects on Bainbridge Island

Total Program

300 homes take the “next step” toward becoming All-Electric Homes



100 Heat pumps



50 Induction Stoves

100 of these 150 Kicking Gas homes will become All-Electric!!!



Why Electrify?

For Our Climate

For Your Health

For Your Budget

For Your Safety

Kicking Gas is Proudly Funded By

City of Bainbridge Island
Washington's Climate Commitment Act
Washington State University's
Community Energy Efficiency Program



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Kicking Gas Bainbridge Subsidy Program

Program is focused on heating & cooling only in the pilot phase (October 2024-June 2025).

- 50% - 100% subsidy of total project cost
- Subsidy of up to \$10,000 per household
- Subsidy amount is dependent on household income, using county HUD metrics

Program Eligibility



Client's Residence:

- Bainbridge Island
- Primary living space with one or more people
- Using propane, natural gas, oil, or wood



The Heat Pump...

- Must DISPLACE a main heat source in the home; request decommissioning of displaced heat source
- Must meet updated energy efficiency requirements
- Will be installed by a qualified local installer; expectations for quality

Income Thresholds

This table shows our income thresholds for households by number of people.

Income Thresholds for 50% subsidy

# in Household	1	2	3	4	5	6
Resides in Kitsap County	\$95,350	\$109,000	\$122,600	\$136,200	\$147,100	\$158,000
Resides in Island County	\$89,400	\$102,150	\$114,950	\$127,700	\$137,900	\$148,150
Resides in Snohomish County	\$123,100	\$140,650	\$158,250	\$175,800	\$189,900	\$203,950

Shared Values with Installing Partners

- Locally owned
- Independently operated
- Fair pricing
- Excellent customer service
- Treats employees well
- Pay employees fairly
- Are non-discriminatory



Shared Values with Installing Partners

- Shared values
- Collaborative
- Communicative and responsive
- Participate in Info Sessions and/or partner events
- Commitment to climate action

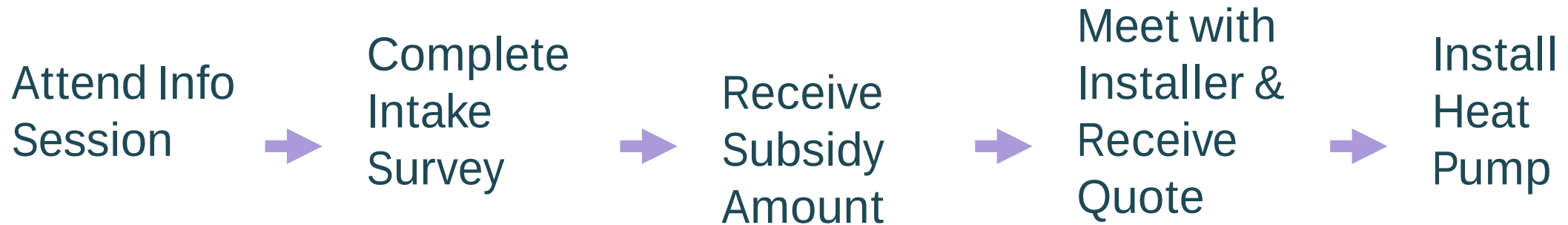


Required Installer Practices

- Installs quality equipment
- Performs heat loss calculations
- Pulls required permits
- Provides maintenance and/or service for their installs

Client Intake Process

On average, the entire process takes 2-6 months, depending on the client.



Greenhouse Gas Emissions Inventory

Timeline

September 2024 – March 2025

Municipal GHG Emissions Inventory

- Data collection and processing
- Inventory analysis, including trend analysis
- Inventory report

March – September 2025

Community GHG Emissions Inventory & Contribution Analysis

- Data collection and processing
- Inventory analysis, including trend analysis
- Contribution analysis
- Inventory report, including contribution analysis

Introduction to GHG Inventories

Geographic Communitywide

- Quantifies the emissions occurring within the City's geographic bounds from residents and visitors from activities such as transportation, heating and cooling buildings, solid waste disposal, and wastewater treatment.

City Operations

- Quantifies the emissions occurring from City operations including City fleet, energy consumption, solid waste disposal, wastewater treatment, and any City-operated utilities.

GHG Inventories Methodology

Protocols

- Geographic Communitywide
 - U.S. Community Protocol (USCP)
- City Operations
 - Local Government Operations Protocol (LGOP)

Data Collection & Analysis

- Uses a combination of available real-world consumption data with predictions based upon demographic, regional, and national averages
- Community & City Operations
 - Inventory year: 2023
 - Inventory platform: ClearPath

Geographic Community- wide Emissions Sources

Consistent with the 2018 inventory, the communitywide GHG emissions inventory will cover:

Emissions Source	Details
Building energy	• Electricity • Propane • Fuel oil • Refrigerants
Transportation	• On-road passenger, freight, transit • Off-road vehicles and equipment • Air travel • Ferry
Solid waste	• Waste generation • Transportation to landfill
Wastewater	• Potable water energy use • Wastewater treatment
Land Use	• Agriculture • Tree carbon sequestration

City Operations Emissions Sources

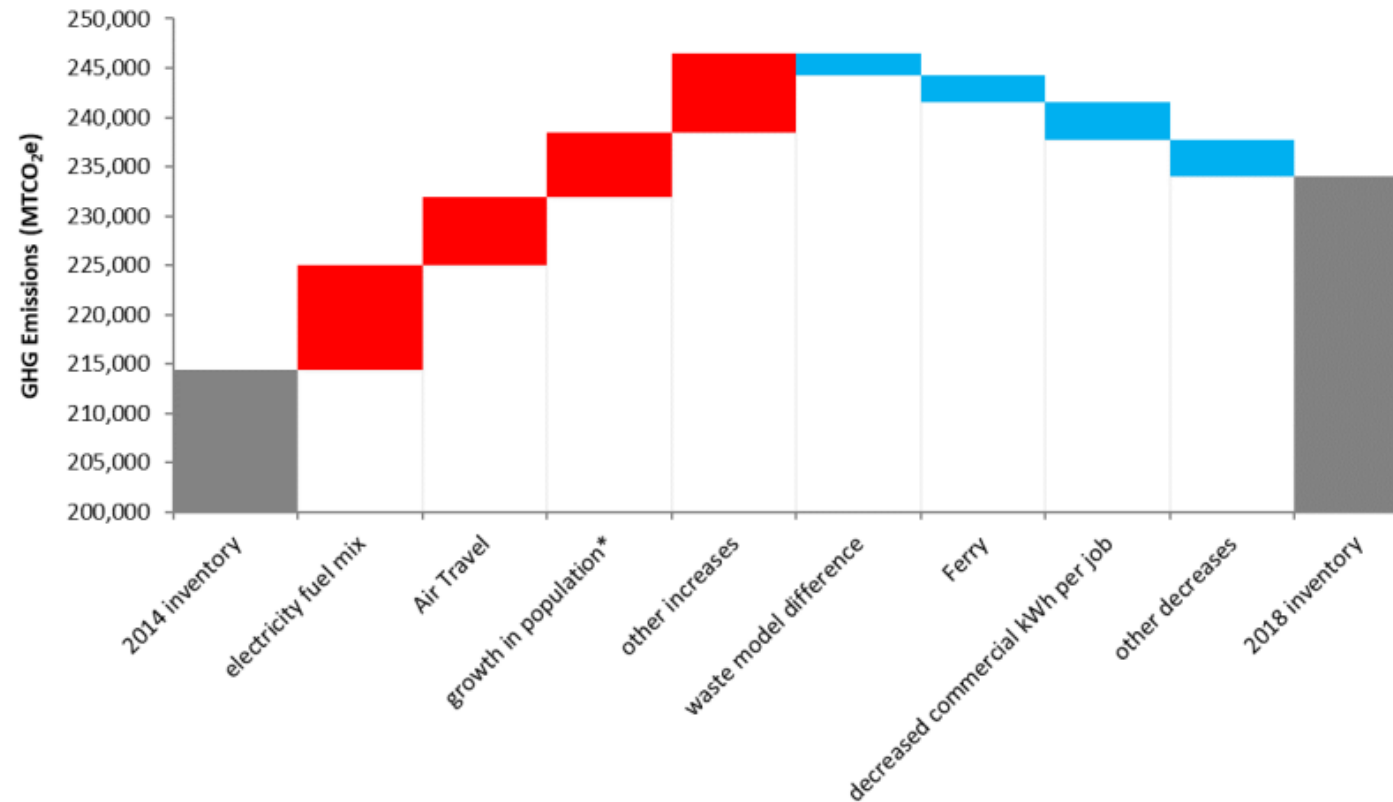
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Trend Analysis & Contribution Analysis

Communitywide	City Operations
✓ Trend analysis (2014, 2018, 2023) ✓ Contribution analysis (2014, 2018, 2023)	✓ Trend analysis (2014, 2018, 2023)

2018 Contribution Analysis



Thank you! Questions?

P.J. Tillmann, Senior Associate
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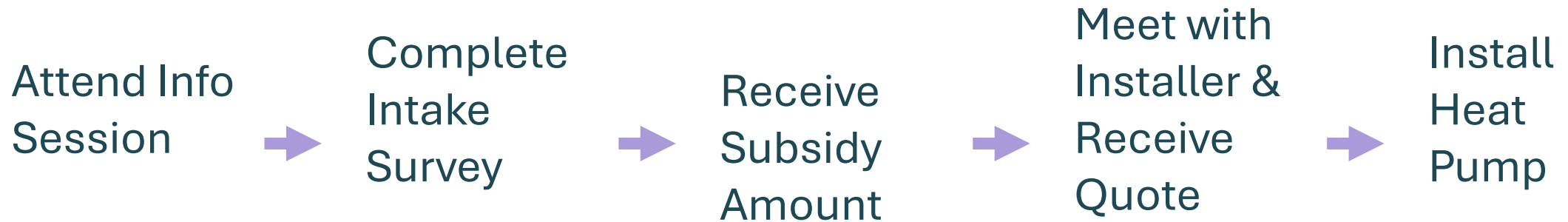


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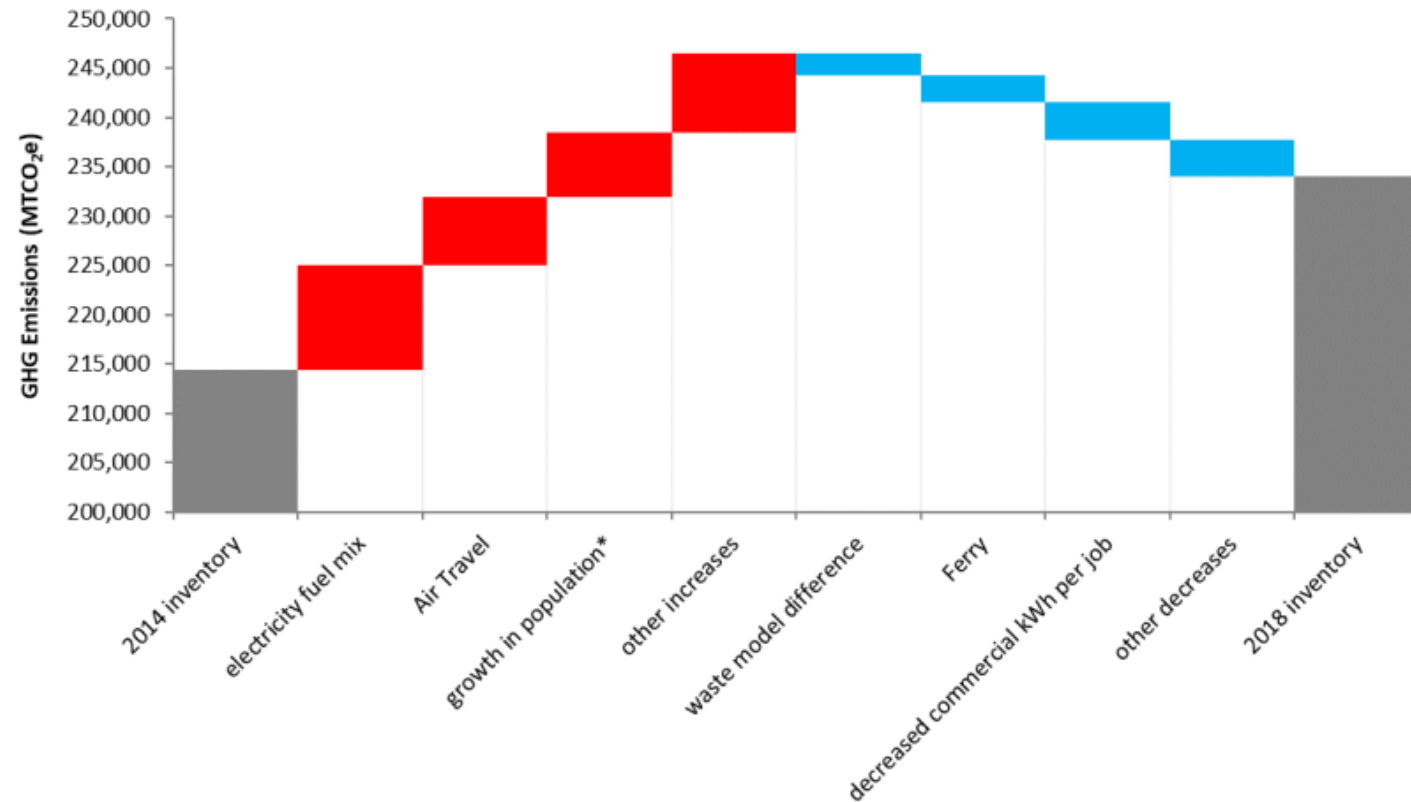
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Thank you! Questions?

P.J. Tillmann, Senior Associate
patricia@cascadiaconsulting.com

Memorandum

To: Bainbridge Island City Manager and Bainbridge Island City Council

From: The Climate Change Advisory Committee and
The Race Equity Advisory Committee

Date:

Re: Recommendation regarding draft Zero Emission Landscaping Ordinance

Thank you for the opportunity to review the draft Zero Emission Landscaping ordinance as presented to the Climate Change Advisory Committee (CCAC) on May 15, 2024, and to the Race Equity Advisory Committee (REAC) on June 6, 2024.

We support the Council's goal to limit the use of small gas-powered landscaping tools in furtherance of the City's commitment to reducing greenhouse gases and providing a safe, healthy and sustainable environment. We also recognize the negative impact on human health and the environment from these tools (toxic emissions, particulate emissions, greenhouse gas emissions, vibration, noise harm to users and general nuisance).

Overall, we agree that the City should encourage residents and landscaping maintenance professionals to shift from gas-powered to electric landscaping maintenance tools. We also recommend that the City establish a goal that by 2030, 80% of landscaping tools used on the Island will be electric. We do not think, however, that a blanket ordinance such as the current proposal, which forces residents and contractors to completely retool, is an appropriate approach for Bainbridge Island. We recommend against putting in place such a broad and restrictive ordinance at this time. This recommendation is based on concerns around the ordinance's scope, the feasibility of adoption at this time, and equity issues, all of which could hinder its acceptance and adoption, and, thus, its effectiveness.

For perspective, while this change to zero emissions landscaping equipment may appear inevitable, Washington State has not yet adopted similar measures. While there are some jurisdictions in Washington proposing to transition from gas to electric, bills to transition to cleaner, electric landscaping equipment have failed to pass the State Legislature since their introduction in 2022.

We have some concerns about the scope, structure, and equity of the ordinance. There are some key issues. First and foremost, the ordinance does not address the needs of the people who will be most impacted by a ban on all gas-powered tools: the professional landscaping crews who work on the Island. These workers, predominantly Latino, take care of Island properties but operate their businesses from off-island locations. Moreover, BIPOC workers already face disproportionate exposure to emissions compared to other residents.

In 2023, the City of Bainbridge Island conducted a survey seeking community input on possible ways to regulate landscaping equipment. The survey results indicate that increased cost, impact on small businesses, efficacy and ability to recharge throughout the day are the

biggest issues for commercial users. Just passing on increased cost to customers is not a reasonable expectation.

An informal discussion with the Bainbridge Parks District indicated a strong interest in transitioning to electric tools but found it challenging to do so for most of their needs. The Parks District did not feel a wholesale transition would be practicable at this time. Also, the City's pilot effort to determine the efficacy of electric landscaping tools led to the following conclusion: *Electric tools are good for some applications but are problematic for others. Overall, the consensus is they have their uses and do well in some applications, but we should look at what the application is and determine what the most efficient and appropriate tool for the job is.*

We feel that given the state of technology, and the demands for use on Bainbridge, if the ordinance were enacted as currently drafted it could drive many landscapers off the Island and lead to push back from residents who need to find new, and potentially more costly services and equipment. Moreover, enforcement of the ordinance could be challenging and thus, make it less effective.

Instead of putting forth a landscaping ordinance as it is now drafted we recommend the following:

1. The City abandon the all-encompassing ordinance in favor of a City Council Resolution to shift to non-gasoline powered tools by 2030 and encourage all residents and contractors to plan accordingly. As part of the Resolution, the City could include a commitment for it to utilize electric tools exclusively starting at a specific future date. This objective could be shared with contractors, residents, and businesses to gain support. Additionally, information regarding the impacts from gas-powered tools and the options for alternatives could be widely shared. In the interim we could explore grants that would provide financial incentives for people to make the change away from gasoline powered devices, as well as explore different options to facilitate the charging of batteries for contractors working on the Island.
2. The City consider a specific ordinance that embraces the proposed resolution as outlined above and only bans the use of gas-powered leaf blowers with a reasonable future phase out date established. Leaf blowers represent the most commonly reported noise nuisance; they emit off the most fumes and emissions and pose the greatest health threat to those who operate them. There are reasonably priced electric alternatives, thus easing the economic impact of such an ordinance. Moreover, given the nuisance factor, there is likely to be less pushback from our community.
3. Revise the incentive program. Financial incentives to encourage the transition to electric landscaping tools need to apply to the most impacted users and be significant enough to be meaningful. The City, in conjunction with the CCAC and the REAC, could explore sources of funding that could potentially support the following:

Provide rebates or subsidies for purchasing electric leaf blowers and batteries to Bainbridge property owners and landscaping businesses who operate on the Island. The proposed incentive program is inadequate for property owners and offers no solutions to the people most affected by the ordinance—the professional lawn care crews.

Explore potential partnerships with local retailers to see if it is possible to get bulk discounts if we aggregate demand from multiple purchasers.

An ordinance to limit use of gas-powered lawn tools purportedly supports the Climate Action Plan and the goal to reduce greenhouse gas emissions (GHGs) on the Island. However, these emissions were less than 4 percent of overall emissions on Bainbridge Island in 2018 and are not a significant contributor to the GHGs on the Island. Human health impact to users and noise nuisance is perhaps a greater concern-particularly with leaf blowers. Ideally, the funding for the incentive/rebate program would not be entirely from the Climate budget whose funds could be used for activities with more direct climate impact.

4. Prioritize equity from the start in the landscaping Zero Emission Initiative. A racial equity lens must be applied from the outset and throughout the proposed Zero Emission initiative. Equity considerations should guide both the outreach and scope when developing the resolution or leaf blower ordinance. Similarly, equitable practices in education and outreach are essential once the resolution or ordinance is adopted. This initiative presents a key opportunity to simultaneously apply both an equity and climate lens to a City project for the first time.

Early Inclusion for Equitable Implementation. Inclusive outreach to Latino and BIPOC, and other, independent commercial landscapers must occur before the drafting and adoption of the resolution. We acknowledge that some landscapers may have had negative experiences with government officials in the past and that not all may be licensed and may be hesitant to engage with City officials. As a result, these landscapers will require engagement beyond traditional means. Direct, personal conversations and informal focus groups may provide the City with valuable insights into the practical and financial impacts of transitioning to electric or battery-powered landscaping equipment.

To ensure equitable and effective communication and engagement the City should:

Provide multilingual opportunities for education, information, and questions.

Ensure all official communications about the ordinance are bilingual (Spanish and English).

Hold multilingual workshops to demonstrate the use and maintenance of electric equipment, potentially with the City's or Park District's landscaping crews sharing their experiences in transitioning to electric tools.

Establish a dedicated Spanish-language hotline or office hours for questions and clarifications.

Appoint a Spanish-speaking representative to address questions and provide further information on the initiative.

Collaborate with the REAC to develop and implement an outreach plan.

Apply a Racial Equity Lens. The current draft of the COBI racial equity lens should be applied to the resolution and any forthcoming ordinance.

Assess Staffing and Resources for Equitable Implementation. Staffing and resources will be critical for equitable outreach, education, and successful implementation. City staff may need to be involved in outreach during the resolution's development phase and most likely in supporting events such as equipment demonstrations and trade-in programs. Initiative efforts may be constrained by limited staff capacity, available funding for rebates and incentives, limited local equipment suppliers, and other resource limitations. This is an equity issue. Exploring additional funding sources, such as grants and partnering with community nonprofit organizations, will be essential for ensuring equitable outreach, education, and implementation.

By addressing these points, the City Council can create a more effective and equitable policy that considers the needs of all community members while still achieving important environmental and public health goals.

Thank you for the opportunity to review the draft ordinance. We are happy to work with the City staff on specific resolution or ordinance language and outreach.



CITY OF
BAINBRIDGE ISLAND

LEGAL TOPICS OVERVIEW CITY ADVISORY GROUP CHAIRS AND LIAISONS MEETING

OCTOBER 1, 2024

Presentation by James E. Haney, City Attorney

We will be covering four topics today:

- The Open Public Meetings Act
- Public Comment
- First Amendment Audits
- The Public Records Act

The Open Public Meetings Act (RCW 42.30)

All meetings of the City of Bainbridge Island's boards and commissions must be open to the public.

- **A meeting occurs whenever a majority of the board or commission is present, and the official business of the committee is transacted.**
- **Official business includes the receipt of public testimony, deliberations, discussions, considerations, reviews, evaluations, and final actions.**

- **Final action means a collective positive or negative decision.**
- **Official business does not include attendance at social or other events as long as a majority of the committee does not get together to discuss.**
- **“Open to the public” means that the public is allowed to attend and observe without conditions other than not disrupting the meeting.**
- **Regular meetings held on a set schedule adopted by ordinance or rule do not require specific notice.**

- **Special meetings held on days or at times not on a set schedule require specific notice and final actions are limited to items on the agenda.**
- **No secret ballots or secret votes are allowed.**
- **Email exchanges and serial telephone calls can constitute a meeting.**
- **Executive sessions are an exception to the open meeting requirement.**
 - **Discussions with legal counsel.**

TIPS for complying with the Open Public Meetings Act:

- **Make sure all meetings are open to the public and that proper notice is given.**
- **Avoid “reply all” emails and serial calls.**
- **Consult with your Council or staff liaison on meeting notice and procedures.**

Public Comment

- Opportunity for public comment must be provided at or before every regular meeting at which final action is to be taken.
- Comment may be taken orally at the meeting or by providing written comment in advance.
- If only written comment is allowed, the comment must be distributed to the committee before final action is taken.
 - Can set a reasonable deadline for submission of written comment prior to meeting.

- **Must allow remote comment only upon request of an individual who will have difficulty attending because of disability, lack of mobility, or other reason that makes physical attendance difficult.**
- **Public comment period can be a limited public forum.**
 - **Open public forum – all content allowed with no limitations.**
 - **Limited public forum – content is restricted but must be viewpoint neutral.**
 - **Fighting words are the only comments that can be summarily disallowed. Profanity or offensive speech is allowed.**

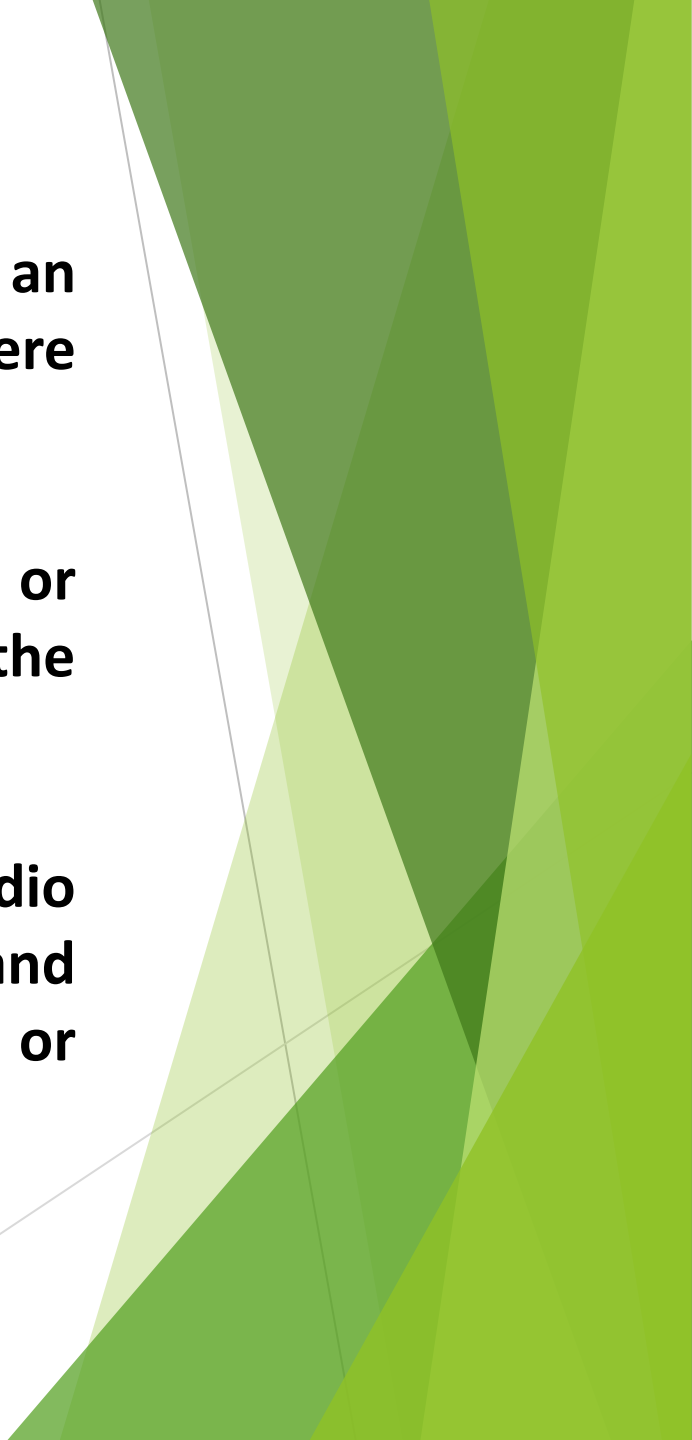
TIPS for dealing with public comment:

- **Consider potential content limitations, e.g., comment only on items on the agenda or comment only on items germane to business of the board or commission.**
- **Avoid attempts to limit viewpoint, even where the viewpoint is considered offensive by many people or the language used is offensive.**
- **Consider a general statement to the effect that the board or commission does not endorse any views expressed during public comment.**

- **Consider a specific statement denouncing the offensive viewpoint.**
- **Consider disallowing remote comment (with an exception for individuals with disabilities, lack of mobility or other reasons making physical attendance difficult).**
- **Consider requiring remote commenters to identify themselves and turn their cameras on.**

First Amendment Audits

- A “First Amendment Audit” is a form of activism where an individual exercises their First Amendment rights in a public place to test the government’s response to that exercise.
- Often involves videotaping or audio recording public officials on employees while they perform their duties in public areas.
 - Videotaping or audio recording boards and commissions during public meetings is the exercise of a First Amendment right and must be allowed.

- 
- Speaking during a public comment period is also an exercise of a First Amendment right, even where provocative or even profane language is used.
 - First Amendment auditors give local jurisdictions a “pass” or “fail” grade based on the government’s response to the auditor’s behavior.
 - First Amendment auditors often publish the video or audio on YouTube, websites, social media, or public access TV and sometimes monetize the same through subscriptions or donations.

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- **The following conduct of First Amendment auditors is allowed:**
 - **Entering the meeting room where the meeting is taking place.**
 - **Recording the board or commission meeting via audio or video.**
 - **Making public comment as long as the meeting rules are complied with.**
 - **Requesting records.**

- **The following conduct of First Amendment auditors is not allowed:**

- **Going behind the dais or approaching the dais so closely as to disrupt the meeting.**
- **Interfering with the right of others to speak or see the proceedings.**
- **Engaging in threats or unsafe behavior.**

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- **Touching others or being physically abusive or violent.**
 - **Vandalism.**
 - **Failing to obey reasonable rules of facility use, e.g., weapons policy, smoking.**

TIPS for dealing with First Amendment auditors:

- **Stay calm and don't overreact.**
- **Know your meeting rules and what the auditors can and can't do.**
- **Be prepared.**
- **Call police only when necessary, i.e., physical assault, violence, trespass, vandalism.**

The Public Records Act

- All public records must be available for public inspection and copying upon request unless a statutory exception applies. Copies must be provided on request.
- The term “public record” is broadly defined.
 - Includes all documents, audio recordings, video recordings, emails, letters, texts, voicemails, and social media pages that relate to the conduct of City business and that are prepared, owned, used, or retained by any City official or employee.

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- **Does not include personal records that do not relate to City business, including campaign records and purely personal messages, texts, or emails.**
 - **Public records can exist on personal email accounts, personal cellphones, personal computers, and personal social media pages if those accounts or devices are being used to transact City business.**
 - **Records are exempt from disclosure only where a specific statutory exemption exists. Court construe exemptions narrowly and in favor of disclosure.**

- **Residential addresses, residential telephone numbers, personal wireless telephone numbers, personal email addresses, social security numbers, driver's license numbers, identicard numbers and payroll deductions of board and commission members are exempt from disclosure.**
- **Emergency contact information and the names, dates of birth, residential addresses, residential telephone numbers, personal wireless telephone numbers, personal email addresses, social security numbers, and emergency contact information of dependents of board and commission member is also exempt.**

- **City has five days to respond to a public records request. The City may respond by:**

- **Providing the record in full or with redactions based on exemptions.**
- **Denying the request and explaining why the record is exempt from disclosure.**
- **Acknowledging the request and providing a reasonable timeframe by which the City will respond to the request.**

- If a request is made for public records of a board or commission or its members, the Public Records Officer will search for records on the City's servers first but may request that board and commission members search their own personal devices to ensure no records are missed.
- Board and commission members must make a "reasonable search" for the records requested. The Public Records Officer will likely provide you with search terms.
- If records are found on personal devices, they must be provided to the Public Records Officer for review and disclosure.

- **If no records are found on personal devices, the Public Records Officer may request that the board or commission member provide an affidavit stating that they have conducted a reasonable search of their devices using specified search terms and that no records exist.**
- **Public records must be preserved.**
 - **Records may be destroyed only as authorized in a records retention schedule approved by the state archivist and the Public Records Officer.**
 - **Even if destruction is otherwise authorized under the records retention schedule, records cannot be destroyed while a public records request is pending.**

TIPS for complying with the **Public Records Act:**

- **Keep your personal life and your board and commission life separate.**
- **Do not use your personal cellphone, personal computer, personal email account, or personal social media page to conduct business of the board or commission.**
- **If you do use your personal cellphone for telephone calls, make sure you preserve your call history in case a request for records is made. Voicemails related to City business must also be preserved if they contain substantive information.**

- **Do not use your City email account for personal business. Always use your City account for City business.**
- **If you are drafting a document, do so on the City's computer system, if that is allowed, or make sure you preserve all drafts on your personal device in the event of a public records request. If staff drafts the document, it is already preserved.**
- **When in doubt, ask Christine Brown, who is the City Clerk and the City's Public Records Officer.**

QUESTIONS?

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