

**GRANDVIEW CITY COUNCIL
COMMITTEE-OF-THE-WHOLE
MEETING AGENDA
TUESDAY, AUGUST 9, 2016**



COMMITTEE-OF-THE-WHOLE MEETING – 6:00 PM

PAGE

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. CITIZEN PARTICIPATION** – The public may address the Council on items on the agenda.
- 4. NEW BUSINESS**
 - A. Museum Board Appointment – Ray Vining 1-4
 - B. Euclid/WCR Intersection and Forsell Road Improvements Project Acceptance 5-11
 - C. Ordinance amending Grandview Municipal Code Section 15.72.100 Notification and Service Notice Requirements and Section 15.72.310 Notice of Violation 12-19
 - D. Social Media Consideration 20-47
- 5. OTHER BUSINESS**
- 6. ADJOURNMENT**

**CITY OF GRANDVIEW
AGENDA ITEM HISTORY/COMMENTARY
COMMITTEE-OF-THE-WHOLE MEETING**

ITEM TITLE

Museum Board Appointment – Ray Vining

AGENDA NO.: New Business 4(A)

AGENDA DATE: August 9, 2016

ORIGINATING SOURCE

Parks & Recreation Department

FUNDING CERTIFICATION (City Treasurer)
(If applicable)

DEPARTMENT DIRECTOR REVIEW

Mike Carpenter, Parks & Recreation Director



CITY ADMINISTRATOR

MAYOR



ITEM HISTORY (Previous council reviews, action related to this item, and other pertinent history)

ITEM COMMENTARY (Background, discussion, key points, recommendations, etc.) Please identify any or all impacts this proposed action would have on the City budget, personnel resources, and/or residents.

Grandview Municipal Code (GMC) Chapter 2.52 allows for the formation of the Museum Board to oversee the functions of the museum facility. Mr. Ray Vining has expressed an interest in serving on the Board, see attached letter and resume.

ACTION PROPOSED

Move the confirmation of the appointment of Ray Vining to the Museum Board as recommended by the Mayor to the regular Council meeting agenda for consideration.

Anita Palacios

From: Gview Mayor <gviewmayor@yahoo.com>
Sent: Thursday, July 28, 2016 2:43 PM
To: Anita Palacios; Mayor
Cc: Cus Arteaga; Mike Carpenter
Subject: Re: R.E. Powell Museum Board - Ray Vining

sounds good

From: Anita Palacios <anitap@grandview.wa.us>
To: Mayor <MayorNorm@grandview.wa.us>; Gview Mayor <gviewmayor@yahoo.com>
Cc: Cus Arteaga <carteaga@grandview.wa.us>; Mike Carpenter <mcarp@grandview.wa.us>
Sent: Thursday, July 28, 2016 2:22 PM
Subject: FW: R.E. Powell Museum Board - Ray Vining

Are you in agreement with the appointment of Ray Vining to the Museum Board? If so, I will place on the August 9th agenda for consideration.

Please advise.

Thanks,

Anita G. Palacios, MMC
City Clerk/Human Resource
City of Grandview
207 West Second Street
Grandview, WA 98930
PH: (509) 882-9208
FAX: (509) 882-3099
anitap@grandview.wa.us
www.grandview.wa.us

From: Mike Carpenter
Sent: Wednesday, July 20, 2016 1:01 PM
To: Anita Palacios
Cc: Mayor; Cus Arteaga
Subject: Fw: R.E. Powell Museum Board - Ray Vining

Good afternoon Anita,

Currently, the RE Powell Museum Board has four members. City ordinance allows for between 4 to 7 board members. With the excitement that the renovated facility is generating, I want to forward Ray Vining's name for the Mayor's consideration and appointment. Below is a brief letter and resume that Ray has presented me with. Can you please put forth this recommendation in motion?

I want to Mayor Childress for his consideration.

Thank you.

Mike Carpenter
Parks and Recreation Director
City of Grandview
Grandview, WA 98930
Phone: (509) 882-9219
Fax: (509) 882-3099
Visit our Website: [http:// www.grandview.wa.us](http://www.grandview.wa.us)

This message may contain confidential and/ or proprietary information and is intended for the person/ entity to whom it was originally addressed. Any use by others is strictly prohibited.

From: Ray Vining <rdvining@gmail.com>
Sent: Wednesday, July 20, 2016 8:38 AM
To: Mike Carpenter
Subject: R.E. Powell Museum Board

Hear you go Mike,

To the City of Grandview,

Listening, empathy, education, cooperation, effort and time are values I'd like to be my assets on the RE Powell Museum Board. By listening to the community we find out what community members need to learn about the past to help in their future. Water is now a widely discussed issue. How can the museum portray the history of water to educate our community on why we are dependent on irrigation for our economy? The empathy of a museum is reflected in how the community sees it. Do community members feel their past is woven into the displays they see?

Museums can instill the idea "I want to learn because..." in community members from school age to old age. Display's of machines can inspire curiosity, wonder and initiative. These are the hallmarks qualities of the class of people known as "doers". We can look at the past and find the inspiration to "do" to make today and tomorrow better.

When the values of cooperation, effort and time are absent, the ability to work together is lost. By keeping these values in our forethoughts dreams can be achieved.

Thank you for your consideration of me for a position on the RE Powell Museum Board,

Ray Vining

A Very Brief Resume for Ray Vining

Science and Math Teacher at Grandview HS for 27 years.
Fair Board member (President for 4 years during the transition to the Wallace Way site)
Local Boy Scout leader for 30 years or so.
4-H Leader Emetrus
WSU Master Gardener
Rose Garden Volunteer

Local Farmer
Community Businessman
Instructor in computer science at YVCC Grandview for 10 years.

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...No amount of failure could flag his spirits, and he scrambled over every obstacle with the kind of good humor and determination that makes a person fun.

...from Michael Blakes' Dances with Wolves

You can not teach a man anything, you can only help him to find it in himself.

Dale Carnegie

...You see I fought for the children to have the freedom to laugh, to tease each other, to climb trees and to run headlong into the world.

Jacqueline Winspar in *Elegy for Eddie*

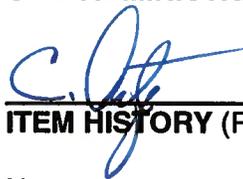
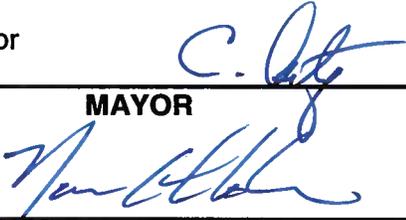
Schools being an invention, you would think we would know how to make school a pleasant, invigorating place for everyone! This is my life's goal.

**CITY OF GRANDVIEW
AGENDA ITEM HISTORY/COMMENTARY
COMMITTEE-OF-THE-WHOLE MEETING**

ITEM TITLE Euclid/WCR Intersection and Forsell Road Improvements Project Acceptance	AGENDA NO.: New Business 4(B) AGENDA DATE: August 9, 2016
ORIGINATING SOURCE Public Works Department	FUNDING CERTIFICATION (City Treasurer) (If applicable) N/A

DEPARTMENT HEAD REVIEW

Cus Arteaga, City Administrator/Public Works Director

CITY ADMINISTRATOR 	MAYOR 
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ITEM HISTORY (Previous council reviews, action related to this item, and other pertinent history)

None

ITEM COMMENTARY (Background, discussion, key points, recommendations, etc.) Please identify any or all impacts this proposed action would have on the City budget, personnel resources, and/or residents.

Wheeler Excavation, LLC, has completed the construction of the Euclid/WCR Intersection and Forsell Road improvements. Staff recommends Council accept the project as complete once the requirements in the July 29, 2016 letter from HLA Engineering and Land Surveying, Inc., have been satisfied.

ACTION PROPOSED

Move that Council accept the Euclid/WCR Intersection and Forsell Road improvements as complete once the project closure requirements as identified in the July 29, 2016 letter from HLA Engineering and Land Surveying, Inc., have been satisfied.



July 29, 2016

City of Grandview
207 West 2nd Street
Grandview, WA 98930

Attn: Mr. Cus Arteaga
City Administrator/Public Works Director

Re: City of Grandview
EUCLID/WCR INTERSECTION AND FORSELL ROAD IMPROVEMENTS
HLA Project No.: 16034C
SIED Contract No.: YC-EWCR-15
Final Progress Estimate and Project Acceptance

Dear Cus:

Enclosed is Progress Estimate No. 2 designated as the Final for work performed by Wheeler Excavation, LLC, through June 16, 2016, in connection with their contract on the above referenced project. The amount due the Contractor of \$0.00 is net after retainage, as per the contract documents. We recommend this Final Progress Estimate be considered and accepted by the Grandview City Council.

This letter also serves as our recommendation for acceptance of this project by the City of Grandview. We have reviewed the work performed by Wheeler Excavation, LLC on this project and believe it has been completed satisfactorily. Please provide us a copy of the Council resolution authorizing project acceptance.

Enclosed for your action is the "Notice of Completion of Public Works Contract" to be completed and sent to the Department of Revenue, Department of Labor and Industries, and Employment Security Department in Olympia. Forward one (1) copy each of the Notice of Completion to the Department of Revenue, Department of Labor and Industries, and the Employment Security Department as soon as the Grandview City Council has accepted the project.

The retainage on this project in the amount of \$10,510.13 should be released to Wheeler Excavation, LLC, after acceptance of the project and when the following conditions have been satisfied:

1. There are no liens or claims for labor and materials furnished on this project filed against the retainage.
2. A full sixty (60) days have elapsed since the official acceptance of this project by the City of Grandview.
3. The City has received Notice of Completion clearance from the Department of Revenue, Department of Labor and Industries, and the Employment Security Department relative to this contract. Please provide a copy of each to our office.

4. The City has received the following from HLA Engineering and Land Surveying, Inc. (HLA):
 - a. HLA has confirmed all punch list items identified during the final walk-through inspection have been completed.
 - b. HLA emailed and mailed two neatly marked 11"x17" sets of record drawings to City of Grandview on June 16, 2016.
 - c. A notarized certificate from the Contractor which states that all labor and materials furnished on this project have been paid for is attached.
 - d. The required project labor and equal employment opportunity documents have been mailed to the City of Grandview on July 29, 2018.

We would appreciate receiving a copy of your Council Resolution authorizing release of retainage.

Please contact this office if you have questions or if we may furnish additional information.

Very truly yours,



Theodore W. Pooler, PE

TWP/crf

Enclosures

Copy: Wheeler Excavation, LLC
Steve Sziebert, HLA
Correspondence File

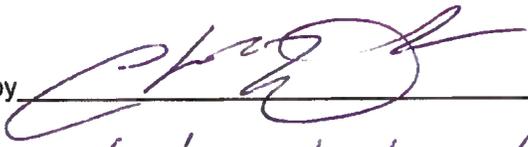
NOTARIZED STATEMENT

TO THE

City of Grandview

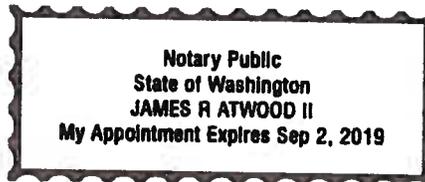
I hereby certify that

- a) all materials and labor used and performed in the construction of the EUCLID/WCR INTERSECTION AND FORSELL ROAD IMPROVEMENTS – Project Number 16034C, for the City of Grandview, have been paid in full and there are no liens or other legal actions pending;
- b) Wheeler Excavation, LLC, has complied with the provisions of Section 1-07.19 (Gratuities) of the Standard Specifications; and
- c) All industrial insurance premiums, as required under RCW 51.12.050 (Public Works) and RCW 51.12.070 (work done by contract) have been paid.

by 
Chad Wheeler / Member
 Name and Title (Please print or type)

Wheeler Excavation, LLC
 Contractor

STATE OF WA)
) SS
 COUNTY OF Benton)



SIGNED AND SWORN TO (OR AFFIRMED) BEFORE ME ON June 25, 20 16.

BY 
 (Signature)

Notary Public Printed Name: James R. Atwood II

My Appointment Expires: September 2, 2019

(Please return completed CERTIFICATION form to HLA)

City of Grandview
 207 W. Second Street
 Grandview, WA 98930

EUCLID/WCR INTERSECTION AND FORSELL ROAD IMPROVEMENTS

SIED Contract No.: YC-EWCR-15
 HLA Project No.: 16034C

TO: Wheeler Excavation, LLC
 2007 E. Highland Extension
 Benton City, WA 99320

Progress Estimate No.: 2 AND FINAL

Date: June 16, 2016

Item No.	Description	PYMT SPEC	Unit	Contract Quantity	Unit Price	Estimate 2 Quantity	Quantity to Date	Amount	Contract Quantity
1	Minor Change	1-04.4(1)	FA	Est.	\$15,000.00	0.00	1,629.24	\$1,629.24	11%
2	Mobilization	1-09.7	LS	1	\$14,500.00	0%	100%	\$14,500.00	100%
3	Project Temporary Traffic Control	1-10.5	LS	1	\$14,500.00	0%	100%	\$14,500.00	100%
4	Unclassified Excavation Incl. Haul	2-03.5	CY	530	\$15.00	0	530	\$7,950.00	100%
5	Crushed Surfacing Base Course	4-04.5	TON	540	\$29.00	0.00	436.48	\$12,657.92	81%
6	Crushed Surfacing Top Course	4-04.5	TON	180	\$37.00	0.00	201.30	\$7,448.10	112%
7	Planing Bituminous Pavement	5-04.5	SY	2,500	\$3.25	0	4,387	\$14,257.75	175%
8	HMA Cl. 1/2-Inch PG 64-28	5-04.5	TON	600	\$90.00	0.00	797.34	\$71,760.60	133%
9A	Alternate A: HMA Commercial Approach	5-04.5	SY	182	\$38.00	0	0	\$9.00	0%
9B	Alternate B: Concrete Commercial Approach	8-06.5	SY	182	\$49.00	0.00	153.23	\$7,508.27	84%
10	Storm Sewer Pipe 8 In. Diam.	7-04.5	LF	400	\$36.50	0	400	\$14,600.00	100%
11	Concrete Inlet	7-05.5	EA	9	\$918.00	0	9	\$8,262.00	100%
12	Connect to Existing Catch Basin	7-05.5	EA	4	\$450.00	0	4	\$1,800.00	100%
13	Select Backfill, as Directed	7-08.5	CY	100	\$29.00	0.0	26.2	\$759.80	26%
14	Erosion/Water Pollution Control	8-01.5	FA	Est.	\$5,000.00	0.00	982.93	\$982.93	20%
15	Cement Conc. Traffic Curb and Gutter	8-04.5	LF	1,135	\$13.00	0	1,198	\$15,574.00	106%
16	Cement Conc. Traffic Curb	8-04.5	LF	70	\$22.00	0	71	\$1,562.00	101%
17	Valley Gutter	8-04.5	LF	230	\$18.00	0	164	\$2,952.00	71%
18	Cement Conc. Sidewalk 6-Inch Thick	8-14.5	SY	8	\$44.00	0	11	\$484.00	138%
19	Cement Conc. Sidewalk Ramp	8-14.5	EA	1	\$1,040.00	0	1	\$1,040.00	100%
20	Traffic Rated Junction Box	8-20.5	EA	2	\$952.00	0	1	\$952.00	50%
21	Pavement Markings	8-22.5	LS	1	\$9,022.00	0%	100%	\$9,022.00	100%
SUBTOTAL								\$210,202.61	

Item No.	Description	PYMT SPEC	Unit	Contract Quantity	Unit Price	Estimate 2 Quantity	Quantity to Date	Amount	Contract Quantity
								SUBTOTAL, WORK TO DATE	\$210,202.61
								PLUS MATERIALS ON HAND	\$0.00
								SUBTOTAL AMOUNTS	\$210,202.61
								TOTAL	\$210,202.61
								LESS TOTAL RETAINAGE	\$10,510.13
								LESS AMOUNTS PREVIOUSLY PAID	\$199,692.48
								AMOUNT NOW DUE	\$0.00

Progress Estimate No. 1 \$ 199,692.48
 Progress Estimate No. 2 AND FINAL \$ 0.00

Retainage: 10,510.13
 Retainage: 0.00

I hereby certify that the foregoing is a true and correct statement of the work performed under this Contract.

Theodore W. Pooler
 FOR Terry D. Alapeteri, PE

ACCEPTED:

I hereby accept the Final Progress Estimate and Final Contract Voucher Certification, in accordance with Section 1-09.9 of the WSDOT Standard Specifications.

[Signature]
 Wheeler Excavation, LLC

6/26/16
 Date:

City of Grandview
 207 W. Second Street
 Grandview, WA 98930

EUCLID/WCR INTERSECTION AND FORSELL ROAD IMPROVEMENTS
 SIED Contract No.: YC-EWCR-15
 HLA Project No.: 16034C

TO: Wheeler Excavation, LLC
 2007 E. Highland Extension
 Benton City, WA 99320

Progress Estimate No.: 2 AND FINAL
 Date: June 16, 2016

MINOR CHANGES

DATE	DESCRIPTION	PAID AS	SUB AMOUNT	GC AMOUNT	TOTAL AMOUNT	SUB NAME	TIME EXTENSION
5/18/2016	PREP SIDEWALK, CURB ASPHALT WHERE SVID RELOCATED LINE.	1		\$238.18	\$238.18		
5/23/2016	PREP NW CORNER OF EUCLID AND FORSELL CORNER FOR ASPHALT.	1		\$268.02	\$268.02		
5/27/2016	ADJUST JUNCTION BOXES AT WCR INTERSECTION	1	\$1,002.71	\$120.33	\$1,123.04		
				Subtotal	\$1,629.24		

cc: Wheeler Excavation, LLC
 Terry Alapeteri, PE, HLA
 Steve Szlebert, HLA
 Archie McPherson, Benji Martin, HLA

**CITY OF GRANDVIEW
AGENDA ITEM HISTORY/COMMENTARY
COMMITTEE-OF-THE-WHOLE MEETING**

ITEM TITLE

Ordinance amending Grandview Municipal Code Section 15.72.100 Notification and Service Notice Requirements and Section 15.72.310 Notice of Violation

AGENDA NO.: New Business 4(C)

AGENDA DATE: August 9, 2016

ORIGINATING SOURCE

Public Works Department (Code Enforcement)

FUNDING CERTIFICATION (City Treasurer)
(If applicable)

DEPARTMENT DIRECTOR REVIEW

Cus Arteaga, City Administrator/Public Works Director



CITY ADMINISTRATOR

MAYOR




ITEM HISTORY (Previous council reviews, action related to this item, and other pertinent history)

ITEM COMMENTARY (Background, discussion, key points, recommendations, etc.) Please identify any or all impacts this proposed action would have on the City budget, personnel resources, and/or residents.

Through the years, the Council has amended the Municipal Code to help expedite non-compliance nuisance violations. Staff is recommending that we implement a method in which the Code Enforcement Officer can access a monetary fine for violators that start to clean-up the nuisance violation, but refuse to finish the project. We have nuisance violators that start the clean-up process with no end in sight causing additional work for the Code Enforcement Officer and deteriorating the neighborhood.

The new wording will allow the Code Enforcement Officer to write up to an additional \$500 ticket for each week that no clean-up activity has taken place.

ACTION PROPOSED

Move Ordinance amending Grandview Municipal Code Section 15.72.100 Notification and Service Notice Requirements and Section 15.72.310 Notice of Violation to a regular Council meeting agenda for consideration.

ORDINANCE NO. 2016-___

**AN ORDINANCE OF THE CITY OF GRANDVIEW, WASHINGTON,
AMENDING GRANDVIEW MUNICIPAL CODE SECTION 15.72.100
NOTIFICATION AND SERVICE NOTICE REQUIREMENTS AND
SECTION 15.72.310 NOTICE OF VIOLATION**

WHEREAS, for ease of administrative enforcement for code violations, it is the intent of this amendment to provide clarification of notification and service of notice requirements and notice of violation to be followed by the code enforcement officer;

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

SECTION 1. Grandview Municipal Code Section 15.72.100 Notification and service of notice requirements, which reads as follows:

15.72.100 Notification and service of notice requirements.

A. Whenever a violation is observed or reported to the code enforcement officer, the code enforcement officer or his designee shall serve notice to the responsible person and advise such person of the violation and the steps necessary to remedy the violation.

B. Whenever a notice is required to be given under this chapter, the notice shall be served by one or any, in combination, of the following methods, unless different provisions are otherwise specifically stated to apply:

1. Personal service;
2. Regular mail, postage prepaid, to the last known address of a responsible person; and
3. Posting the notice conspicuously on or in front of the property. The form of the posted notice shall be approved by the director.

C. Failure of a responsible person to actually receive notice shall not affect the validity of any action taken hereunder if notice has been served in the manner set forth above.

D. Service by regular mail in the manner set forth above shall be deemed served on the third day after the date of mailing.

E. Service by more than one means (i.e., combination of posting and service by mail) shall be deemed served on the earliest date of effective service (i.e., on date of posting). The failure of a person, other than a responsible person, to be served notice in accordance with this section shall not affect the validity of any proceeding taken hereunder.

F. Notwithstanding anything herein to the contrary, under the following circumstances, the code enforcement officer is authorized to (1) issue a civil infraction, and (2) assess a penalty in an amount not to exceed \$500.00, without providing advance notice to the responsible person:

1. When an emergency exists; or
2. When a repeat violation occurs; or
3. When the violation creates a situation or condition which cannot be

corrected; or

4. When the person knows or reasonably should have known that the action is in violation of a city regulation or ordinance.

5. Upon determining the existence of a Class A nuisance as defined in Chapter 8.24 GMC.

Is hereby amended to read as follows:

15.72.100 Notification and service of notice requirements.

A. Whenever a violation is observed or reported to the Code Enforcement Officer, the Code Enforcement Officer or his designee shall serve notice to the responsible person and advise such person of the violation and the steps necessary to remedy the violation.

B. Whenever a notice is required to be given under this chapter, the notice shall be served by one or any, in combination, of the following methods, unless different provisions are otherwise specifically stated to apply:

1. ~~Personal service;~~ Occupied Premises: Notices shall be posted on the premises by attachment to the front door or attached to a solid structure in the front yard area; and/or sent by regular mail, postage prepaid to the address on file for the mailing of the utility account.

2. ~~Regular mail, postage prepaid, to the last known address of a responsible person;~~ and Vacant Premises: Notices shall be posted on the premises and mailed to the last known address of the owner on file with the Yakima County Assessor's Office.

3. Posting the notice conspicuously on or in front of the property. The form of the posted notice shall be approved by the Public Works Director.

C. Failure of a responsible person to actually receive notice shall not affect the validity of any action taken hereunder if notice has been served in the manner set forth above.

D. Service by regular mail in the manner set forth above shall be deemed served effective on the third day after the date of mailing.

E. Service by more than one means (i.e., combination of posting and service by mail) shall be deemed served on the earliest date of effective service (i.e., on date of posting). ~~The failure of a person, other than a responsible person, to be served notice in accordance with this section shall not affect the validity of any proceeding taken hereunder.~~

F. Notwithstanding anything herein to the contrary, under the following circumstances, the Code Enforcement Officer is authorized to (1) issue a civil infraction, and (2) assess a penalty in an amount not to exceed \$500.00, without providing advance notice to the responsible person:

1. When an emergency exists; or
2. When a repeat violation occurs; or
3. When the violation creates a situation or condition which cannot be corrected; or

4. When the person knows or reasonably should have known that the action is in violation of a City regulation or ordinance.

5. Upon determining the existence of a Class A nuisance as defined in

Chapter 8.24 GMC.

SECTION 2. Grandview Municipal Code Section 15.72.310 Notice of violation, which reads as follows:

15.72.310 Notice of violation.

A. The code enforcement officer, having knowledge of any Grandview Municipal Code violation, may cause any owner or other responsible person to be notified of the violation on any premises by serving upon the owner or other responsible person, or if the owner or other responsible person is not present by posting a property violation notice on the premises and by mailing a copy of said notice by first class mail postage prepaid to the address of the violation. Said notice shall be substantially in the following form and shall notify the owner or other responsible party to either abate the nuisance within 10 days of the date of the notice, appeal the notice to the city or to enter into a voluntary correction agreement.

PROPERTY VIOLATION NOTICE

To Owner/Occupant in charge of the property located at _____, the following violations were observed on your property by the Code Enforcement Officer on _____, 20__:

You have ten (10) calendar days from the date on the bottom of this form to:

1. Abate the violations marked above, OR
2. Appeal this notice in writing to the Code Enforcement Officer and to the City Clerk pursuant to Grandview Municipal Code (GMC) Chapter 2.50 by filing a written statement setting forth fully the grounds for your appeal within ten (10) calendar days from the date of this notice. GMC 2.50.100 provides that all appeals shall be accompanied by a fee of \$150.00, OR
3. Contact the Code Enforcement Officer to request a voluntary correction agreement.

B. In the event the owner or other responsible party does not take one of the three steps set forth in the property violation notice within 10 days of the date of the notice, the code enforcement officer shall issue a civil infraction citation with a penalty of not less than \$50.00 and not more than \$200.00 and the code enforcement officer shall serve upon the owner or other responsible party, or, if the owner or other responsible party is not available, shall post on the premises, a notice to abate unsafe or unlawful condition in the following form.

NOTICE TO ABATE UNSAFE OR UNLAWFUL CONDITION

(Name and Address of person notified)

As owner, agent, lessee, or other person occupying or having charge or control of the building, lot or premises at _____ (Parcel Number) you are hereby notified that the

undersigned, pursuant to Grandview Municipal Code Chapter _____ of the City of Grandview, has determined that there exists upon or adjoining said premises the following condition(s) contrary to the provisions of subsection ____ of Grandview Municipal Code Section _____.

You are hereby notified to abate said condition to the satisfaction of the undersigned within fourteen (14) days of the date of this notice. If you do not abate such condition within fourteen (14) days, the City will abate the condition at your expense as provided in Grandview Municipal Code Section 15.72.

Should you fail to abate the herein described condition(s) within fourteen (14) days, the Code Enforcement Officer shall serve upon you and file with the Grandview Municipal Court, a civil infraction with a penalty of not less than \$200.00 nor more than \$500.00, and, in addition, failure to abate the herein described condition within 30 days of the date of this Notice to Abate is a misdemeanor with a maximum penalty of 90 days in jail and a fine of not more than \$1,000.00.

Abatement is to be accomplished in the following manner:

You are further notified that you have the right to appeal this notice to the Grandview Code Enforcement Officer and to the City Clerk pursuant to Grandview Municipal Code Chapter 2.50 by filing a written statement setting forth fully the grounds for your appeal within five (5) calendar days from the date of this notice. GMC 2.50.100 provides that all appeals shall be accompanied by a fee of \$150.00. Further action on the abatement as specified in the original notice shall be stayed pending the decision of the hearing examiner on the appeal.

Dated: _____

By: _____

C. Failure by owner or responsible party to either appeal the notice to abate unsafe or unlawful condition within five days of the date of the notice or to abate the condition giving rise to the notice to abate unsafe or unlawful condition within 14 days of the date of the notice shall be a civil infraction. The code enforcement officer may issue a civil infraction and penalty not to exceed \$500.00.

Is hereby amended to read as follows:

15.72.310 Notice of violation.

A. The Code Enforcement Officer, having knowledge of any Grandview Municipal Code violation, may cause any owner or other responsible person to be notified of the violation on any premises by serving upon the owner or other responsible person, or if the owner or other responsible person is not present by posting a property violation notice on the premises and by mailing a copy of said notice by first class mail postage prepaid to the address of the violation. Said notice shall be substantially in the following

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form and shall notify the owner or other responsible party to either abate the nuisance within 10 days of the date of the notice, appeal the notice to the city or to enter into a voluntary correction agreement.

PROPERTY VIOLATION NOTICE

To Owner/Occupant in charge of the property located at _____, the following violations were observed on your property by the Code Enforcement Officer on _____, 20__:

You have ten (10) calendar days from the date on the bottom of this form to:

1. Abate the violations marked above, OR
2. Appeal this notice in writing to the Code Enforcement Officer and to the City Clerk pursuant to Grandview Municipal Code (GMC) Chapter 2.50 by filing a written statement setting forth fully the grounds for your appeal within ten (10) calendar days from the date of this notice. GMC 2.50.100 provides that all appeals shall be accompanied by a fee of \$150.00, OR
3. Contact the Code Enforcement Officer to request a voluntary correction agreement.

B. In the event the owner or other responsible party does not take one of the three steps set forth in the property violation notice within 10 days of the date of the notice, the code enforcement officer shall issue a civil infraction citation with a penalty of not less than \$50.00 and not more than \$200.00 and the code enforcement officer shall serve upon the owner or other responsible party, or, if the owner or other responsible party is not available, shall post on the premises, a notice to abate unsafe or unlawful condition in the following form.

NOTICE TO ABATE UNSAFE OR UNLAWFUL CONDITION

(Name and Address of person notified)

As owner, agent, lessee, or other person occupying or having charge or control of the building, lot or premises at _____ (Parcel Number) you are hereby notified that the undersigned, pursuant to Grandview Municipal Code Chapter _____ of the City of Grandview, has determined that there exists upon or adjoining said premises the following condition(s) contrary to the provisions of subsection ___ of Grandview Municipal Code Section _____.

You are hereby notified to abate said condition to the satisfaction of the undersigned within fourteen (14) days of the date of this notice. If you do not abate such condition within fourteen (14) days, the City will abate the condition at your expense as provided in Grandview Municipal Code Section 15.72.

Should you fail to abate the herein described condition(s) within fourteen (14) days, the Code Enforcement Officer shall serve upon you and file with the Grandview Municipal

Court, a civil infraction with a penalty of not less than \$200.00 nor more than \$500.00, and, in addition, failure to abate the herein described condition within 30 days of the date of this Notice to Abate is a misdemeanor with a maximum penalty of 90 days in jail and a fine of not more than \$1,000.00.

Abatement is to be accomplished in the following manner:

You are further notified that you have the right to appeal this notice to the Grandview Code Enforcement Officer and to the City Clerk pursuant to Grandview Municipal Code Chapter 2.50 by filing a written statement setting forth fully the grounds for your appeal within five (5) calendar days from the date of this notice. GMC 2.50.100 provides that all appeals shall be accompanied by a fee of \$150.00. Further action on the abatement as specified in the original notice shall be stayed pending the decision of the hearing examiner on the appeal.

Dated: _____

By: _____

C. Failure by owner or responsible party to either appeal the notice to abate unsafe or unlawful condition within five days of the date of the notice or to abate the condition giving rise to the notice to abate unsafe or unlawful condition within 14 days of the date of the notice shall be a civil infraction. The Code Enforcement Officer may issue a notice of continuing violation and may also issue a civil infraction and penalty not to exceed \$500.00.

D. If, seven calendar days following the issuance of a civil infraction and penalty pursuant to 15.72.310(C), the conditions giving rise to the issuance of a civil infraction and penalty are not abated and the owner or responsible party has not appealed, the code enforcement officer may issue a notice of continuing violation and issue a civil infraction and penalty not to exceed \$500. The notice of continuing violation shall be served upon the owner or other responsible party in the manner required by Section 15.72.100 in the following form.

NOTICE OF CONTINUING VIOLATION

(name and address of person notified)

As owner, agent, lessee, or other person occupying or having charge or control of the building, lot or premises at _____ (Parcel Number) you were issued a Property Violation Notice on _____. You were also issued a Notice to Abate Unsafe or Unlawful Condition on _____. You have not abated the unsafe or unlawful conditions identified in the Property Violation Notice. You did not appeal the Property Violation Notice or the Notice to Abate Unsafe or Unlawful Condition.

You are hereby notified a continuing violation. If you do not abate such condition within

seven (7) days, the City may issue another Notice of Continuing Violation and an additional civil infraction and penalty in an amount up to \$500. The City may also abate the condition at your expense as provided in Grandview Municipal Code Chapter 15.72. In addition, failure to abate the herein described condition is a misdemeanor with a maximum penalty of 90 days in jail and a fine of not more than \$1,000.00.

Abatement is to be accomplished in the following manner:

You are further notified that you have the right to appeal this notice to the Grandview Code Enforcement Officer and to the City Clerk pursuant to Grandview Municipal Code Chapter 2.50 by filing a written statement setting forth fully the grounds for your appeal within five (5) calendar days from the date of this notice. GMC 2.50.100 provides that all appeals shall be accompanied by a fee of \$150.00. Further action on the abatement as specified in the original notice shall be stayed pending the decision of the hearing examiner on the appeal.

Dated: _____ By: _____

E. The Code Enforcement Officer is authorized to issue a notice of continuing violation in the form identified at Section 15.72.310(D) and to issue a civil infraction and penalty in an amount not to exceed \$500 for each seven (7) calendar day period of time during which the owner or responsible party fails to comply with a notice of continuing violation.

SECTION 3. This ordinance shall be in full force and effect 5 days after its passage and publication as required by law.

PASSED by the **CITY COUNCIL** and approved by the **MAYOR** at its regular meeting on _____, 2016

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

PUBLICATION:
EFFECTIVE:

TO: Mayor Norm Childress, City of Grandview
City Council, City of Grandview

FROM: Seann Mumford, Menke Jackson Beyer, LLP

SUBJECT: Social Media Considerations

DATE: August 3, 2016

Introduction

This memorandum will discuss several important considerations the City of Grandview (“City”) should keep in mind when evaluating whether it should have a social media presence and in administering/operating any social media accounts it creates.

What is “social media”

"Social media" is a way for people to communicate and interact online via various digital platforms such as websites and apps. It’s called social media because users engage with (and around) it in a social context, which can include conversations, commentary, and other user-generated annotations and engagement interactions. Popular social media platforms include Facebook, Twitter, Instagram, and SnapChat.

How is social media used by governmental entities

Many local governmental entities are using social media to distribute information and as a way of measuring public sentiment on governmental operations and projects. Creating social media accounts is not difficult. However, the commitment of time and resources required by a governmental entity that chooses to operate a social media account can be greater than initially expected, because governmental entities must ensure that they are complying with various legal obligations, such as Washington’s Public Records Act (“PRA”) and document retention laws, that are inapplicable to private users.

The remainder of the memorandum will discuss a few important legal ramifications governmental entities should consider before creating a social media presence. Ideally these considerations and issues will be addressed in a clear social media policy that is adhered to closely.

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Legal implications of a social media account

1. Public Records Act Compliance

Washington appellate courts have not articulated exactly how the PRA relates to social media accounts. However, governmental entities should assume that a their social media information should be available for public disclosure. This would include posts from the public that may be placed on the social media account. As such, the social media account should clearly state to the public that posts on social media will be considered public records.

It may also be possible for posts on a governmental entity's website to constitute a PRA request. Accordingly, if the entity is going to allow the public to post messages on its social media account, there should be a policy and practice by which the account and its comments/posts are reviewed on a daily basis. A simpler option may be to disallow/prevent visitors to the social media account from posting comments on the account. This can be accomplished by modifying the settings of the social media account.

2. Records Retention

The content of a governmental entity's social media account should be treated as a public record for purposes of Washington's records retention laws. *See* RCW 40.14.010. The entity should establish mechanisms/procedures to capture and retain public records made or received using a social media account. This could be accomplished in a variety of ways including using or developing applications that capture social media records. The entity should retain and dispose of social media records in accordance with the State Records Committee under RCW 40.14.050. The retention schedule applicable to social media public records should be consistent with the schedule applicable to non-social media public records, and should be based on the function and content of the record.

3. Copyright issues

Governmental entities need to ensure that they are complying with copyright when they post material on its social media platform. This would include obtaining copyright releases for all material protected by copyright (e.g. music, paintings, pictures) from the creators, or indemnification from the entity for which the material is to be posted. A governmental entity should also obtain personality right releases or "model releases" for each image (including video) of a person who may have a potential claim to such right, or indemnification from the entity for which the material is to be posted.

Some use of copyrighted material may fall within the "Fair Use" Doctrine, which allows for limited use of portions of material without constituting an infringement of the copyright. Washington law also provides for limited exemptions from the requirement to obtain consent before the use of a photograph or video of a person, including where there is "insignificant, de

minimis, or incidental use.” See RCW 63.60.070. However, the applicability of each of these exceptions to obtaining consent for the use of copyrighted/protected material should be analyzed on a case by case basis. Obtaining permission/consent to use the material is safest and the preferable practice.

4. Open Public Meeting Act issues

Under Washington’s Open Public Meetings Act (“OPMA”) “[A]ll meetings of the governing body of a public agency shall be open and public and all persons shall be permitted to attend any meeting of the governing body of a public agency, except as otherwise provided in this chapter.” RCW 42.30.030. If elected officials post comments or material on the governmental entity’s social media page, there is a risk that those comments could constitute a violation of the OPMA. For example, if several members of the entity’s governing body (e.g. city council) submitted posts on the entity’s website in close temporal proximity, an argument could be made that these posts constituted a “meeting” for purposes of the OPMA. See RCW 42.30.020(4). This is particularly true if the comments/posts by the member of the governing body are made in response to other posts on the social media account or if the member’s post(s) elicit comments/posts in response. See RCW 42.30.020 (which defines “action,” in part, as “the transaction of official business of a public agency by a governing body including but not limited to receipt of public testimony, deliberations, discussions...”)

In order to prevent potential OPMA violations, a governmental entity should strongly consider adopting a policy that prohibits elected officials from posting on its social media account. At a minimum the entity should adopt a policy that clearly articulates when, and under what circumstances, an elected official may post on its social media account.

Examples of social media policies

I have included social media policies from several different local governmental entities of various sizes from across the state of Washington. Reviewing these policies is helpful because they address the legal issues outlined above.

Please let me know if you have any further questions regarding this matter. Thank you for your time.

Sincerely,



Seann M. Mumford

the Information Technology Director's decision will be directed to the Administrator. Permission will be based on demonstrated need and subject to the criteria listed below.

County Officials, managers, and supervisors must be aware that providing remote access to County systems has the potential to result in overtime payments. Time spent accessing data or e-mail remotely is considered compensated time for employees subject to FLSA rules. County Officials and employees are required to comply with overtime policies contained in Policy 220.

8.2 Internet Service Provider Requires Approval

It is the policy of the County that it does not provide or pay for Internet access on home or County-owned computers. Exceptions will be approved by the Information Technology Director and/or the Administrator. Employees with remote access who travel should utilize Internet access through their lodging facility or other means. Any purchase of an ISP to be paid for from County funds must be previously approved.

8.3 Web Based E-Mail (WebMail)

The County maintains a WebMail system that allows access to the County e-mail system. The system may be authorized to employees who are required to access and respond to their e-mail while on leave and traveling.

8.4 Remote Access Services (RAS)

RAS connections are maintained by the County and allow users to access their County workstation and certain County applications. RAS connections will be limited only to employees who are required to access County applications other than e-mail from remote locations.

.9 SPECIAL PROVISIONS REGARDING SOCIAL MEDIA

9.1 Purpose

Social media is an integral part of Clallam County communications. It is the policy of Clallam County to encourage the responsible use of social media whether internally or externally generated, or viewed. This policy applies to both the electronic version and printed copies of any social media content.

The primary purpose of this policy is to implement uniform guidelines to operate and maintain social media content as a public service in order to facilitate the timely and efficient conduct of County business. Social media is also provided to encourage and facilitate the free exchange of business-related communications and ideas between the County, its employees, and the public.

County social media shall comply with all appropriate County policies including, but not limited to, the guidelines established in Policy 420.

County social media will be a secondary source of content and will contain links directing users back to www.clallam.net sites for in-depth information, legal notices, forms, documents, or other online services necessary to conduct business with the County.

9.2 Definitions

"Social Media" as used in this policy means the use of web-based and mobile technologies to turn communication into interactive dialogue in order to share information and resources. Social media can include text, audio, video, images, podcasts, and other multimedia communications.

Social media includes, but is not limited to, blogs, wikis, discussion boards, shared information sites, or any internet site that is focused on creating "networks" of individuals such as Facebook, LinkedIn, Twitter, YouTube, MySpace, etc. Such sites allow County Officials and Departments to distribute information through an additional public internet presence and are hosted outside of the County's network.

9.3 Public Disclosure

County social media content is intended for County business purposes and constitutes a public record subject to public disclosure under the Public Records Act. Users shall have no expectation of privacy in the use of the County's social media. The County reserves the right to access or monitor content for work-related purposes, security, or to respond to public record requests.

County social media sites shall clearly indicate that any articles, comments, or other content posted or submitted for posting are subject to public disclosure pursuant to RCW 42.56 including the list of subscribers or followers of the site.

Legislative and quasi-regulatory bodies like the Board of Commissioners, Planning Commission, Parks Board, Fair Board, Permit Advisory Board, should not participate in any discussion through social media regarding County business to avoid a possible violation of the Open Public Meetings Act.

9.4 Prohibition of Inappropriate Content

Social media content should be businesslike, courteous, and civil. All Clallam County policies, including policies prohibiting discrimination and sexual harassment, shall apply to the use of social media.

Prohibited content subject to immediate removal includes content that:

- Promotes or advertises commercial services, entities or products
- Supports or opposes political candidates or ballot propositions
- Calls for or encourages illegal activity
- Includes vulgar, offensive, threatening, harassing, anonymous, or profane content
- Provides information that may tend to compromise the safety or security of the public or public systems

Clallam County reserves the right to limit or remove posted content at any time without notice.

9.5 Links

Clallam County may select links to other social media and websites that offer helpful resources. Once an individual links to another form of social media or website the County's policies no longer apply. The County is not responsible for the content or advertising that appears on these outside links and may provide these links as a convenience only. Users should be aware that these external links and the information they contain are not controlled by, provided by or endorsed by Clallam County. The County reserves the right to delete links posted by outside individuals at any time without notice.

The County specifically does not provide links containing:

- Content supporting, endorsing or seeking to defeat any candidate for elective office or any ballot proposal
- Purely commercial content with no application to County government
- Personal and private content
- Material determined to be obscene, indecent, illegal or libelous

Entities and individuals do not need to get advance permission to link to Clallam County's social media, however those linking to the County's social media may not present as their own or intentionally misrepresent any of the County's social media content. Entities and individuals may not in any way suggest that the County endorses, sponsors, recommends or agrees with them.

9.6 Authorization and Security

The County's website www.clallam.net will remain the primary and predominant internet presence. The Director of Information Technology must approve the creation, format, data feeds, security, and archival measures used for all social media.

Designated Information Technology employees will be added to all social media accounts as administrator(s) for continuity of account access, troubleshooting, applying appropriate monitoring/archival tools, and verification of recommended security guidelines. Each account will be set up using an authorized County email account.

County Officials must designate specific employees and gain the approval of the Director of Information Technology to maintain and monitor their departmental social media content in a timely, relevant, accurate, and Informative manner.

Third party apps are not to be added to a County social media site (i.e. Facebook or LinkedIn) without approval by the Director of Information Technology. An app should not be used unless it serves a business purpose, adds to the user experience, comes from a trusted source and is approved prior to installation. An app may be removed at any time if there is significant reason to think it is causing a security breach or spreading viruses.

.10 SPECIAL PROVISIONS REGARDING CELLULAR TELEPHONES/SMARTPHONES

The effective management and application of information technology (including cellular telephones and smartphones) improves the quality of service delivered to Clallam County citizens, the productivity of the County workforce, and the general cost effectiveness of the County operation. The County's use of cellular telephones and smartphones is increasing as employees are asked to do more with less. Cellular and smartphone technology provides assistance with disaster recovery, and offers portable alternatives for immediate communication, enabling time and distance to be managed more effectively. Violation of the County policy on cellular phone and smartphone use is considered a serious offense.

10.1 Use of Alternatives/Stipends for Use of Personal Cellular Phone or Smartphone

If it has been determined by the County Official, on a case-by-case basis, that an employee needs to have a County-owned cellular phone or smartphone for County-business purposes, the employee may choose to receive a County-owned cellular phone and adhere to all required audit and use procedures detailed in this policy or may elect to receive a stipend of \$10 per month from the County for the occasional usage of their personal cellular phone for County-business purposes. A County-owned smartphone carries the same restrictions as those for a cellular phone. The stipend for a smartphone is \$30 for internet access plus \$10 for cellular use for a total of \$40.

10.2 Acquisition

Cellular telephones and smartphones are to be acquired following the County's purchasing policies and procedures. Cellular phones and smartphones intended for personal use shall not be purchased under the name of or associated with Clallam

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.”

Port Angeles Social Media Policies
Posted on City Web Page

A. Policy and Disclaimer

These terms and conditions of this policy apply only to the Social Media pages (Facebook, Twitter, MySpace, and YouTube) that are managed by the City of Port Angeles.

Any individual accessing, browsing and using a City of Port Angeles Social Media page accepts without limitation or qualification, the City's Social Media Policies (hereafter "Policies"). The City of Port Angeles maintains the right to modify these Policies without notice. Any modification is effective immediately upon posting the modification on the Social Media Policy page unless otherwise stated. Continued use of a City of Port Angeles Social Media page following the posting of any modification signifies acceptance of such modification.

All users of a City of Port Angeles Social Media page are also subject to the page's own Privacy Policy. The City of Port Angeles has no control over a page's privacy policy or their modifications to it. The City of Port Angeles also has no control over content, commercial advertisements, or other postings produced by the Social Media page that appear on the City of Port Angeles Social Media page as part of the page's environment.

The City of Port Angeles operates and maintains its Social Media pages as a public service to provide information about City programs, services, projects, issues, events and activities. The City of Port Angeles assumes no liability for any inaccuracies these Social Media pages may contain and does not guarantee that the Social Media pages will be uninterrupted or error-free.

The comments and opinions expressed by users of the City's social media pages are theirs alone and do not reflect the opinions of City of Port Angeles or its officers and employees.

Communications made through the page's e-mail and messaging system will in no way constitute a legal or official notice or comment to the City or any official or employee of the City for any purpose.

Any comments, articles, and any other content posted or submitted for posting are subject to public disclosure. No one can have an expectation of privacy in the use of Internet resources. People using social media should never disclose private or protected information. Sharing confidential or restricted confidential information on this page is prohibited.

B. Facebook and MySpace Posting Policy

Although we encourage posts and comments on the Facebook and MySpace Pages managed by the City of Port Angeles, the Port Angeles Facebook and MySpace Pages are limited public forums and are moderated by City staff. All posted content (comments, photos, links, etc.) must be related to the topic at hand. The following types of posts and comments are prohibited:

Inappropriate and prohibited content subject to immediate removal from the page, includes content that:

- Is not topically related to the particular article being commented upon.
- Promotes or advertises commercial services, entities or products.
- Supports or opposes political candidates or ballot propositions.
- Is obscene.
- Calls for or encourages illegal activity.
- Promotes, fosters or perpetuates discrimination on the basis of creed, color, age, religion, gender, genetics, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation.
- Provides information that may tend to compromise the safety or security of the public or public systems. Violates a legal ownership.
- Promotes illegal activity or encouragement of illegal activity; information that may tend to compromise the safety or security of the public or public systems.
- Content that violates a legal ownership interest of any other party; or anonymous posts.
- Contains vulgar, offensive, threatening, harassing, or profane language or content.
- Personal attacks of any kind.
- Offensive comments that target or disparage any ethnic, racial, or religious group.
- Sexual content.
- Obscene materials.

The City of Port Angeles reserves the right to remove posted content that does not comply with these Policies. All posts and comments uploaded to the City of Port Angeles Facebook and MySpace pages will be periodically reviewed. All posts and comments are public records subject to public disclosure under the Public Records Act.

C. Links Policy

1. **Links to other Social Media Pages and External Websites Provided on City of Port Angeles Social Media Pages**

The City of Port Angeles may select links to other Social Media pages and outside websites that offer helpful resources for users. Once an individual links to another page or site, the City's Policies no longer apply and users become subject to the policies of that page or site. The City of Port Angeles Social Media pages are intended specifically to share information about City programs, events and services. The City of Port Angeles is not responsible for the content that appears on these outside

links and provides these links as a convenience only. Users should be aware that these external pages and sites, and the information found on those pages and sites, are not controlled by, provided by or endorsed by the City of Port Angeles. The City reserves the right to delete links posted by outside individuals that violate the City's Posts Policy at any time without notice.

The City specifically does not provide links to:

- Pages associated with, sponsored by or serving a candidate for elected office.
- Pages supporting, endorsing or seeking to defeat any candidate for elective office, or any ballot proposal.
- Purely commercial pages with no affiliation to City projects, programs or objectives.
- Individual personal homepages.
- Individual religious pages.
- Pages containing material determined to be obscene, indecent, illegal or libelous.

2. Links by Other Entities to City of Port Angeles Social Media Pages

It is not necessary to get advance permission to link to City of Port Angeles Social Media pages; however, entities and individuals linking to City of Port Angeles Social Media pages may not capture any of the City's Social Media pages within frames, present City of Port Angeles content as their own or otherwise misrepresent any of the City's Social Media page content. Furthermore, they shall not misinform users about the origin or ownership of City of Port Angeles Social Media page content. Links to City of Port Angeles Social Media pages should not in any way suggest that the City of Port Angeles has any relationship or affiliation with that organization or that the City endorses, sponsors or recommends the information, products or services of that page.

D. Copyright Policy

All information and materials generated by the City of Port Angeles and provided on City of Port Angeles Social Media pages are the property of the City of Port Angeles. The City retains copyright on all text, graphic images and other content that was produced by the City of Port Angeles and found on the page. You may print copies of information and material for your own non-commercial use, provided that you retain the copyright symbol or other such proprietary notice intact on any copyrighted materials you copy. Please include a credit line reading: "credit: City of Port Angeles Facebook (or Twitter or Myspace) Page" or "Courtesy of City of Port Angeles."

Commercial use of text, City logos, photos and other graphics is prohibited without the express written permission of the City of Port Angeles. Use of the City logo is prohibited for any non-governmental purpose. Any person reproducing or redistributing a third party copyright must adhere to the terms and conditions of the third party copyright holder. If you are a copyright holder and you feel that the City of Port Angeles did not use an appropriate credit line please notify the Webmaster with detailed information about the circumstances, so that the copyright information can be added or the material in question can be removed.

E. Other Considerations

AVOID OPMA VIOLATIONS

Councilmembers and Appointed Volunteers (Planning Commission, Parks Board) are not permitted to comment on the page.

REASON: to avoid any online discussion in violation of the Open Public Meetings Act.

Contact Us

If you have any questions or concerns about the City of Port Angeles Social Media Policy or its implementation, or if you find incorrect information or are interested in seeking permissions that fall outside of the guidelines above, please contact the City's Webmaster at webmaster@cityofpa.us.

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Administrative Policy and Procedure City of Bonney Lake, Washington

SUBJECT: Social Media Policy		
	Policy No. 100.420	Pages: 6 (plus appendices)
Effective Date: May 1, 2011	Supercedes: n/a	
Developed by: Susan Duis	Department Head Approval:	City Administrator Approval:

OVERVIEW

The City of Bonney Lake uses various tools to share information and communicate with the public, stakeholders, partners and the media. Social media platforms offer a way to deliver public information and customer service to constituents. The addition of social media tools gives citizens another means to interact with their government. The City encourages the use of social media to further the goals of the City and the missions of its departments when appropriate.

1. PURPOSE

This policy establishes guidelines for the use of social media in the performance of City business. It also provides guidelines for conduct by City employees who use social media to engage with customers on behalf of the City. This policy is not intended to address employee's personal use of social media sites; refer to the Technology Resource Usage Policy.

2. ORGANIZATIONS AFFECTED

This policy applies to all users of City of Bonney Lake communications and computing resources, including regular employees, temporary employees, elected officials, volunteers, contractors, and all others who use these resources on the City's behalf.

3. REFERENCES

RCW 42.56 – Public Records Act
Policy 100.410 – Technology Resource Usage Policy
Policy 500.001 – Employee Conduct

4. DEFINITIONS

- 4.1 **Chief Social Media Coordinator.** A City of Bonney Lake employee who has been designated to oversee the City's social media program.
- 4.2 **Employee.** Elected officials and personnel appointed to a position (regular or volunteer) of service with the City.
- 4.3 **Employer.** The City of Bonney Lake.
- 4.4 **Public Record.** Any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics (RCW 42.56.010(2)).
- 4.5 **Social Media / Web 2.0.** Internet-based technology communication tools with a focus on

immediacy, interactivity, user participation and information sharing. Examples include, but are not limited to: forums; weblogs; wikis; social networking, communication, and bookmarking sites; podcasts; photo or video sharing sites; and real-time web communication sites/systems.

- 4.6 **Social Media Advisory Committee.** A collaborative staff advisory committee which reviews requests for and changes to official City social media sites.
- 4.7 **Social Media Representative.** A City of Bonney Lake employee who has been trained in the Social Media Policy and who has been designated to establish and/or maintain a social media account on behalf of the City.

5. RESPONSIBILITIES

- 5.1 It is the responsibility of the Chief Social Media Coordinator to coordinate the activities of Social Media Representatives and to oversee the City's social media program generally.
- 5.2 It is the responsibility of Social Media Representatives to read and adhere to relevant policies, to maintain current, accurate information via City social media platforms, and to ensure that the City is being appropriately represented.
- 5.3 It is the responsibility of the Social Media Advisory Committee to consider department requests for social media accounts, to review Terms of Service agreements, to consider changes to City social media uses, and to provide support and monitor usage of social media sites.
- 5.4 It is the responsibility of Department Directors or designees to enforce this policy, to ensure that relevant City standards are met, and to ensure that the use of social media platforms meets the City's business needs. It is also the responsibility of Department Directors or designees to review and make decisions regarding the approval and distribution of information on social media platforms.
- 5.5 It is the responsibility of the Office of Information Services to grant access to technology resources to appropriate staff, to maintain a list of active social media sites, logins and passwords, and to provide support, monitor usage, and report inappropriate use of technology.
- 5.6 It is the responsibility of Human Resources to integrate the policy into new employee training, orientation, and ongoing training of City work rules and policies.

6. STATEMENTS OF POLICY AND PROCEDURE

6.1 General.

- 6.1.1 Social media platforms must comply with applicable federal, state and county laws, regulations and policies. This includes adherence to established laws and policies regarding copyright, public records, records retention, First Amendment rights, privacy laws, and security and conduct policies established by the City of Bonney Lake.
- 6.1.2 The best, most appropriate uses of social media platforms for the City of Bonney Lake fall into two general categories: as channels for disseminating time-sensitive information as quickly as possible (i.e., emergency information); and as marketing or promotional channels which increase the City's ability to deliver its messages to the widest possible audience.

6.2 Administration of City of Bonney Lake Social Media Accounts.

- 6.2.1 **Social Media Advisory Committee.** There is hereby created a Social Media Advisory Committee. The City Administrator or designee will appoint members to the Social Media Advisory Committee.

- a. To ensure full participation throughout the City, the committee should include at least one staff member from each department. In order to maintain compliance with public records laws, the committee should include members, or seek input as needed, from employees who are responsible for information services, risk management, legal services, public records, and public affairs/communications.
- b. The committee shall meet at least semi-annually, and whenever a request is submitted for the creation of a new social media site. In order to expedite requests for new user accounts or minor changes to social media sites, the committee may consider and approve these requests via email or phone, without holding a regular meeting.

6.2.2 Designation of Chief Social Media Coordinator and Social Media Representatives.

- a. The Records and Information Specialist in the Administrative Services Department is hereby designated as the Chief Social Media Coordinator for the City. As such, he/she is responsible for coordinating the activities of Social Media Representatives and overseeing the social media program generally.
- b. Each Department Director will designate at least one Social Media Representative for the department, who is responsible for providing and updating content and information posted on the social media site(s). Social Media Representatives may also serve on the Social Media Advisory Committee.

6.2.3 Request for Creation of Social Media Site. All requests for official City of Bonney Lake social media sites are subject to review and approval by the Social Media Advisory Committee. To request a new social media site, submit the Social Media Site Approval Form (Appendix C) to the Social Media Advisory Committee.

6.2.4 Terms of Service. Typically, a Terms of Service (TOS) agreement is associated with the use of third-party social media tools. Each social media site usually requires users to accept a TOS agreement specific to that site.

- a. In order to avoid violations, the Social Media Advisory Committee will review the most current TOS prior to implementing any new social media site. The Committee may ask the City Attorney to review the TOS as well.
- b. The Social Media Advisory Committee will review significant amendments made to the TOS for any sites currently used by the City, to determine whether these amendments contradict City policy.
- c. If the TOS appears to contradict City policy, the Social Media Advisory Committee will notify the City Administrator or designee, who will determine whether the use of such media is appropriate.

6.2.5 Access, User Names, and Passwords. Requests for site or account changes (including, but not limited to adding or removing sites, creating new user accounts, and changing permissions) must be submitted using the Social Media Approval form (Appendix C).

- a. Each staff member authorized to access and update a social media site must have a unique user account. Multiple staff members will not share a generic login, and staff members may not share their login or passwords with other staff members, volunteers, or others who update the site.
- b. Each social media user account will be set up in conjunction with an official City e-mail account for the purposes of privacy, security and records retention.
- c. The Chief Social Media Coordinator or Office of Information Services will maintain a list of all City social media sites, logins and passwords. As needed, they may create administrative user accounts to enable the City to change account settings and to immediately add, edit or remove content from social

media sites.

6.3 Site Maintenance, Format and Content

- 6.3.1 Official Website:** The City of Bonney Lake's official website (www.ci.bonney-lake.wa.us) will remain the City's primary and predominant internet presence.
- All social media sites will include a link to the City's official website.
 - All information/content provided via City social media platforms should also be available on the City's official website or in another readily available format. (See also Section 6.5.)
 - Wherever possible, content or messages posted to City of Bonney Lake social media sites should include links directing users back to the City's official website for more information, forms, documents, or services.
- 6.3.2 Language.** Content provided on City communications should avoid the use of abbreviations, jargon, acronyms or slang iterations. Although social media sites are often more casual than other communication tools, they still represent the City and should maintain a professional image.
- 6.3.3 Site Standards & Templates.** For consistency and ease of use, social media sites will use approved names, official titles, and the official City logo in the header/main page whenever possible. The Social Media Advisory Committee may develop standards for specific social media sites (see Attachments 1 and 2) to offer guidance on appropriate uses, content, templates, and issues related to specific social media tools.
- 6.3.4 Equal Access:** Sites requiring membership or subscription to view content should be avoided. Site settings should be as open as possible to allow the public to view content without requiring membership or login. When posting information on a site that requires membership or subscription, the City will provide an alternate source for the information so those who are not members may have equal access.
- 6.3.5 Updates and Maintenance.** A social media platform, like any communication resource, must be updated regularly to ensure the information provided is current, accurate, and useful. Social Media Representatives are responsible for maintaining social media sites by viewing and updating them as necessary and appropriate. As a general rule of thumb, social media site content should be updated at least once per week.
- 6.3.6 Commenting and Discussions.** Commenting and/or discussion boards available via social media sites must be disabled, unless specific permission is granted by the Social Media Advisory Committee. If commenting or discussions are enabled, the following guidelines must be followed:
- Social Media sites are limited public forums, moderated by City of Bonney Lake staff to ensure content posted by outside users is appropriate. The City reserves the right to restrict or remove any content that is deemed in violation of this social media policy or any applicable law (see Disclaimers).
 - Social Media Representative(s) must immediately report inappropriate content to the Social Media Advisory Committee, which is authorized to approve removal of content prohibited by the Comment Policy Disclaimer.
 - Any content removed from City social media sites based on these guidelines must be retained, including the time, date, identity of the poster when available, and the name of the staff person who removed the content (see also Section 6.4).
- 6.3.7 Disclaimers.** Users of City of Bonney Lake social media platforms shall be notified that the intended purpose of the site is to serve as a mechanism for communication between City departments and members of the public.

- a. All social media sites must include a general disclaimer regarding public records, external links, and advertisements (see Appendix A).
 - b. If comments or discussions are enabled on a social media site, the Comment Policy Disclaimer must be provided directly on the site or via hyperlink (see Appendix A).
- 6.4 **Appropriate Use.** All City of Bonney Lake presences on social media platforms are considered an extension of the City's information networks, and are governed by applicable City policies regarding employee conduct and technology use.
 - 6.4.1 Approved Social Media Representatives are permitted to access and maintain approved City social media accounts during regular work hours and/or using City equipment.
 - 6.4.2 Employees representing the City via social media platforms must conduct themselves at all times as representatives of the City of Bonney Lake. Employees who fail to conduct themselves in an appropriate manner are subject to the disciplinary procedures outlined in applicable City of Bonney Lake Policies and Procedures.
 - a. When posting or exchanging information on the City's or another agency's social media site, employees must identify themselves by full name, title, agency, and contact information, and shall address issues only within the scope of their specific authorization.
 - b. If employees exchange information on the City's or another agency's social media site, but are not authorized to speak on behalf of the City, they must clarify that they are presenting information on their own behalf and that they do not represent the position of the City.
 - 6.4.3 Participation in online discussions by elected or appointed officials may constitute a meeting under the Open Public Meetings Act. Councilmembers, Commissioners and other officials and appointed volunteers (members of the Planning Commission, Design Commission, Park Board, Civil Service Commission and/or ad hoc appointed citizen advisory committees) should, in general, not comment or otherwise communicate on the City's Social Media site(s).
- 6.5 **Public Records Act Compliance.** Any public records created through the use of social media platforms are subject to state and local public records laws and records retention requirements.
 - 6.5.1 Each City-sponsored social media site must clearly indicate that any articles or other content posted or submitted for posting are subject to public disclosure laws (see Disclaimers, Appendix A).
 - 6.5.2 In general, original content should not be created via social media platforms. Wherever possible, all information posted on City social media sites should be first provided on the City's official website and/or in another readily available format, such as a public notice or press release posted at City buildings and/or the newspaper. According to Washington State public records retention requirements, the City is not required to maintain secondary copies of records (see Appendix B).
 - 6.5.3 Original records may be created when unique information related to City businesses is provided via social media platforms which is not provided via the City's official website or in another format, and are, therefore, subject to the Public Records Act and records retention requirements. Examples of original records that may be created through use of social media tools include, but are not limited to:
 - a. Account information (user names, passwords, etc.);
 - b. Listings of social media site 'friends,' 'followers,' 'fans,' etc.;
 - c. Information posted to social media sites that was not first provided via the City's official website, press release, or other format;

- d. Comments posted by visitors/users of the City social media site; and/or comments removed from the City social media site by City staff.
- 6.5.4** All social media content with public records value must be maintained for the minimum required retention period in an easily accessible format that preserves the integrity of the original record to the extent possible. Staff should refer to the most recent versions of the Washington State approved records retention schedules for applicable records retention requirements. In general, the majority of content provided by the City on social media sites must be retained for at least two years (see Appendix B). Various methods may be employed to retain public records created on social media sites. Options include:
- a. Archiving Software/Service: The City may use software or service designed to capture content from social media sites for retention and retrieval.
 - b. E-mail: Updates, comments and account change notifications are sent to a City email account created for this purpose and retained as described in this section.
 - c. Website Capture: Web capture tools may be used to capture snapshots of City websites in their native format, such as the Washington State Digital Archives website capturing program.
 - d. PDF Format: Staff may convert social media pages to PDF format, and the PDF files saved for retention purposes. This option retains the content and formatting (look and feel) of the original web page.

6.6 Privacy and Security

- 6.6.1** See the City's Technology Use Policy for information related to privacy.
- 6.6.2** Employees should not include personally identifiable information about themselves or others, such as Social Security Numbers, personal phone numbers or email addresses, or home address, via official City social media site(s).
- 6.6.3** Employees may not post any content involving or related to any of the following:
 - a. Items that are involved in litigation or that could be involved in future litigation;
 - b. Defamatory, libelous, combative, offensive, disparaging, demeaning, or threatening materials related to any person or group; or
 - c. Personal, private, sensitive or confidential information of any kind.

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Appendix A: Disclaimers

General Disclaimer: *For use on all social media sites/platforms.*

Disclaimers: All comments or other content posted to this site may be considered public records and be subject to public disclosure under the Washington State Public Records Act (RCW 42.56). When you select a link to an outside website, you are leaving the City of Bonney Lake and are subject to the privacy and security policies of the owners/sponsors of that site. The City is not responsible for transmissions users receive from external websites. Reference to any specific commercial products, processes or services, or the use of any trade, firm or corporation name does not constitute endorsement or recommendation by the City of Bonney Lake or its employees.

Comment/Discussion Disclaimer: *For use when commenting or discussion is allowed.*

Commenting: Comments posted to this page will be monitored. Under the City of Bonney Lake Social Media policy, the City reserves the right to remove inappropriate comments, including those that have 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 ballot propositions, promote illegal activity, promote commercial services or products or are not topically related to the particular posting, or that promote, foster, or perpetuate discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation.

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APPENDIX B: Records Retention Requirements

Excerpted from Local Government Common Records Retention Schedule (CORE) Version 2.0 (Jan. 2010).
 Refer to the most recent version of the approved Records Retention Schedules for retention requirements.

Description of Records	Disposition Authority Number	Retention and Disposition Action	Designation
<p>Secondary (Duplicate) Copies Copies of records (created or received), <i>provided that</i> the agency retains the primary record in accordance with the current approved minimum retention period.</p>	<p>GS50-02-04 Rev. 0</p>	<p>Retain until no longer needed for agency business <i>then Destroy.</i></p>	<p>Non-archival Non-essential OFM</p>
<p>Communications – Non-Executive Internal and external communications to or from employees (includes contractors and volunteers), that are made or received in connection with the transaction of public business, and that are not covered by a more specific records series.</p> <p>Includes all communication types, regardless of format:</p> <ul style="list-style-type: none"> • Correspondence, email; • Web sites/forms/pages, social networking posts and comments, etc.; <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Requests for and provision of information/advice; • Agency-initiated information/advice. <p>Excludes executive communications covered by DAN GS50-01-12. Excludes public records requests covered by DANs GS50-09-04 and GS2010-014. Excludes the provision of routine information covered by DAN GS50-02-01. Note: Information/advice published online by the agency continues to be “provided” until the date it is removed/withdrawn.</p>	<p>GS2010-001 Rev. 0</p>	<p>Retain for 2 years after communication received or provided, whichever is later then Destroy</p>	<p>Non-archival Non-essential OFM</p>
<p>Communications – Executive Internal and external communications to or from the agency’s elected official(s) and/or executive management, that are made or received in connection with the transaction of public business, and that are not covered by a more specific records series.</p> <p>Includes all communication types, regardless of format:</p> <ul style="list-style-type: none"> • Correspondence, email; • Web sites/forms/pages, social networking posts and comments, etc.; <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Requests for and provision of information/advice; • Agency-initiated information/advice. <p>Excludes non-executive communications covered by DAN GS2010-001. Excludes public records requests covered by DANs GS50-09-04 and GS2010-014. Excludes the provision of routine information covered by DAN GS50-02-01. Note: Information/advice published online by the agency continues to be “provided” until the date it is removed/withdrawn.</p>	<p>GS50-01-12 Rev. 1</p>	<p>Retain for 2 years after communication received or provided, whichever is later then Arrange for appraisal by Washington State Archives.</p>	<p>Archival – Appraisal Required Non-Essential OFM</p>

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APPENDIX C: Social Media Approval Form

SOCIAL MEDIA APPROVAL FORM

Request: [] Request for NEW social media site/page Site Name: _____
[] Change to existing social media site/page Site URL: _____
[] Update Social Media Representative(s) Does the site allow [] Yes* [] No
(New user account, update to user account) comments/discussion? *Disclaimer required.

Social Media Representative(s) (Staff authorized to update and maintain the site.)

Social Media Representative Acknowledgement

I acknowledge that I have received, read, and understand the City's policy covering Social Media. I agree to comply with this policy and understand that failure to do so could result in disciplinary action, up to and including termination. I further understand that if I have questions regarding this policy, I should discuss those questions with my supervisor, department director, or the Human Resources Manager.

Table with 4 columns: Staff Name, Signature, User Name / Login, Password. Rows 1, 2, 3.

Department Director / Supervisor Approval

I authorize the staff member(s) listed above to act as Social Media Representative(s) for the site listed above. In addition, please consider the following requests for special permissions or account settings:

[Empty box for special permissions or account settings requests]

Printed Name Signature Date

Submit completed form to the Chief Social Media Coordinator for review by the Social Media Advisory Committee.

Social Media Advisory Committee Approval

Date Request Received: _____ Date Reviewed: _____ Approved: [] Yes [] No

Comments: [Empty box for comments]

FOR NEW SITES ONLY:

City Administrator or Designee Approval: I authorize the creation of the social media site listed above, to be maintained by the designated Social Media Representative(s).

Printed Name Signature Date

New Site Prelaunch Checklist:

- [] Terms of Service (site agreement) reviewed by Social Media Advisory Committee and City Attorney, if needed.
[] General Disclaimer and, if applicable, Commenting Disclaimer, provided on social media site (posted or linked).
[] Link to the social media site placed on the official City website, and vice versa.
[] New site and/or user information provided to Chief Social Media Coordinator or Office of Information Services.

Handwritten initials 'HH'

Attachment 1: Blog Standards – City of Bonney Lake

Purpose: The City of Bonney Lake Blog is a website that consists of periodic postings that provide information about City events and services. The following standards guide the use of the City's Blog to provide information from the City to a wider audience via social media outlets, RSS feeds, and other web technologies. These standards should be used in conjunction with the City's Technology Resource Usage Policy, Social Media Policy, and other applicable policies. As technologies and resources change, these standards may be updated as needed.

Establishing the Blog: The City of Bonney Lake will establish a Blog page at www.ci.bonney-lake.wa.us/cityblog. The site is accessible via the City's official website (www.ci.bonney-lake.wa.us), and blog posts will include links back to the official City website.

Site Administration and Setup

1. **User Accounts:** The Social Media Advisory Committee authorizes new user accounts and sets permissions for site users.
2. **Site Template:** The blog site should include:
 - a. The City's official logo and Mission Statement.
 - b. A link to the City's official website (www.ci.bonney-lake.wa.us).
 - c. The blog site must include appropriate disclaimers, either posted to the main page or via a hyperlink (refer to the Social Media Policy for disclaimer language).
3. **Comments and Discussion Boards:** Comments to the City's blog page will generally be disabled, but may be allowed upon approval by the Social Media Advisory Committee. See the Social Media Policy for information on removal of inappropriate comments.

Blog Posts & Content: Social Media Representatives are responsible for posting content to the blog and ensuring content is not stale, inaccurate, or out of date. Staff members may provide content to be posted to the blog by sending it to the department's Social Media Representative or a member of the Advisory Committee.

1. **Content:** The City Blog is used as an additional outlet to deliver public information to constituents. The blog may be used to provide content such as public notices, press releases, legal notifications, upcoming City events and meetings, and public safety alerts and emergency notifications.
2. **Style:** Staff will use proper grammar and style and avoid jargon, abbreviations, acronyms or slang iterations. Although blogs are often more casual than most other communication tools, it still represents the City at all times and should maintain a professional image.
3. **New Posts:** All new blog posts must include, at minimum, a title, body text (full text or a summary of the linked information or file), and a link to the City's official website (www.ci.bonney-lake.wa.us).
4. **Re-Posting & Syndication:** Once published, blog posts can be re-posted via RSS feeds, Facebook and Twitter applications, or to the main City website. Staff should be mindful that content posted to the blog page may be re-posted to various other sites.
5. **Revising & Removing Posts:** If incorrect information has been posted, a new post should be created and published with corrections. Syndicated/re-posted blog posts may not be updated automatically, to ensure that users who do not access the Blog page directly receive the corrected information. When applicable, staff may revise the original (incorrect) post with a note such as: *"This post has been removed due to incorrect information. See the revised post for corrections."*

Records Management:

1. **Primary Record Copy:** In general, original content should not be created via social media platforms. Refer to the Social Media policy for details.
2. Any original content created on the City blog must be managed per the Public Records Act and State Records Retention policies. See the Social Media Policy, Section 6.5.
 - a. The City blog will be set up in conjunction with an official City e-mail account, which will be used to archive any content and updates that are sent via email.
 - b. Any content that must be retained as a record, but that is not located on City servers or email, must be retained in paper or electronic format and managed appropriately.

Attachment 2: City of Bonney Lake – Facebook Standards

Purpose

Facebook is a popular social networking site that many individuals, businesses and government agencies use to promote activities, programs, projects and events. This standard offers guidance to City departments on using Facebook to provide information to a wider audience. Employees should use these standards in conjunction with the City's Technology Resource Usage Policy, Social Media Policy, and other applicable policies. As Facebook changes, these standards may be updated as needed.

Establishing a Page

When a department determines it has a business need for a Facebook account, it will submit a request to the Social Media Advisory Committee. Once approved, the Chief Social Media Coordinator and/or members of the Committee will help set up the boilerplate business page for the department.

Page Administration & Setup

1. **User Accounts:** The Social Media Advisory Committee authorizes new user accounts and sets permissions for site users.
2. **Page Type:** The City will be presented by Facebook "pages", not "groups". Facebook "pages" offer distinct advantages, including greater visibility, customization, and measurability. For the page "type", choose "Government".
3. **Page Template/Boilerplate:**
 - a. **Image:** The City's Facebook page image will consist of a picture and/or the City's logo.
 - b. **Page Name:** The name selected for City Facebook pages should be descriptive of the department.
 - c. **Disclaimers:** The page must include appropriate disclaimers, either posted to the main page or via a hyperlink (refer to the Social Media Policy for disclaimer language).
 - d. **Link to the City:** A link to the City's official website (www.ci.bonney-lake.wa.us) must be included on the 'Info' page. If multiple official City Facebook pages are created, all City department and project pages should be page 'favorites' of other City Facebook pages.
4. **Comments and Discussion Boards:** Discussion Boards should be disabled on City Facebook pages. Currently, commenting cannot be entirely disabled on Facebook pages. See the Social Media Policy for more information on commenting and removal of inappropriate comments.
5. **Facebook Applications:** Thousands of Facebook applications are available, including those that allow users to share video, music, and photos, or to view and subscribe to RSS feeds. While applications may be useful, they can cause clutter and security risks. An application should only be used if it serves a business purpose; adds to the user experience; comes from a trusted source; and has been approved by the Social Media Advisory Committee. A Facebook application may be removed at any time if there is significant reason to think it is causing a security breach or spreading viruses.

Content & Style

1. City Facebook pages are used as an additional outlet to deliver public information to constituents. Various types of information may be provided, such as: public notices, press releases and legal notifications; upcoming City events and meetings; public safety alerts and emergency notifications.
2. Staff will use proper grammar and style, avoiding jargon and abbreviations. Facebook is more casual than most other communication tools, but still represents the City and should maintain a professional image.

Page Administrators

1. The department Social Media Representative is responsible for updating and monitoring the Facebook page. The department will designate a back-up administrator to monitor and update the page in the Social Media Representative's absence.
2. A successful page requires "babysitting". Social Media Representatives are responsible for making sure content is not stale. In general, the site should be updated at least once per week.

Records Management

1. **Primary Record Copy:** In general, original content should not be created via social media platforms.

2. Any original content created via a City Facebook page must be managed according to the Public Records Act and State Records Retention policies. See the Social Media Policy, Section 6.5.
 - a. Each Facebook page will be set up in conjunction with an official City e-mail account, which will archive any content and updates that are sent via email.
 - b. The City may use software or a service to capture content from City Facebook pages for records retention purposes.
 - c. Content that must be retained as a record, but that cannot be retrieved from Facebook via other means, must be retained in paper or electronic (PDF) format and managed appropriately.