



**SPECIAL CITY COUNCIL MEETING
TUESDAY, APRIL 21, 2020**

THE CITY COUNCIL WILL HOLD ITS APRIL 21 MEETING USING A VIRTUAL, ZOOM WEBINAR PLATFORM, PER GOVERNOR INSLEE'S "STAY HOME, STAY HEALTHY" ORDERS. MEMBERS OF THE PUBLIC WHO DO NOT WISH TO VIEW THE MEETING VIA THE BKAT BROADCAST OR THE CITY'S WEBSITE STREAMING WILL BE ABLE TO CALL IN TO THE ZOOM MEETING. FOR THIS MEETING, MEMBERS OF THE PUBLIC WHO PARTICIPATE VIA ZOOM WILL BE ALLOWED TO LISTEN BUT NOT PARTICIPATE/COMMENT.

PLEASE CLICK THE LINK BELOW TO JOIN THE WEBINAR:

[HTTPS://ZOOM.US/J/92361677973](https://zoom.us/j/92361677973)

OR IPHONE ONE-TAP :

US: +13462487799,,92361677973# OR +16465588656,,92361677973#

OR TELEPHONE:

DIAL(FOR HIGHER QUALITY, DIAL A NUMBER BASED ON YOUR CURRENT LOCATION):

US: +1 346 248 7799 OR +1 646 558 8656 OR +1 669 900 9128 OR +1 253 215 8782 OR +1 301 715 8592

OR +1 312 626 6799

WEBINAR ID: 923 6167 7973

AGENDA

1. **CALL TO ORDER/ROLL CALL - 5:00 PM**
2. **APPROVAL OF AGENDA/CONFLICT OF INTEREST DISCLOSURE**
3. **MAYOR'S REPORT - 5:05 PM**
4. **PRESENTATIONS**
 - 4.A **(5:10 PM) Update on COVID-19 Response Activities - Executive**, 45 Minutes
[Presentation Materials - COVID-19 Update CC 21 Apr 2020](#)
[Presentation Materials - KEDA Response](#)
[Presentation Materials - BIDA and Chamber](#)
5. **COUNCIL DISCUSSION**

5.A (5:55 PM) Process to Fill City Council South Ward Vacancy - Mayor Schneider, 15 Minutes
Proposed Process for 2020 Council Vacancy

- 6. FUTURE COUNCIL AGENDAS - 6:10 PM**
- 7. FOR THE GOOD OF THE ORDER - 6:20 PM**
- 8. ADJOURNMENT - 6:30 PM**

GUIDING PRINCIPLES

Guiding Principle #1 - Preserve the special character of the Island, which includes downtown Winslow's small town atmosphere and function, historic buildings, extensive forested areas, meadows, farms, marine views and access, and scenic and winding roads supporting all forms of transportation.

Guiding Principle #2 - Manage the water resources of the Island to protect, restore and maintain their ecological and hydrological functions and to ensure clean and sufficient groundwater for future generations.

Guiding Principle #3 - Foster diversity with a holistic approach to meeting the needs of the Island and the human needs of its residents consistent with the stewardship of our finite environmental resources.

Guiding Principle #4 - Consider the costs and benefits to Island residents and property owners in making land use decisions.

Guiding Principle #5 - The use of land on the Island should be based on the principle that the Island's environmental resources are finite and must be maintained at a sustainable level.

Guiding Principle #6 - Nurture Bainbridge Island as a sustainable community by meeting the needs of the present without compromising the ability of future generations to meet their own needs.

Guiding Principle #7 - Reduce greenhouse gas emissions and increase the Island's climate resilience.

Guiding Principle #8 - Support the Island's Guiding Principles and Policies through the City's organizational and operating budget decisions.



City Council 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.



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: April 21, 2020

ESTIMATED TIME: 45 Minutes

AGENDA ITEM: (5:10 PM) Update on COVID-19 Response Activities - Executive,

SUMMARY: City Manager's update on COVID-19.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: Discussion only.

STRATEGIC PRIORITY: Healthy and Attractive Community

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND:

ATTACHMENTS:

[Presentation Materials - COVID-19 Update CC 21 Apr 2020](#)

[Presentation Materials - KEDA Response](#)

[Presentation Materials - BIDA and Chamber](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

COVID-19 Response Update to City Council

City of Bainbridge Island

April 21, 2020

Overview

<https://www.bainbridgewa.gov/COVID19>

- ▶ Public Health Status
- ▶ Status of City Services
- ▶ Emergency Response Activities
- ▶ Economic Mitigation
- ▶ Looking Ahead

Public Health Status

- ▶ On March 23, Gov. Jay Inslee initiated extensive closures and restrictions statewide via “Stay Home, Stay Healthy” orders
- ▶ On April 2, orders were extended through Monday, May 4
- ▶ Washington K-12 schools are closed for the remainder of the school year

Public Health Status

- ▶ As of 4/20/20, there are 12,085 positive cases in Washington State and 652 reported deaths.
- ▶ To date, Washington State hospitals have been able to keep up with the demand for hospital beds and ventilators.
- ▶ There continues to be a statewide/nationwide shortage of Personal Protective Equipment (PPE).

Public Health Status

- ▶ In Kitsap County, the rate of increase in new positive cases has slowed significantly.
- ▶ Kitsap area hospital capacity for intensive care and other needs remains satisfactory.
- ▶ As of 4/21/20, Kitsap County positive tests are 141, of which 11 are Bainbridge Island residents.
- ▶ There is one reported death in Kitsap County

Status of Critical Community Services

- ▶ Public Safety services (Police and Fire) are functioning well. Calls for service are relatively low.
- ▶ Critical Public Works services are functioning well.
- ▶ Bainbridge Island School District (BISD) continues to provide daily meal service for a significant number of island students.
- ▶ Bainbridge Island Metropolitan Park and Recreation District (BIMPRD) properties are open for pedestrians and bicyclists. All park properties are closed to vehicle access.
- ▶ Bainbridge Prepares continues to coordinate extensive community response efforts through neighborhood and online networks

Status of Critical Community Services

Other essential community services/sites are functioning well:

- ▶ Grocery and food stores (n=5)
- ▶ Pharmacies (n=3)
- ▶ Key private sector partners (gas stations, Bainbridge Disposal, etc.)
- ▶ Key non-profit partners (Helpline House, BISCC, IVC, etc.)

Emergency Response Activities

Priorities for current planning period (through May 4) are:

- ▶ Situational Awareness
- ▶ Support resource requests for community organizations
- ▶ Volunteer and Donations Management
- ▶ Support for local businesses and nonprofits

Emergency Response Activities

More than 50 community resource needs/requests have been managed through the EOC framework:

- ▶ Bainbridge Pediatrics, Virginia Mason, Island Health and Rehab
- ▶ Bainbridge Senior Living
- ▶ Helpline House
- ▶ All grocery stores, gas stations, and pharmacies
- ▶ Other essential businesses (Bainbridge Disposal, Boys & Girls Club, pet food suppliers, food delivery services, etc.)

Emergency Response Activities

- ▶ Kitsap County closed down the community-based testing site in Bremerton on 4/17
- ▶ Kitsap County Isolation and Quarantine Site open at Pilgrim Firs Camp and Conference Center. Each site currently has one occupant.

Emergency Response Activities

- ▶ The City's EOC is now operating with roughly half of personnel on-site and half working remotely.
- ▶ The EOC reduced staffing this week to Monday, Wednesday, and Friday from 9 am – 1 pm
- ▶ Key personnel remain on call 24/7 should the situation change

Emergency Response Activities

Estimated City Financial Expenditures (as of April 17):

- ▶ City staff time - \$307,000
- ▶ City other direct expenditures - \$100,000
- ▶ Potential FEMA reimbursement - \$140,000

Economic Mitigation

- ▶ Near-term focus for the City will be on support to address food insecurity and housing insecurity for residents.
- ▶ At this time, Helpline House is the primary provider for both of these areas of service.

If you can help, or need help, contact Helpline House:

- ▶ <https://www.helplinehouse.org>
- ▶ Phone: (206) 842.7621

Economic Mitigation

- ▶ Next week (April 28), City Council can consider request from Helpline House to approve additional funding of \$60,000.
- ▶ Funding would be directed towards households experiencing impacts due to COVID-19.
- ▶ Additional funding for rental assistance for lower income residents is also available via additional Kitsap County CDBG funding. Helpline House also is the correct point of contact for these rental assistance funds.

Economic Mitigation

- ▶ Next week (April 28), City Council can consider approving mechanism to provide local nonprofit partners with additional flexibility in use of funds previously designated for programs or events.
- ▶ City of Bainbridge Island continues to provide support to customers through other mechanisms:
 - ❖ Utility Payments - City of Bainbridge Island Water and Sewer Services Will Not Be Shut Off During This Outbreak.
 - ❖ City will pay credit card fees on payments.
 - ❖ City of Bainbridge Island Suspends Late Payment Fees on Delayed Business Tax Filings.

Economic Mitigation

In the near term, the City will continue to support BIDA, the Chamber of Commerce, and KEDA in efforts to:

- 1) promote and stabilize local businesses that are still in operation,
- 2) provide user-friendly, current information on federal and state support programs.

Bainbridge Recovers: <https://bainbridgeislandcovid19.recovers.org/>

Looking Ahead

- ▶ The City's current planning period is through May 4. During this period, resources will be focused on addressing the near-term tasks and issues identified above.
- ▶ As the community's public health needs remain near status quo, the City is working during April to inform mid-term planning and activities that would begin in May.
- ▶ These would begin with work to evaluate and reset City workplans and budgets for the remainder of 2020.

Looking Ahead

City staff are focused on planning for next phase:

- ▶ Changes to City workplace/workforce requirements
- ▶ Changes to City workplans
- ▶ Changes to City budgets

Looking Ahead

- ▶ City Council is holding weekly meetings via remote platform
- ▶ 10 candidates for City Council Vacancy – South Ward
- ▶ Governor Inslee will provide guidance on any changes to or extension of the “Stay Home, Stay Healthy” orders currently in place through May 4

Looking Ahead

City staff will work with Council on April 28 to plan content for May City Council meetings:

- ❖ Selection of new South Ward councilmember
- ❖ Review and revise City workplan priorities for 2020
- ❖ Review revised financial forecasts for 2020 revenue
- ❖ Review revised calendar for 2021-2022 Biennial Budget Development
- ❖ Confirm plans to resume meetings for Planning Commission and Design Review Board

QUESTIONS/COMMENTS?

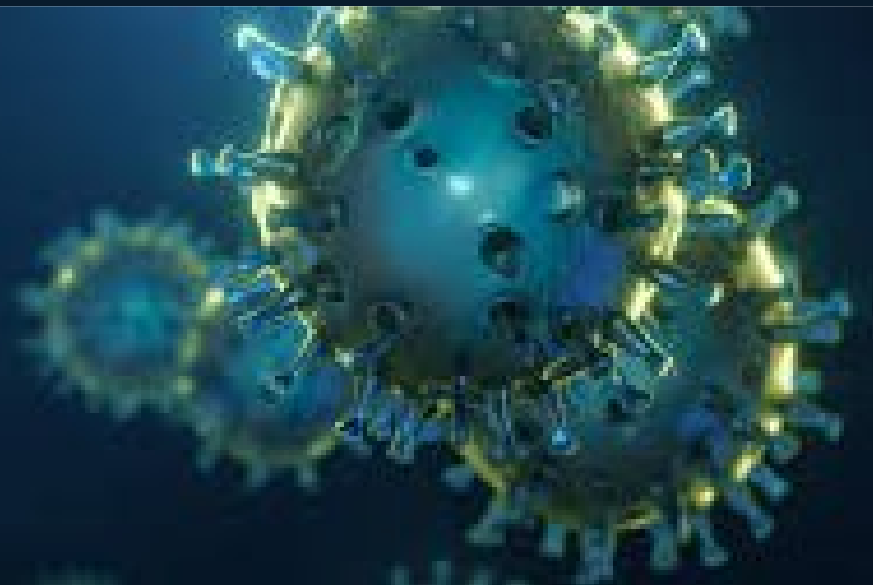


COVID 19 *and* KEDA's RESPONSE TO BUSINESS

Bainbridge Island Update
April 20, 2020



Kitsapeda.org/covid-19



COVID-19 Resources & Information

[Kitsapeda.org/Covid-19](https://kitsapeda.org/Covid-19)

Current updates & reliable resources:

Funding Relief

- SBA Loans ■ CARES Act ■ Lenders
- Unemployment ■ Grants ■ FAQs

Local Resources

- SBDC ■ Lenders
- Local Governments & Chambers
- Government Contracting (PTAC)
- Industry Sectors

KITSAP ECONOMIC DEVELOPMENT ALLIANCE

Positioned for Prosperity | 360.377.9499

Search this site... Home Contact Us Site Map

Life + Work About Us Key Industries Doing Business Properties and Land Demographics **COVID-19**

COVID-19

Questions about your business?

Join KEDA's Weekly Webinar:
COVID-19 & Your Business

Our goal is to provide insights and information with Kitsap leaders and partners. Join us Thursdays at 10 a.m. to learn and share – we're in this together! Next webinar is April 16th **REGISTER NOW**

COVID-19 is top of mind for all of us. Business, family, education, health, community are all impacted. KEDA is working to provide current and relevant information for your business as this crisis continues. On this page are resources, links and information to guide your decisions, policies and activities as we all work together. We encourage you to go directly to these sources for information and updates, rather than from social media, family, and friends

[Click here to read a message from your KEDA Team](#)

NEW!

Washington State Business & Workers Weekly Update

SBA EIDL application status
800-659-2955 or
disastercustomerservice@sba.gov

Weekly Webinars & Archive

View KEDA Webinar Archives & Upcoming Events

Recent Posts

- DoD SBIR/STTR Phase II Submissions Job Aid
- WA State Business & Workers Weekly Update
- Webinar now available for viewing!
- Notice: SBA Announces Lapse in Appropriations
- SBA Formalizes Guidelines on Paycheck Protection Program, Will Accept Public Comment

COVID 19 RELIABLE RESOURCES

- CARES Act – Coronavirus Aid, Relief, and Economic Security
- Centers of Disease Control
- FEMA – COVID 19
- FEMA Coronavirus Rumor Control
- Homeland Security – Cybersecurity and Infrastructure Security Agency (CISA)
- Internal Revenue Service
- Small Business Administration – Disaster Loans

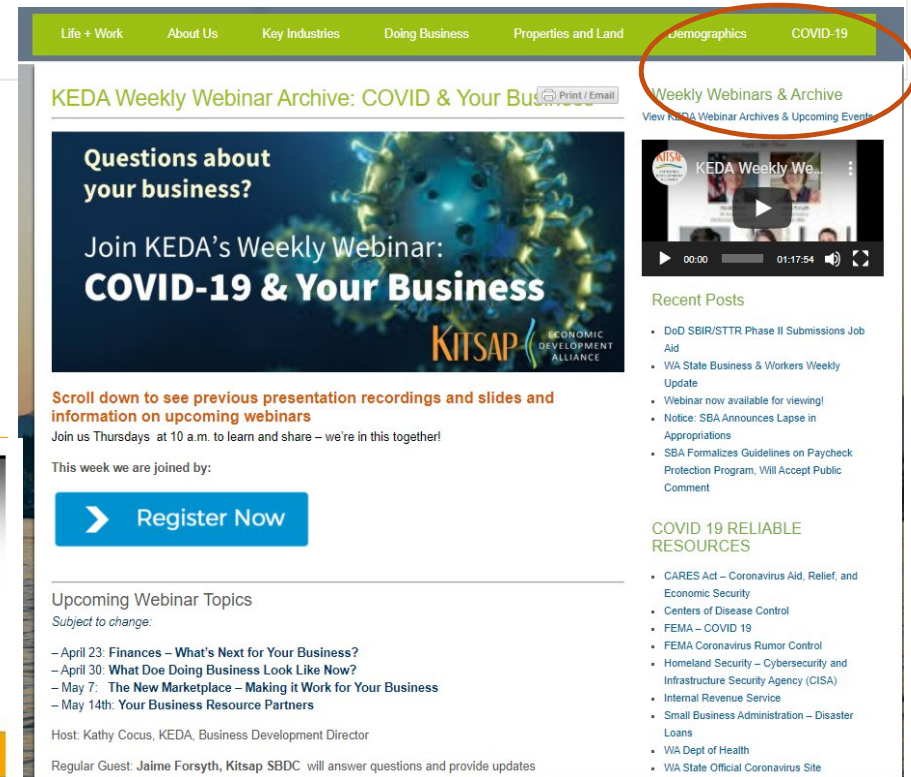
Weekly Webinars: Partnering to Inform & Update COVID-19 & Your Business

Thursdays @ 10am -details @kitsapeda.org

Upcoming:

- April 23: **Finances – What's Next for Your Business?**
- April 30: **What Does Doing Business Look Like Now?**
- May 7: **The New Marketplace – Making it Work for Your Business**
- May 14th: **Your Business Resource Partners**

View past webinars:



Communicating *with* Businesses

kitsapeda.org/media-center/kitsap-connects/news/

Daily Blog, Social Media Posts & Newsletters

WA State Business & Workers Weekly Update

on April 17, 2020 (Edit)

Great new resource from Washington State! Sign up to receive their weekly newsletter! April 15, 2020 This is the first weekly newsletter provided by the state Economic Resiliency Team (ERT), part of the Joint Information Center at Camp Murray. The newsletter will provide news and information to help businesses and workers navigate the COVID-19 pandemic. Unemployment Insurance More than 170,000 new jobless claims were filed [...] [Read more »](#)

Categories: [Business News](#), [COVID-19](#), [Economy](#), [Featured News](#), [Kitsap](#), [SBA Disaster Relief](#), [Washington](#), [Workforce](#) - Tags: [COVID-19 Coronavirus](#), [Washington State](#), [workers](#)



April 9, 2020

- Apply by Friday at noon! WWSBG
- COVID-19 Funding Your Business Webinar
- PPP and SBA Disaster Assistance Loans
- Understanding Families First Coronavirus Response Act (FFCRA)
- Understanding the CARES Act

[Visit our website](#)

[f](#) [t](#) [p](#) [v](#) [in](#)



Questions about your business?

Join KEDA's Weekly Webinar:
COVID-19 & Your Business



REMINDER! Our weekly webinar is TODAY @10 am and features:

- Mark Costello, Deputy District Director, SBA
- Jaime Forsyth, Business Advisor, Kitsap SBDC
- Steve Maxwell, EVP & Chief Lending Officer, Kitsap Bank

[Click here for more info, recordings of previous webinars & upcoming topics](#)

REGISTER 

Working Washington Small Business Grant

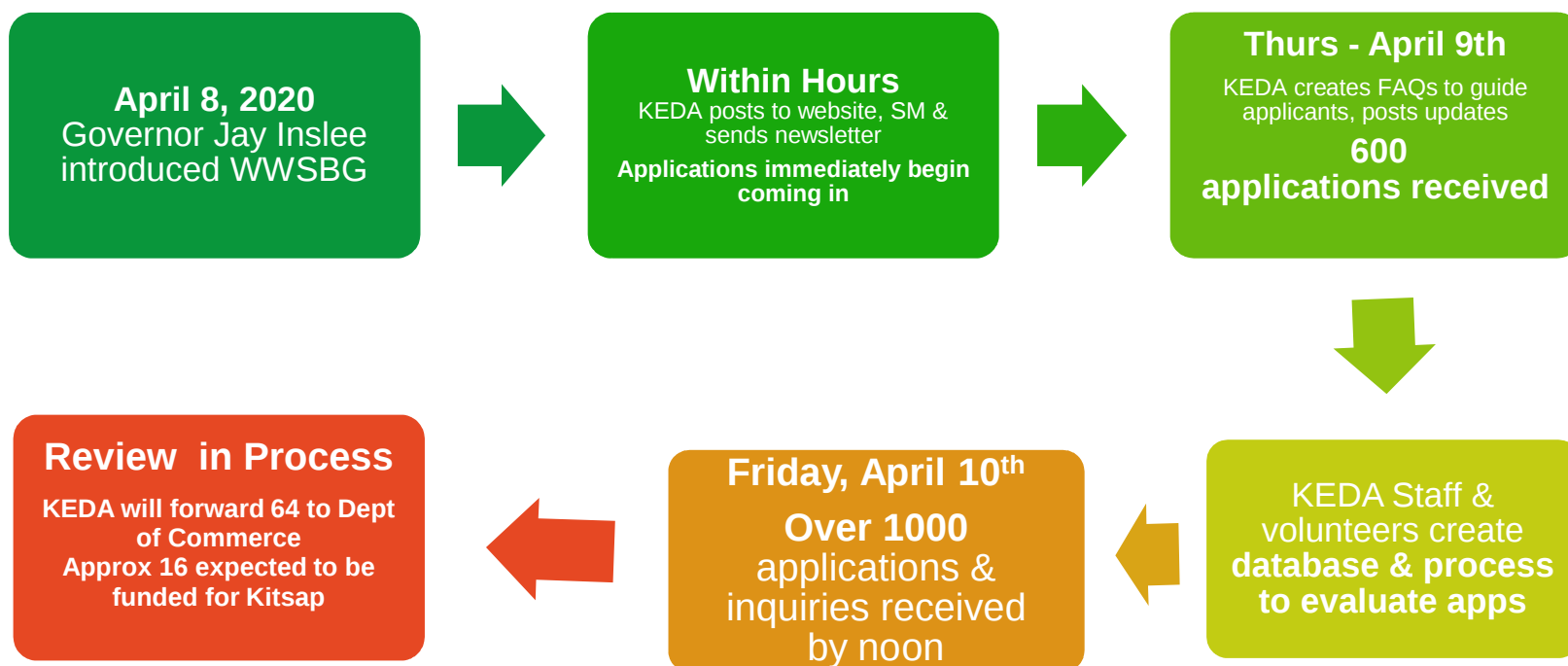
APPLY BY NOON ON FRIDAY!

NEW! Frequently Asked Questions now available!

Attention Kitsap Small Businesses who have or are considering applying for assistance via the Working Washington Small Business Emergency Grant program. We have just added a FAQ document regarding eligibility and requirements for the WWSBG Grant.

[Click here to view & download FAQs.](#)

Working Washington Small Business Grants



Gathering Information & Data

- *positioning KEDA to support long-term business need*

Tell us how you are doing

on March 31, 2020

 Print / Email

KEDA stands ready to assist your organization as we continue to work through the COVID-19 pandemic and recovery.

WE NEED TO HEAR FROM YOU

As we work with our regional and state partners, your input is vital to providing future assistance that is needed. The survey should take less than 5 minutes to complete & responses will be reported in aggregate.



[Take the survey now](#)

KEDA – working remotely for Kitsap Businesses

www.kitsapeda.org

www.kitsapeda.org/covid-19

John Powers:

powers@kitsapeda.org 360.536.0996

Kathy Cocus:

cocus@kitsapeda.org 360.377.0180

Theresa Mangrum

Mangrum@kitsapeda.org 360.479.3712



COBI City Council COVID-19 Briefing

BICC/BIDA
April 21, 2020

Presenters

Jerri Lane, Executive Director

Bainbridge Island Downtown Association

jerri@bainbridgedowntown.org

Mickey Molnaire, Director of Marketing

Bainbridge Island Chamber of Commerce

mickey@bainbridgechamber.org

Challenging Times

- As you hear our briefing, please think about creative ways COBI can provide immediate assistance to our small businesses.
 - B&O Tax deferments?
 - Technology assistance in applying for funding?
 - Small Business Stabilization funding?
- It will be a long and painful recovery and we must all participate in the solutions.

Tourism Impacts from COVID-19

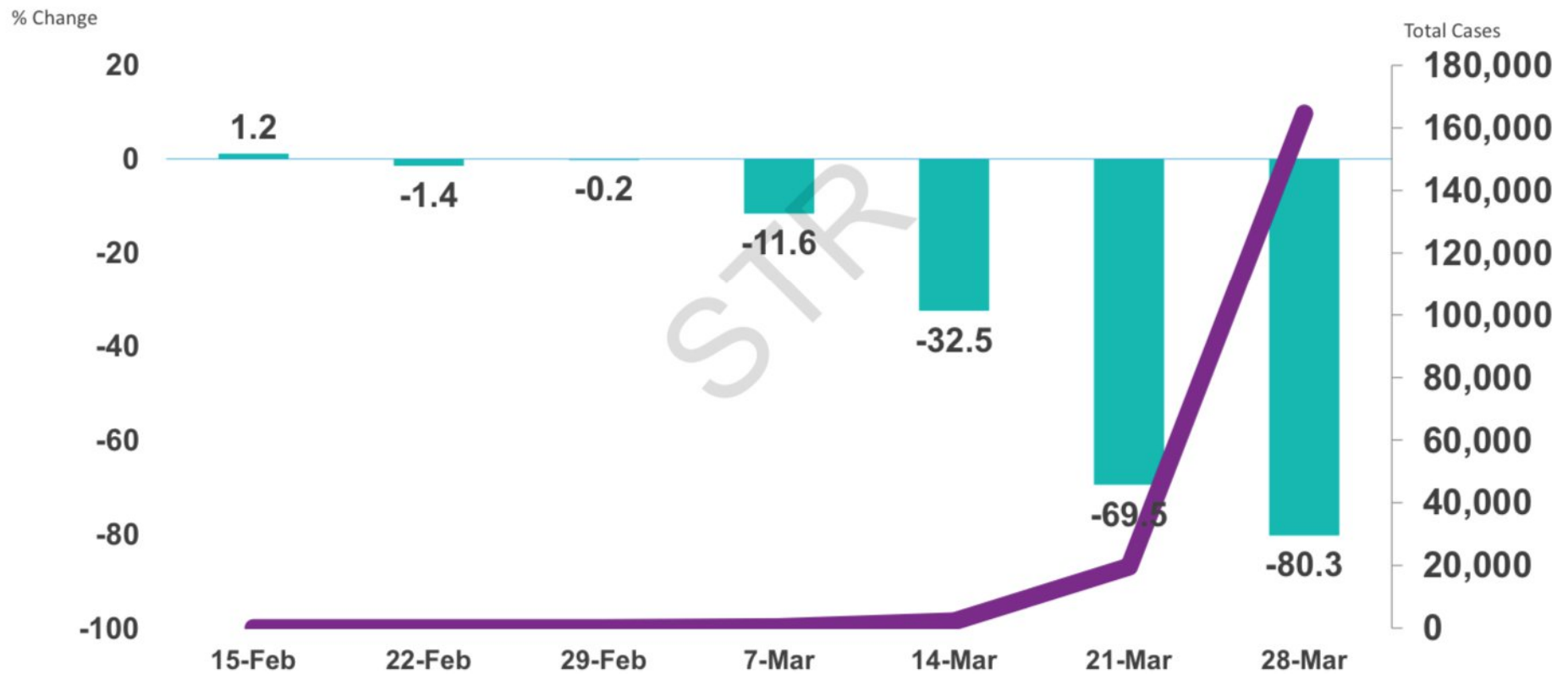
Christine Mueller, Executive Director

Visit Bainbridge Island

- Tourism is a major contributor to Bainbridge economy
- US Travel Industry job losses alone could be enough to push the economy into recession.
- Seattle hotel occupancy has dropped from 70.9% to 20.2%
- Domestic Air travel down 95% over STLY
- Cruise Ship Sailings on “indefinite” hold. Economic Impact to region: \$893m
- Forecasted tourism ‘New Normal’ now 2023 depending on testing, vaccine and antibody therapy.

RevPAR % Change and COVID-19 Cases

Total U.S., by Week



STR. 2020 © CoStar Realty Information, Inc.

Source: STR. 2020 © CoStar Realty Information, Inc. 4

Bainbridge Business today

- Except for essential businesses, observing 'Stay Home' order
- Scrambling for federal assistance
- Falling back on ecommerce, pickup, delivery
- Employees furloughed. CARES act unemployment provisions will help
- Extended shutdowns will increase number of businesses who will not survive

Recovery Variables

Highly volatile and dynamic – Economy depends on timing and availability of three key elements

– all unavailable:

- Universal testing/contact tracing
- Vaccine
- Antibody therapy

Main Street Assn Survey Results 1

- 30 million US small businesses
- Business owners need financial assistance and penalty-free expense extensions
- Two-month closure: 3.5 million may be at risk of closing permanently
- Five-month closure: 7.5 million may be at risk of closing permanently
- 35.7 million small business employees at risk of unemployment

MSA 2

Small Business Revenues

- 75% reported at least 50% yoy revenue decline
- 57% reported 75+% yoy revenue decline

MSA 3 - Needs

- Financial assistance next 90 days
- Penalty-free expense extensions
- CARES and future funding should prioritize businesses with fewer than 20 employees
- New stimulus funding should address expenses of small businesses like inventory, rent, and mortgage payments

Economic Scenarios

- Ineffective interventions
 - Self-reinforcing recession kicks in; bankruptcies, credit defaults; potential banking crisis
- Partially effective interventions
 - Policy responses partially offset economic damage; banking crisis is avoided.
- Effective interventions
 - Strong policy response prevents structural damage; recovery to pre-crisis fundamentals

Five Horizons for the future

- Resolve immediate challenges
- Address near-term cash management
- Create detailed return to work plan – Small Business Recovery Task Force
- Reimagine the New Normal
- Be clear about shifting regulatory environments

Forward: Safeguard Our Lives

- Suppress the virus as fast as possible
- Expand testing, contact tracing and treatment capacity
- Find 'cures'; vaccines, antibody therapies

Forward: Safeguard Our Livelihoods

- Support people and businesses in lockdown
- Prepare to return to work safely
- Prepare to scale the recovery

The New Normal

- New technology
- Rethinking roles of individuals and institutions
- Moving from globalization to regionalization

Current Focus of BIDA, the Chamber & Visit Bainbridge Island

- Provide online updated list of businesses open & closed
- Promote gift card program & other crowd-sourced funding
- Promote businesses on social media
- Share stories of successful innovation and pivoting
- Provide updates on financial assistance programs
- Continue to monitor the tourism sector
- Develop a survey of island business
- Small Business Recovery Task force.
- Curate resources for remote working, pivoting, & recovery

Questions?



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: April 21, 2020

ESTIMATED TIME: 15 Minutes

AGENDA ITEM: (5:55 PM) Process to Fill City Council South Ward Vacancy - Mayor Schneider,

SUMMARY: Council will discuss the proposed process to fill the South Ward vacancy.

AGENDA CATEGORY: Discussion

PROPOSED BY: City Council

RECOMMENDED MOTION: Discussion.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND:

ATTACHMENTS:

[Proposed Process for 2020 Council Vacancy](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

PROPOSED PROCESS FOR 2020 COUNCIL VACANCY

Two rounds of interviews are proposed:

May 5 – City Council Study Session

- Council approves the voting process for determining the finalists (attached)
- Each candidate will have 5 minutes for prepared remarks
- Each Council member will pose one question to the candidate
- Council adjourns to an executive session, scheduled for one hour
- Each Council member fills out a ballot and announces their top 3 candidates
- Deputy City Attorney calculates the points for each candidate in accordance with agreed process
- Top 5 candidates based on point system are declared finalists

May 12 – City Council Meeting Business Meeting

- Council approves the voting process for selecting the Council member
- Each finalist will provide prepared remarks followed immediately by one question from each Council member
- Council adjourns to an executive session, scheduled for 20 minutes
- Each Councilmember fills out a ballot and announces their top 3
- Deputy City Attorney calculates the points for each candidate in accordance with the agreed process
- The process is repeated, if necessary, for an additional two rounds in accordance with the voting process (attached)
- The selection is announced

May 19 – City Council Study Session

- New Council member is sworn in and joins the meeting

**BAINBRIDGE CITY COUNCIL APPOINTMENT VOTING PROCESS TO FILL A COUNCIL VACANCY
PROCESS TO NARROW OVERALL POOL OF CANDIDATES TO A SET OF FINALISTS
MAY 5, 2020**

The Presiding Officer will explain that the process to fill the City Council vacancy was last discussed and agreed to at the Council meeting on April 21, 2020, and is proposed to be as follows:

1. Each Councilmember will be given a Candidate Rankings document (“ballot”) that will be used as a tool by each Councilmember as part of this process in narrowing the pool of candidates to a set of finalists. Each ballot will have lines for Councilmembers to write and sign their name on the document, and the ballot will include lines for “1st Choice,” “2nd Choice,” and “3rd Choice.” The ballot is a public record and Councilmembers will provide their ballots to the City Clerk at the conclusion of the meeting.
2. Each Councilmember will use his/her ballot to indicate his/her first, second, and third choices for appointment to the Council. “First” means “top choice.” “Second” means second choice, and “third” means third choice.
3. The Presiding Officer will ask each Councilmember, one by one, to publicly announce their first, second, and third choices. Each first place vote will award a candidate five (5) points. Each second place vote will award a candidate three (3) points. Each third place vote will award a candidate one (1) point. A City staff member will utilize a computer to display on the screen a list of all of the candidates, and that staff member will keep a tally of the points for each of the candidates based on the choices announced by the Councilmembers. The candidates, the Council, and the public will be able to see this tallying occur publicly in real time.
4. The five candidates with the highest point totals will be the finalists and will be invited back to the May 12, 2020 Council meeting. If only three or four candidates receive points, only those 3 or 4 candidates will be finalists. If the point totals result in a tie for the fifth highest vote-getter, the tying candidates for fifth place will be finalists, which will result in a set of more than five finalists.

Once the City Council agrees on the process, a Councilmember will offer a motion stating:

I move that the Council utilize the process as described to narrow the pool of candidates for the vacant Council position to a set of finalists that will be considered for appointment by the Council at the May 12, 2020 Council meeting. By voting for this motion, I am voting to approve the finalists that are determined by utilizing this process based on the point system as described.

May 5, 2020 City Council Meeting

Candidate Rankings

1st Choice: _____ (5 pts)

2nd Choice: _____ (3 pts)

3rd Choice: _____ (1 pt)

By: _____

Name: _____

BAINBRIDGE CITY COUNCIL PROCESS TO FILL COUNCIL VACANCY
SELECTION OF APPOINTEE FROM THE SET OF FINALISTS
MAY 12, 2020

The Presiding Officer will explain the process that the City Council will use to select the appointee to fill the Council vacancy from the set of finalists. That process is proposed to be as follows:

1. **Round 1:** Each Councilmember will be given a Candidate Rankings document (“ballot”) that will be used as a tool by each Councilmember to select the appointee. Each ballot will have lines for Councilmembers to write and sign their name on the document, and the ballot will include lines for “1st Choice,” “2nd Choice,” and “3rd Choice.” The ballots are public records and Councilmembers will provide their ballots to the City Clerk at the conclusion of the meeting.
2. Councilmembers will use their ballot to indicate their first, second, and third choices for appointment to the Council. “First” means “top choice.” “Second” means second choice, and “third” means third choice.
3. The Presiding Officer will ask Councilmembers, one by one, to publicly announce their first, second, and third choices. Each first place vote will award a candidate five (5) points. Each second place vote will award a candidate three (3) points. Each third place vote will award a candidate one (1) point. A City staff member will utilize a computer to display on the screen a list of all of the candidates, and that staff member will keep a tally of the points for each of the candidates based on the choices announced by the Councilmembers. The candidates, the Council, and the public will be able to see this tallying occur publicly in real time.
4. If a candidate receives four first place votes, that candidate will have obtained a first place vote from a majority of Councilmembers and will be the appointee to fill the vacancy.
5. If no candidate receives four first place votes in Round 1, the fourth place candidate (meaning the candidate with the lowest vote total) will be dropped from the running.

If there is a tie between the third and fourth place candidates, then the tie will be broken by looking at the first, second, and third place votes for each of the tied candidates. In particular, the third and fourth place candidate with the most first place votes will proceed. If the two candidates have the same number of first place votes, then the candidate with the most second place votes will proceed. If the two candidates have the same number of second place votes, then the candidate with the most third place votes will proceed. If neither of these methods breaks the tie, then both the third and fourth place candidates will be removed from the running.

6. **Round 2** (if necessary; skip to Round 3 if two candidates were removed during Round 1): Councilmembers will use another ballot to indicate their first, second, and third choices from the remaining three candidates. If a candidate receives four first place votes,

that candidate will have obtained a first place vote from a majority of Councilmembers and that person will be the appointee to fill the vacancy.

7. If no candidate receives four first place votes in Round 2, the third place candidate (meaning the candidate with the lowest vote total) will be dropped from the running. If there is a tie between the second and third place candidate, the tie will be broken following the same process indicated under Section 5 above.
8. **Round 3** (if necessary): At this point, two candidates will remain. Councilmembers will then use another ballot to indicate their first choice from the remaining candidates.
9. If a candidate receives four first place votes, that candidate will have received a first place vote from a majority of Councilmembers and that person will be the appointee to fill the vacancy.
10. If there is a tie, which means each candidate received three first place votes, the candidate with the highest number of points from the previous round will be the appointee. If the two candidates were tied in the previous round, then the candidate with the highest number of votes from the first round will be the appointee. If the tie is not broken through this process, then the Council will decide whether the two remaining candidates will draw lots or whether there will be a subsequent meeting at which the Council will have further discussions with the candidates and take another vote.

Once the City Council agrees on the process, a Councilmember will offer a motion stating:

I move that the Council utilize the process as described to determine the appointee to fill the Council vacancy. By voting for this motion, I am voting to select the appointee that is determined by utilizing this process based on the point system as described.

May 12, 2020 City Council Meeting

Candidate Rankings

1st Choice: _____ (5 pts)

2nd Choice: _____ (3 pts)

3rd Choice: _____ (1 pt)

By: _____

Name: _____