



ABERDEEN CITY COUNCIL

April 27, 2016

COUNCIL MEETING AGENDA

3rd Floor, City Hall

TRANSPORTATION BENEFIT DISTRICT BOARD MEETING (7:00 P.M.)

1. This is the date set for public hearing to receive comments on the proposed annual Transportation Project Plan for 2016.
2. TBD Resolution 2016-02 adopting the 2016 Annual Project Plan.

COMMITTEE OF THE WHOLE

- A. Guest Speakers
- B. Additions to Agenda
- C. Department Heads
- D. Mayor's Report
- E. Non-Standing Committee Reports

COUNCIL MEETING

- I. ROLL CALL
- II. FLAG SALUTE
- III. APPROVAL OF MINUTES
- IV. PUBLIC COMMENT Re: Agenda Items (Please limit your comments to 3 minutes)
- V. FINANCE COMMITTEE
 - A. Committee Chair Report
 - B. Approval of expenditures
 1. Recommend approval of expenditures and payroll.
 - C. Reports & Communications
 1. Report from Finance and the Corporation Counsel recommending that the claim for public defender's handling more than 600 cases in 2015 be settled for \$45,000.
- VI. PUBLIC WORKS
 - A. Committee Chair Report
 - B. Reports & Communication
 1. Report from Public Works and Public Works Director awarding the bid for a digester.
 - C. Ordinances
 1. Third reading of Bill No. 16.02 relating to the establishment of a Hearing Examiner System for land use decisions, adding a new Chapter 2.30 to the AMC and amending certain sections.

VII. PUBLIC SAFETY

- A. Committee Chair Report
- B. Reports & Communications

VIII. SPECIAL AGENDA ITEMS

A. Reports & Communications

1. Report from Personnel and the Human Resources Director recommending new personnel policy 13.05 Social Media Use.
2. Report from Personnel and the Parks and Recreation Director recommending revisions to the job description for Assistant Parks and Recreation Director.
3. Report from Personnel and the Parks and Recreation Director recommending the creation of a job classification and description for Recreation and Special Events Coordinator.
4. Report from Personnel and the Human Resources Director recommending revisions to the job description for Finance Director.
5. Report from Personnel and the Human Resources Director recommending a 5% pay increase and appointment to Acting Finance Director for the Assistant Finance Director.
6. Report from Personnel and the Human Resources Director recommending a 5% pay increase and appointment to Acting Assistant Finance Director for the Accountant II.

IX. CITY COUNCIL COMMENT PERIOD

X. PUBLIC COMMENT PERIOD (Please limit your comments to 3 minutes)

XI. EXECUTIVE SESSION

The City of Aberdeen does not discriminate against or exclude anyone from participation in public meetings. Requests for assistance should be made by contacting the Finance Department at 360-537-3236, 48 hours in advance of the meeting. Thank you.

**ABERDEEN TRANSPORTATION BENEFIT DISTRICT
RESOLUTION NO. 2016-01**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ABERDEEN, STATE OF WASHINGTON, ACTING IN ITS EX-OFFICIO AND INDEPENDENT CAPACITY AS THE BOARD OF THE ABERDEEN TRANSPORTATION BENEFIT DISTRICT (TBD), SETTING THE DATE FOR PUBLIC HEARING ON THE ANNUAL PROJECT PLAN FOR THE YEAR 2016

WHEREAS, TBD Resolution 2012-01 provides that the Board shall schedule a public hearing to receive comments on a proposed Annual Project Plan and approve the Annual Project Plan by April 31 of each year; **NOW, THEREFORE**,

BE IT RESOLVED BY THE BOARD OF THE ABERDEEN TRANSPORTATION BENEFIT DISTRICT: That a public hearing to receive comment on the proposed 2016 Annual Project Plan shall be held at a special meeting of the Board on Wednesday, April 27, 2016, in the Aberdeen City Council Chambers immediately following the Aberdeen City Council meeting, at the hour of 7:15 p.m. or as soon thereafter as the city council meeting is concluded.

PASSED by the Board of the Aberdeen Transportation Benefit District, Aberdeen, Washington, at a special open public meeting thereof held this 13th day of April, 2016.

Erik Larson, Board Chair

ATTESTED:

Kathryn Skolrood, Treasurer

**ABERDEEN TRANSPORTATION BENEFIT DISTRICT
RESOLUTION NO. 2016-02**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ABERDEEN, STATE OF WASHINGTON, ACTING IN ITS EX-OFFICIO AND INDEPENDENT CAPACITY AS THE BOARD OF THE ABERDEEN TRANSPORTATION BENEFIT DISTRICT (TBD), ADOPTING AN ANNUAL PROJECT PLAN FOR THE YEAR 2016

WHEREAS, on April 13, 2016, the Aberdeen Transportation Benefit District Board passed Resolution 2016-01 setting a public hearing for April 27, 2016, to be held immediately before the regularly scheduled city council meeting;

WHEREAS, the Board held a public hearing on April 27, 2016, and all comments received have been fully considered; **NOW, THEREFORE**,

BE IT RESOLVED BY THE BOARD OF THE ABERDEEN TRANSPORTATION BENEFIT DISTRICT: That the attached "2016 Transportation Benefit District Annual Project Plan (dated April __, 2016)" is hereby adopted.

PASSED by the Board of the Aberdeen Transportation Benefit District, Aberdeen, Washington, at a special open public meeting thereof held this 27th day of April, 2016.

Erik Larson, Board Chair

ATTESTED:

Kathryn Skolrood, Treasurer

**LEGISLATIVE DEPARTMENT
CITY OF ABERDEEN**

Mayor: Erik Larson

**The Members of Your
Committees on:** Finance and the Corporation Counsel

To whom was Referred: **Settlement of public defender's claim for handling more than 600 cases in 2015**

Reports and Recommends as Follows: The city's public defender contract in 2015 implemented new Supreme Court standards limiting the number of cases that public defenders may handle. The city's contract adopted a limit of 600 "case-weighted" appointments (for example, a DWS3 case counts as 0.5, a Theft 3 counts as 1.0, and a DV Assault counts as 1.5). The public defenders actually handled 798 case points in 2015. They hired a Rule 9 Intern to remain in compliance with the Supreme Court standards with the understanding that they would submit a claim for additional payment. Their claim was submitted in the amount of \$50,000 (copy attached). They have agreed to accept \$45,000 as a compromise, recognizing that 2015 was the first year under the new standards. The payment represents \$227 per point. The county is paying \$250 per point and the 2016 contract authorizes \$333 per point over 600.

It is recommended that the claim be settled for \$45,000.



Eric S. Nelson
Corporation Counsel

Council member

Council member

Reported: April 27, 2016

Council member

Adopted: _____, 2016

Council member

HARBOR DEFENSE LLC

100 South I Street #206
Aberdeen, Washington 98520
360-532-9633 Fax 360-532-9804

Attorneys:
John Eric Gibson
Michael Nagle

Office Manager:
Morgan Fuller

February 29, 2016

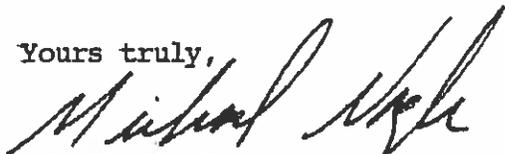
Eric Nelson, City Attorney
City of Aberdeen
200 E Market Street
Aberdeen, WA 98520-5242

Dear Eric:

Now that the workload statistics for 2015 are final, we want to address the issue of the 2015 public defender contract overrun. The 2015 contract was for 600 case points; at the end of the year we had a total of 798.63 points. To stay within our individual limits we spent over \$25,000 on extra attorneys and staff to spread the load.

The 2015 contract did not specifically address what would happen in the event the caseload went over the contract limit. Under the 2016 contract the City would owe us \$65,548. Recognizing that 2015 was something of an experiment with the new caseload system and that the numbers are somewhat soft as a result, we request an extra \$50,000 to cover the overrun.

Yours truly,



Michael Nagle, Managing Partner

for Harbor Defense LLC



CITY OF ABERDEEN LEGAL DEPARTMENT
ERIC NELSON (3233) • FOREST WORGUM (3232) • KIRSTEN WILLIAMS (3231)

CONFIDENTIAL
ATTORNEY/CLIENT PRIVILEGE

THIS DOCUMENT IS AN INTRADEPARTMENTAL MEMORANDUM WHICH CONTAINS LEGAL OPINIONS AND MAY BE EXEMPT IN WHOLE OR IN PART FROM PUBLIC DISCLOSURE PURSUANT TO RCW 42.56.280, 290, & 510. THIS DOCUMENT MAY NOT BE DISCLOSED WITHOUT THE PRIOR REVIEW AND APPROVAL OF THE LEGAL DEPARTMENT.

TO: Erik Larson, Mayor

FROM: Eric S. Nelson, Corporation Counsel 

DATE: April 11, 2016

RE: Public defenders' claim for additional compensation in 2015

CC: Kathryn Skolrood, Finance Director
Forest Worgum, Deputy Corporation Counsel

I met with John Gibson and Mike Nagle last Wednesday. Their position is that the attached claim already represents a compromise: if the 2016 contract had been in place the extra cases payment in 2015 would have totaled \$68,000 (\$333 for each full-case equivalent over 600; roughly equivalent to the county's \$250 per case).

My position was that the 2015 overage was not covered by contract. Their claim for payment is legitimate, under the quantum meruit doctrine, but the amount of compensation due is an open question.

They acknowledge that; both parties acknowledge that a lawsuit to determine the amount due would be a waste of time and effort.

I suggested a compromise amount of \$45,000. That would cover their out-of-pocket costs of \$25,000 and provide additional compensation of \$20,000 (their current monthly compensation is \$16,667). It would also be \$227 per full-case equivalent, significantly lower than the current market rate.

I recommend settling the claim for the additional \$45,000.

We will also need to make reductions to the public defender case load in 2016 or we will have a similar number of excess cases. But that is a different issue that we will address separately.

16 - 02

ORDINANCE NO. _____

AN ORDINANCE RELATING TO THE ESTABLISHMENT OF A HEARING EXAMINER SYSTEM FOR LAND USE DECISIONS, ADDING A NEW CHAPTER 2.30 TO THE ABERDEEN MUNICIPAL CODE AND AMENDING SECTIONS [INSERT].

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ABERDEEN:

SECTION 1. NEW CODE CHAPTER ADOPTED. The following Chapter 2.30 "Land Use Hearing Examiner" is hereby added to the Aberdeen Municipal Code:

**Chapter 2.30
LAND USE HEARING EXAMINER**

Sections

2.30.010 Purpose.

2.30.020 Hearing examiner - Creation.

2.30.030 Appointment – Confirmation – Removal – Contract.

2.30.040 Qualifications.

2.30.050 Term.

2.30.060 Conflict of interest – Ex parte contact.

2.30.070 Hearing examiner – authority and duties.

2.30.080 Applications.

2.30.090 Report by city staff.

2.30.100 Public hearing.

2.30.110 Hearing examiner's decision and recommendation.

2.30.120 Reconsideration.

2.30.130 Appeal of hearing examiner's decision.

2.30.140 Hearing examiner's annual report.

2.30.010 Purpose.

The purpose of this chapter is to provide an administrative land use regulatory system which will separate the city's land use regulatory function from its land use planning function; ensure and expand the principles of fairness and due process in public hearings; and provide an efficient and effective land use regulatory system which integrates the public hearing and decision-making processes for land use matters.

2.30.020 Hearing examiner – Creation.

The office of the hearing examiner is created by the city council. The hearing examiner shall interpret, review and implement land use regulations, hear appeals from orders, recommendations, permits, decisions or determinations made by a city official as set forth in this chapter, and review and hear other matters as provided for in this code and other ordinances. The term “hearing examiner” shall likewise include the hearing examiner pro tem.

2.30.030 Appointment – Confirmation – Removal – Contract.

The hearing examiner shall be appointed by the mayor, subject to confirmation by the city council. An examiner may be removed from office at will and without cause by the mayor; however, such removal shall not affect the ability of the examiner to complete any cases for which he or she has already undertaken the hearing. The examiner may be retained under a professional services contract for a specified term on conditions determined by the mayor. The contract may also provide for examiners pro tem to serve in the absence of the examiner under such terms and conditions deemed appropriate by the mayor.

2.30.040 Qualifications.

Hearing examiners and hearing examiners pro tem shall be appointed solely with regard to their qualifications for the duties of their office and will have such training and experience as will qualify them to conduct administrative or quasi-judicial hearings on regulatory enactments and to discharge the other functions conferred upon them. Hearing examiners shall hold no other elective or appointive office or position with the city.

2.30.050 Term.

The term of appointment for the hearing examiner shall be for a period not to exceed four years, subject to termination as provided in AMC 2.30.040, and shall be coterminous with the term of the mayor. Hearing examiners pro tem may be appointed for such terms and functions as the mayor deems appropriate.

2.30.060 Conflict of interest – Ex parte contact.

A. No hearing examiner shall conduct or participate in any hearing, decision or recommendation in which the hearing examiner has a direct or indirect substantial financial or familial interest, or concerning which the hearing examiner has had substantial prehearing contacts with proponents or opponents. A hearing examiner shall abide by the applicable provisions of state law, including, without limitation, the appearance of fairness doctrine and the Aberdeen Municipal Code.

B. No person, including city officials, elective or appointive, shall attempt to influence a hearing examiner in any matter pending before him/her, except at a public hearing duly called for such purposes, or to interfere with a hearing examiner in the performance of his/her duties in any other way; provided, that this section shall not prohibit the city attorney

from rendering legal services to the hearing examiner upon request, or prohibit other persons or officials from responding in writing to requests for information from the hearing examiner; and further provided, that city officials or employees may, in the performance of their official duties, provide information for the hearing examiner or process a city case before the hearing examiner, when such actions take place or are disclosed in the hearing examiner's hearing or meeting.

2.30.070 Hearing Examiner – Authority and duties.

A. The hearing examiner shall hear and decide the following land use quasi-judicial applications:

1. Rezones which are not of general applicability (site-specific rezones).
2. Variances and conditional use permits.
3. Preliminary subdivisions and planned developments.
3. Shoreline substantial development permits subject to quasi-judicial review, shoreline variances, and shoreline conditional use permits.

B. The hearing examiner shall hear and decide appeals alleging an error in administrative decisions or determinations made under the zoning code or any other development regulations under AMC Title 14 (Environmental Regulations), Title 16 (Subdivisions), and Title 17 (Zoning).

C. The hearing examiner shall conduct public hearings and proceedings required by AMC Titles 14, 16, and 17, the city of Aberdeen Shoreline Master Program, and the State Environmental Policy Act (Chapter 43.21C RCW) and conduct such other hearings or meetings as the city council may from time to time deem appropriate; provided that the substantive SEPA decision and decisions on the associated actions shall be made by the officials designated in the Aberdeen Municipal Code.

2.30.080 Applications.

Applications for all matters to be heard by the hearing examiner shall be presented to the city staff, to be processed according to the applicable provisions of the AMC and the city of Aberdeen shoreline master program. The city staff shall be responsible for assigning a date for the public hearing for each application as required. The hearing examiner may consider two or more applications relating to a single project concurrently, and the findings of fact, conclusions and decision on each application may be covered in one written decision.

2.30.090 Report by city staff.

City staff shall coordinate and assemble the comments and recommendations of other applicable city officials and governmental agencies having an interest in the application, and shall prepare a report summarizing the factors involved, including recommendations and suggested findings and conclusions. At least seven calendar days prior to the scheduled hearing, the report shall be filed with the hearing examiner and copies thereof shall be mailed to the applicant and shall be made available to any interested party at the cost of reproduction.

2.30.100 Public hearing.

A. Before rendering a decision on any application, the hearing examiner shall hold at least one public hearing thereon, as applicable. Notice of the time and place of the public hearing shall be given as provided in the applicable city code governing the application.

B. The hearing examiner shall have the authority granted to administrative bodies and presiding officers under Chapter 2.18 AMC for the conduct of quasi-judicial hearings and may prescribe additional rules and regulations not inconsistent with Chapter 2.18 AMC.

2.30.110 Hearing examiner's decision and recommendation.

A. The hearing examiner's decision or recommendation shall contain the required elements of quasi-judicial final decisions in AMC 2.18.150.

B. At the conclusion of oral testimony at a public hearing, the hearing examiner may establish the date and time at which the public record will close. The public record may be extended beyond the public hearing for the purpose of allowing written testimony to be submitted. The extension shall not exceed 10 working days after the conclusion of oral testimony. All decisions of the hearing examiner shall be rendered within 10 working days after the date the public record closes.

C. The hearing examiner's decision shall be based upon the policies of the comprehensive planning documents of the city, shoreline master program, the standards set forth in the various development regulations of the city or any other applicable program adopted by the city council. When acting upon any of the above applications or appeals, the hearing examiner may grant or deny the application, or may attach reasonable conditions, modifications and restrictions found necessary to make the project compatible with its location and to carry out the goals and policies of the applicable comprehensive plan, shoreline master program, or other applicable plans or programs adopted by the city council.

D. The decision of the hearing examiner on all matters is final and conclusive, unless appealed to Grays Harbor County superior court as provided for in this code or the city of Aberdeen shoreline master program.

E. Upon issuance of the hearing examiner's decision, the city staff shall transmit a copy of the decision by first class mail to the last address provided to the city by the applicant and send a notice of the decision by first class mail to other interested parties requesting the same.

2.30.120 Reconsideration.

The procedures and requirements for a reconsideration of a decision of the hearing examiner shall be as established in AMC 2.18.160.

2.30.130 Appeal of hearing examiner's decision.

A. Appeals of actions of the Hearing Examiner are appealable to Grays Harbor County Superior Court pursuant to Chapter 36.70C RCW, except for shoreline permit actions, which are appealable to the State Shoreline Hearings Board pursuant to Chapter 90.58 RCW.

B. Notice of the appeal and any other pleadings required to be filed with the Court or the Shoreline Hearings Board shall be filed and served as required by the applicable statute.

C. The cost of transcribing and preparing all records ordered certified by the Court or the Shoreline Hearings Board or desired by the appellant for such appeal shall be borne by the appellant. The appellant will be provided copies of hearing tapes by the City and will be responsible for their transcription.

2.30.140 Hearing examiner's report.

A. The hearing examiner shall prepare an annual written report for the city council summarizing activities, actions and observations.

B. The hearing examiner shall meet with the city council as requested, for the purpose of reviewing reported observations, including a review of the policies contained in the comprehensive plans, shoreline master program, development regulations and the administration of these policies.

SECTION 2. CODE SECTION AMENDED. Ordinance [insert] , codified as AMC§§, is hereby amended to read as follows:

[reserved for code amendments necessary to implement Section 1]

SECTION 3. SAVINGS CLAUSE. Ordinance [insert], which is repealed by this ordinance, shall remain in force and effect until the effective date of this ordinance.

SECTION 4. SEVERABILITY. Should any section, subsection, paragraph, sentence, clause or phrase of this ordinance or its application to any person or situation be declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance or its application to any other person or situation.

SECTION 5. PUBLICATION BY SUMMARY. The Finance Director is authorized and directed to publish the attached summary in lieu of this ordinance.

SECTION 6. EFFECTIVE DATE. This ordinance shall take effect immediately upon its passage, signing, and publication.

PASSED and APPROVED this ____ day of _____, 2016.

Erik Larson, Mayor

ATTESTED:

Kathryn Skolrood, Finance Director

**LEGISLATIVE DEPARTMENT
CITY OF ABERDEEN**

Mayor: Hon. Erik Larson

**The Members of
Your Committee On:** Personnel and the Human Resources Director

To Whom Was Referred: Proposed new personnel policy 13.05 Social Media Use

Reports and Recommends as Follows: On April 21, 2016, members of the Personnel Committee met and discussed the proposed new personnel policy 13.05 Social Media Use.

The proposed policy provides for the creation and maintenance of City social media sites. The policy applies to city staff, elected officials, and members of City boards and commissions. The policy outlines the responsibilities of city staff when creating or posting on social media, particularly in relation to records retention. The policy also provides guidelines for comments and other postings on City social media sites by members of the public.

The unions were notified of this proposal on April 19, 2016.

It is recommended that the City Council adopt personnel policy 13.05 Social Media Use effective immediately.



Debbie Lund
Human Resources Director

PERSONNEL COMMITTEE

Erik Larson, Chair

Reported: April 27, 2016

Peter Schave, Council President

Adopted: _____, 2016

Jeff Cook, Member

13.05 Social Media Use.

A. Purpose.

The purpose of this policy is to establish guidelines for the City of Aberdeen's use of social media. Social media (broadly defined here as the use of third party hosted online technologies that facilitate social interaction and dialogue) provides alternative ways for the City of Aberdeen to share information with a broader audience. Social media includes, but is not limited to, social networking sites such as FaceBook, micro-blogging tools such as Twitter and audio-visual networking sites such as YouTube. The City encourages the use of social media as tools to further the goals of the City and the missions of its departments, where appropriate.

B. General Policy.

The City of Aberdeen has an overriding interest and expectation in deciding what is "spoken" on behalf of the City through social media. This policy establishes guidelines for the use of social media by the City and its departments, divisions, boards and commissions. The City of Aberdeen's website (www.aberdeenwa.gov) will remain the City's primary and predominant internet presence.

C. Applicability.

This policy applies to all City employees, elected officials, members of city boards and commissions, and volunteers.

D. City-wide Social Media Sites.

Any social media site created for use by the City of Aberdeen that is not associated with a particular department but instead represents the City as a whole will be established, maintained and monitored by the Finance Director/City Clerk. The Finance Director/City Clerk will designate a specific staff member(s) to maintain and monitor the social media site(s). The Finance Director/City Clerk is responsible for ensuring staff follows the procedures set forth in this social media use policy, that information is posted regularly, that comments are monitored and prohibited content is removed, and that content is saved as required by the Public Records Act.

The Finance Director/City Clerk will ensure that an additional employee has record of the designator staff member's log in(s) and password(s), or otherwise has full administrative rights, to the social media site(s) and a basic operating knowledge of posting, removing, and disabling the site(s).

E. Creating Department Social Media Sites

Prior to creating a social media site, departments should consider the need and value of a department- or program-dedicated site versus relying on the City-wide site (if available)

or City website to disperse department or program information. Since social media sites lose the interest of their audiences when not updated regularly, department staff should calculate the time and effort it will take to maintain a site so that visitors continue to find value over time. As a rule of thumb, social media sites should be updated at least once a week.

Departments must obtain approval from the Mayor prior to creating a social media site.

The Department Head shall designate a specific staff member(s) to maintain and monitor the social media site. Department Heads are responsible for ensuring their staff follows the procedures set forth in this social media use policy, that information is posted regularly, that comments are monitored and prohibited content is removed, and that content is saved as required by the Public Records Act.

The Department Head will ensure that an additional employee has record of the designated staff member's log in(s) and password(s), or otherwise has full administrative rights, to the social media site(s) and a basic operating knowledge of posting, removing, and disabling the site(s).

F. Information Posted on Social Media Sites

The most appropriate uses of City social media sites are: (1) for time-sensitive and emergency information, and (2) as a communication, promotional, or marketing tool which increases the City's ability to broadcast its message to the widest possible audience.

Whenever possible, content posted to social media sites should contain links directing users back to the City's official website for in-depth information, forms, documents, or online services necessary to conduct business with the City of Aberdeen.

Department designated moderators must maintain accurate information on the City's social media sites by frequently reviewing and updating the information as necessary and appropriate. No content that is confidential or may otherwise compromise the City is permitted to be posted on social media.

In order to ensure appropriate retention of public records, most content posted on any City social media site should not be original source content (content that has not been created anywhere else and only exists on the social media site), but rather a secondary copy of information that is posted either on the City website or contained in an electronic record or hard copy. If original content is posted on a social media site, that information must be copied from the site, pasted into a Word document and saved in a searchable electronic folder.

Councilmembers and other officials and appointed volunteers (i.e. members of the Park Board, Planning Commission, LEOFF I disability boards, Civil Service Commission, Lodging Tax Advisory Committee, Building Code Commission, etc.) should not

comment or otherwise communicate on the City's social media sites. Participating in online discussions may constitute a meeting under the Open Public Meetings Act. Elected officials participation on the City's social media sites may also be a violation of the Public Disclosure Commission campaigning regulations.

Department designated moderators must also consider the needs of people with disabilities using "assistive technology" to enable them to use computers and access the internet using screen readers – devices that speak the text that would normally appear on the monitor. Because screen readers cannot interpret images unless there is text associated with it, adding text and other means of obtaining the information (such as a telephone number) will make the site more accessible to everyone.

G. Information Posted by Outside Individuals

The City requires that, when the option exists, the ability for outside individuals to comment or respond be turned off so that information cannot be posted by outside individuals. However, in the event that such posts occur or that the feature cannot be turned off, the following applies:

- 1) The designated moderator is responsible for ensuring that the content posted by outside users is appropriate.
- 2) Posted content (including comments, photos and links) must be related to the topic(s) posted by the City to be considered appropriate.
- 3) Inappropriate and prohibited content subject to immediate removal from the site, 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, vulgar, offensive, threatening, harassing, sexual or profane,
 - Discusses or encourages illegal activity,
 - Promotes, fosters or perpetuates discrimination or harassment on the basis of race, color, age, religion, gender, marital, military or veteran status, status with regard to public assistance, national origin, physical or mental disability, pregnancy, genetic information, gender identity, sexual orientation, or any other basis prohibited by local, state or federal law,
 - Provides information that may tend to compromise the safety or security of the public or public systems,
 - Violates a legal ownership interest of any other party; or anonymous posts, or
 - Personal attacks of any kind.
- 4) Inappropriate content must be removed immediately and retained as required under the Public Records Act.

These policy guidelines will be made available on social media sites that provide a reasonable location for such information.

H. Retention of Posted Information

Information posted on the City's social media site(s) is subject to the Public Records Act and associated retention schedule. Original source content posted on social media sites must be retained for three years from the date of posting.

Designated staff is responsible for ensuring retention of the original source content in organized, searchable electronic file folders. The records should be retained in such a manner that entire folders can be deleted after the three year retention period is met.

All comments posted by outside users on City social media sites, including those that are inappropriate and removed by staff, must be retained. Staff must copy these posts, including the City information to which they are responding, if applicable, into a Word document to be retained as outlined above. In addition, when staff removes inappropriate content that staff member must include their name and the date and time the content was removed.

LEGISLATIVE DEPARTMENT
CITY OF ABERDEEN

Mayor: Hon. Erik Larson

**The Members of
Your Committee On:** Personnel and the Parks Director

To Whom Was Referred: Revisions to the Assistant Parks and Recreation Director
job description

Reports and Recommends as Follows: On April 21, 2016, members of the Personnel Committee met and discussed the proposed revisions to the Assistant Parks and Recreation Director job description.

The proposed changes to the position include an update of the description, and provide more details related to the duties of the assistant director, in anticipation of some administrative changes to the organization of the department.

There is no change in pay proposed. The position remains at range 23. Therefore, this proposal is cost neutral.

It is recommended that the City Council adopt the revisions to the Assistant Parks and Recreation Director job description effective immediately.


Stacie Barnum
Parks & Recreation Director

Reported: April 27, 2016

Adopted: _____, 2016

PERSONNEL COMMITTEE


Erik Larson, Chair


Peter Schave, Council President


Jeff Cook, Member

**CITY OF ABERDEEN
POSITION CLASSIFICATION**

ASSISTANT DIRECTOR OF PARKS & RECREATION

Salary Range: 23
Union Status: Non-Union
FLSA Status: Exempt
Date Adopted: 01/01, 04/16

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DEFINITION: The Assistant Director of Parks & Recreation plans, organizes and manages a comprehensive municipal recreation program and assists the Director in planning programs with schools and other public and private recreation programs and supervision of department maintenance activities. The Assistant Director functions as a team leader and member and performs duties of the Director in the Director's absence.

REPORTS TO: Director of Parks & Recreation:

SUPERVISES: ~~Recreation Mgr., Recreational Class Instructors, Community Service Workers, various temporary and part-time employees and volunteers. Provides direction to Parks Maintenance Workers as needed~~ All recreation and parks maintenance staff directly or through subordinate supervisors as designated on the department's organization chart or directed by the Parks and Recreation Director including temporary employees and volunteers.

DISTINGUISHING CHARACTERISTICS:

Positions in this classification regularly and independently perform a variety of responsible professional and administrative duties related to the recreation programs of the City. Incumbents in this classification are responsible for managing all recreation and related activities of the department, ensuring field and facility needs are met, and assisting the director with related projects and events as needed. Punctual, regular and reliable attendance is essential for successful job performance. Weekend, evening and holiday work may be required.

ESSENTIAL JOB FUNCTIONS:

Administers a comprehensive program of recreation opportunities for the community; reviews and evaluates current recreational programs, events and activities. Develops short and long-range plans to enhance or improve programs and facilities.

Assists recreational user-groups with organization and directions; organizes and supervises recreational leagues and activities and maintains accurate participation information for all activities.

ESSENTIAL JOB FUNCTIONS: (continued)

Plans and supervises the work of recreation employees; recruits and organizes recreational league officials. Recruits, trains and coordinates participation of volunteer staff and part-time and seasonal staff and instructors. Registers participants for youth and adult activities. Enforces rules and regulations governing participation, safety and operation.

Assists in the planning and supervision of maintenance activities and construction projects. Assists in the supervision of employees; recommends changes in priorities and schedules as needed. Supervises community service workers and maintains required records.

Assists the Director with departmental administration, fee planning, and budget; orders and purchases maintenance and recreational equipment and supplies; records and monitors administrative, maintenance and recreational time sheets.

Promotes City recreation programs and facilities, events and activities through various public information resources; develops brochures and reports. Publicizes programs and opportunities by preparing for publication a variety of brochures, calendars, letters, posters, news releases, flyers, social media and related communications regarding recreation programs.

Schedules facilities, games and officials for adult and youth sports programs; schedules and runs various tournaments throughout the year, such as basketball, men's and women's slow pitch, men's and women's volleyball and co-rec volleyball tournaments, etc.

Coordinates recreation activities with other public agencies; schedules use of all facilities, schedules use of school district facilities and develops and promotes co-sponsored events.

Purchases equipment and supplies used in recreation programs. Collects and approves time sheets; also prepares payroll for part-time staff and instructors.

Coordinates and leads special projects such as the Splash Festival, or other community events.

Promotes, facilitates and coordinates the city's involvement in privately-sponsored events that are held on city property or right of ways.

Responsible for the development, planning, promotion, and implementation of several city-sponsored events. Develops appropriate budget and operational needs.

Maintains a positive relationship with key city departments involved in the execution of events. Coordinate with and advise departments, as requested or as necessary, on events that are managed by and specific to a particular department.

Assist in the development of sponsorship materials. Recruits sponsors.

ESSENTIAL JOB FUNCTIONS: (continued)

Coordinates and performs computerized information network and software functions such as setting up and updating databases for registration, spreadsheets for income and expenses, and publications such as brochures and posters.

Attends and participates in various professional conferences and seminars in order to keep abreast of new developments in recreation and park management.

Represents the Parks & Recreation Department with other youth or community agencies such as YMCA Community Learning Center.

Acts in the absence of the Director; attends meetings such as City Council and Park Board , as requested.

OTHER JOB FUNCTIONS:

Performs other related duties as required.

WORK ENVIRONMENT AND EQUIPMENT USED:

Work is performed both outdoors and in an office environment. Some outdoor work is required to lead and coordinate program functions and in the inspection of various recreation sites and parks.

Equipment used includes computer with multiple software applications; copy and fax machine and other commonly used office equipment; phone; mobile or portable radio; automobile; and various sports equipment used in recreation programs, as well as equipment used for maintenance of recreation facilities.

DESIRABLE QUALIFICATIONS:

Knowledge of: municipal recreation and park administration and operations; modern supervisory principles and practices; management principles and practices including program planning, direction, coordination and evaluation.

Ability to: develop and implement short and long-range planning activities for recreation needs; establish and maintain effective working relations with City staff, outside agencies, and the general public; communicate effectively, both orally and in writing.

EDUCATION AND EXPERIENCE:

Experience, education, or training which provides the level of knowledge, skill and ability equivalent to: Bachelor's degree with major coursework in recreation administration, park management or related field, and two years supervisory experience in public recreation administration following progressively responsible recreation programming and leadership functions.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:

- WA State Drivers License with good driving record.
- Valid First Aid Card.
- Bilingual is preferred.
- Must be able to work varying schedules to include evening and weekend work.

**LEGISLATIVE DEPARTMENT
CITY OF ABERDEEN**

Mayor: Hon. Erik Larson

**The Members of
Your Committee On:** Personnel and the Parks Director

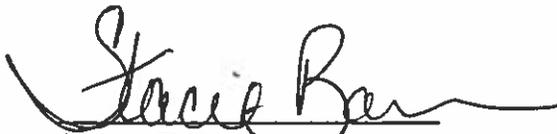
To Whom Was Referred: Proposal for creation of job description and classification
for Recreation and Special Events Coordinator

Reports and Recommends as Follows: On April 21, 2016, members of the Personnel Committee met and discussed the proposed job description and classification for the position of Recreation and Special Events Coordinator.

The proposed changes reflect an administrative reorganization of the Parks and Recreation Department. The current Recreation and Special Events Supervisor position would be replaced with the proposed Recreation and Special Events Coordinator position. The Coordinator description reflects a more entry level position that includes occasional assistance with maintenance in the field. Therefore, the position is proposed at range 17, 10% less than the current Supervisor position of range 19.

The AFSCME union was notified and has been met with regarding the proposed position.

It is recommended that the City Council adopt the Recreation and Special Events Coordinator job description effective immediately.


Stacie Barnum
Parks & Recreation Director

PERSONNEL COMMITTEE


Erik Larson, Chair

Reported: April 27, 2016


Peter Schave, Council President

Adopted: _____, 2016


Jeff Cook, Member

**CITY OF ABERDEEN
POSITION CLASSIFICATION**

RECREATION AND SPECIAL EVENTS COORDINATOR

Salary Range: 17
Union Status: AFSCME
FLSA Status: Non-Exempt
Date Adopted: 04/16

Page 1 of 4

DEFINITION: The Recreation and Special Events Coordinator plans, organizes, coordinates and evaluates assigned recreation programs and projects for the community. This is a professional level position with responsibility for coordinating youth, designated adult, Log Pavilion, and community special events. The Recreation and Special Events Coordinator functions as a recreation department team leader and member. In support of the recreation programs and the services provided by the department, the position will prepare facilities (fields, rooms, etc.) for scheduled events and activities.

REPORTS TO: Assistant Parks & Recreation Director

SUPERVISES: Temporary, part-time recreation staff and volunteers.

DISTINGUISHING CHARACTERISTICS:

Positions in this classification regularly and independently perform a variety of technical and administrative duties related to the recreation programs of the City. These duties require a broad scope of knowledge of procedures and a thorough knowledge of the Parks & Recreation Department's purpose, functions and practices. Work direction normally consists of statements of desired objectives and review is generally of results achieved. Incumbents must exercise initiative in planning work and resolving problems. Punctual, regular and reliable attendance is essential for successful job performance. Weekend, evening and holiday work may be required.

ESSENTIAL JOB FUNCTIONS:

Plans and directs recreation projects and programs; coordinates recreation staff in the development and implementation of community recreation programs.

Schedules and coordinates activities and maintenance at the Log Pavilion; collects and receipts money for rentals, and maintains records and statistics related to use of the facility.

Registers participants for youth and adult activities. Supervises classes, workshops and activities for participants engaged in recreation programs and co-sponsored programs; selects, plans and implements physical activities and special interest activities.

Assist in recruiting, training and coordinating participation of volunteer staff and part-time and seasonal staff and instructors. May record and verify time sheets for part-time, seasonal and community service workers.

ESSENTIAL JOB FUNCTIONS: (continued)

Assist with preparation of fields and facilities for planned events. Includes ensuring grounds and facilities are clean and safe.

Assist in performing inspections of park grounds and facilities, identifies and reports maintenance needs, records and maintains maintenance and inspection records as directed.

Assist with field preparation to include picking up of litter throughout the parks and facilities weed eating, properly lining and marking fields of play, and general facility maintenance and cleaning.

Responds to public inquiries made by telephone, correspondence or in person about recreation programs and park maintenance activities or projects.

Assists in preparing for publication a variety of brochures, calendars, letters, posters, news releases, flyers, social media and related communications regarding recreation programs.

Schedules facilities, games and officials for adult and youth sports programs; schedules and runs various tournaments throughout the year, such as basketball, men's and women's slow pitch, men's and women's volleyball and co-rec volleyball tournaments, etc.

Purchases equipment and supplies used in recreation programs as directed; collects and receipts monies for facilities rentals. Assists with the preparation of payroll for part-time staff, officials and instructors.

Promotes interest and provides information regarding recreation programs to school officials, other recreation officials, community service groups, other departments and the general public.

Assist in the planning of special projects such as the Splash Festival, or other community events.

Assist in the development, planning, promotion and implementation of several city sponsored events. Coordinates programs within established budget.

Assist in the development of sponsorship materials. Recruits sponsors.

Maintain databases for registration, spreadsheets for income and expenses, and publications such as brochures and posters.

May represent the Parks & Recreation Department with other youth or community agencies such as YMCA Community Learning Center.

OTHER JOB FUNCTIONS:

Performs a variety of miscellaneous duties such as answering the phone, typing correspondence, running errands, picking up supplies, assisting staff to prepare for activities by setting up tables and chairs, distributing materials, etc.

Performs other related duties as required.

WORK ENVIRONMENT/EQUIPMENT USED:

Work is performed both outdoors and in an office environment. Some outdoor work is required to lead and coordinate program functions and in the inspection of various recreation sites and parks and in support of the maintenance and field preparation needs of the department.

Equipment used includes computer with multiple software applications; copy and fax machine and other commonly used office equipment; phone; mobile or portable radio; automobile; and various sports equipment used in recreation programs, as well as equipment such as weed eaters and hand tools used for maintenance of park facilities.

DESIRABLE QUALIFICATIONS:

Knowledge of: overall recreation philosophy, planning and administration; policies, programs, procedures and administrative detail of the Parks & Recreation Department; equipment, facilities, operations and techniques used in a comprehensive community recreation program; standard formats for business correspondence, reports and advertising documents; supervisory practices and principles; first aid and CPR. Some knowledge of legal and appropriate methods of supervision.

Ability to: develop, coordinate and direct varied activities involved in a community recreation program; establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders and the general public; communicate effectively orally and in writing; direct the work of staff and volunteers.

EDUCATION AND EXPERIENCE:

Experience, education, or training which provides the level of knowledge, skill and ability equivalent to:

An Associate's degree in a related field and two years of recreation program experience, or a bachelor's degree from a four year college or university in recreation, physical education or related field.

Hands-on computer skills and community center programming experience is highly desirable. Knowledge of special events planning and coordination and park maintenance is desirable.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:

- Valid WA State Driver's License.
- Valid First Aid & CPR Card.
- Bilingual is desirable
- Must be able to pass a criminal background check.
- Must be able to work varying schedules to include evening and weekend work.

**LEGISLATIVE DEPARTMENT
CITY OF ABERDEEN**

Mayor: Hon. Erik Larson

**The Members of
Your Committee On:** Personnel and the Human Resources Director

To Whom Was Referred: Revisions to the Finance Director job description

Reports and Recommends as Follows: On April 21, 2016, members of the Personnel Committee met and discussed the proposed revisions to the Finance Director job description.

The current job description contains a requirement that the Finance Director also be a Certified Public Accountant (CPA). Although the City values this, the CPA requirement will greatly restrict the eligible applicant pool and may unnecessarily eliminate otherwise good candidates. Therefore, the proposal is to make the CPA a preferred, not required, license.

References to being responsible for the City's computer network are also recommended for removal. The other changes provide updates and references to the city charter.

It is recommended that the City Council adopt the revisions to the Finance Director job classification effective immediately.


Debbie Lund
Human Resources Director

PERSONNEL COMMITTEE

Erik Larson, Chair

Reported: April 27, 2016

Peter Schave, Council President

Adopted: _____, 2016

Jeff Cook, Member

**CITY OF ABERDEEN
POSITION CLASSIFICATION**

FINANCE DIRECTOR

Salary Range: 30

Union Status: Exempt

FLSA Status: EE

Date Adopted: 01/01, 04/16

Page 1 of 3

DEFINITION: The Finance Director plans, organizes, and directs the City's financial functions including treasury management, budget management, ~~data processing~~, general accounting, and financial reporting and analysis. The position performs accounting, analytical, and project studies; also functions as City Clerk, attends City Council meetings, serves as a resource to Committees, City Boards, Commissions, and department heads; and is responsible for the City's financial visions, long range plans, risk management functions, and financial records.

REPORTS TO: Mayor

SUPERVISES: ~~Assistant Finance Director and Computer Network Coordinator~~ All department staff directly or through subordinate supervisors as designated on the department's organization chart or directed by the Mayor.

DISTINGUISHING CHARACTERISTICS:

This is a department head position in which the incumbent must have the ability to manage the operations of all aspects of the Finance Department including City Clerk and risk management functions. City Charter Amendment number 15 establishes the position and Charter Amendment number 16 details the role of the position. Punctual, regular and reliable attendance is essential for successful job performance.

ESSENTIAL JOB FUNCTIONS:

Directs department operations to achieve goals with budgeted funds and available personnel; reviews progress, directs changes in priorities and schedules as needed.

Serves, together with other department directors, as a resource to the Mayor and Council in evolving City-wide and regional matters, and, together with other department directors, coordinates and guides interdepartmental functions, projects, and day-to-day activities.

Directs and coordinates short- and long- range City and departmental financial planning; assures efficient treasury management; and oversees the collection, investment, management, disbursement and financial control of public funds.

Directs and coordinates the annual budget processes by working with departments to accumulate budget data; analyzing and monitoring compliance of departments to approved budgets; and working with departments to develop appropriate reports and recommendations.

ESSENTIAL JOB FUNCTIONS: (continued)

Directs and coordinates audit functions, and also assures proper preparation and publication of the Annual Report. Assures that accounting systems are in compliance with state and federal regulations; oversees the records retention and management system.

~~Assures information technologies and data processing systems meet City needs and functions properly.~~

Provides managerial leadership and directs the selection, supervision, and evaluation of Finance Department staff. Establishes work rules and performance standards. Conducts or oversees performance evaluations, initiates and implements disciplinary actions as warranted. Resolves grievances and other sensitive personnel matters.

Acts as City Clerk; develops and maintains records of City Council meetings; signs all documents as directed by ordinance. Oversees the distribution of business and occupational licenses.

Makes financial recommendations and provides special analyses and reports for the Mayor and City Council to facilitate decision making; provides financial advice to City departments and Council committees; participates in the City's bargaining team for labor.

Establishes and implements policies, procedures, and standards for the efficient and effective operation of assigned functions.

Directs the resolution of problems and emergencies affecting availability or quality of services. Responds to sensitive or complex inquiries or complaints.

Represents the City on interagency boards, commissions and committees related to finance, risk management, administration, and other responsibilities.

Directs and coordinates the City's risk management functions with the finance department team, represents the City to insurance pool and other organizations, and coordinates claims processing, rate, and other functions.

~~Directs the development and maintenance of computerized networks, communications systems, and records that support operations, evaluation, control, and documentation of department functions.~~

OTHER JOB FUNCTIONS:

Participates in professional association functions.

Performs other related duties as required.

WORK ENVIRONMENT/EQUIPMENT USED:

Work is performed in an office and meeting setting. Equipment used includes personal computers, network computer system, 10-key calculator, telephone, copy and fax machines and other commonly used office equipment.

DESIRABLE QUALIFICATIONS:

Knowledge of: management principles and practices including program planning, direction, coordination and evaluation; financial principles and procedures in accordance with established guidelines; information technology principles; modern supervisory principles and procedures; applicable state and federal laws and regulations of financial reporting methods.

Ability to: develop departmental goals and objectives and perform long and short-range financial planning; establish and maintain effective working relationships with the Mayor, City Council, subordinates, peers, other officials, and the general public; select, supervise, and evaluate the work of department personnel; apply judgment and discretion in resolving problems and interpreting policies; guide finance department information technology related functions; and communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Experience, education, or training which provides the level of knowledge, skill and ability equivalent to:

Bachelor's degree preferably in Accounting, Finance, or Public Administration.

Six years of management and professional level financial management experience in a public agency.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:

C.P.A. certificate is ~~required~~preferred.

Valid Washington State Driver's License.

LEGISLATIVE DEPARTMENT
CITY OF ABERDEEN

Mayor: Hon. Erik Larson

The Members of
Your Committee On: Personnel

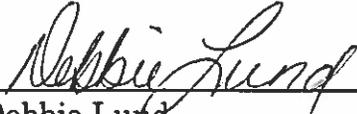
To Whom Was Referred: Authorization for temporary 5% pay increase for
Assistant Finance Director and appointment to position
of Acting Finance Director

Reports and Recommends as Follows: On April 21, 2016, members of the Personnel Committee met and discussed a request from Mayor Larson to temporarily increase the pay of the Assistant Finance Director, Sandy Mullin, as a result of the resignation of the current Finance Director, Kathryn Skolrood.

This request is to authorize payment of an additional 5% to Assistant Director Sandy Mullin. In exchange, Ms. Mullin will perform the following duties that would have otherwise been performed by Ms. Skolrood.

1. Serve as the Acting Finance Director.
2. Function as the Finance Director in all areas related to treasury management, budget management, accounting, financial reporting and analysis.
3. Represent the Finance Department at all meetings that would have been attended by Ms. Skolrood.
4. Work with the Mayor and City Council to begin preparations for the 2017 budget.
5. Act as the primary contact for all Finance Department assignments, delegating responsibilities to qualified staff when appropriate.
6. Serve as City Clerk.
7. Perform other duties as required by the Mayor in the absence of the Director.

Due to the increased responsibility while serving as the Acting Finance Director, it is recommended that the City Council authorize this 5% pay increase for the Assistant Finance Director retroactive to April 25, 2016, expiring no later than July 31, 2016. In the event that a new Finance Director has not been named by July 31, 2016, the council authorizes the Mayor to extend this pay increase up to an additional 90 days.


Debbie Lund
Human Resources Director

PERSONNEL COMMITTEE


Erik Larson, Chair

Reported: April 27, 2016


Peter Schave, Council President

Adopted: _____, 2016


Jeff Cook, Member

LEGISLATIVE DEPARTMENT
CITY OF ABERDEEN

Mayor: Hon. Erik Larson

The Members of
Your Committee On: Personnel

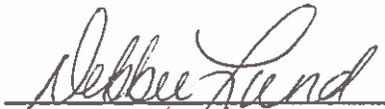
To Whom Was Referred: Authorization for temporary 5% pay increase for
Accountant II and appointment to position of Acting
Assistant Finance Director

Reports and Recommends as Follows: On April 21, 2016, members of the Personnel Committee met and discussed a request from Mayor Larson to temporarily increase the pay of the Accountant II, Chelsea Yarwood, as a result of the resignation of the current Finance Director, Kathryn Skolrood.

This request is to authorize payment of an additional 5% to Accountant II, Chelsea Yarwood. In exchange, Ms. Yarwood will perform the following duties that would have otherwise been performed by the Finance Director or the Assistant Finance Director.

1. Serve as the Acting Assistant Finance Director
2. Represent the Finance Department at all meetings at the request of, or as directed by, the Acting Finance Director Sandy Mullin.
3. In conjunction with the Acting Finance Director, direct the operations of the department.
4. Assist with supervision of staff at the request of the Acting Finance Director.
5. Assist the Acting Finance Director with preparations for the 2017 budget.
6. Serve as Risk Manager and the primary contact for WCLA in the absence of the director.
7. Perform other duties as required by the Acting Director.

Due to the increased responsibility while serving as the Acting Assistant Finance Director, it is recommended that the City Council authorize this 5% pay increase for the Accountant II retroactive to April 25, 2016, expiring no later than July 31, 2016. In the event that a new Finance Director has not been named by July 31, 2016, the council authorizes the Mayor to extend this pay increase up to an additional 90 days.



Debbie Lund
Human Resources Director

Reported: April 27, 2016

Adopted: _____, 2016

PERSONNEL COMMITTEE



Erik Larson, Chair



Peter Schave, Council President



Jeff Cook, Member