



McCleary City Council Agenda

October 25th, 2017

Flag Salute

Roll Call: ___ Pos. 1- Orffer, ___ Pos. 2-Richey , ___ Pos. 3- Peterson, ___ Pos. 4- Blankenship, ___ Pos. 5- Ator

Presentation	<input type="checkbox"/>
Public Hearing	<input type="checkbox"/>
Mayor Comments	<input type="checkbox"/>
Public Comment	<input type="checkbox"/>
Executive Session	<input type="checkbox"/>
Minutes	<input type="checkbox"/>
Approval of Vouchers	<input type="checkbox"/>

Final Preliminary Budget Hearing

Tab A

Staff Reports	<input type="checkbox"/>
	<input type="checkbox"/>

Tab B Dan Glenn
Tab C Todd Report

Old Business	<input type="checkbox"/>
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Tab D Lemay Rate Increase

New Business	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Tab E BPA Outage
Tab F TIB Grant
Tab G City Social Media Policy
Tab H Mobile Home Placement Discussion

Ordinances	<input type="checkbox"/>
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Tab I Tax Levy Ordinance

Resolutions

Mayor/Council Comments

Public Comments

Executive Session

Adjournment or Recess Meeting

Previously Tabled Items

CAO Update, Development Incentives, Complete Streets Program

Please turn off Cell Phones- Thank you

Americans with Disabilities Act (ADA) Accommodation is Provided Upon Request

The City of McCleary is an equal opportunity provider and employer.

La ciudad de McCleary as un proveedor de igualdad de oportunidades y el empleador

TAB - A

CITY OF MCCLEARY
Regular City Council Meeting and Council Workshop
Wednesday, October 11, 2017

ROLL CALL AND FLAG SALUTE	Councilmembers Orffer, Richey, Peterson, Ator and Blankenship were in attendance.
ABSENT	None.
STAFF PRESENT	Present at the meeting were Todd Baun, Wendy Collins, Chief Blumer, Jon Hinton, Officer Arnold and Dan Glenn.
PUBLIC HEARING	None.
EXECUTIVE SESSION	None.
MINUTES APPROVED	It was moved by Councilmember Peterson, seconded by Councilmember Orffer to approve the minutes from the meeting held on September 27, 2017. Motion Carried 5-0.
VOUCHERS	Accounts Payable checks approved were 43205 - 43235 including EFT's in the amount of \$167,658.96. Payroll checks approved were 43307 - 43347 including EFT's in the amount of \$151,362.85. Bank reconciliation for September 2017. It was moved by Councilmember Ator, seconded by Councilmember Peterson to approve the vouchers. Motion Carried 5-0.
GREATER GRAYS HARBOR INC. PRESENTATION	Dru Garson gave a 30-minute presentation on the accomplishments of Greater Grays Harbor Inc., over the past year.
MAYOR'S COMMENTS	Mayor Schiller stated the Steering Committee met last night with Brian Cole and the Comprehensive Plan is in full-swing. They are starting to hand out assignments for the Committee to work on strategies. He said there is a lot of energy in this group and it's going to be a joy working with them and to hold on tight because it's going to be a fun ride. Mayor Schiller reported that the power outage last Sunday was caused by an issue with the Simpson Mill sub station, which blew and caused a power failure and damaged one of the City's relays. The McCleary Light and Power crew and the Grays Harbor PUD did a great job getting the power restored as quickly as possible.
PUBLIC COMMENT	None.
CITY ATTORNEY REPORT	Dan Glenn reported on the Lemay garbage increase that is included in the packet tonight. He asked the Council to take note that the increase requires a 45-day notice before it can go into affect. Council asked Todd Baun to check the increase to make sure it reflects the appropriate CPI as stated.
DIRECTOR OF PUBLIC WORKS REPORT	When the City experienced the recent power outage, the City was informed of what caused the outage, however, there was no public outlet to share this information. Todd Baun believes the City would benefit from having a social media outlet. He said the City should start a Facebook page. In doing so, we will need to create a social media policy. Chief Blumer has one he will share with Mr. Baun.
POLICE CHIEF REPORT	Chief Blumer asked the public and Council if they noticed the different police car that was parked in front of City Hall. He said he has been working with the Chehalis Tribe on purchasing one of their used police cars that they planned on selling. Instead, the Tribe donated the car to the City of McCleary. It was an extremely generous donation to our City. Mayor Schiller and the Council were grateful to the Chehalis Tribe for their act of generosity. The Council and residents gave the Chehalis Tribe an applause for their substantial donation.

DEVELOPMENT INCENTIVES	Dan Glenn provided some new information on possible incentive ideas.
ITRON MAINTENANCE CONTRACT RENEWAL	It was moved by Councilmember Orffer, seconded by Councilmember Blankenship to authorize the Mayor to sign the Itron Maintenance Contract Renewal. Motion Carried 5-0.
BIAS ANNUAL CONTRACT RENEWAL	It was moved by Councilmember Orffer, seconded by Councilmember Ator to authorize the Mayor to sign the BIAS annual renewal agreement for \$9,919.10 and annual report preparation for \$1,500. Motion Carried 5-0.
COMPLETE STREETS PROGRAM	The Complete Streets Program is an incentive to encourage city governments to adopt a complete streets policy. Jon Hinton will provide more information for the Council.
LEMAY RATE MEMO	Tabled until the rate increase can be reviewed by Dan Glenn and the Council.
PUBLIC COMMENT	<p>The Council has a budget workshop tomorrow evening at 6:00 pm and Mayor Schiller invited all who are running for elected positions to attend.</p> <p>Councilmember Orffer asked Todd Baun if the sidewalk fix has started in Cedar Heights and he said it has not.</p>
EXECUTIVE SESSION	None.
MEETING ADJOURNED	It was moved by Councilmember Ator, seconded by Councilmember Orffer to adjourn the meeting at 7:45 pm. The next meeting will be Wednesday, October 25, 2017 at 6:30 pm. Motion Carried 5-0.

TAB - B

MEMORANDUM

TO: MAYOR AND CITY COUNCIL, City of McCleary
FROM: DANIEL O. GLENN, City Attorney
DATE: October 19, 2017
RE: LEGAL ACTIVITIES as of OCTOBER 25, 2017

THIS DOCUMENT is prepared by the City Attorney for utilization by the City of McCleary and its elected officials and is subject to the attorney-client privileges to the extent not inconsistent with laws relating to public disclosure.

1. **FINAL BUDGET HEARING:** You have already held the initial hearing on the 2018 budget, as well as the hearing on the ad valorem tax levy matter. Tonight, you are scheduled to have the final public hearing on the budget, as required by RCW 35A.33.60. It is my understanding the adoption of the budget will be scheduled for consideration well prior to the end of the year.

2. **REAL ESTATE TAX LEVY MATTERS:**

A. **The Regular Ad Valorem:** As indicated in the prior Report, I have prepared a draft ordinance which would implement the exercise of authority to increase the ad valorem tax by the statutory limit of 1%. As you will note in reviewing the ordinance, the increase shown appears to be less than 1%. However, that is associated with inclusion in the revenues actually collected in 2017 of the "releavy" funds. The amount actually to be collected will be 1% over last year's "net" figure plus such funds as will be generated through the collection of tax from new construction, which are primarily new homes, and the one property annexed this year.

B. **The "Levy a Releavy" Situation:** As has been true in prior years, on the 16th Ms. Collins received a notice from the Office of the County Treasurer that, in the language of the notice, the City could "levy a refund levy to recover taxes that were refunded and/or cancelled during the last twelve months." The amount referenced was \$1,766.65.

These notices started appearing a couple of years ago. So as to understand them, I contacted the then serving Treasurer. He indicated changes in tax levels occurring after the adoption of the ad valorem ordinance last year, and changes in tax application to various property for various reasons, including obtaining the senior citizen exemption, resulted in the "loss" of this anticipated revenue. Thus, under a statute implemented in 2012, municipal corporations such as the City were authorized to "relevy" an amount aimed at recovering that amount or some portion thereof. This would be in addition to any other amount established, but basically simply results in the City receiving the amount it anticipated through the adoption of the ad valorem ordinance adopted last year and in its budget. In addition to the decision to exercise the "relevy" authority in the full amount, the statute and form make it clear the two other options are to not "relevy" the amount or only to relevy some portion of it. I have a call in to Ms. Bednarik who, as usual, is considered by both the Treasurer's Office and Assessor's Office to be the expert. I want to confirm what would happen to the "balance" if you chose either of the two last options.

Procedurally, in implementing the decision all that needs to be done is the Council authorizes the Mayor to execute and return to the County Treasurer and Assessor the form which is provided indicating the choice made. It does not require an ordinance or a written resolution.

3. LeMAY REQUEST FOR RATE CHANGE: Ms. Collins has indicated that LeMay's has requested the City adjust the rates charged for the mandatory solid waste collection services provided under the contract with the City. I am assuming you have received a copy of the letter from the LeMay representative and the request.

The following likely will be more information than you wish on the matter, but given the comments received in the past in relation to rate increases for the services provided to the citizens, it seems appropriate to provide the details.

1. The request is made pursuant to the terms of the contract the City has with LeMay's. The two relevant contract provisions pursuant to which they are requesting the increase provide as follows:

32. Rates and Rate Adjustments

A.Commencing with the year 2012, the rates set forth in Exhibit "A" shall be further subject to an annual cost of living adjustment calculated as follows: on January 1 of every year of this Contract, the rates and charges shown in

Exhibit "A" shall increase by 80% of the percentage change in the preceding year's first half consumer price index for the Seattle-Tacoma-Bremerton Area for All Urban Consumers, all items, (1982-84 = 100) (CPI-U), as calculated and prepared by the United States Department of Labor, Bureau of Labor Statistics or its successor: PROVIDED THAT, the increase shall be no less than one percent (1%) nor more than five percent (5%) in any calendar year.

B. Other Adjustments Bases:....

3. It is recognized that Contractor utilizes a disposal site operated by Grays Harbor County. To the extent the County increases the "dumping" fee charge to utilize the site, the rate shall be subject to adjustment at the time the increase becomes effective or the earliest date allowed by law.

As to the dumping fee, apparently the County is increasing the fee from the current level of \$96.73 per ton to \$101.00 per ton, an increase of over 4% in one year. No information was provided as to the County's rationale for such an increase. However, since an article in *The Vidette* suggested a lower increase, I have left a call upon the voice mail of the County staff member who apparently is the appropriate contact person asking for information as to level of the increase, the justification for the increase, and the utilization made by the County of the funds generated. Hopefully, I will be able to include that information in this Report or, if it is received after the Report is transmitted to the City, in a supplemental Report.

The contract also has provision for adjustments based upon fuel cost changes and one other factor, but neither of those are sought.

As to the required action in relation to dealing with such a request, if the request is approved, the applicable law does mandate that the users be given notice in advance of any such change. RCW 35.21.152 sets out the notification requirement prior to allowing any such change. The statute requires that the customers be notified at least 45 days in advance of implementation of the rate change. Wendy will either have to mail notices to all the customers or, more likely than not, publish notice twice in the newspaper.

I would note that, if a representative of LeMay's does not attend this meeting and you would like to have one attend a meeting to explain the bases for the requested modifications

prior to formally considering and approving the request, I have no doubt such a request will be honored.

4. ORDINANCE DRAFTS:

A. Development/Connection Fee Deferral: As I indicated I would do, I have prepared a draft ordinance which would allow the deferral of the payment of the connection fees normally required to be paid prior to the connection of a new building to our utility systems. I have included water, sewer and electrical utilities as they are the utilities for which there are connection fees. Thus, at this stage you will not find a reference to the stormwater utility since it is charged on a monthly basis.

At this stage, it will be reviewed by Todd and Paul. When they are comfortable with it and I have made any modifications they might request, it will be provided to you for your review.

Basically, the ordinance gives a property owner seeking to do new residential construction or, as to non-residential matters, new construction or modifications which will require changes in the utility connection, the option to defer payment of these required amounts until the property sells, the final inspection is done, or a certificate of occupancy issued, or a time period has elapsed since approval of the request for deferral. They will have to execute forms to obtain the deferral. In my opinion, the forms should require that they acknowledge there are sanctions/penalties which may be imposed by the City if there is a failure to honor the agreement. That process for dealing with failure to timely pay is laid out in the ordinance in some detail. I have sought to avoid the argument the City would be making a gift of public funds, the argument which apparently is made in relation to "packaging discounts".

As to codification, I am suggesting it be a separate chapter in Title 13 which is the title in which the provisions relating to all utilities are concentrated. My thought on why to have a one section chapter is, since it applies to three utilities, someone searching the code is less likely to miss it.

On the matter of reducing or freezing fees for permit issuance and inspections, if you wish to do so that will be handled in a separate ordinance or resolution.

B. Critical Areas Ordinance: I have completed the "H" version of the ordinance. As with the prior ordinance, it will be provided to Todd and Paul for their review. It has been reviewed by the folks at DOE who have been very helpful.

Hopefully, when this becomes finalized through adoption, you will not have to go through the matter for some years.

5. **BALLOT BOX:** As I have mentioned in prior reports, the Legislature this last session enacted a provision which requires the county auditors to place ballot boxes in each incorporated municipality, but gives them time to do so. We will not have one in place here in town by the time of this election. However, there will be one in place near the Elma City Hall. Given the mailing requirements and previous necessity for someone who did not get the ballot timely mailed to drive to Montesano, I would recommend that steps be taken to notify the local citizens that, if they do not have their ballot timely deposited in the mail, they may now have their voice "heard" by driving to Elma and depositing their ballot in the ballot box

For location, it has been placed in the alley behind the Elma City Hall. It is my understanding Elma will have one or more "sandwich" signs out on Main Street letting voters know that they are at the right location.

As always, this is not meant to be all inclusive. If you have any questions or comments, please direct them to me.

DG/le

TAB - C

STAFF REPORT

To: Mayor Schiller
From: Todd Baun, Director of Public Works
Date: October 20, 2017
Re: Current Non-Agenda Activity

October 8th Outage

On Sunday at approximately 12:45 PM the City of McCleary experienced a large customer impact power outage.

The crew was dispatched and found that a 4,000 AMP fault had impacted the 7th and Simpson 12KV substation. The fault was large enough to de energize the entire substation affecting all 3 distribution breakers which serve over half of our customers.

Once proper procedures and line clearances were completed, at approximately 2:00 PM, circuits 2 and 3 were re-energized, providing power to all of our customers except for the Simpson Mill.

Once all of the customers were back on line, we were informed that the Simpson Mill had a significant event at one of their substations, which, in turn faulted back through the City's substation and lead to the power outage.

While these events are out of our control, we apologize for any inconvenience that this outage may have caused our customers. If you experience an outage outside of normal city business hours (M-F; 8am-4:30pm), please call the Grays Harbor Non-Emergency contact number at 1-360-533-8765 or 1-800-281-6944.

Budget Season

Budget season has started a lot of my time for the next several weeks will be getting a quality budget for 2018.

TAB - D



HAROLD LEMAY ENTERPRISES, INC.

4201 Olympic Hwy, Aberdeen, WA 98520

Phone 360-533-1251

October 5, 2017

Mayor and Council Members
City of McCleary
100 South 3rd Street
McCleary, WA 98557

Re: Contract for Garbage, Recyclables and Yard Waste Collection, Annual Increase

Dear Mayor and Council Members,

The Company is requesting the garbage and recycling rates to be increased effective January 1, 2018 pursuant to item 32 of the Garbage and Curbside Recycling Contract.

The Consumer Price Index for one year ending June 2017 has increased 2.98%. The contract allows 80% of the CPI for a 2.38% increase in the existing rates

The contract also allows the pass through of any disposal increase. Effective January 1, 2018 the county is increasing the tip fee at the Central Transfer Station from \$96.73 to \$101 per ton for an increase of \$4.27 per ton

If you have any questions or would like to discuss the calculations, we would be happy to meet at your convenience. I can be reached at (360) 533-8286 or rogers@wasteconnections.com . It's always a pleasure working with you.

Your consideration is appreciated.

Sincerely,

Roger Swalander
Site Manager

Cc: Jeff Harwood, Laura Kapuscinski, Dan Schooler, Tom Rupert, Delroy Cox,

McCleary Rate Worksheet

2018

Current Gate Rate \$ 96.73
 New Gate Rate \$ 101.00
 Gate Rate Increase \$ 4.27
 Per Pound Increase 0.0021

CPI 2.98%
 City % of CPI 80%
 Adjusted CPI 0.0238

Item I. <u>Residential Service</u>	Adjustments				Proposed Rate	Summary	
	Current Rate	CPI	Disposal	Other Adj		Total Adj	Delta %
65/30 Gallon Monthly	\$ 10.74	\$ 0.26	\$ 0.07		\$ 11.07	\$ 0.32	3.01%
65 Gallon Monthly	\$ 14.76	\$ 0.35	\$ 0.13		\$ 15.24	\$ 0.49	3.29%
65 Gallon EOW	\$ 20.50	\$ 0.49	\$ 0.29		\$ 21.28	\$ 0.78	3.80%
65 Gallon Weekly	\$ 31.66	\$ 0.75	\$ 0.58		\$ 33.00	\$ 1.34	4.22%
Additional 65 Gallon (each)	\$ 9.48	\$ 0.23	\$ 0.13		\$ 9.84	\$ 0.36	3.80%
90 Gallon Monthly	\$ 16.71	\$ 0.40	\$ 0.20		\$ 17.31	\$ 0.60	3.59%
90 Gallon EOW	\$ 28.09	\$ 0.67	\$ 0.44		\$ 29.20	\$ 1.11	3.93%
90 Gallon Weekly	\$ 40.69	\$ 0.97	\$ 0.87		\$ 42.53	\$ 1.84	4.53%
Additional 95 Gallon (each)	\$ 13.49	\$ 0.32	\$ 0.20		\$ 14.01	\$ 0.52	3.87%
Return Trip	\$ 13.57	\$ 0.32			\$ 13.89	\$ 0.32	2.38%
Extra Unit [can, bag, box] (30 Gallon)	\$ 4.38	\$ 0.10	\$ 0.07		\$ 4.55	\$ 0.17	3.91%
Drive in Service	\$ 7.53	\$ 0.18			\$ 7.71	\$ 0.18	2.38%
Item II.							
<u>Commercial Cart Service</u>							
65 Gallon EOW	\$ 20.50	\$ 0.49	\$ 0.29		\$ 21.28	\$ 0.78	3.80%
65 Gallon Weekly	\$ 31.66	\$ 0.75	\$ 0.58		\$ 33.00	\$ 1.34	4.22%
90 Gallon EOW	\$ 28.09	\$ 0.67	\$ 0.44		\$ 29.20	\$ 1.11	3.93%
90 Gallon Weekly	\$ 40.69	\$ 0.97	\$ 0.87		\$ 42.53	\$ 1.84	4.53%
Return Trip	\$ 13.57	\$ 0.32			\$ 13.89	\$ 0.32	2.38%
Extra Unit [can, bag, box] (30 Gallon)	\$ 4.38	\$ 0.10	\$ 0.07		\$ 4.55	\$ 0.17	3.91%
Cart roll out charge each 5 to 25 ft	\$ 2.50	\$ 0.06			\$ 2.56	\$ 0.06	2.38%
For each added 25 ft	\$ 1.58	\$ 0.04			\$ 1.62	\$ 0.04	2.38%
Item III.							
<u>Permanent Commercial Container Service</u>							
1 cubic yard box							
One pickup per week	\$ 91.47	\$ 2.18	\$ 1.64		\$ 95.29	\$ 3.82	4.17%
Each additional dump per week	\$ 78.13	\$ 1.86	\$ 1.64		\$ 81.63	\$ 3.50	4.48%
Special or Additional pickup each	\$ 29.30	\$ 0.70	\$ 0.38		\$ 30.38	\$ 1.08	3.67%
1.5 cubic yard box							
One pickup per week	\$ 141.02	\$ 3.36	\$ 2.46		\$ 146.83	\$ 5.81	4.12%
Each additional dump per week	\$ 124.13	\$ 2.95	\$ 2.46		\$ 129.54	\$ 5.41	4.36%
Special or Additional pickup each	\$ 41.63	\$ 0.99	\$ 0.57		\$ 43.19	\$ 1.56	3.74%
2 cubic yard box							
One pickup per week	\$ 180.80	\$ 4.30	\$ 3.28		\$ 188.38	\$ 7.58	4.19%
Each additional dump per week	\$ 153.12	\$ 3.64	\$ 3.28		\$ 160.04	\$ 6.92	4.52%
Special or Additional pickup each	\$ 53.63	\$ 1.28	\$ 0.76		\$ 55.66	\$ 2.03	3.79%
3 cubic yard box							
One pickup per week	\$ 238.40	\$ 5.67	\$ 4.91		\$ 248.99	\$ 10.59	4.44%
Each additional dump per week	\$ 208.89	\$ 4.97	\$ 4.91		\$ 218.78	\$ 9.89	4.73%
Special or Additional pickup each	\$ 72.25	\$ 1.72	\$ 1.13		\$ 75.10	\$ 2.85	3.95%
4 cubic yard box							
One pickup per week	\$ 319.18	\$ 7.60	\$ 6.55		\$ 333.33	\$ 14.15	4.43%
Each additional dump per week	\$ 287.07	\$ 6.83	\$ 6.55		\$ 300.46	\$ 13.38	4.66%
Special or Additional pickup each	\$ 95.28	\$ 2.27	\$ 1.51		\$ 99.06	\$ 3.78	3.97%

6 cubic yard box							
One pickup per week	\$ 468.79	\$ 11.16	\$ 9.83	\$ 489.77	\$ 20.99	4.48%	
Each additional dump per week	\$ 425.02	\$ 10.12	\$ 9.83	\$ 444.97	\$ 19.94	4.69%	
Special or Additional pickup each	\$ 124.67	\$ 2.97	\$ 2.27	\$ 129.90	\$ 5.24	4.20%	
8 cubic yard box							
One pickup per week	\$ 625.05	\$ 14.88	\$ 13.10	\$ 653.03	\$ 27.98	4.48%	
Each additional dump per week	\$ 566.70	\$ 13.49	\$ 13.10	\$ 593.29	\$ 26.59	4.69%	
Special or Additional pickup each	\$ 166.22	\$ 3.96	\$ 3.02	\$ 173.20	\$ 6.98	4.20%	

Temporary Commercial Container Service

1 yard temporary service							
Delivery	\$ 19.59	\$ 0.47		\$ 20.06	\$ 0.47	2.38%	
Rent per day	\$ 0.56	\$ 0.01		\$ 0.57	\$ 0.01	2.38%	
Each pickup	\$ 23.43	\$ 0.56	\$ 0.38	\$ 24.37	\$ 0.94	3.99%	
1.5 yard temporary service							
Delivery	\$ 19.59	\$ 0.47		\$ 20.06	\$ 0.47	2.38%	
Rent	\$ 0.56	\$ 0.01		\$ 0.57	\$ 0.01	2.38%	
Each pickup	\$ 30.77	\$ 0.73	\$ 0.57	\$ 32.07	\$ 1.30	4.22%	
2 yard temporary service							
Delivery	\$ 19.59	\$ 0.47		\$ 20.06	\$ 0.47	2.38%	
Rent	\$ 0.56	\$ 0.01		\$ 0.57	\$ 0.01	2.38%	
Each pickup	\$ 38.76	\$ 0.92	\$ 0.76	\$ 40.44	\$ 1.68	4.33%	
3 yard temporary service							
Delivery	\$ 23.56	\$ 0.56		\$ 24.12	\$ 0.56	2.38%	
Rent	\$ 0.89	\$ 0.02		\$ 0.91	\$ 0.02	2.38%	
Each pickup	\$ 72.26	\$ 1.72	\$ 1.13	\$ 75.11	\$ 2.85	3.95%	
4 yard temporary service							
Delivery	\$ 23.56	\$ 0.56		\$ 24.12	\$ 0.56	2.38%	
Rent	\$ 1.05	\$ 0.02		\$ 1.07	\$ 0.02	2.38%	
Each pickup	\$ 95.27	\$ 2.27	\$ 1.51	\$ 99.05	\$ 3.78	3.97%	
6 yard temporary service							
Delivery	\$ 26.50	\$ 0.63		\$ 27.13	\$ 0.63	2.38%	
Rent	\$ 1.59	\$ 0.04		\$ 1.63	\$ 0.04	2.38%	
Each pickup	\$ 124.67	\$ 2.97	\$ 2.27	\$ 129.90	\$ 5.24	4.20%	
8 yard temporary service							
Delivery	\$ 26.50	\$ 0.63		\$ 27.13	\$ 0.63	2.38%	
Rent	\$ 1.86	\$ 0.04		\$ 1.91	\$ 0.04	2.38%	
Each pickup	\$ 166.22	\$ 3.96	\$ 3.02	\$ 173.20	\$ 6.98	4.20%	
Access Fee Weekly (Monthly Charge)	\$ 8.48	\$ 0.20		\$ 8.68	\$ 0.20	2.38%	
Access Fee EOW (Monthly Charge)	\$ 4.24	\$ 0.10		\$ 4.35	\$ 0.10	2.38%	
Access Fee 2x Weekly (Monthly Charge)	\$ 16.97	\$ 0.40		\$ 17.37	\$ 0.40	2.38%	
Lock Fee (each)	\$ 4.90	\$ 0.12		\$ 5.01	\$ 0.12	2.38%	
Cable Fee (each)	\$ 9.79	\$ 0.23		\$ 10.02	\$ 0.23	2.38%	
Return Trips, Containers	\$ 26.74	\$ 0.64		\$ 27.37	\$ 0.64	2.38%	
Add'l Yard (1 to 4 cubic Yards)	\$ 23.33	\$ 0.56	\$ 0.38	\$ 24.26	\$ 0.93	4.00%	
Additional Yard > 4 Yards	\$ 16.82	\$ 0.40	\$ 0.38	\$ 17.59	\$ 0.78	4.63%	

Item IV.

Permanent Drop Box

10/20 cubic yard drop box							
First haul each month	\$ 223.84	\$ 5.33		\$ 229.17	\$ 5.33	2.38%	
Each additional haul	\$ 142.42	\$ 3.39		\$ 145.81	\$ 3.39	2.38%	

30 cubic yard drop box					
First haul each month	\$ 256.40	\$ 6.10	\$ 262.51	\$ 6.10	2.38%
Each additional haul	\$ 158.71	\$ 3.78	\$ 162.48	\$ 3.78	2.38%
40 cubic yard drop box					
First haul each month	\$ 281.18	\$ 6.69	\$ 287.87	\$ 6.69	2.38%
Each additional haul	\$ 181.50	\$ 4.32	\$ 185.82	\$ 4.32	2.38%

Temporary Drop Box

10/20 cubic yard drop box					
Delivery	\$ 141.34	\$ 3.36	\$ 144.71	\$ 3.36	2.38%
Rent per day	\$ 5.16	\$ 0.12	\$ 5.28	\$ 0.12	2.38%
Each pickup	\$ 145.69	\$ 3.47	\$ 149.16	\$ 3.47	2.38%
30 cubic yard drop box					
Delivery	\$ 141.34	\$ 3.36	\$ 144.71	\$ 3.36	2.38%
Rent per day	\$ 6.24	\$ 0.15	\$ 6.39	\$ 0.15	2.38%
Each pickup	\$ 168.48	\$ 4.01	\$ 172.49	\$ 4.01	2.38%
40 cubic yard drop box					
Delivery	\$ 141.34	\$ 3.36	\$ 144.71	\$ 3.36	2.38%
Rent per day	\$ 7.05	\$ 0.17	\$ 7.22	\$ 0.17	2.38%
Each pickup	\$ 199.96	\$ 4.76	\$ 204.72	\$ 4.76	2.38%

Customer owned compactor

20 cubic yard compactor drop box					
Each scheduled pickup	\$ 207.57	\$ 4.94	\$ 212.51	\$ 4.94	2.38%
30 cubic yard compactor drop box					
Each scheduled pickup	\$ 218.41	\$ 5.20	\$ 223.61	\$ 5.20	2.38%
40 cubic yard compactor drop box					
Each scheduled pickup	\$ 245.55	\$ 5.84	\$ 251.40	\$ 5.84	2.38%
Drop box lids per month	\$ 13.03	\$ 0.31	\$ 13.34	\$ 0.31	2.38%
Disposal rate per ton	\$ 96.73	\$ 4.27	\$ 101.00	\$ 4.27	4.41%

ITEM V.

Miscellaneous

Small Appliances, Furniture, etc	\$ 27.07	\$ 0.64	\$ 27.72	\$ 0.64	2.38%
Large Appliances, Refrigerators, Freezers	\$ 60.98	\$ 0.02	\$ 61.00	\$ 0.02	0.04%
Special haul rate packer-load & travel time	\$ 52.22	\$ 1.24	\$ 53.47	\$ 1.24	2.38%

TAB - E

STAFF REPORT

To: Mayor Schiller
From: Todd Baun, Director of Public Works
Date: October 20, 2017
Re: BPA Outage

Recently BPA has completed diagnostic testing of the 115/69kV transformer in Elma Substation which feeds the City of McCleary. During this testing, the power factor tests on all six transformer bushings came in more than 2 times their nameplate value which is the threshold which warrants replacement. Continued operation with all six bushings above this threshold poses a significant risk for equipment failure which could cause collateral damage, jeopardize safety, and result in a long unplanned outage.

BPA, the City of McCleary, and Grays Harbor PUD have jointly come up with a plan to replace the failing bushings. Bonneville is planning to have a mobile transformer on site at Elma Substation by October 23rd. An 8 hour power outage to the City of McCleary has been scheduled from 11:00pm on October 27 to 7:00am on October 28. During this outage BPA will disconnect the existing transformer and jumper the mobile spare transformer in place to feed the City of McCleary. BPA will then be able to replace the failing bushings. The mobile spare transformer will need to remain in service until sometime in the Spring of 2018 when temperatures are warmer lessening the impact to the City of McCleary. Sometime in the Spring of 2018 another 8 hour outage will be necessary to put the normal transformer with new bushings back in to service.

TAB - F

STAFF REPORT

To: Mayor Schiller
From: Todd Baun, Director of Public Works
Date: October 20, 2017
Re: TIB Small City Federal Match Program Application

The Transportation Improvement Board (TIB) has a program that gives small cities matching funds for federally funded projects. Our 3rd Street Improvement Phase 1 design project is a federally funded project and requires the City to have match. I would like to apply with the TIB for the matching funds on our project. If we receive the funding through the TIB, we can then use our match as a contingency fund for this project or use it wherever needed.

Action Requested:

Please consider authorizing the Mayor to execute sign the application for the TIB Small City Federal Match Program.

TAB - G



Establishing Effective Social Media Policies for your Agency

February 24, 2015 by [Josh Mahar](#)
Category: [Social Media](#)



With Facebook now at over 1 billion users and Twitter nearing 300 million, it is hard to ignore social media as an integral part of citizen and community engagement. Local governments should, and are, jumping into the social media arena to both disseminate important government information and to gauge public opinion on projects and initiatives. That said, social media can be a double-edged sword. Although there are low barriers to getting involved on

social media, there are resource and time commitments that come with it. Further, as some agencies are learning, a few missteps on social media can have serious negative consequences.

To ensure your agency uses social media as effectively as possible, I've put together a few key elements you should consider prior to diving in. Ideally, your agency should codify this information in a clear social media policy that all social media managers and department heads adhere to. I've sprinkled a few of my favorite examples in the post below, but you can find a broader list in our [sample document library](#).

Identify a purpose and goals.

It's best to begin simply with your objective; don't do social media just to do social media. Establishing the goals of your social media presence will help create some boundaries for how social media managers use it, and also provide a baseline for measuring success. A good example is [Cheney's](#) purpose of using social media: "As a channel for disseminating time-sensitive information as quickly as possible and as a communications tool which increases the City's ability to broadcast its messages to the widest possible audience." Some jurisdictions, such as [Bonney Lake](#) and [King County](#), require departments or programs to submit social media proposals for each account that they start to clarify a need and purpose for that distinct social presence.

Clarify the logistics.

As with any program, the devil is in the details. For the most part, social media details will need to be flexible and experimental, but there are a number of logistical considerations worth spelling out in an agency-wide policy at the outset.

- **Frequency of posting** - It may be useful to set up a minimum posting frequency to ensure your accounts stay consistent. [Bonney Lake](#) requires updates "at least once per week".
- **Voice and tone** - You will need to decide how formal you'd like your social media accounts to be. You can lean toward the professional side, like [Clallam County](#) which states content should be, "businesslike, courteous, and civil." Or, maybe you want a little more touch of the personal. [Bothell](#) suggests posters consider "signing posts with at least your first name, or name and contact information where appropriate."
- **Imagery Guidelines** - Make sure you clarify issues surrounding required permissions for using other's content, as well as your own, to ensure compliance with copyright issues (see [Redmond's policy](#)).
- **Accessibility** - Section 508 of the Federal Rehabilitation Act requires that electronic information is accessible to people with disabilities. This can be hard on social media, but should be considered. One way to address this is to require clear descriptions and captions whenever imagery is used, as [Bothell](#) does.

Define the rules of public Engagement.

Discussion, interaction, and engagement are a crucial part of social media. Encourage this, but also set up clear limits on what is appropriate. Both [Cheney](#) and [Clallam County](#) have good examples of content policies, clearly identifying material that will be immediately removed if posted, such as obscene/discriminatory language or commercial advertisements. Don't forget to post your comment policy publicly, so you can direct people to it if they have questions about why their content was removed.

On the flip side, you should also have a clear policy on how employees respond to comments. Social media conversations can sometimes get heated and when an employee responds, as [King County](#) notes, "these statements are made on behalf of county government; therefore employees should use discretion before posting or commenting." [Bothell](#) requires that, "unless the comment can be responded to in one sentence or less, respond with a name and phone number." They also advise that media inquiries or issues outside the department's expertise should be directed to the public information officer.

Consider public records issues.

Washington's courts haven't fully fleshed out all the details of how the PRA relates to social media, but it's probably best to assume that your social media information should be available for public disclosure. Make sure you have a discussion about how you will retain these records, whether through purchasing software ([some examples here](#)) or another method – [Cheney](#) stores social media content in word documents. Remember, whatever your method, these rules should also be applied to private messages and deleted comments or posts. Since social media is a bit different than other public forums, it is a good idea to clearly state to the public that posts on your social media are considered public records.

Call out elected official use.

Due to the [Open Public Meetings Act](#), social media becomes even more complex for elected officials, since their online conversations may be illegal. Some jurisdictions, like [Cheney](#), have a whole separate policy for how elected officials use social media. At the very least, you should clarify what they can and can't do, for example, [Bonney Lake](#) asks elected officials to, "not comment or otherwise communicate on the City's Social Media site(s)."

Establish a review process.

Finally, build in a review process for your social media use. Social media is one of the most dynamic forms of communication, and what's working today, may not work tomorrow. Bothell has one of the most robust review processes. The public information officer is responsible for conducting an audit of social accounts every six months, "to ensure they are being maintained in compliance with policies and guidelines..." They have also established a *Bothell 2.0* working group that consist of social media and other employee web contributors. At monthly meetings they share experiences, highlight tips, and review recent issues, challenges, or questions.

For further information on social media and local government see the MRSC [social media webpage](#).

Image courtesy of [Simon A.](#)



About Josh Mahar

Josh joined MRSC in September 2013 as the organization's first Communications Coordinator. His professional experience includes strategic communications work for the Museum of History & Industry (MOHAI), Portland State University, and the Seattle Department of Neighborhoods. Josh has also been heavily involved with local government, working on urban policy issues with Forterra and the Seattle P-Patch program, along with a stint on the Capitol Hill Community Council. Josh has two degrees from the University of Washington, a bachelor's degree from the Jackson School of International Studies and a master's degree from the Evans School of Public Affairs.

[VIEW ALL POSTS BY JOSH MAHAR](#) ▶

Comments

0 comments on Establishing Effective Social Media Policies for your Agency

Blog post currently doesn't have any comments.

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SOCIAL MEDIA USE BY PUBLIC AGENCIES – SOME TIPS AND CONSIDERATIONS



March 2017

AGENCY SOCIAL MEDIA

1. **Educate Your Agency BEFORE Your Agency Launches Social Media**
 - a. Review articles about social media uses by government agencies - the Municipal Research and Services Center has several; see Association of Washington Cities guidelines
 - b. Review State Archives guidance on retention requirements for social media postings
 - c. Review samples policies (several available on MRSC website)
 - d. Review other pertinent materials; possible legal issues (see below)
2. **Be Clear About Your Agency's Business Purpose for Using Social Media**
 - a. *Why* are you using it?
 - b. *Which* social media options achieve that purpose? (And what are their terms of service? Is your agency authorized to agree to them?)
3. **Consider Legal Issues: Decide How Social Media Records Will Be Retained and Produced**
 - a. Retention: RCW 40.14
 - b. Production: RCW 42.56 (Public Records Act); Discovery/Subpoenas
4. **Consider Additional Legal Issues: The Open Public Meetings Act; Lobbying/Campaign Restrictions; Public Records Act Requests; Open Forums; Ethical/Risk Management Issues; Others**
 - a. **OPMA Issues** –RCW 42.30: Quorum participating on social media site
 - b. **Lobbying & Campaign Restrictions Issues** – RCW 42.17A: No grassroots lobbying by public agencies; no campaigning with public resources
 - c. **PRA Issues** – 42.56: Will your agency accept PRA requests via social media?
 - d. **Legal Notices**: Will your agency accept legal notices (service of process, request for rulemaking, etc.) via social media?
 - e. **Public Forum Issues**: Has your agency defined the rules of public engagement? If public comments are permitted, what type of open forum has your agency created? Who will monitor/review comments, and how often? What if defamatory comments are posted, or sexual content, etc.?
 - f. **Ethical/Risk Management Issues**: Possible issues if employees/officials post inappropriate content, confidential information (health care information, privileged information, etc.), non-agency related information, or other information.
 - g. **Section 508 of Federal Rehabilitation Act** (electronic information is to be available to persons with disabilities).
 - h. **Other** possible issues, depending upon agency, content of postings by agency or public, etc.
 - i. **Changes in Laws**: Is your agency keeping up on changes in laws?

5. Make Sure Your Agency Has the Resources to Support the Social Media Option(s) Selected

- a. IT support
- b. Communications team support
- c. Legal support
- d. Human resources staff support
- e. PRA/records officers support

6. Adopt & Monitor Clear Policies

- a. Governing account management, approval procedures for posting and images and content posted, frequency of posting, accessibility, retention, production, commenting rules, monitoring and responding to comments, acceptable use, security, audit, etc.
- b. Educate staff and officials about the policies; consequences of violating policies
- c. Review policies and procedures regularly. Social media is a fast-moving technology; is your agency keeping up on the changes? Does your policy need to change due to changes in social media, laws, or for other reasons?

OFFICIALS'/EMPLOYEES' INDIVIDUAL SOCIAL MEDIA SITES

1. Use of Officials' and Employees' Own Social Media Sites for Agency Business (Sites Created by the Individual, not Established by the Agency Through Official Channels) – Some Considerations

- a. Are agency officials or employees using their own social media sites for official agency business?
- b. If so, why?
 - i. Is it required by the job duties, directed by the employer/agency, or in furtherance of the employer/agency's interests?
 - ii. If it is necessary to post/receive the information, why is that information not being disseminated through official agency channels (the agency's website or social media site)?
- c. If so, is that use of the individual social media site consistent with the agency's policy?
- d. If so, has that practice been reviewed by the agency's legal counsel, risk management staff, records staff, etc.?
- e. If so, have the officials and employees been informed of the public records, meetings and other potential legal issues?
- f. If so, what procedures does the agency have to address those issues, such as to retain and produce public records from that site?
- g. If so, have the officials and employees made a clear distinction between that social media site and their campaign site, and their personal information site?
- h. If so, are there any other issues or procedures the agency needs to consider, given the site's use and the agency's business?

City of Cheney

GENERAL GOVERNMENT POLICIES
AND PROCEDURES DIRECTIVE

SUBJECT: Use of Social Media by Council
Members Policy

P&P# E-10

OFFICE OF ORIGIN: Mayor/City Clerk/IT

EFFECTIVE DATE: August 11, 2010

REFERENCES

RCW 40.14, Public Documents, Records and Publications; RCW 41.06.250, Political Activities; RCW 42.17.130, Use of Public Office; RCW 42.17.190, Legislative Activities; RCW 42.30, Open Public Meetings Act; RCW 42.56, Public Records Act; CMC 2.36.040, Duties; CMC 2.70, Code of Ethics for Public Officials and Employees; CMC 2.78.060, Lobbying Activities; City of Cheney Policy & Procedure No. E-8, Technology Usage Policy; City of Cheney Policy & Procedure No. F-6, Requests for Public Information.

SUMMARY

This policy outlines the roles, responsibilities, and best practice recommendations for the use of social media/new media by individual Council Members in their capacity as elected officials. The Legislative Department is committed to open and progressive communications between elected officials and constituents within the limits of the law. To the extent possible, all forms of communication will be embraced and all online technologies are eligible for consideration.

DEFINITIONS

“Social media,” aka “Web 2.0,” is defined here as the use of third-party hosted online technologies that facilitate social interactions and dialogue. These online technologies are operated by non-city hosted services and are used by the Legislative Department and/or individual Council Members to communicate with the public. Such third-party hosted services/tools may include, but are not limited to, social networking sites (MySpace, FaceBook, Linked-In), micro-blogging tools (Twitter, RSS feeds), audio-visual networking sites (YouTube, Flickr), blogs, etc.

These guidelines apply to any social media site or tool used by individual Council Members in their official capacity to communicate with constituents or the general public. It is the individual Council Member’s responsibility to ensure compliance with this policy.

“Council Member” here includes Council Members and any staff working on a Council Member's behalf to represent him or her using a social media tool.

GENERAL POLICY

While social media, with its use of popular abbreviations and shorthand, does not adhere to standard conventions of correspondence, the content and tenor of online conversations, discussions, and information posts should model the same professional behavior displayed during Council sessions and community meetings.

Social media are not to be used as mechanisms for conducting official City business other than to informally communicate with the public. Examples of business that may not be conducted through social media include making policy decisions, official public noticing, and discussing items of legal or fiscal significance that have not previously been released to the public. Council Members' social media site(s) should contain links directing users back to the Council's official website for in-depth information, forms, documents, or online services necessary to conduct official City business.

At the discretion of the Mayor or City Administrator, social media applications, tools, or sites may be limited or banned if they are not or cannot be used in compliance with this policy.

ETHICS AND ELECTIONS RULES COMPLIANCE

All content posted on individual Council Member social media sites shall comply with City of Cheney Ethics and Elections ordinances and administrative rules and Washington State law regulating elected officials.

No content that promotes or advertises commercial services, entities, or products may be posted.

Council Members shall not post comments or links to any content that endorses or opposes political candidates or ballot propositions, including links to a Council Member's campaign site (RCW 41.06.250; RCW 42.17.130; RCW 42.17.190).

RECORDS RETENTION ACT COMPLIANCE

State and local records retention laws and schedules apply to social media content. All social media content with retention value must be maintained for the required retention period on a City server in an easily accessible format that preserves the integrity of the original record to the extent possible. Prior approval of the retention format and procedures *for each social media tool being used* must be received from the City Clerk, her designee, or IT Department staff. It is the responsibility of each Council Member to maintain current, approved retention procedures and to ensure that those procedures are followed.

As with any correspondence sent in his or her capacity as a Council Member, Council Member postings to social media sites maintained by others must be retained by the posting Council Member. Printouts of postings to others' sites may suffice for retention purposes. Council Members should consult with the City Clerk for the applicable retention schedule and method.

PUBLIC RECORDS ACT COMPLIANCE

Any content maintained in a social media format, i.e., FaceBook, YouTube, Twitter, etc., that is related to City business, including communication between an individual Council Member and constituents or the general public, and a site's listing of "friends" or "followers," may be considered a public record subject to disclosure under the Washington State Public Records Act.

Any social media tools used should clearly state that all content submitted by members of the public is potentially subject to public disclosure pursuant to the Public Records Act RCW 42.56. If it is not possible to display this notice prominently on the site, Council Members must notify users by including a link from the site to the Public Records Notice set out in Exhibit A, notify new users via response to posts, and/or periodically notify existing users via broadcast message.

Under the Washington State Public Records Act, the Legislative Department is responsible for responding accurately and completely to any public records request, including a request for public records on social media maintained by individual Council Members. Therefore, it is critical that records have been retained according to approved procedures.

Users and visitors to social media sites shall be notified that public disclosure requests must be directed to the Legislative Department's public disclosure officer pursuant to Legislative Department Policy POL 309.

OPEN PUBLIC MEETINGS ACT COMPLIANCE

Communication between Council Members via social media, as with telephone and email, may constitute a "meeting" under the Open Public Meetings Act. For this reason, **Council Members are strongly discouraged from "friending" other Council Members.**

In addition, receiving or making comments regarding quasi-judicial matters via social media may violate the Council Rules for Quasi Judicial Proceeds (Resolution 31001). To avoid receiving any constituent comments on quasi-judicial matters that may violate the Appearance of Fairness Doctrine, Council Members are strongly encouraged to maintain social media sites with settings that can restrict users' ability to post content.

CONTENT GUIDELINES

Users of social media sites who submit comments should be clearly notified that the intended purpose of the site is to serve as a mechanism for informal communication between Council Members and the public regarding the topics discussed. If the public is allowed to post comments to a Council Member's site, the Use Policy set out in Exhibit B must be displayed or made available by hyperlink. Any content removed in compliance with the Use Policy must be retained, including the time, date, and identity of the poster when available. (See above "Records Retention Act Compliance" section.)

To avoid any concern regarding the content submitted to social media sites, Council Members are strongly encouraged to maintain social media sites with settings that can restrict users' ability to comment.

EQUAL ACCESS

Sites requiring membership or subscription should be avoided. When posting information or soliciting feedback on such a site, always provide an alternate source for the same information or mechanism for feedback on the City's public web site, so that those who are not members of the social media site may

have equal access. Sites should use the most open settings possible to allow the public to view content without requiring membership or login.

APPENDIX

General Approach

- Maintain data online as long as possible.
- Use retention processes and tools approved by the City Clerk's Office.
- Maintain current documentation of the approved method and schedule for preserving social media content.
- Ideally this process will store data in searchable electronic formats and will store information about transmissions, subscribers, and other metadata associated with the site.
- Maintain original appearance and layout when needed to capture contextual relevance.
- Maintain separate usernames and passwords for all sites to minimize the potential for cross-site hacks and malicious mischief.
- Keep site content relevant with the site identity.
- Consistently monitor activity and posts. Avoid stale or outdated information, respond to questions or responses, quickly remove inappropriate or spam content.
- Notify visitors that correspondence conducted by way of Council Members' social media sites will be considered public records and may be released per RCW 42.56.
- Notify visitors that individual Council Members' social media sites are not intended to be used to conduct official City business, and any public records request must be made with the Legislative Department's Public Disclosure Officer.

Special Notes About Text Messaging and Cellular Phones

Regardless of whether the device used is paid or reimbursed by public funds, business conducted in the official capacity as a Council Member is a public record. Care should be taken to ensure that records created are maintained and can be provided if requested. Know your device's capabilities and devise a strategy for archiving texts, call logs, and other communications.

Use of electronic devices during Council meetings is discouraged. At the discretion of the Mayor, certain types of devices or use may be banned or limited.

Blog Use Policy

Council Members are strongly encouraged to limit the use of blogs when communicating with constituents and/or the general public.

Video Posts

Videos posted by Council Members are likely to be of historical interest and archival value, as well as being public records. Consult with the City Clerk regarding storage method and format of these videos so that they can be provided in response to public records requests and later transferred to the Municipal Archives video collection. Because screen capture will not include dynamic content, keep a record of which videos were posted, including dates and host site.

Exhibit A, Public Records Notice

“All comments or other content posted to this site may be considered public records subject to public disclosure under the Washington State Public Records Act (RCW 42.56).”

Exhibit B, Use Policy

“The following content will be removed from this site: (1) comments not related to the topics for discussion; (2) comments in support of or opposition to political campaigns or ballot measures; (3) profane language; (4) discriminatory comments; (5) solicitations of commerce; (6) sexual content or links to sexual content; (7) encouragement of illegal activity; (8) information that may tend to compromise the safety or security of the public; and (9) content that violates a legal ownership interest of any party.”

Social Media Policy

Purpose: The goal of the City's social media channels is to serve as an online information source focused on city issues, projects, news and events, and is not intended as a public forum. The social media sites are administered by the City of Sequim, but the content on the sites is not entirely controlled by the City. The City does not endorse any link or advertisements on its social media sites placed by the site owners or their vendors or partners. The City reserves the right to remove any content from its social media sites at any time.

Comment Policy: All comments posted to the City's social media page will be monitored. The City reserves the right to remove inappropriate comments including those that: contain obscene language, or sexual content; threaten or defame any person or organization; violate the legal ownership interest of another party; support or oppose political candidates or causes; promotes illegal activity; promote commercial services or products, or are not related to the particular topic."

The City of Sequim reserves the right to restrict or remove any content that is deemed to be in violation of its Social Media Policy or any applicable law.

Policy Purpose - This Social Media Policy ("Policy") establishes guidelines for the establishment and use by the City of Sequim ("City") of social media sites as a means of conveying information to members of the public.

The intended purpose of City social media sites is to disseminate information from the City about the City's mission, meetings, activities, and current issues, to members of the public.

The City has an overriding interest and expectation in protecting the information posted on its social media sites and the content that is attributed to the City and its officials.

Definitions - "Social media sites" means content created by individuals, using accessible, expandable, and upgradable publishing technologies, through and on the internet. Examples of social media include, but are not limited to, Facebook, Twitter, Blogs, RSS, YouTube, LinkedIn, Delicious, Pinterest, and Flickr.

"City social media sites" means social media sites which the City establishes and maintains, and over which it has control over all postings, except for advertisements or hyperlinks by the social media site's owners, vendors, or partners. City social media sites shall supplement, and not replace, the City's required notices and standard methods of communication.

"Posts" or "a posting" means information, articles, pictures, videos or any other form of communication posted on a City social media site.

General Policy -

3.1. The City's official website at www.sequimwa.gov (or any domain owned by the City) will remain the City's primary means of internet communication.

3.2. The establishment of City social media sites requires approval by the City Manager or designee. Upon approval, City social media sites shall bear the name and/or official logo of the City.

3.3. All content on City social media sites shall be reviewed, approved, and administered by the City's Communications and Marketing Director or designee.

3.4. City social media sites shall clearly state that such sites are maintained by the City and that the sites comply with the City's Social Media Policy.

3.5. City social media sites shall link back to the City's official website for forms, documents, online services and other information necessary to conduct business with the City.

3.6. The City's Communications & Marketing Director shall monitor content on City social media sites to ensure adherence to both the City's Social Media Policy and the interest and goals of the City.

3.7. The City shall use social media sites as consistently as possible and in conjunction with other established City communication tools.

3.8. City social media sites shall be managed consistent with the Open Public Meetings Act. Members of the City Council and City Commissions and of other governing bodies shall not, except in open public meetings respond to any published postings, or use the site or any form of electronic communication to respond to, blog or engage in serial meetings, or otherwise discuss, deliberate, or express opinions on any issue within the subject matter jurisdiction of the body.

3.9. The City reserves the right to terminate any City social media site at any time without notice.

3.10. City social media sites shall comply with usage rules and regulations required by the site provider, including privacy policies.

3.11. The City's Social Media Policy shall be displayed to users or made available by hyperlink.

3.12. All City social media sites shall adhere to applicable federal, state and local laws, regulations and policies.

3.13. City social media sites are subject to the Washington Public Records Act. Any content maintained on a City social media site that is related to City business, including a list of subscribers, posted communication, and communication submitted for posting, may be considered a public record and subject to public disclosure.

3.14. Employees representing the City on City social media sites shall conduct themselves at all times as a professional representative of the City and in accordance with all City policies.

3.15. All City social media sites shall utilize authorized City contact information for account set-up, monitoring and access. The use of personal email accounts or phone numbers by any City employee is not allowed for the purpose of setting-up, monitoring, or accessing a City social media site.

3.16. City social media sites may contain content, including but not limited to, advertisements or hyperlinks over which the City has no control. The City does not endorse any such hyperlink or advertisement placed on City social media sites by the social media site's owners, vendors, or partners.

3.17. The City reserves the right to change, modify, or amend all or part of this policy at any time.

Content Guidelines

4.1. The content of City social media sites shall only pertain to City-sponsored or City-endorsed programs, services, and events. Content includes, but is not limited to, information, photographs, videos, and hyperlinks.

4.2. The City shall have full permission or rights to any content posted by the City, including photographs and videos.

4.3. Postings shall be made during normal business hours. After-hours or weekend postings shall only be made with approval of the City Communications and Marketing Director.

4.4. Any employee authorized to post items on any of the City's social media sites shall review, be familiar with, and comply with the social media site's use policies and terms and conditions.

4.5. Any employee authorized to post items on any of the City's social media sites shall not express his or her own personal views or concerns through such postings. Instead, postings on any of the City's social media sites by an authorized City employee shall only reflect the views of the City.

4.6. Postings must contain information that is freely available to the public and not be confidential as defined by any City policy or state or federal law;

4.7. Postings may NOT contain any personal information, except for the names of employees whose job duties include being available for contact by the public;

4.8. Postings to City social media sites shall NOT contain any of the following:

4.8.1. Comments that are not topically related to the particular posting being commented upon;

4.8.2. Comments in support of, or opposition to, political campaigns, candidates or ballot measures;

4.8.3. Profane language or content;

4.8.4. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, or status with regard to public assistance, national origin, physical or mental disability or sexual orientation, as well as any other category protected by federal, state, or local laws;

4.8.5. Sexual content or links to sexual content;

4.8.6. Solicitations of commerce which are not authorized by the City of Sequim;

4.8.7. Conduct or encouragement of illegal activity;

4.8.8. Information that may tend to compromise the safety or security of the public or public systems; or

4.8.9. Content that violates a legal ownership interest of any other party.

4.8.10 Personal attacks.

4.9. These guidelines shall be displayed to users or made available by hyperlink on all City social media sites. Any content removed based on these guidelines must be retained for a limited time, including available time, date and identity of the poster.

4.10. The City reserves the right to implement or remove any functionality of its social media site, when deemed appropriate by the Communications and Marketing Director. This includes, but is not limited to, information, articles, pictures, videos or any other form of communication that is posted on a City social media site.

4.11. Except as expressly provided in this Policy, accessing any social media site shall comply with all applicable City policies pertaining to communications and the use of the internet by employees, including e-mail content.

4.12. All of the content on City social media sites must be provided to the City's Communications and Marketing Director for review, approval and subsequent posting to the social media site.

TAB - H

STAFF REPORT

To: Mayor Schiller
From: Todd Baun, Director of Public Works
Date: October 20, 2017
Re: Mobile Home Placement Discussion

Councilman Blankenship requested this subject to be on the agenda for discussion.

TAB - I

ORDINANCE NO. _____

AN ORDINANCE RELATING TO THE ESTABLISHMENT
OF THE REGULAR TAX LEVY FOR THE YEAR 2017
FOR COLLECTION IN THE YEAR 2018; MAKING
FINDINGS; AND RESERVING RIGHTS.

R E C I T A L S:

1. The City Council of the City of McCleary has met and is considering its budget for the calendar year 2017.

2. At a public hearing held on September 27, the City Council provided the opportunity to receive comment from the Citizens of the City on the elements of revenue projections and the ad valorem tax levy. Following that hearing, the Mayor and Council are going forward with the consideration of the City's budget.

3. Based upon the information provided by the Office of the County Assessor, the City's actual annual ad valorem levy amount received in 2017, including adjustments for new construction and other items, was \$267,063.60. That included moneys received through the Council's exercise in 2016 of the authority to "relevy the levy" granted by law, tax revenue which would otherwise not have collected as the result of senior citizen exclusions and the like.

4. As to new construction valuation, the information from the Office of the County Assessor has not been provided. Based upon information from the City's records, one property was shown as annexed during the period.

5. The City has a population of less than 10,000 citizens.

6. The City Council of the City of McCleary, following the required public hearing and after duly considering all relevant evidence and testimony presented, has determined the City of McCleary will exercise its authority to increase the regular tax levy by the authorized one percent.

7. The action carried forth by the Ordinance is based upon a Council finding there is a significant necessity for the property tax revenue to be increased in the next calendar year in order to meet the expenses and obligations of the City.

8. In adopting this ordinance, the City is relying upon the accuracy and completeness of the information provided to it by the Office of the County Assessor.

NOW, THEREFORE, BE IT ORDAINED AS FOLLOWS BY THE CITY COUNCIL OF THE CITY OF McCLEARY:

SECTION I: The regular property tax levy is hereby authorized for 2017 for collection in 2018 in an amount of \$268,512.46, a figure which the Office of the County Assessor has indicated represents the increase allowed by RCW 84.55.0101 from the amount levied and collected the previous year: PROVIDED THAT,

it is to be recognized as follows: [a] the intent of this ordinance is to exercise the authority to increase the levy here in question by the 1 percent allowed under the provisions of RCW 84.55 and to include additional revenue resulting from assessment of any new construction, improvements to property, any increase in the value of state assessed property or utilities, any annexations which have occurred, or any refunds made and [b] if the amount finally determined allowed under those provisions is greater than the specific figure set out, that newly determined figure shall be the amount utilized.

SECTION II: This ordinance is based upon the information from the Office of the County Assessor, as to amounts and calculations, as well as advice from County officials that this ordinance can be amended to modify the tax rate established herein by adoption of an appropriate amendatory ordinance. The City specifically reserves the right to take such amendatory action up to and including the last day allowed.

SECTION III: Upon execution by the Mayor, a certified copy of this Ordinance shall be provided to the appropriate officials of the County so as to provide for appropriate assessment.

SECTION IV: If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance. The

Council hereby declares that it would have passed this Ordinance and each section, subsection, sentence, clause, and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases had been declared invalid or unconstitutional, and if for any reason this Ordinance should be declared invalid or unconstitutional, then the original ordinance or ordinances shall be in full force and effect.

SECTION V: This Ordinance shall take effect upon the fifth day following date of publication.

PASSED THIS ____ DAY OF _____, 2017, by the City Council of the City of McCleary, and signed in approval therewith this _____ day of _____, 2017.

CITY OF McCLEARY:

BRENT SCHILLER, Mayor

ATTEST:

WENDY COLLINS, Clerk-Treasurer

APPROVED AS TO FORM:

DANIEL O. GLENN, City Attorney

STATE OF WASHINGTON)
 : ss.
GRAYS HARBOR COUNTY)

ORDINANCE -B- 4
10/16/2017
DG/le

CITY OF McCLEARY
100 SOUTH 3RD STREET
McCLEARY, WASHINGTON 98557

I, WENDY COLLINS, being the duly appointed Clerk-Treasurer of the City of McCleary, do certify that I caused to have published in a newspaper of general circulation in the City of McCleary a true and correct summary of Ordinance Number _____ and that said publication was done in the manner required by law. I further certify that a true and correct copy of the summary of Ordinance Number _____, as it was published, is on file in the appropriate records of the City of McCleary.

WENDY COLLINS

SIGNED AND SWORN to before me this _____ day of _____, 2017, by WENDY COLLINS.

NOTARY PUBLIC IN AND FOR THE STATE OF
WASHINGTON, Residing at:
My appointment expires: