



SHARE AND TELL WORKSHOP - April 14, 1978

#### GENERAL SERVICES INFORMATION

Irene Varney Moran brought copies of the City of Edmonds' Services & Information Directory prepared by her Office and distributed at the Civic Center, Chamber of Commerce, and by the Welcome Wagon, to help direct local citizens, especially new-comers, to the proper departments and agencies serving the City of Edmonds. It lists the various Boards and Commissions, City Departments, and services, with addresses and phone numbers.

Margaret Bradley described a print-out designed for smaller cities given out with the utility bills in the Town of Pacific. This is just a mimeographed sheet listing services and various names and phone numbers that would be helpful to new-comers. Catherine Ursich distributed a brochure describing the activities of the Clerk's Office and General Services in Tacoma. She also stated that they have a display case in the City Hall with brochures giving information for each department within the City. Marie O'Connell stated that the City of Clyde Hill prepares a Newsletter which is updated each month to inform new-comers of the City services, etc. Jane Steenes and Nadine Cook agreed that the Newsletter concept also works nicely for the communities of Montlake Terrace and Beaux Arts Village.

#### COUNCIL ACTIVITIES

Methods of informing the public of Council activities were discussed. Renton publishes a Council Activities Calendar - Highlights of the Edmonds council agenda is published and/or put on cable TV - Everett publishes their entire agenda with an invitation to attend the meetings. Marge Price stated that the City of Kennewick stopped this procedure because the cost was prohibitive. Others reported having copies of Minutes and Agendas in the Clerk's Office available upon request to the public.

#### COUNCIL PACKETS

Linda Ruele, Issaquah, presented the Agenda Bill included in their Council Packet designed to organize information pertaining to business of the Council in a consistent manner - to give guidance so that all necessary material is completely accumulated and to establish a method for controlling the inflow and organization of material for the agenda of the council. She stated that this method of organizing agenda items has shortened her council meetings by several hours a month and really has streamlined the procedure of the meetings.

#### STREET VACATION PROCEDURES

Helen Stodden, Sheldon, displayed an Information Sheet she prepared to keep handy showing the various dates and procedures to follow for a street vacation. She explained that this is a real time saver and takes the guess work out of dates and times of hearings, publications, etc.

#### RECORDS MANAGEMENT

Del Meade told how she learned the meaning of the word "patience" and how it paid off for her. After she worked, schemed, and plotted against the opposing forces, she finally has the Records Management System she has planned for for the past several years. She encouraged us to keep trying and re-Budgeting if necessary as it often takes years of advanced planning to get the funds appropriated for the records system suitable for our own city or town.

#### CONSENT AGENDA

President Irene explained that the object of the Consent Agenda is that routine items that have been acted on by the Council can be approved and a whole group of items can be passed by one motion. Items can be pulled from the Consent Agenda by council action or any citizen wishing to address the council on the subject and discussed separately.

#### DESTRUCTION OF MUNICIPAL DOCUMENTS

Irene reported that a different procedure for destroying municipal documents has been announced by the State Archives and that further information will be out on this matter by mid-summer.

EXECUTIVE SESSIONSSTUDY SESSIONSORDINANCES

We had an open discussion of procedures, regulations and methods of properly handling such things as: (1) Executive Sessions - when are they called - what actions are taken, (2) What constitutes a Regular meeting and how does it differ from a Council Work Session, (3) How many times must ordinances be read and what are the publications laws, (4) What are the obligations for this and other legal publications if we have no official newspaper in the Town.

Marge Price offered to make an effort to get a panel of experts to prepare to give documented answers to these and other questions we give her in advance of the 1979 Conference in Kennewick.

OVERTIME & COMP-TIME POLICIES

This subject seems to come up each time we get together for one of these gab sessions. It seems that A.W.C. has printed a Bulletin defining the categories of workers that are, and those that are not, eligible for overtime. Department Heads are exempt in some cases if they are considered policy making employees or setting policy in any way. Many of us are faced with the problem and each city has to deal with it individually. Marge Price said that Kennewick still allows 80 hours overtime for Department Heads at the end of the year. It was also noted that salary is a factor in determining whether overtime is to be allowed.

RESTORING OFFICE FURNITURE.

Betty Kinney told of an "electrolysis" painting process used for restoring old metal office furniture. She said it is inexpensive and practical. The files do not have to be emptied or moved from the office. The City of Bothell was pleased with the results and recommends it to any of us on a limited Budget. (That's a laugh, Betty, who isn't?)

LATE-COMERS WATER/SEWER HOOK-UP CHARGES

Recording of late-comers water and sewer service hook-up charges (Ch. 72, Laws of 1977) requires that when municipalities have levied or intend to levy a charge on property that a notice of the charges must be recorded with the County Auditor. The notice is to include the connection charges, a legal description of the property and a map of the area. It was noted that the analysis of Ch. 72 in the "Digest of City Laws for the 1977 Sessions" published by AWC, and a Paper prepared by Fred H. Andrews, City Attorney of Yakima, fully explains the text of this legislation.

MISCELLANEOUS

(1) Nancy Gratiias asked if the County could collect L.I.D.'s for the Cities on the tax assessment rolls. It was the general consensus of the group that the answer is no. (2) Advantages of taping minutes - It provides a permanent record of the council meetings - It does not reflect personal views of the Clerk - actual proceedings only. It is an excellent reference. (3) Meter reading policies were brought up by David Grove as Port Townsend is now in the process of installing water meters. Some of the smaller towns depend on the customers to call in their meter readings - some read the meters during the summer only - others charge a flat rate year around. However most of us agreed that, weather permitting, it works out best to read the meters each month even if the billing only goes out every two or three months. (4) Bernie Parker, Quincy, reported receiving a call from the Clerk in Penticton, Canada, requesting to meet with the Clerks in Washington for the purpose of exchanging ideas and to discuss mutual problems.

FOR YOUR INFORMATIONUNEMPLOYMENT - Larry Erickson

Following the Conference, Mr. Erickson sent a letter to Nancy Gratiias answering the question about possible exemption from Unemployment Insurance Coverage for wages paid to individuals during the six-month disability leave provided by the Law Enforcement and Fire Fighters Retirement System Act. Information received from Mr. Dennis Knopp, Employment Security Department, indicates that salary paid to a law enforcement officer or fire fighter after being removed from active duty was indeed subject to Unemployment Insurance coverage, but only until the time at which the Disability Board makes the determination that the individual is disabled.

TAX INCREMENT FINANCING - Jill Peterson - City of Vancouver

Jill explained that the mechanics of Tax Increment Financing are:

1. A specific blighted area is identified.
  2. Establish a pre-development tax base in the area.
  3. The City makes some improvements to attract private investment.
  4. Private investment occurs & begins to produce higher taxes from the area.
  5. Revenues over and above the pre-development level are used to retire the debt.
  6. When public improvements are paid for, taxes are again distributed normally.
- She further explained that T.I.F. is not legal in Washington at this time and she encouraged us to convince our Councils to pass a Resolution endorsing the Concept of T.I.F.