

**Connell City Hall
104 E. Adams Street**

**City of Connell, Washington
CITY COUNCIL
PRELIMINARY AGENDA**

**REGULAR MEETING
July 17, 2017**

REGULAR MEETING

6:00 PM

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. CORRESPONDENCE/PRESENTATIONS/APPOINTMENTS
5. CONSENT CALENDAR

All matter listed within the Consent Calendar have been distributed to each member of the Connell City Council for reading and study, are considered to be routine, and will be enacted by one motion of the Council with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Calendar and placed on the Regular Agenda by request.

- a) Minutes of the Regular Council Meeting July 3, 2017
- b) Accounts Payable 7/17/17 for \$214,738.04
- c) Check Register 7/05/17 for \$1,350.00
- d) Check Register 7/10/17 for \$3,554.62
- e) Payroll Register 6/30/17-7/05/17 for \$93,460.55

6. PRESENTATIONS FOR COUNCILMEMBERS
7. APPROVAL OF AGENDA

ORDER OF BUSINESS

8. PUBLIC HEARING – Proposition No. 1 – Sales and Use Tax for Transportation Improvements
9. RESOLUTION NO. 2017-13 - .Proposition No. 1 Sales and Use Tax for Transportation Improvements
10. Water Reservoir Tanks – Update
11. Street Projects – Update
12. RESOLUTION NO. 2017-14 - Social Media Policy
13. MRSC-Fiscal Guide

14. COMMITTEE, CITY ADMINISTRATOR, AND DEPARTMENT REPORTS
15. EXECUTIVE SESSION
16. CITIZEN COMMENT/NON-AGENDA ITEMS
17. CITY COUNCIL CLOSING REMARKS
18. ADJOURNMENT

The public is welcome and encouraged to attend this meeting. The City of Connell wishes to provide reasonable access to all public meetings for individuals with disabilities. Please contact the City Clerk at least three business days prior to the meeting for accommodations to be arranged.

MEETING OF THE CITY OF CONNELL, WASHINGTON
CONNELL, FRANKLIN COUNTY, WASHINGTON
July 3, 2017

The regular semi-monthly meeting of the Connell City Council was called to order by Mayor Blackwell at 6:03 pm in the City Hall and was opened with the Pledge of Allegiance.

ROLL CALL

PRESENT: Mayor Bruce Blackwell, Mayor Pro Tem Monty Huber, and Councilmembers: Ray Minor and Joe Escalera.

ABSENT: Councilmembers: Rhonda Quinton and Kathie Silva.

STAFF: City Administrator Maria Peña, Public Works Director Larry Turner, City Clerk/Treasurer Rose Courneya, Police Chief Chris Turner, City Attorney Dan Hultgrenn and Accounting Clerks: Marissa Ortiz and Ivan Barragan.

VISITORS: Franklin County Graphic; Katherine Bingham Trowbridge. Citizens; Sterling Joyner and Jorge Ortiz.

CORRESPONDENCE

Mayor Bruce Blackwell presented correspondence to Council:

Two notices of pending short plat approvals and a conditional use permit application from the Franklin Co. Planning and Building Department.

CONSENT CALENDAR

Motion: Mayor Pro Tem Huber moved to approve the Consent Calendar as listed.

- a) Minutes of the Regular Council Meeting June 19, 2017
- b) Accounts payable 7/03/17 for \$80,038.57
- c) Check Register 6/27/17 for \$195.17
- d) Payroll Register 6/15/17-6/20/17 for \$62,633.84

Councilmember Escalera seconded motion. Motion carried unanimously.

CONNELL UNIVERSITY PRESENTATION

City Clerk/Treasurer Rose Courneya delivered a Connell University power point presentation to educate those in attendance about the Connell Clerk/Treasurer Department. She introduced the staff and presented the department's mission statement along with the day to day operations of the department.

APPROVAL OF AGENDA

Motion: Councilmember Minor moved to approve the agenda as presented. Mayor Pro Tem Huber seconded motion. Motion carried unanimously.

ORDER OF BUSINESS

MEETING RECESSED

Mayor Blackwell recessed the regular council meeting at 6:15 pm to go into executive session for 15 minutes to discuss with legal counsel potential litigation.
City Administrator Maria Peña invited Public Works Director Larry Turner to join the session.

MEETING RECONVENED

Mayor Blackwell called the regular council meeting back to order at 6:31 pm.

BNSF PIPELINE LICENSE

Attached for Council's review and approval was the pipeline license agreement between BNSF Railway Company and the City of Connell. This agreement was necessary in order for staff to continue with the waterline project on West Franklin across the rail corridor. The license fee was \$4,443 and a separate policy for Railroad Protective Liability Insurance was required with an additional fee of \$1,150. If the agreement, fees and insurance were not returned within 60 days there would be an additional cost of \$1,600 for processing.

Motion: Mayor Pro Tem Huber moved to approve and authorize the Mayor to sign the Pipeline License Agreement with BNSF Railway Company. Councilmember Minor seconded motion. Motion carried unanimously.

AMENDMENT TO PURCHASE AND SALE AGREEMENT-LOTS ADJACENT TO TENNIS COURT

Previously the Council approved the purchase and sale agreement of the lots adjacent to the City's tennis court. The original agreement provided that the close of escrow should occur no later than July 15th, 2017. City Administrator Maria Peña was approached by Mr. Ortiz, the buyer. He expressed that he needed additional time to complete the purchase of the lots and requested the agreement be extended until December 1, 2017. City Administrator Peña stated Mr. Ortiz had provided the \$5,000 earnest money deposit to the City Attorney's office. She provided the amendment to the purchase and sale agreement for Council's review and discussion.

Motion: Mayor Pro Tem Huber moved to approve the amendment to the purchase and sale agreement extended until December 1, 2017. Councilmember Escalera seconded motion. Motion carried unanimously.

RESOLUTION NO. 2017-12 SETTING HEARING DATE FOR ALLEY VACATE AT HERITAGE PARK

The City of Connell had been working with the Connell Heritage Museum on the purchase of additional land. City Administrator Maria Peña stated in order to complete the transaction the City would need to vacate a portion of the alley. An attached map was provided with the legal description which indicated the area to be sold as well as the area that needed to be vacated. The first step in initiating the vacation process was to adopt a resolution fixing a time for a public

MEETING OF THE CITY OF CONNELL
Regular Meeting – July 03, 2017

hearing. The attached resolution provided for Council to set the public hearing for August 7th, 2017 at the Regular Council Meeting.

Motion: Councilmember Minor moved to approve Resolution No. 2017-12 setting forth the City’s intent to vacate an unopened right-of-way. Mayor Pro Tem Huber seconded motion. Motion carried unanimously.

COMMITTEE / DEPARTMENT REPORTS

Mayor Blackwell temporarily appointed Councilmember Ray Minor to the finance committee.

There being no further business before the City Council of Connell Mayor Blackwell adjourned the meeting at 6:48 pm.

ATTEST: _____
Marissa Ortiz, Accounting Clerk

Bruce Blackwell, Mayor

ACCOUNTS PAYABLE

City Of Connell
MCAG #: 0286

As Of: 07/17/2017

Time: 15:49:48 Date: 07/14/2017
Page: 1

| Accts Pay # | Received | Date Due | Vendor | Amount | Memo |
|-------------|------------|------------|--------|-----------|----------------------------------------------------|
| 17121 | 07/17/2017 | 07/17/2017 | 11 | 43.15 | First Aid Supplies |
| 17122 | 07/17/2017 | 07/17/2017 | 92 | 1,066.00 | Water Sampling |
| 17118 | 07/17/2017 | 07/17/2017 | 2625 | 615.54 | Card Card Fees |
| 17110 | 07/17/2017 | 07/17/2017 | 79 | 630.17 | PW Shop And Park Sanitation |
| 17143 | 07/17/2017 | 07/17/2017 | 4376 | 373.68 | Uniform Patches |
| 17142 | 07/17/2017 | 07/17/2017 | 122 | 328.71 | 2nd QTR Copier Maintenance Fee |
| 17132 | 07/17/2017 | 07/17/2017 | 4761 | 62,035.42 | LED Street Light Upgrade |
| 17103 | 07/17/2017 | 07/17/2017 | 155 | 68,417.19 | Water Loan #1 |
| 17116 | 07/17/2017 | 07/17/2017 | 155 | 18,424.69 | Fire Suppression, Utility's, And Utility Tax |
| 17061 | 07/17/2017 | 07/17/2017 | 994 | 33.35 | Petty Cash Reimbursement (Postage/Travel-Training) |
| 17137 | 07/17/2017 | 07/17/2017 | 2348 | 1,864.25 | 3rd QTR BI-PIN Fees |
| 17112 | 07/17/2017 | 07/17/2017 | 160 | 139.00 | Ord. 978, 980 |
| 17102 | 07/17/2017 | 07/17/2017 | 170 | 4.09 | Oil For Pressure Washer |
| 17131 | 07/17/2017 | 07/17/2017 | 180 | 1,550.09 | Misc. Supplies/Fuel |
| 17101 | 07/17/2017 | 07/17/2017 | 656 | 49.47 | Fire Dept Fuel Consumed |
| 17124 | 07/17/2017 | 07/17/2017 | 656 | 989.58 | Fuel |
| 17139 | 07/17/2017 | 07/17/2017 | 656 | 1,372.25 | PD Fuel |
| 17140 | 07/17/2017 | 07/17/2017 | 2459 | 17.45 | Monthly VPN |
| 17123 | 07/17/2017 | 07/17/2017 | 217 | 1,233.75 | Inmate Crew |
| 17135 | 07/17/2017 | 07/17/2017 | 229 | 36.00 | Original CPL's |
| 17107 | 07/17/2017 | 07/17/2017 | 3640 | 1,400.00 | Monthly Backup And Service Agreement For Computers |
| 17125 | 07/17/2017 | 07/17/2017 | 1937 | 2,173.76 | Installation Of Booster Pump |
| 17126 | 07/17/2017 | 07/17/2017 | 4490 | 189.91 | Misc. Fasteners |
| 17145 | 07/17/2017 | 07/17/2017 | 280 | 33.00 | Release Of Lien Mildred Stone-(Lien Paid In Full) |
| 17105 | 07/17/2017 | 07/17/2017 | 289 | 304.58 | Ord.977,980, 970. Well 6 |
| 17148 | 07/17/2017 | 07/17/2017 | 292 | 26,143.33 | JUNE 2017 Electricity Bills- PUD |
| 17114 | 07/17/2017 | 07/17/2017 | 298 | 83.12 | Criminal Victim Collection |
| 17108 | 07/17/2017 | 07/17/2017 | 3051 | 1,470.43 | Public Defense Apr, May And June |
| 17141 | 07/17/2017 | 07/17/2017 | 4303 | 248.36 | Uniforms |
| 17134 | 07/17/2017 | 07/17/2017 | 4356 | 539.04 | Meter/Hydrant Parts |
| 17147 | 07/17/2017 | 07/17/2017 | 3351 | 43.20 | #173 LOF |
| 17138 | 07/17/2017 | 07/17/2017 | 3090 | 30.58 | Car Washes |
| 17127 | 07/17/2017 | 07/17/2017 | 3156 | 2,839.32 | Generator Inspections |
| 17117 | 07/17/2017 | 07/17/2017 | 412 | 38.95 | Leprekon Statement- June |
| 17104 | 07/17/2017 | 07/17/2017 | 2366 | 650.00 | Postage For Water, Sewer And General Admin |
| 17146 | 07/17/2017 | 07/17/2017 | 2147 | 2,846.15 | WW Chlorine |
| 17133 | 07/17/2017 | 07/17/2017 | 484 | 54.67 | Pool Supplies |
| 17128 | 07/17/2017 | 07/17/2017 | 2672 | 401.91 | Roofing Materials |
| 17136 | 07/17/2017 | 07/17/2017 | 3884 | 18.46 | Uniform Embroidery |
| 17113 | 07/17/2017 | 07/17/2017 | 233 | 8,038.46 | Excise Taxes |

ACCOUNTS PAYABLE

City Of Connell
MCAG #: 0286

Time: 15:49:48 Date: 07/14/2017
Page: 2

As Of: 07/17/2017

| Accts Pay # | Received | Date Due | Vendor | Amount | Memo |
|---------------|------------|-----------------|------------------------|------------|---------------------------------------------------------------|
| 17111 | 07/17/2017 | 07/17/2017 3412 | U.S. Bank N.A. | 32.00 | Safekeeping Fees |
| 17144 | 07/17/2017 | 07/17/2017 659 | U.S. Post Office | 70.00 | P.O. Box Renewal |
| 17129 | 07/17/2017 | 07/17/2017 3397 | USABlueBook | 554.74 | Lab/Chlorine Supplies |
| 17130 | 07/17/2017 | 07/17/2017 665 | Utilities Underground | 15.48 | Utility Locates |
| 17120 | 07/17/2017 | 07/17/2017 4760 | Valdez, Bernardina | 400.00 | Deposit Refund For Event Date 07/08/2017 Bernardina Valdez |
| 17115 | 07/17/2017 | 07/17/2017 695 | WA St Treasurer Office | 6,045.19 | State Remit For June |
| 17106 | 07/17/2017 | 07/17/2017 727 | Xerox Corporation | 615.62 | Monthly Lease Fee |
| 17119 | 07/17/2017 | 07/17/2017 2626 | Xpress Bill Pay/EFT | 233.95 | Fees For Online Payments |
| Report Total: | | | | 214,738.04 | |

CERTIFICATION: I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described and that the claim is a due and unpaid obligation against the City of Connell and that I am authorized to authenticate and certify to said claim.

() Finance Director () Auditing Officer _____ Date: _____
 () Deputy Finance Director

CHECK REGISTER

City Of Connell
MCAG #: 0286

07/05/2017 To: 07/05/2017

Time: 09:40:15 Date: 07/05/2017
Page: 1

| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|-------|------------|------------------|--------|-------|-------------------------------------------------------|-----------------|------------------------|
| 2437 | 07/05/2017 | Claims | 7 | 36533 | Permit Services Jones Lang LaSalle Brokerage, Inc. | 1,150.00 | BNSF Insurance |
| 2438 | 07/05/2017 | Claims | 7 | 36534 | City Of Connell | 200.00 | Casher Drawers Set Ups |
| | | 001 General Fund | | | | 200.00 | |
| | | 401 Water Fund | | | | 1,150.00 | |
| | | | | | | <u>1,350.00</u> | Claims: 1,350.00 |

WE, the members of the City Council of the City of Connell, Washington, DO HEREBY certify that the merchandise or services listed above have been received and that the above listed vouchers and the related checks have been reviewed and approved for payment by the City of Connell Council. DATED this _____ day of _____ 20__.

ATTEST:

Councilmember

Councilmember

Mayor

Finance Director

CHECK REGISTER

City Of Connell
MCAG #: 0286

07/10/2017 To: 07/31/2017

Time: 12:09:22 Date: 07/10/2017
Page: 1

| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|-------|------------|------------------|--------|-------|-------------------------------------|-----------------|-----------------------------|
| 2481 | 07/10/2017 | Claims | 7 | 36535 | Big Bend Electric Cooperative, INC. | 3,554.62 | Power Bills Tower And Sewer |
| | | 001 General Fund | | | | 96.96 | |
| | | 402 Sewer Fund | | | | 3,457.66 | |
| | | | | | | <u>3,554.62</u> | Claims: 3,554.62 |

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ATTEST:

Councilmember

Councilmember

Mayor

Finance Director

CHECK REGISTER

City Of Connell
MCAG #: 0286

06/30/2017 To: 07/05/2017

Time: 15:20:13 Date: 07/03/2017
Page: 1

| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|-------|------------|---------|--------|-------|--------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| 2293 | 06/30/2017 | Payroll | 7 | EFT | | 55.41 | |
| 2294 | 06/30/2017 | Payroll | 7 | EFT | | 1,673.54 | |
| 2296 | 06/30/2017 | Payroll | 7 | EFT | | 1,166.68 | |
| 2297 | 06/30/2017 | Payroll | 7 | EFT | | 1,040.90 | |
| 2298 | 06/30/2017 | Payroll | 7 | EFT | | 94.65 | |
| 2299 | 06/30/2017 | Payroll | 7 | EFT | | 13.52 | |
| 2300 | 06/30/2017 | Payroll | 7 | EFT | | 1,556.12 | |
| 2301 | 06/30/2017 | Payroll | 7 | EFT | | 1,044.74 | |
| 2303 | 06/30/2017 | Payroll | 7 | EFT | | 121.69 | |
| 2304 | 06/30/2017 | Payroll | 7 | EFT | | 13.52 | |
| 2305 | 06/30/2017 | Payroll | 7 | EFT | | 81.12 | |
| 2306 | 06/30/2017 | Payroll | 7 | EFT | | 1,609.50 | |
| 2307 | 06/30/2017 | Payroll | 7 | EFT | | 54.09 | |
| 2309 | 06/30/2017 | Payroll | 7 | EFT | | 81.12 | |
| 2310 | 06/30/2017 | Payroll | 7 | EFT | | 225.98 | |
| 2311 | 06/30/2017 | Payroll | 7 | EFT | | 1,837.43 | |
| 2313 | 06/30/2017 | Payroll | 7 | EFT | | 67.61 | |
| 2314 | 06/30/2017 | Payroll | 7 | EFT | | 27.04 | |
| 2316 | 06/30/2017 | Payroll | 7 | EFT | | 1,496.58 | |
| 2318 | 06/30/2017 | Payroll | 7 | EFT | | 1,690.22 | |
| 2319 | 06/30/2017 | Payroll | 7 | EFT | | 311.00 | |
| 2320 | 06/30/2017 | Payroll | 7 | EFT | | 121.69 | |
| 2321 | 06/30/2017 | Payroll | 7 | EFT | | 1,206.31 | |
| 2322 | 06/30/2017 | Payroll | 7 | EFT | | 67.61 | |
| 2323 | 06/30/2017 | Payroll | 7 | EFT | | 94.65 | |
| 2325 | 06/30/2017 | Payroll | 7 | EFT | | 40.57 | |
| 2327 | 06/30/2017 | Payroll | 7 | EFT | | 40.57 | |
| 2328 | 06/30/2017 | Payroll | 7 | EFT | | 67.61 | |
| 2329 | 06/30/2017 | Payroll | 7 | EFT | | 2,365.50 | |
| 2330 | 06/30/2017 | Payroll | 7 | EFT | | 1,351.55 | |
| 2331 | 06/30/2017 | Payroll | 7 | EFT | | 1,331.76 | |
| 2332 | 06/30/2017 | Payroll | 7 | EFT | | 865.77 | |
| 2335 | 06/30/2017 | Payroll | 7 | EFT | | 1,710.42 | |
| 2336 | 06/30/2017 | Payroll | 7 | EFT | | 1,464.08 | |
| 2337 | 06/30/2017 | Payroll | 7 | EFT | | 27.04 | |
| 2339 | 06/30/2017 | Payroll | 7 | EFT | | 2,013.26 | |
| 2341 | 06/30/2017 | Payroll | 7 | EFT | | 67.61 | |
| 2342 | 06/30/2017 | Payroll | 7 | EFT | | 815.67 | |
| 2343 | 06/30/2017 | Payroll | 7 | EFT | | 124.67 | |
| 2344 | 06/30/2017 | Payroll | 7 | EFT | | 54.09 | |
| 2345 | 06/30/2017 | Payroll | 7 | EFT | | 1,015.61 | |
| 2346 | 06/30/2017 | Payroll | 7 | EFT | | 2,475.92 | |
| 2347 | 06/30/2017 | Payroll | 7 | EFT | | 2,086.14 | |
| 2349 | 06/30/2017 | Payroll | 7 | EFT | | 94.65 | |
| 2352 | 06/30/2017 | Payroll | 7 | EFT | | | Deleted Payroll Entry - Courneya |
| 2355 | 06/30/2017 | Payroll | 7 | EFT | | | Deleted Payroll Entry - Courneya |
| 2357 | 06/30/2017 | Payroll | 7 | EFT | | | Deleted Payroll Entry - Courneya |
| 2415 | 07/05/2017 | Payroll | 7 | EFT | Community First Bank | 13,118.00 | 941 Deposit For 06/30/2017 - 06/30/2017 |
| 2416 | 07/05/2017 | Payroll | 7 | EFT | Department Of Retirement | 8,037.09 | 06/30/2017 To 06/30/2017 - PERS 2; 06/30/2017 To 06/30/2017 - LEOFF 2; 06/30/2017 To 06/30/2017 - Deferred Comp; 06/30/2017 To 06/30/2017 - PERS 3 |
| 2417 | 07/05/2017 | Payroll | 7 | EFT | MT457-306685 | 500.00 | 06/30/2017 To 06/30/2017 - ICMA-457 |
| 2295 | 06/30/2017 | Payroll | 7 | 36460 | | 109.66 | |

CHECK REGISTER

City Of Connell
MCAG #: 0286

06/30/2017 To: 07/05/2017

Time: 15:20:13 Date: 07/03/2017
Page: 2

| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|-------|------------|---------|--------|-------|---------------------------------------------|-----------|---------------------------------------------------------------------------------------------------------------------|
| 2302 | 06/30/2017 | Payroll | 7 | 36461 | | 22.31 | |
| 2308 | 06/30/2017 | Payroll | 7 | 36462 | | 1,295.38 | |
| 2312 | 06/30/2017 | Payroll | 7 | 36463 | | 136.31 | |
| 2315 | 06/30/2017 | Payroll | 7 | 36464 | | 449.05 | |
| 2317 | 06/30/2017 | Payroll | 7 | 36465 | | 47.09 | |
| 2324 | 06/30/2017 | Payroll | 7 | 36466 | | 61.96 | |
| 2326 | 06/30/2017 | Payroll | 7 | 36467 | | 208.19 | |
| 2333 | 06/30/2017 | Payroll | 7 | 36468 | | 158.62 | |
| 2334 | 06/30/2017 | Payroll | 7 | 36469 | | 158.62 | |
| 2338 | 06/30/2017 | Payroll | 7 | 36470 | | 47.09 | |
| 2340 | 06/30/2017 | Payroll | 7 | 36471 | | 81.12 | |
| 2348 | 06/30/2017 | Payroll | 7 | 36472 | | 155.55 | |
| 2353 | 06/30/2017 | Payroll | 7 | 36473 | | | Deleted Payroll Entry - Courneya |
| 2354 | 06/30/2017 | Payroll | 7 | 36474 | | | Deleted Payroll Entry - Courneya |
| 2356 | 06/30/2017 | Payroll | 7 | 36475 | | | Deleted Payroll Entry - Courneya |
| 2418 | 07/05/2017 | Payroll | 7 | 36525 | AFLAC | 269.76 | 06/15/2017 To 06/30/2017 - AFLAC Addtl (AT); 06/15/2017 To 06/30/2017 - AFLAC Pre-Tax |
| 2419 | 07/05/2017 | Payroll | 7 | 36526 | AWC Employee Benefits Trst | 23,249.22 | 06/15/2017 To 06/30/2017 - AWC; 06/15/2017 To 06/30/2017 - AWC Dental; 06/15/2017 To 06/30/2017 - AWC-Life |
| 2420 | 07/05/2017 | Payroll | 7 | 36527 | American Legal Services | 14.48 | 06/15/2017 To 06/30/2017 - ALS |
| 2421 | 07/05/2017 | Payroll | 7 | 36528 | Colonial Life | 699.94 | 06/15/2017 To 06/30/2017 - Colonial Life Pretax; 06/15/2017 To 06/30/2017 - Colonial Life-aftertax |
| 2422 | 07/05/2017 | Payroll | 7 | 36529 | NW Admin. Transfer Acct. | 9,608.90 | 06/15/2017 To 06/30/2017 - NW Administrator |
| 2423 | 07/05/2017 | Payroll | 7 | 36530 | Teamsters Local Union # 839 | 342.00 | 06/15/2017 To 06/30/2017 - Union # 839 |
| 2424 | 07/05/2017 | Payroll | 7 | 36531 | Case # 2549720 WA State Support Registry | 650.00 | 06/30/2017 To 06/30/2017 - Child Support |
| 2425 | 07/05/2017 | Payroll | 7 | 36532 | WSECU | 275.00 | 06/30/2017 To 06/30/2017 - WSECU |

| | |
|------------------|-----------|
| 001 General Fund | 59,782.33 |
| 101 Street | 3,272.14 |
| 401 Water Fund | 16,229.44 |
| 402 Sewer Fund | 14,176.64 |

93,460.55 Payroll: 93,460.55

WE, the members of the City Council of the City of Connell, Washington, DO HEREBY certify that the merchandise or services listed above have been received and that the above listed vouchers and the related checks have been reviewed and approved for payment by the City of Connell Council. DATED this _____ day of _____ 20__.

ATTEST:

Councilmember

Councilmember

Mayor

Finance Director



City of Connell

EASTERN
WASHINGTON'S
HARVESTLAND

MEMORANDUM

DATE: JULY 17, 2017
TO: MAYOR & COUNCIL
FROM: MARIA PEÑA, CITY ADMINISTRATOR
RE: PUBLIC HEARING – PROPOSITION NO. 1 SALES AND USE TAX FOR
TRANSPORTATION IMPROVEMENTS

Attached you will find the City's explanatory statement for placing Proposition No. 1 Sales and Use Tax for Transportation Improvements on the November ballot.

The Public Hearing will provide an opportunity for citizens of Connell to express their views in regards to placing a measure for the increase of .2% on the November ballot. Any who appear to be heard on the matter will be allowed equal opportunities to provide testimony.

The City is also in need of citizens to be appointed to the pro and con committees. The Pro/Con committees' responsibilities include submitting statements in favor of and in opposition to the ballot measure for the local voters' pamphlet as well as submitting rebuttal statements.

Anyone interested in being appointed to either committee will need to provide City staff with the following information:

name:

physical and mailing address:

city, state and zip:

email:

phone number:

indicate which committee they would like to be placed on: Pro (advocating approval) or
Con (advocating rejection)



City of Connell

EASTERN
WASHINGTON'S
HARVESTLAND

MEMORANDUM

DATE: JULY 17, 2017
TO: MAYOR & COUNCIL
FROM: MARIA PEÑA, CITY ADMINISTRATOR
RE: **RESOLUTION NO. 2017-13 – PROPOSITION NO. 1 SALES AND USE TAX FOR TRANSPORTATION IMPROVEMENTS**

Attached Resolution No. 2017-13 provides for the placement of Proposition No. 1, proposing a .2% increase to the sales and use tax for the City of Connell, on the November general election ballot. In March of 2016 the City Council approved the establishment of a transportation improvement district and then assumed the district in April of 2016.

In the 2016 Fiscal Year budget it was decided that the General Fund would no longer support street operations. Money from the Natural Gas tax that was going to the Street Fund Reserve was reallocated to Street Operations to make up the loss of revenue from the General Fund.

Reallocating funds from the Natural Gas tax has helped street operations but it has also hurt the Street Improvement Reserve as shown here:

| | | | |
|------------------|------------------|------------------|---------------------------|
| 2011 -\$175,231 | 2013 - \$193,710 | 2015 - \$115,946 | estimated 2017 - \$28,260 |
| 2012 - \$118,326 | 2014 - \$192,787 | 2016 - \$25,719 | |

Note: In 2011, 2013, and 2014 the City received County STP allocations.

The purpose of forming the transportation district was to help secure funding for future transportation projects. A .2% increase would equal an additional 20 cents for every \$100 spent. By increasing the sales and use tax from 8% to 8.2% for the City of Connell we could add an additional \$50,000 to the Street Improvement Reserve. Although this would still leave approximately a \$40,000 shortage, as compared to 2015, it is a start.

Currently there is over \$450,000 in the Street Improvement Reserve, with \$247,000 of that being designated as matching funds for future street projects. Almost every grant we receive requires matching funds, usually 20 percent. When applying for street grants the City must show that we have matching funds available and designated for that project. Not having matching funds to procure grant funds or low interest loans could mean that City streets would not be properly repaired or maintained.

Later on in the meeting, Public Works Director Larry Turner will provide information in regards to the shape of our city streets and will talk about the street projects we have coming up.

RECOMMENDATION: Council move to adopt Resolution No. 2017-13 placing Proposition 1 on the November general election ballot.

City of Connell, Washington

RESOLUTION NO. 2017-13

A RESOLUTION OF THE GOVERNING BOARD OF THE CITY OF CONNELL PROVIDING FOR A BALLOT PROPOSITION TO BE SUBMITTED TO THE QUALIFIED ELECTORS OF THE DISTRICT/CITY ON NOVEMBER 7, 2017 TO AUTHORIZE A SALES AND USE TAX TO BE IMPOSED WITHIN THE BOUNDARIES OF THE CITY UPON ALL TAXABLE RETAIL SALES AND USES IN THE AMOUNT OF TWO-TENTHS OF ONE PERCENT (0.2%) FOR THE PURPOSE OF FINANCING ALL OR A PORTION OF THE COSTS ASSOCIATED WITH TRANSPORTATION IMPROVEMENTS IN THE DISTRICT/CITY IDENTIFIED HEREIN.

WHEREAS, section 35.21.225 of the Revised Code of Washington (RCW) authorizes cities to establish transportation benefit districts subject to the provisions of RCW 36.73; and

WHEREAS, the City Council of the City of Connell duly established the Connell Transportation Benefit District by Ordinance No. 964-2016, passed on March 7, 2016; and

WHEREAS, Ordinance No. 964-2016 passed on March 7, 2016, establishes boundaries for the Connell Transportation Benefit District (TBD) which are coterminous with the boundaries of the City of Connell city limits; and

WHEREAS, the City Council duly assumed the rights, powers, functions and obligations of the Connell Transportation Benefit District as allowed by Chapter 36.74RCW by Ordinance No. 965-2016, passed on April 4, 2016

WHEREAS, the necessary transportation improvement projects are identified in the City of Connell's Six-Year Transportation Improvement Plan; and

WHEREAS, Ordinance No. 964-2016 passed on March 7, 2016, provides that funds generated by the Connell TBD shall be used for transportation improvements that preserve, maintain and operate the planned and/or existing transportation infrastructure of the City/District, consistent with the requirements of RCW 36.73; and

WHEREAS, RCW 36.73.040(3)(a) authorizes transportation benefit districts to impose a sales and use tax in accordance with RCW 82.14.0455 in an amount not exceeding two-tenths of one percent (0.2%) for a period of ten years upon a favorable vote of the qualified electors within the district for the purpose of financing certain transportation improvements; and

WHEREAS, if approved by the voters, a sales and use tax will be used for the purpose of acquiring, investing in, constructing, improving, providing, operating, preserving, maintaining and/or funding transportation improvements within the City of Connell Transportation Benefit District, a.k.a. the City of Connell City Limits; and

WHEREAS, if approved by the voters, a sales and use tax will apply to persons who shop and thereby use streets and roadways in the City of Connell and not just to City/District residents; and

WHEREAS, if approved by the voters, revenues from a sales and use tax will be used entirely for transportation improvements in the City of Connell Transportation Benefit District; and

WHEREAS, the City Council has considered this matter during a duly called public meeting, has given this matter careful review and consideration, and finds that good government and the best interests of the City of Connell will be served by the passage of this resolution,

NOW, THEREFORE, the City Council of the City of Connell does resolve as follows:

Section 1: Purpose. The City Council of the City of Connell finds that it is in the best interests of the district to submit to the qualified voters of the district, at a General Election to be held on November 7, 2017, a proposition authorizing the Connell TBD to impose a sales and use tax of two-tenths of one percent (.002) pursuant to sections 36.73.040(3)(a), 36.73.065(1) and 82.14.0455 of the Revised Code of Washington for the purpose of raising revenue to acquire, invest in, construct, improve, provide, operate, maintain, and/or fund transportation improvements in the district, and to impose such sales and use tax if approved by an affirmative vote of a majority of the district voters voting at the election.

Section 2: Description of transportation improvements. The revenues from a sales and use tax may be used to acquire, invest in, construct, improve, provide, operate, preserve, maintain and/or fund the following described transportation improvement:

A. Projects in the district identified in the City of Connell Comprehensive Transportation Program, also known as the City of Connell's Six-Year Transportation Improvement Plan as they exist now and may exist in the future;

B. Projects in the district identified in the Washington Transportation Plan adopted by the Washington Transportation Commission;

C. Expanded projects identified in accordance with section 36.73.050(2)(b) of the Revised Code of Washington, as amended; and/or

D. Projects changed in accordance with the material change policy of the Connell TBD adopted in accordance with section 36.73.160 of the Revised Code of Washington, as amended.

The cost of all construction, maintenance, preservation, operation, design, engineering, construction management, financial, legal, and other consulting services, inspection and testing, administrative and relocation expenses, and other costs incurred in connection with the foregoing described transportation benefit district projects shall be deemed to be a part of the transportation improvements.

Section 3: Sales and use tax. If approved by a majority of voters voting at the election, the City Council of the City of Connell shall fix and impose a sales and use tax as authorized by sections 36.73.040(3)(a), 36.73.065(1) and 82.14.0455 of the Revised Code of Washington upon taxable events at the rate of two-tenths of one percent (.002) of the selling price (in the case of sales tax) and the value of the article used (in the case of use tax) for purpose of acquiring, investing in, constructing, improving, providing, operating, preserving, maintaining and/or funding the foregoing transportation improvements described in Section 2 herein. The sales and use tax may be used to pay indebtedness incurred by the Connell TBD in accordance with the

requirements of chapter 36.73 RCW to acquire, invest in, construct, improve, provide, operate, preserve, maintain and/or fund the foregoing transportation improvements described in Section 2 herein. The sales and use tax shall be imposed for a period not exceeding ten (10) years. The tax shall be in addition to any other taxes authorized by law and shall be collected from those persons who are taxable by the state under chapters 82.08 and 82.12 RCW, as amended, upon the occurrence of any taxable event within the boundaries of the Connell TBD. The governing board of the Connell TBD may reduce the amount of the sales and use tax in the manner provided by law.

Section 4: Ballot Measure. The Auditor of Franklin County, Washington as ex-officio supervisor of elections, is hereby requested to call and conduct an election in the City of Connell, in the manner provided by law, to be held on November 7, 2017, for the purpose of submitting to the qualified voters of the TBD, a proposition in accordance with section 29A.36.071 RCW and in substantially the following form:

CITY OF CONNELL
PROPOSITION NO. 1
SALES AND USE TAX FOR
TRANSPORTATION IMPROVEMENTS

The City Council of the City of Connell adopted Resolution No. 2017-13 concerning a sales and use tax to fund transportation improvements. This proposition would authorize a sales and use tax of two-tenths of one percent (0.002) to be collected from all taxable retail sales and uses within the district in accordance with RCW 82.14.0455 for a term of ten (10) years for the purpose of paying the costs of transportation improvements as they exist now and may exist in the future identified in the following; the City of Connell’s Transportation Improvement Plan, the Washington Transportation Plan, expanded projects identified in accordance with section 36.73.050(2)(b) RCW, and projects changed in accordance with the material change policy of the Connell TBD.

Yes.....

No.....

Section 6: Authorizations. The Clerk-Treasurer of the City of Connell is authorized and directed to present this resolution to the Auditor of Franklin County in accordance with section 29A.04.321 RCW and as provided by law and to perform such other duties as are necessary or required by law to the end that the Proposition described herein should appear on the ballot at the general election identified in Section 1 of this resolution.

Section 7: Severability. If any section, sentence, clause or phrase of this resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase.

ADOPTED by the City Council of the City of Connell and **APPROVED** by the Mayor
this _____ day of _____, 2017.

Bruce Blackwell, Mayor

ATTEST:

Rose Courneya, City Clerk-Treasurer

Approved as to form:

Dan Hultgrenn, City Attorney

INTRODUCED: _____

ADOPTED: _____

APPROVED: _____



City of Connell

EASTERN
WASHINGTON'S
HARVESTLAND

MEMORANDUM

DATE: JULY 17, 2017
TO: MAYOR & COUNCIL
FROM: LARRY TURNER, PUBLIC WORKS DIRECTOR
RE: WATER RESERVOIR TANKS – UPDATE

I will go over the results of the Reservoir inspection and cleaning with the Council.



MEMORANDUM

DATE: JULY 17, 2017
TO: MAYOR & COUNCIL
FROM: LARRY TURNER, PUBLIC WORKS DIRECTOR
RE: STREET PROJECTS – UPDATE

I will brief Council on the upcoming street project for 2017 and 2018:

1. Pothole patching to be completed by end of August
2. Columbia Ave. stripping to be completed by the end of August
3. LED Street lights to be installed by mid August??
4. Crack sealing to be completed by the end of September
5. Chip Sealing Columbia Ave. in the Spring of 2018
6. Road repair to Nordheim Road in the Spring of 2018



MEMORANDUM

DATE: JULY 17, 2017
TO: MAYOR & COUNCIL
FROM: MARIA PEÑA, CITY ADMINISTRATOR
RE: RESOLUTION NO. 2017-14 – SOCIAL MEDIA POLICY

Attached Resolution No. 2017-14 helps provide guidelines for the use of social media by representatives of the City to communicate with the public. It also provides guidelines for the public when posting on a social media site of the City.

It is important to note that this policy covers **ANYONE** who post on the City's social media site on behalf of the City; regular staff, part time staff, temporary staff, elected officials, volunteers, contractors, board or committee members. This policy does not cover personal use of social media sites.

You may be asking why staff is presenting this policy for approval; the Police Department does now host a Facebook page that was launched on May 3 this year. The site can be found by searching for "Connell Police Department" on Facebook. At the time of writing this memo, the site had 278 likes and 285 followers. I do encourage Council to visit, like, and follow this page. I do not however encourage Council to comment on post or engage in communications on the site.

Please read this policy carefully and thoroughly. I do not know that Council will be ready to approve this policy at this meeting. There are many issues that come up with hosting a social media site that need to be taken in to account but social media sites are the way many people now prefer to receive information. Social media sites can be used to promote many City functions and help provide **accurate** City information.

The attached policy is a strong policy but will only be effective if strictly complied to. Each department head will determine if they wish to utilize a social media account, each department head will be held accountable for strict compliance.

OPTIONS: Council may move to adopt Resolution No. 2017-14 adopting the Social Media Policy, not take any action, or bring this back for further discussion at a later date.

**CITY OF CONNELL, WASHINGTON
RESOLUTION NO. 2017-14**

**A RESOLUTION OF THE CITY OF CONNELL, WASHINGTON
ADOPTING A SOCIAL MEDIA POLICY.**

WHEREAS, social media is a way to communicate with the citizens, residents, property owners and visitor of the City of Connell; and

WHEREAS, the City Council and Mayor of the City of Connell wish to continue to support open communications with the public; and

WHEREAS, the City of Connell wishes to operate and maintain its social media sites as a public service to provide information about City programs, services, project, issues, events and activities; and

NOW THEREFORE, be it resolved by the City Council of the City of Connell, Franklin County, Washington, as follows:

Section 1. The Social Media Policy attached hereto and incorporated herein as Attachment A, shall guide the use of official social media sites for the City of Connell.

ADOPTED by the City Council of the City of Connell and **APPROVED** by the Mayor this _____ day of _____, 2017.

ATTEST:

Bruce Blackwell, Mayor

Rose Courneya, City Clerk Treasurer

Approved as to form:

Dan Hultgrenn, City Attorney

INTRODUCED: _____

ADOPTED: _____

APPROVED: _____

CITY OF CONNELL
Social Media Policy

Purpose

City of Connell departments may utilize existing and emerging social media tools to provide information to and interact with the public. Social media is broadly defined as internet-based communications technology that provides immediacy, interactivity, and the sharing of information across multiple platforms. Social media includes, but is not limited to, sites such as MySpace, Facebook, LinkedIn, Twitter, and YouTube.

The purpose of this policy is to establish guidelines and define individual and departmental responsibilities for the use of social media and applies to all City of Connell departments including regular employees, temporary employees, elected officials, volunteers, contractors, and all others who use these resources on the City's behalf.

The official City of Connell website (www.cityofconnell.com) will remain the City's primary and predominate internet presence. Content on social media sites should not be unique to the social media site and shall also be available on the City's primary website. Content posted on social media sites should contain links directing users to the City of Connell's official website.

The City of Connell operates and maintains its website and social media pages as a public service to provide information about City programs, services, projects, issues, events and activities and does not conduct official City of Connell business on these sites.

Creating Department Social Media Sites

1. Use of new social media not previously approved shall be subject to advance approval by the City Administrator or designee prior to activation.
2. It is the responsibility of each department head to determine the use of social media sites for their department.
3. Department heads will designate specific staff members to maintain and update the department's social media sites.
4. Department heads are responsible for ensuring their department staff follows the procedures set forth in this social media policy and monitoring the sites for appropriate use by their staff.
5. 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.
6. All login information and passwords to social media sites will be provided to the City Clerk Treasurer who will maintain a list of all City social media sites, logins and passwords.
7. Administrative user accounts may be created to enable the City to change account settings and to immediately add, edit or remove content from social media sites.
8. The City Clerk Treasurer must be informed if the department intends to stop operating their social media site.

Information Posted on Social Media Sites

1. Department staff is responsible for the content, upkeep, monitoring comments, removing any prohibited content, and saving content as required by the Public Records Act (RCW 42.56).
Department staff will review social media sites no less than every three days.
2. City of Connell social media sites are subject to State of Washington public records laws. Any content maintained in a social media format that is related to City business, including a list of subscribers and posted communication, is a public record. Any comments, articles, and any other content posted or submitted for posting are subject to public disclosure.
3. Users shall be notified that public disclosure requests must be directed to the City's Public Records Officer.
4. 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 information on any of the City's social media pages is prohibited.
5. Washington state law and relevant City of Connell records retention schedules apply to social media formats and social media content. Department staff shall preserve records required to be maintained pursuant to the relevant records retention schedule for the required retention period in a format that preserves the integrity of the original record and is easily accessible.
6. In order to ensure appropriate retention of public records, content posted by department staff should not be original source content (content that has not been created anywhere else; 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 a hard copy.
7. Department staff is responsible for original content posted on social media sites and for ensuring retention of the original source content in organized, searchable electronic file folders. Content must be saved in a Word document, PDF, or appropriate media file on the City's server for proper backup.
8. City employees and/or elected officials are prohibited from disclosing any information via social media posts that may be confidential or may otherwise compromise the City.
9. 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.
 - Solicits, promotes, or advertises commercial services, entities, or products.
 - Supports or opposes political candidates or ballot propositions.
 - Is obscene, violent, or threatening.
 - Is a personal attack of any kind.
 - Conducts, discusses, or encourages illegal activity.
 - Promotes, fosters or perpetuates 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.
 - Includes sexual content or links to sexual content.
 - Provides information that may tend to compromise the safety or security of the public or public systems.
 - Violates a legal ownership.
 - Contains anonymous posts.
 - Directs you to individual personal homepages.

10. The Department Staff may select links to other social media sites and outside websites that offer helpful resources for users. The City reserves the right to delete links posted by outside individuals that violate the City's Social Media Policy at any time without notice.
11. Inappropriate content must be removed immediately and retained as required under the Public Records Act. Social media sites will provide contact information for the reporting of inappropriate content.
12. Employees who exchange information on the City's or another agency's social media site, but are not authorized to speak on behalf of the City, must clarify that they are presenting information on their own behalf and that they do not represent the position of the City.
13. Participation in online city business discussions by elected or appointed officials may constitute a meeting under the Open Public Meetings Act. Councilmembers, Commission members, and other officials and appointed volunteers (i.e. Planning Commission, Park Board, Civil Service, etc.) should, in general, not comment or otherwise communicate on the City's social media sites in regards to city business.

Video

Key objectives for video content should meet one or more of the following goals: provide information about City services, showcase City and community events, explore City issues, further the goals of the City and the missions of its departments, and highlight outstanding individuals and organizations that contribute to Connell and the region.

Department Heads will be responsible for approving the video content; video quality should be taken into account. The department must have secured the rights to stream the video either because it was produced by the department or because permission was explicitly granted to host and stream the video on the City of Connell social media site.

Videos will be archived according to Washington State retention schedules.

Links

The City has no control over content, commercial advertisements, or other postings produced by the social media page that appear on the City of Connell social media page as part of the page's environment. References 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 Connell or its employees. When selecting a link to an outside website, you are leaving the City of Connell's site and are subject to the privacy and security policies of the owners/sponsors of that site. The City of Connell has no control over a page's privacy policy or their modifications to it. The City is not responsible for transmissions users receive from external sites.

Entities and individuals linking to the City of Connell social media sites may not capture any of the City's social media sites within frames, present the City of Connell content as their own or otherwise misrepresent any of the City's social media site content.

Copyright

All Information and materials generated by the City of Connell and provided on City of Connell social media sites are the property of the City of Connell. The City retains copyright on all text, graphic images and other content that was produced by the City of Connell and found on the page. You may print copies of information and materials 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 Connell (name of social media site)" or "Courtesy of City of Connell".

Commercial use of text, City logos, photos and other graphics is prohibited without the express written permission of the City of Connell. Use of City logos are 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 feel that the City of Connell did not use an appropriate credit line please notify the City with detailed information about the circumstances, so that the copyright information can be added or material in question can be removed.

Disclaimer

Any individual accessing, browsing, and using a City of Connell social media page accepts without limitation or qualification, the City's Social Media Policy. The City of Connell maintains the right to modify the policy.

All comments or other content posted to a City of Connell social media site may be considered public records and be subject to public disclosure under the Washington State Public Records Act (RCW 42.56).

The City of Connell 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 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 the City of Connell or its officers and employees.



City of Connell

EASTERN
WASHINGTON'S
HARVESTLAND

MEMORANDUM

DATE: JULY 17, 2017
TO: COUNCIL
FROM: BRUCE BLACKWELL, MAYOR
RE: MRSC-FISCAL GUIDE

Mayor Bruce Blackwell will discuss the informational guide attached regarding Financial Management from MRSC.



Fiscal Feast or Famine: A Survival Guide

June 27, 2017 by Stan Finkelstein

Category: Budgets and Budgeting, Council-Commission Advisor, Financial Management



For many counties and cities, especially smaller jurisdictions, the past decade has been a financial roller coaster. Layoffs, reductions in services, cutbacks in services, and deferral of necessary capital maintenance and improvements has characterized the budgets of many local governments during the early years of the economic downturn.

Now that the economy has improved, many counties and cities are endeavoring to reestablish pre-

recession service and expenditure levels. The compelling question is that of whether this is a *prudent fiscal strategy*.

Dilemmas: Political and Otherwise

City and county officials find themselves on the horns of a political dilemma. On the one hand, they often have constituents who not only want sustainable services but also expect the government to respond to a changing/enhanced demand for services. On the other hand, a jurisdiction's resources is often tied to the economic cycle and, in many cases, to state and federal intergovernmental revenues.

Further exacerbating the dilemma is the reality that governmental service costs are directly impacted by inflation, legislative mandates, and for smaller governments, the absence of economies of scale. Adding to the problem is the reality, especially for counties, that the 101% property tax limit significantly reduces the growth of their major revenue source; the property tax.

A New Approach to Budgeting: Measuring Your Fiscal Health

For most local governments, adoption of a budget is an annual exercise through which forecasted revenues are used to determine spending levels, irrespective of the economic cycle. That's to say, in periods of economic growth services are expanded and during the downturn they are contracted. This is the proverbial *roller coaster*.

If the jurisdiction has been fortunate to either have a budget stabilization fund or substantial beginning cash balances, those resources can be relied upon to sustain services to a limited extent during periods of declining revenues. However, this may be a short-term solution to a greater problem: that being the inability to develop a budgetary system characteristic of the overall fiscal health of the jurisdiction.

Develop an Understanding of Your 3-5 Year Fiscal Condition

While this may sound daunting for smaller counties and cities, every jurisdiction should have a “best case, worst case, and expected case” forecast of revenues and expenditures for a 3-5 year period. Such forecasts look at anticipated revenue sources and factors impacting those sources (e.g. economic conditions), as well as expenditure “drivers.” Necessary capital maintenance and improvements should also be included.

Having recently completed such a study for a smaller county, this type of analysis can be very straightforward and provides beneficial guidance in preparation of the budget.

Criteria for Evaluating Fiscal Health

While there are an array of elements collectively used to measure a jurisdiction's fiscal health, the key ones are:

Beginning unassigned cash balances – While the [Government Finance Officers Association](#) recommends that counties and cities should have **a minimum of 2 months of expenditures as unassigned cash balances**, attaining a 10% level would be an achievement for many smaller jurisdictions.

Growth in revenues exceeding expenditures – Controlling expenditures during periods of erratic revenue growth should be a goal of all jurisdictions. It's a sign of declining fiscal health when a county or city relies on inter-fund transfers or borrowing to sustain ongoing services.

Inability to sustain services – A significant indicator of declining fiscal health is the inability to sustain basic services over time. This is generally an indicator that expenditure costs are increasing more rapidly than revenue is growing.

Economic growth – Economic growth generally will result in revenue growth, and often in population growth; two signs of fiscal health

Debt and inter-fund borrowing – Jurisdictions should avoid an increase of current expense fund debt obligations or inter-fund borrowing.

Good fiscal management – Fiscal health requires strong governing authority oversight of the budget throughout the fiscal period and the ability to take corrective action when the need arises.

While the above criteria are only a few of those used to evaluate the fiscal health of counties and cities, they are nonetheless key ones utilized when determining whether a jurisdiction is on sound financial footing, able to sustain expenditures, and ready to meet its fiscal needs throughout an economic cycle.

If a jurisdiction wants to avoid going over the fiscal cliff, the best defense is to develop a multiyear forecast of anticipated resources and expenditures.

Questions? Comments?

If you have questions about this topic or other local government issues, please use our [Ask MRSC form](#) or call us at (206) 625-1300 or (800) 933-6772. If you have comments about this blog post or other topics you would like us to write about, please email the [MRSC Insight editors](#).