



Ethics Board Regular Meeting
Monday, November 18, 2024, 6:30 PM
Chamber Conference Room, City Hall
280 Madison Ave N
Bainbridge Island, WA 98110

The Ethics Board 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.

REMOTE MEETING ON ZOOM
PLEASE CLICK THE LINK BELOW TO JOIN THE WEBINAR:
<https://bainbridgewa.zoom.us/j/86365762700>
OR TELEPHONE: US: 1-253-205-0468
WEBINAR ID: 863 6576 2700

AGENDA

1. CALL TO ORDER / ROLL CALL – 6:30 PM

2. APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE

3. PUBLIC COMMENT

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 Board, with no response, and the Board cannot deliberate on items that are not on the agenda. Please refer to guidelines and instructions for public comment, including orderly behavior and civility in remarks, attached below.

The lack of comment is not an endorsement or a denial of the comment. Remote public comment is allowed with advance notice to the City Clerk, 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.

3.A Instructions for Providing Public Comment

4. REGULAR BUSINESS

4.A Approval of Minutes: October 21, Regular Meeting Minutes

4.B Update: Outreach Opportunities

4.C Review Status of Pending Complaints

4.D Update: November 12 City Council Meeting re Recommended Changes to Ethics Code

4.E Update: 2024 Annual Report & 2025 Workplan

4.F Update: Training Subcommittee

5. NEW BUSINESS

5.A City Advisory Group Chairs and Liaisons Meeting

- [Recording](#)
- [PowerPoint Presentation](#)

5.B Consider New Ethics Board Meeting Date

6. AGENDA FOR NEXT MEETING

7. NEXT MEETING DATE: December 16, 2024

8. ADJOURNMENT



Meetings are wheelchair accessible. Assisted listening devices are available in Council Chambers. If you require additional ADA accommodations, please contact the City Clerk's Office at 206-780-8604 or cityclerk@bainbridgewa.gov by noon on the day preceding the meeting.



Public Comment

Members of the public are encouraged to submit public comment to the City Advisory Committees.

Interested parties may provide comment by:

- Emailing the [City Clerk \(cityclerk@bainbridgewa.gov\)](mailto:cityclerk@bainbridgewa.gov). This comment may be submitted at any time.
- Providing in-person comment at a meeting.
- Providing comment at a meeting via Zoom, in accordance with the advance notice and camera requirements.

Members of the public who wish to provide public comment in-person at a meeting should sign up to speak on the sign-in sheet. The Chair will call the people signed up on the sign-in sheet, and speakers will have three minutes (or such other time set by the Chair) to speak. The Chair or a designee will indicate when the time has elapsed.

Remote public comment is allowed with advance notice to the City by 4:00 p.m. on the business day before the meeting at cityclerk@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.

Guidelines for public comment are below. These guidelines were established for and approved by the City Council and also apply to all advisory boards, committees and commissions of the City Council.

Excerpts from the Governance Manual regarding public comment:

5.6 Respect and Decorum

It is the duty of the Presiding Officer and Councilmembers to maintain dignity and respect for their offices, City staff, and the public. While the Council is in session, the Councilmembers shall preserve civility, order and decorum. No member of the public shall, by conversation or otherwise, delay, disrupt, or interrupt the proceedings of the Council, nor engage in any of the prohibited behavior described below. Councilmembers and the public shall obey the proper orders of the Presiding Officer of the meeting.

5.6.1 Orderly Behavior and Civility in Remarks

Any person disrupting the business of the Council, either while addressing the Council or attending the proceedings, shall be asked to leave, or be removed from the meeting. Continued disruptions may result in a point of order by the Presiding Officer or a Councilmember pursuant to the Council's parliamentary rules, or a recess, forced removal, or adjournment as described elsewhere in this manual. Disruptive behavior includes, but is not limited to, the following:

- a) Speaking without being recognized by the Presiding Officer.
- b) Continuing to speak after the allotted time has expired.

- c) Speaking on an item at a time not designated for discussion by the public of that item, such as speaking on a quasi-judicial item at a time other than during a public hearing or closed record proceeding on the matter.
- d) Throwing objects.
- e) Speaking on an issue that is not a public topic, in violation of Section 9.12.2.
- f) Speaking in favor of or in opposition to a ballot proposition or a candidate for public office, provided, that public comment is allowed when the City Council is considering taking a collective position in favor of or in opposition to a ballot proposition as authorized in RCW 42.17A.555.
- g) Impersonating a City Councilmember or a member of the City staff.
- h) Shouting or otherwise engaging in loud or boisterous behavior.
- i) Continuing to make repetitive remarks after being requested not to do so by the Presiding Officer or a majority of the City Council.
- j) Attempting to engage the audience rather than the Council, e.g., asking audience members to stand, clap, boo or otherwise express collective support or opposition to any matter.
- k) Booing, hissing, or otherwise disrupting the comments of another speaker.
- l) Using racial slurs or other slurs directed at the color, creed, religion, ancestry, gender, sexual orientation, gender expression or identity, national origin, citizenship or immigration status, or mental, physical, or sensory disability of any individual or group, under circumstances where such words constitute “fighting words” under constitutional law.
- m) Refusing to modify conduct after being advised by the Presiding Officer that the conduct is disrupting the meeting or disobeying any other lawful order of the Presiding Officer or a majority of the City Council.

5.6.2 Permission Required to Address the Council

Persons other than Councilmembers and Administration shall be permitted to address the Council only upon recognition and introduction by the Presiding Officer of the meeting.

9.12.2 Subjects – Whether or Not on the Current Agenda

Public comments received during the public comment period may be on any public topic, whether or not on the agenda, but a comment on the subject that is covered by a public hearing at that meeting must be made during the period of the public hearing. All public comments shall be made consistent with Section 5.6.

9.12.3 Use of Microphones

Comments shall be made directly into the microphone, as it is necessary for the public record and for the audience to hear all proceedings. No comments shall be made from any other location.

COBI ETHICS BOARD

Regular Business Meeting

Monday, October 21, 2024

In-person and Via Zoom

Minutes

1. CALL TO ORDER / ROLL CALL – 6:30 PM

Present: Doña Keating (Chair), Karen Anderson (Deputy Chair), Rafael Escandon, Rosemary Hollinger, Donna Davison, Hildja Saas, Mark Markuly, Drew Pollom (Counsel), and Peggy Nimb (City Staff).

2. APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE (1:00)

MOTION: Rafael Escandon **SECOND:** Mark Markuly Passed unanimously
No conflicts of interest disclosed.

3. PUBLIC COMMENT – None received. (1:58)

3.A Instructions for Providing Public Comment

4. REGULAR BUSINESS (3:24)

4.A Approval of Minutes: September 16, Regular Meeting Minutes

MOTION: Rosemary Hollinger **SECOND:** Donna Davison Passed unanimously

4.B Update: COBI Farmer's Market Booth (4:30) –Attendance was sparse at Farmer's Market booth. Board discussed outreach to BARN and Bainbridge Island Women's Club, Savvy Women, Rotary, and Bainbridge Review for speaking, article, or podcast opportunities.

4.C Review Status of Pending Complaints (15:04) – Three Complaints remain on hold due to recent U.S. Court of Appeals filing. No additional complaints.

4.D Meeting with City Council re Recommended Changes to Ethics Code (15:30) – Previously planned October 15 Study Session was canceled. Scheduled for November 12 City Council meeting agenda. Chair Keating will follow up with Board once confirmed.

5. NEW BUSINESS (17:15)

5.A 2024 Annual Report & 2025 Workplan (17:18)

Planning and Reporting Subcommittee Appointments: Doña Keating, Rosemary Hollinger, Mark Markuly

MOTION: Karen Anderson **SECOND:** Rafael Escandon Passed unanimously

Board-Recommended Changes to Code of Conduct and Ethics Program / Ethics Board Operating Rules (20:13)

Discussion re removal of Ethics Code: Article V (B)(1), Operating Rules: 3(A)(ii), and Operating Rules: 2(D)(v). Also, to request timely re-appointment of Board members as terms expire.

5.B Annual Training (41:22)

Training Subcommittee Appointments: Mark Markuly (Chair), Karen Anderson, Hildja Saas
MOTION: Rosemary Hollinger **SECOND:** Rafael Escandon Passed Unanimously

Board-Recommended Changes to Training Materials and/or Process

Discussion on providing case studies and reinserting the Ethics Complaint process flowchart into the PowerPoint presentation. Agenda Item 5.A included discussion on discontinuing the training pamphlet requirement. The Board also explored options to ensure training is consistently annual, mandatory, and confirmed upon completion. Decisions by City Council regarding the Board's previous recommendations will guide any additional changes or updates.

Following further discussion, Mark Markuly opted to retain his role solely on the Training Subcommittee. A new motion was introduced to appoint Ms. Keating and Ms. Hollinger exclusively to the Planning and Reporting Subcommittee.

MOTION: Mark Markuly **SECOND:** Rafael Escandon Passed unanimously (47:05)

6. AGENDA FOR NEXT MEETING (59:15) – All existing items, except 4.B will now focus on Outreach Opportunities.

7. Next Meeting Date: November 18, 2024

8. ADJOURNMENT – 7:31 PM

MOTION: Donna Davison **SECOND:** Karen Anderson Passed Unanimously (1:00:45)

Doña Keating, Chair

Date

Ethics Board

2024 Annual Report / 2025 Workplan

Report on 2024 Activities

Pursuant to Article V, § D of the City of Bainbridge Island Code of Conduct and Ethics Program (the “Program”), the Bainbridge Island Ethics Board hereby provides its annual report and workplan to the Bainbridge Island City Council.

I. Complaints and Advisory Opinions

In 2024, the Ethics Board received complaint EB 2024 01. It was reviewed, discussed and dismissed per Determination Letter, dated April 15, 2024, and the Board concluded that the allegations did not indicate a violation of the financial conflicts of interest under Art. II, § D.1 (a) and (b).

The three previously reported complaints, referenced in the 2023 Annual Report, which are all related to each other, have been deferred while the Board continues to await a ruling in related litigation.

II. Ethics Board Members

The Board is presently operating with three members who are serving the final year of their initial terms: Rosemary Hollinger, Donna Davison and Rafael Escandon. Remaining members include Doña Keating, who was reappointed to complete her term expiring June 2026; Karen Anderson, a returning member appointed to complete the position 2 term expiring June 2026; and new members Mark Markuly and Hildja Saas, whose 3-year terms expire in June 2027.

Dr. Escandon completed his July 2023 – June 2024 term as Board Chair and Ms. Keating is now serving as Board Chair from July 2024 – June 2025. Ben Woodruff completed his January – June 2024 6-month term as Deputy Board Chair and Ms. Anderson is now serving her 6-month term as Deputy Board Chair.

III. Changes to the Ethics Program

Incoming City Council and Advisory Group members now receive Ethics Board training, which must then be confirmed by City Staff upon review completion. No other specific changes to the ethics program have occurred in 2024.

IV. Training

In 2024, the Board updated its written training content for distribution to City Council and relevant COBI Advisory Boards in accordance with the report/work plan presented to Council at its May 14, 2024 meeting. The Training Subcommittee is also working on case studies and will update the video training in preparation for conducting training and the Board's educational duties under the Ethics Program.

The training is structured to be completed as follows:

1. An in-person and remote, Zoom-based training and informational session for City Council.
2. Remote/Zoom-based and in-person training and informational sessions open to the public and all Advisory Group members, and to address questions on the ethics training materials.
3. A recording of the June 06, 2023 training presentation and the related materials was posted and remains available for review on the City's Ethics Board Web Page, under the "Resources" Section, available [here](#).
4. Update documentation and training program as applicable to reflect appropriate Ethics Code changes and effective dates.

In order to complete this training, the Board needs technical assistance from the Council and the City with the following:

- Sending notices of the training sessions to all current members of City Committees and Commissions.
- Scheduling the training sessions and providing the Board with the necessary tools and permissions to host the Zoom meetings.
- Scheduling the joint/training session with Council.
- Recording the training sessions and posting one on the Ethics Board website along with the PowerPoint slides.
- Keeping track of which Committee and Commission members have attended or viewed a training session.

V. Requests and Recommendations

A. Changes to Ethics Code and Operating Rules

The Board recommends revising or striking the following sections from the Ethics Code and Operating Rules since pamphlets are no longer created and distributed:

- Ethics Code: Article V (B)(1.)
 - *"At least every two years, the Ethics Board shall prepare and distribute a pamphlet describing the Code of Conduct (Article I) and Code of Ethics (Article II) to all Councilmembers and members of City Committees and Commissions, after review of the pamphlet by the City Attorney's Office. The Ethics Board shall ensure that all new Councilmembers and members of City Committees and Commissions receive a pamphlet on this Code of Ethics."*
- Operating Rules: 3(A)(ii.)
 - *"Pamphlet. At least every two years, the Training Subcommittee shall prepare, and members of the Ethics Board shall distribute, a pamphlet describing the*

Code of Conduct (Article I) and Code of Ethics (Article II) to all Councilmembers and members of City Committees and Commissions. The Ethics Board shall ensure that all new Councilmembers and members of City Committees and Commission receive a pamphlet upon election or appointment.”

The Board recommends changing the following section in the Operating Rules:

- Operating Rules: 2(D)(v.)
 - ◊ *“Meeting Minutes. The Deputy Chair shall keep action minutes of each meeting of the board and provide said minutes to the Board in advance of the next meeting, where they will be reviewed, revised as necessary, and approved. Approved meeting minutes will be posted on the Ethics Board website. Minutes shall record what actions were taken by the Board, **and to the extent deemed necessary by the board, what was said.**”*

B.—Statutes of Limitations or Expiration of Complaints

The Board continues to recommend the City Council consider some type of Statute of Limitations or expiration in cases where Ethics Complaints referencing individuals or actions who are either no longer with the City Council or Committee/Commission after a period of 12 months (or longer) from event(s) referenced in the complaint. The aforementioned recommendation along with assurance of consistent and proper training should reduce the number of complaints. Similarly, when recourse or redress is not an option and provides no educational benefit, such a reduction may aid the Ethics Board in maintaining focus on the most contemporaneous and relevant complaints.

Similarly, the Board also recommends the City Council establish an additional Statute of Limitations on the date(s) by which complaints may be filed against prior actions. In the past, the Board has received complaints regarding actions that took place years prior to the complaint being filed. The Board, in its interpretation of the Ethics Program, had no choice but to review the complaint, despite the Board’s inability to discern certain salient points because of the elapsed time and Council/Committee turnover.

By placing a time limit on both of these instances, the City Council would emphasize the educational aspects over the political or punitive possibilities that may emerge without such adoption.

G.—Ethics Training Mandatory

The Board recommends the continuation of mandatory Ethics Program training for all members of all Committees/Commissions/Boards and Task Forces appointed by the City Council and for all City Council members. Members must complete the training along with follow-ups on an annual basis. City Staff may assist in tracking those members who have completed training and inform those who are still required to complete the training.

D.—Timely Placement and Public Access to Key Documents

The Board recommends a timely review and placement of important documents (e.g.; Annual Report/Work Plan, training materials) into the public’s view (e.g. hyperlinked into the EB’s public archive) allowing full transparency to the public on work completed and planned activities for the current year.

E.—~~City Manager and Advisory Opinions: Initially, the Board declined a request for an Advisory Opinion from the City Manager. Upon further reflection, we recommended that the City Manager be included in the program for Advisory Opinions, aligning with the educational intent of the Ethics program. Article III, Section D of the Code of Conduct and Ethics Program and 4(C)(i) of the Operating Rules would be updated to reflect this change.~~

F.—~~Addition of Student/Young Adult 6 Mo/1-Year Membership(s)/Ethics Board Rotations Implement a program allowing 6-month or 1-year EB membership terms for young adults (roughly high-school, undergraduate age: ~ 16 to 22 years) to allow exposure to municipal volunteer service. We are pleased to note that this recommendation is being addressed per the Deputy Mayor's urging and vote at City Council's July 23, 2024 meeting (8.6 Discuss Potential Youth Participation in Local Government Via Youth Consultation Exercises and Activities), and are awaiting an update.~~

2025 Workplan Priorities

- A. Assist City Council by encouraging timely application, consideration, interview, and confirmation of qualified persons for the three Ethics Board positions (5, 6 & 7) whose terms will be completed in June 2025.
- B. Design any appropriate updates to the Ethics Program during the 2025 term based on experience in the application of the Ethics Code and provide such suggested updates to BI City Council.
- C. With the assistance of City Staff, ensure that all appropriate individuals have received Ethics Program training. Ensure that all new members are trained as soon as possible, perhaps at the same time or near the OPM training.
- D. Provide Q&A support relating to Ethics Code training for Councilmembers if requested and be available for questions from any members of Boards, Committees, and Commissions, after each has reviewed the archived (video) training content on the COBI Ethics Board website.
- E. Increase public exposure to the existence of the Ethics Board/Ethics Program, its membership and its function at times during the 2025 calendar year through outreach. This may be achieved by having member(s) available at scheduled times at the community farmer's market, the moonlight market, the national night out, and other community events, as availability dictates.
- F. Continue to refine and clarify aspects of the Ethics Program as an educational resource that maintains the public trust and provides transparency to the process of Government operations to the residents of Bainbridge Island. This may include education on methods of how to apply elements of the Ethics Program in hypothetical cases.
- G. Continue to respond to official ethics complaints and inquiries for advisory opinions in adherence to the Ethics Program.

Approved, _____(Date)



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.**

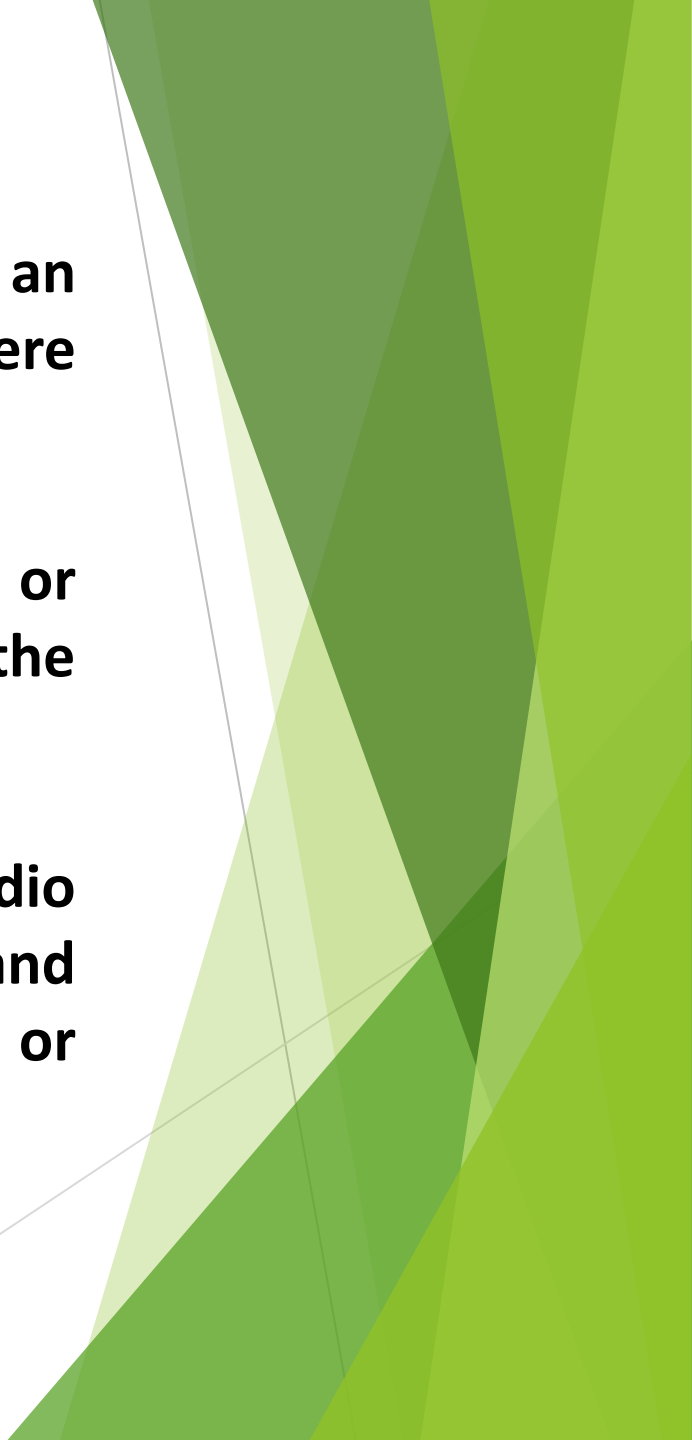
TIPS for dealing with public comment:

- **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.

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- 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.**

- **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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