



July 9, 2013

CITY OF MORROW, GEORGIA
Regular Meeting

7:30 pm

CALL TO ORDER: Mayor Burke
PLEDGE OF ALLEGIANCE: All
INVOCATION: Mayor Burke

1. **ROLL CALL**

2. **APPROVAL OF MEETING AGENDA:**

3. **CONSENT AGENDA:**

1. Approval of the June 25, 2013 Regular Council Meeting Minutes.
2. Approval of the Henderson & Hundley Invoice #11378 for the period May 2, 2013 to June 19, 2013 in the amount of \$443.58.

4. **REPORTS AND PRESENTATIONS:**

1. Update on “Tip-a-Cop” by Police Chief Chris Leighty.
2. Information on signing up for City E-mail blasts by Jeff Eady, City Manager.
3. Financial Update – Dan Defnall

5. **FIRST PRESENTATION:**

1. An Ordinance to amend Title 9, Chapter 4, Article C of the City of Morrow Code of Ordinances: Coin-Operated Amusement Devices; To provide for Codification; To Repeal Conflicting Ordinances; To provide an Effective Date; and for other purposes. *(There are no comments or votes on 1st Presentation items)*

6. **PUBLIC COMMENT – AGENDA ITEMS:**

Public comment during this part of the meeting is limited only to discussion of items which will appear on tonight’s Agenda. Please fill out a comment card on any agenda item(s) you wish to make comment and turn it into the City Clerk as you come up to speak. Comment cards and pens are available at the back of the Council Chambers for your use.

7. **NEW BUSINESS:**

1. Approval of a Resolution to Amend the City of Morrow Pay Scale.
(Presented by HR Manager Becky Zebe and City Manager Jeff Eady)
2. Approval of a Social Media Policy and Social Media Platform Standards for the City of Morrow. *(Presented by City Manager Jeff Eady)*

8. **OLD BUSINESS:** None

9. **GENERAL COMMENTS:**

General comments are for any items that did not appear on tonight's agenda. Please fill out a comment card on any general items(s) you wish to make comment and turn it into the City Clerk as you come up to speak. Comment cards and pens are available at the back of the Council Chambers for your use.

Citizens-
City Manager-
Mayor and Council –

10. **ADJOURNMENT:**

Reminder! **Zoning Ordinance Revision - Residential Focus & Concerns**

- This Thursday, July 11, 2013, is our upcoming meeting where we will discuss the following topics:
 1. **Fences,**
 2. **Accessory Structures,**
 3. **Tree removal,**
 4. **Home Occupations,**
 5. **Residential building materials.**
- Please come out and provide your input by attending the next meeting,
Thursday, July 11, 2013
6:30 P.M.
Morrow City Hall, Community Room
1500 Morrow Road
Morrow, GA 30260

Vietnamese & Spanish speaking translators will be present

Light refreshments will be served

**TO AMEND TITLE 9, CHAPTER 4, ARTICLE C OF THE CITY OF MORROW
CODE OF ORDINANCES: COIN-OPERATED AMUSEMENT DEVICES;
TO PROVIDE FOR CODIFICATION; TO REPEAL CONFLICTING ORDINANCES;
TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES**

WHEREAS, the City of Morrow (“City”) is a municipal corporation duly organized and existing under the laws of the State of Georgia and is authorized to regulate coin operated amusement devices and amusement game rooms;

WHEREAS, the Legislature of the State of Georgia passed House Bill 487 during the 2013 Legislative Session and the Governor signed the bill into law on April 10, 2013;

WHEREAS, House Bill 487 amended the Code of Georgia relating to the regulation of coin operated amusement devices; and

WHEREAS, the City desires to adopt a revised ordinance related to regulation of coin operated amusement devices within the City;

THE COUNCIL OF THE CITY OF MORROW, GEORGIA, HEREBY ORDAINS

SECTION 1. Code Section Amended. Title 9, Chapter 4, Article C of the Code of Ordinances of the City of Morrow, Georgia, is hereby repealed in its entirety and replaced with the following:

“Sec. 9-4-41. Gambling Devices and Places Prohibited.

Gambling Devices, as that term is defined in O.C.G.A. § 16-12-20(2) are prohibited in the City, and the ownership, use, or transport thereof shall be a misdemeanor pursuant to state law, except as exempted pursuant to O.C.G.A. § 16-12-35 (a) through (k). Gambling Places, as that term is defined in O.C.G.A. § 16-12-20(3) are also prohibited in the City, and the operation thereof shall be a misdemeanor pursuant to state law.

Sec. 9-4-42. Definitions.

The following words, terms, or phrases, when used in this Ordinance, shall have the meaning ascribed to them in this Section, except where the context clearly indicates a different meaning:

(a) *Amusement Game Room* means any location as provided in O.C.G.A. § 16-12-35(b), (c) or (d) where one or more Bona Fide Coin Operated Amusement Machines are operated that permit non-cash redemption as provided in O.C.G.A. § 16-12-35(d)(1)(B), (C), or a combination thereof.

(b) *Bona Fide Coin Operated Amusement Machine* means the same as this term is defined in O.C.G.A. § 50-27-70(b)(2)(A) and (B) and any applicable regulations of the State of Georgia. Examples of Bona Fide Coin Operated Amusement Machines include, but are expressly not limited to, the following:

- 1) Pinball machines;
- 2) Console machines;
- 3) Video games;
- 4) Crane machines;
- 5) Claw machines;
- 6) Pusher machines;
- 7) Bowling machines;
- 8) Novelty arcade games;
- 9) Foosball or table soccer machines;
- 10) Miniature racetrack, football or golf machines;
- 11) Target or shooting gallery machines;
- 12) Basketball machines;
- 13) Shuffleboard machines;
- 14) Kiddie ride games;
- 15) Skee-Ball[®] machines;
- 16) Air hockey machines;
- 17) Roll down machines;
- 18) Coin operated pool table or coin operated billiard table as defined in paragraph (3) of O.C.G.A. § 43-8-1; and
- 19) Any other similar amusement machine which can be legally operated in Georgia.

The term *Bona Fide Coin Operated Amusement Machine* does not include the following:

- 1) Coin operated washing machines or dryers;
- 2) Vending machines which for payment of money dispense products or services;
- 3) Gas and electric meters;
- 4) Pay telephones;
- 5) Pay toilets;
- 6) Cigarette vending machines;
- 7) Coin operated vending machines;
- 8) Coin operated scales;
- 9) Coin operated gumball machines;
- 10) Coin operated television sets which provide cable or network programming;
- 11) Coin operated massage beds; and
- 12) Machines which are not legally permitted to be operated in Georgia.

(c) *Location* means a business within the City that has complied with the provisions of the ordinances of the City relating to occupation taxes and business licenses.

Sec. 9-4-43. License Required.

No person, firm or corporation shall engage in the business of an owner or proprietor of an Amusement Game Room, as the term is herein defined, without first having obtained a license and without first having paid the applicable occupation tax required under this article.

Sec. 9-4-44. Application for and Issuance of License.

Application for a license for operating an Amusement Game Room within the corporate limits of the City shall be filed in writing with the occupation tax administrator, on a form to be provided by the City, and shall include:

(a) Name, address, and age of the applicant and the date of the application and if a firm, corporation, partnership or association, the principal officers thereof and their addresses;

(b) Address or place where the licensed bona fide coin operated amusement machine or machines are to be offered to the public for play and the other business or businesses operated at that place or places;

(c) The number of machines to be maintained on the premises and the type of machines to be maintained;

(d) Name and address of the owner of the machine or machines and a copy of the owner's master license;

(e) Whether or not the person or persons having management of or supervision over the applicant's business have been convicted of a crime, misdemeanor or the violation of any municipal ordinance relating to narcotics or any crime of moral turpitude, the nature of such offense, and the punishment assessed therefor.

(f) Name and address of any other business owned or operated by applicant within the corporate limits of the City;

(g) List of any other licenses or permits from the City held by the applicant.

On initial application the applicant must file a petition, accompanied by a fee of \$350.00 for conditional use under the particular zoning classification in which the business is or is to be located.

Upon issuing a license for an Amusement Game Room, the City official or employee shall provide the license with a copy of this Ordinance. A license issued in accordance with this Ordinance shall be valid until December 31st of the year in which the license was issued. The owner or operator of an Amusement Game Room shall be required to pay occupation taxes in accordance with Title 3, Chapter 2 of the Code of Ordinances of the City.

Sec. 9-4-45. Occupation Tax Required.

No person, firm or corporation shall engage in the business of an owner or proprietor of Amusement Game Room, as the term is herein defined, without first having completed the

occupation tax certificate form, paid the required occupational tax, and obtained the license required under this article.

Sec. 9-4-46. Number of Bona Fide Coin Operated Amusement Machines at a Location.

No Amusement Game Room in the City shall offer to the public more than six (6) Bona Fide Coin Operated Amusement Machines offering non-cash redemption in accordance with O.C.G.A. § 16-12-35(c), (d)(1), and (d)(2), at the same Location.

Sec. 9-4-47. Gross Receipts from Bona Fide Coin Operated Amusement Machines and from Business.

Every Amusement Game Room shall keep records available for inspection by City officials that set out separately annual gross receipts for the amusement games and the other products and services sold at the Location. Income from the amusement game or games shall not constitute more than fifty percent (50%) of the income from the Location. Compliance with this section requires both the availability of records for inspection and compliance with the fifty (50%) percent of income requirement. Every owner or operator of an Amusement Game Room who is subject to O.C.G.A. § 50-27-84 must provide to the City a copy of each verified monthly report prepared in accordance with such Code section. In addition, each owner or operator must allow the local government an annual audit of the reports from the owner or operator to the Lottery Corporation.

Sec. 9-4-48. Notice Requirements.

(a) Every Amusement Game Room shall post a conspicuous sign with the following or substantially similar language:

‘GEORGIA LAW PROHIBITS GIVING OR RECEIPT OF ANY MONEY FOR WINNING A GAME OR GAMES ON AN AMUSEMENT MACHINE; GIVING OR RECEIPT OF MONEY FOR FREE REPLAYS WON ON AN AMUSEMENT MACHINE; GIVING OR RECEIPT OF MONEY FOR ANY MERCHANDISE, PRIZE, TOY, GIFT CERTIFICATE, OR NOVELTY WON ON ANY AMUSEMENT MACHINE; OR AWARDING ANY MERCHANDISE, PRIZE, TOY, GIFT CERTIFICATE, OR NOVELTY OF A VALUE EXCEEDING \$5.00 FOR A SINGLE PLAY OF AN AMUSEMENT MACHINE.’

(b) Every Amusement Game Room shall post the license issued by the City conspicuously and permanently.

(c) The owner or proprietor of each Amusement Game Room shall inform every employee of the acts and omissions prohibited by O.C.G.A. § 16-12-35 and by this Ordinance, and of the penalties for violation of O.C.G.A. § 16-12-35 and this Ordinance.

Sec. 9-4-49. Compliance with O.C.G.A. Provisions Relating to Master Licenses, Location Licenses, and Stickers for Individual Machines.

Bona Fide Coin Operated Amusement Machines may be used in an Amusement Game Room within the City only if the machines are owned by a person who holds a valid master license in accordance with O.C.G.A. § 50-27-71, and each machine offered to the public for play has a valid permit sticker in accordance with O.C.G.A. § 50-27-78. In addition, the business owner where the machines are available for play by the public must pay a location license fee in order to obtain a valid location license in accordance with O.C.G.A. § 50-27-71 (a.1) and (b). The City official in charge of issuing business licenses shall notify the State Commissioner of Revenue of any observed violation of O.C.G.A. § 50-27-71 or § 50-27-78.

Sec. 9-4-50. Penalties for Violations by Owners or Operators of Amusement Game Rooms.

(a) Violation of any of the provisions of this Article shall be sufficient grounds for revocation or suspension of a license issued hereunder, or for punishment under the provisions for penalties allowed under Georgia law.

(b) Pursuant to O.C.G.A. § 16-12-35, any violation of this Article is a misdemeanor and the Municipal Court is authorized, after conviction, to assess any penalties allowed under the State Code, the City Charter, and the Code of Ordinances.

Sec. 9-4-51. Revocation or Suspension of License.

In the event that it comes to the attention of the Mayor and Council or the City Manager, that the Licensee has violated any provision of this Article or that an Amusement Game Room has created a nuisance to the surrounding community, the following procedure will be followed:

- (1) The City Manager shall issue a notice of objection which shall include the address of the location and the specific reasons why the machine or machines in question are alleged to violate any provision of this section. The City Manager will then notify the proprietor, amusement center proprietor or arcade room proprietor that a notice of objection has been filed and will set a date for a hearing before the Mayor and Council on this matter. Extensions and necessary investigations will be granted and conducted at the discretion of the Mayor and Council.
- (2) At the time of the hearing, any resident, the operator, the proprietor, and the City Manager may be heard. After this hearing the Mayor and Council shall issue a "notice of decision" which will call for the dismissal of the objection, removal of the machines or such other remedy as they deem appropriate under the circumstances that are consistent with the purpose of this section.
- (3) The decision of the Mayor and Council shall be in writing and shall state the reasons for their decision and shall be based upon the merits of the case.
- (4) The decision of the Mayor and Council shall be final but may be appealed to the appropriate court within 30 days.
- (5) The decision of the Mayor and Council shall be binding upon the proprietor, amusement center proprietor, arcade room proprietor and/or distributor of the machine under consideration.
- (6) The City Council and Mayor may issue a decision revoking the license or suspending the license for a defined period of time.

Sec. 9-4-52. Penalties for Violations by Those Who Play Bona Fide Coin Operated Machines in Violation of Law or Ordinance.

The Municipal Court of the City is authorized to impose the following penalties on any person convicted of receiving money as a reward for the successful play or winning of any Bona Fide Coin Operated Amusement Machine from any person owning, possessing, controlling or overseeing such Bona Fide Coin Operated Amusement Machine or any person employed by or acting on behalf of a person owning, possessing, controlling or overseeing a Bona Fide Coin Operated Amusement Machines:

(1) First Citation: Fine not to exceed Two Hundred Fifty (\$250.00) Dollars for each violation.

(2) Second and Subsequent Citations: Fine not to exceed Five Hundred (\$500.00) Dollars for each violation.

Sec. 9-4-53. Operating Regulations.

All businesses operating as an Amusement Game Room hereunder shall be subject to the following regulations:

(a) Devices to Be Kept in Plain View; Gambling Devices Prohibited. All machines shall at all times be kept and placed in plain view of and open and accessible to any person(s) who may frequent or be in any place of business where such machines are kept or used. Nothing in this section shall be construed to authorize, permit or license any gambling device of any nature whatsoever.

(b) Inspection. The chief of police shall inspect or cause the inspection of any place or building in which any such machine(s) are operated or set up for operating, and shall inspect, investigate and test such machines as needed.

(c) Attendant Required. It shall be unlawful for any proprietor to open his business to the public unless an attendant is present. Said attendant shall be of sufficient mental and physical capacity so as to be able to provide aid to patrons if needed or desired. Said attendant shall not be less than 18 years of age.

(d) Refunds and adjustments. Refunds and adjustments to all customers shall be the responsibility of the proprietor, arcade room proprietor or amusement center proprietor of the machine in question

(e) Loitering. As used in this section, "loitering" shall mean remaining idle in essentially one location and shall include the concepts of spending time idly, loafing or walking about aimlessly, and shall be unlawful for any person, firm or corporation licenses to operate an Amusement Game Room to permit loitering on or in the immediate vicinity of any machine or business premises regulated hereunder in such a manner as to:

- (1) Create or cause to be created a danger of a breach of the peace;
- (2) Create or cause to be created any disturbance or annoyance to the comfort and repose of any person;
- (3) Obstruct the free passage of pedestrians or vehicles;

(4) Obstruct, molest or interfere with any person lawfully in a public place.

(f) Attire. All proprietors shall require shirts and shoes to be worn at all times by any person frequenting their premises.

(g) Distance. Every Amusement Game Room in the City shall comply with the proximity provision for business licensed to sell alcohol set out in O.C.G.A. § 3-3-21 and any City Ordinance containing proximity provisions for the sale of alcoholic beverages within the City.

Sec. 9-4-54. Licenses and Permits Nontransferable.

(a) Licenses required in this article are nontransferable. All businesses that have bona fide coin operated amusement machines on the premises shall display, in plain view, the current license issued by the City.

(b) The issued license shall not be transferred to another owner at the same site within the City. A new owner or proprietor must first obtain a new license if they are going to operate in the same or different location in the City.

Sec. 9-4-55. Enforcing Officer.

The chief of police or his designee is hereby designated as the enforcement officer and shall execute all requirements of this article.

Sec. 9-4-55 through 9-4-60. Reserved.”

SECTION 2. Codification. This ordinance shall be codified in a manner consistent with the laws of the State of Georgia.

SECTION 3. Severability. If any section, paragraph, sentence, clause or phrase of this Ordinance is held to be invalid or unconstitutional for any reason by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance, which such portions shall remain in full force and effect.

SECTION 4. Repeal of Conflicting Provision. Except as otherwise provided herein, all ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION 5. Effective Date. This ordinance shall take effect immediately.

SO ORDAINED this _____ day of _____, 2013.

THE CITY OF MORROW, GEORGIA

BY: _____

Attest:

Evyonne Browning, City Clerk
(Seal)

**STATE OF GEORGIA
COUNTY OF CLAYTON
CITY OF MORROW**

RESOLUTION 2013-07-62

A RESOLUTION TO AMEND THE CITY OF MORROW PAY SCALE

The attached changes are necessary to update the existing City of Morrow Pay Scale.

BE IT RESOLVED, by the Mayor and Council of the City of Morrow, Georgia that the City's Pay Scale be amended by making the attached changes.

SO RESOLVED AND ADOPTED this 9th day of July, 2013.

JB Burke, Mayor

Attest:

Evyonne Browning, City Clerk

(Seal)

Pay Scale 2013-2014 Proposed

<u>GRADE</u>	<u>CLASSIFICATIONS</u>	<u>Hours</u>	<u>Minimum FY 2013</u>	<u>Maximum FY 2013</u>
	EXEMPT			
60	City Manager (exempt)	N/A	Set By City Council	Set By City Council
46	Fire Chief (exempt)	N/A	Set By City Council	Set By City Council
46	Police Chief (exempt)	N/A	Set By City Council	Set By City Council
46	Public Works Director (exempt)	N/A	Set By City Council	Set By City Council
46	Communications Director (exempt)	N/A	Set By City Council	Set By City Council
46	Planning & Economic Dev. Director (exen	N/A	Set By City Council	Set By City Council
46	Director of Administrative Services (exem	N/A	Set By City Council	Set By City Council
46	City Clerk (exempt)	N/A	Set By City Council	Set By City Council
44	Police UPD Com. (exempt)	N/A	\$65,000	\$80,000
44	Police CID Com. (exempt)	N/A	\$65,000	\$80,000
44	Deputy Chief/Fire Marshal (exempt)	N/A	\$65,000	\$80,000
42	Fire Battalion Chief	212 / 28 day	\$60,000	\$75,000
42	Deputy Public Works Director (exempt)	N/A	\$60,000	\$75,000
42	Senior Planner (exempt)	N/A	\$60,000	\$75,000
40	Human Resources Director/Manager (exe	N/A	\$50,000	\$70,000
40	Grant Administrator (exempt)	N/A	\$50,000	\$70,000
40	Communications Supervisor (exempt)	N/A	\$50,000	\$70,000
40	Director Information Services (exempt)	N/A	\$50,000	\$70,000
40	Conference Center Manager(exempt)	N/A	\$50,000	\$70,000
30	Fire Captains	212/28 day	\$50,000	\$70,000
30	Fire Captain/Training Officer (Exempt)	NA	\$50,000	\$70,000
28	Police Lieutenants	43 per week	\$50,000	\$65,000
28	Fire Lieutenants	212 / 28 day	\$50,000	\$65,000
26	Public Works Supervisor	40 per week	\$45,000	\$60,000
26	Fire Inspector	212 / 28 day	\$45,000	\$60,000
26	Police Sergeants	43 per week	\$45,000	\$60,000
26	Fire Sergeants	212 / 28 day	\$45,000	\$60,000
26	Staff Accountant	40 per week	\$45,000	\$60,000
26	Master Craftsman	40 per week	\$45,000	\$60,000
26	Court Clerk (exempt)	40 per week	\$45,000	\$60,000
26	Business License/Tax Clerk	40 per week	\$45,000	\$60,000
24	Firefighter - Paramedic	212 / 28 day	\$41,000	\$56,000
24	MPO	43 per week	\$41,000	\$56,000
22	Firefighter III	212 / 28 day	\$39,000	\$54,000
22	Police Officer- Certified	43 per week	\$39,000	\$54,000
22	Detective- Certified	43 per week	\$39,000	\$54,000
22	Paramedic Certified - Non-Fire	40 per week	\$39,000	\$54,000
20	Firefighter II - Certified EMT	212 / 28 day	\$37,000	\$52,000

18	Firefighters I - Certified EMT	212 / 28 day	\$35,000	\$50,000
18	Code Enforcement Officer	40 per week	\$35,000	\$50,000
16	Planning Tech/Permits Coordinator	40 per week	\$32,000	\$47,000
16	Senior Administrative Assistant	40 per week	\$32,000	\$47,000
16	Accounting Clerk I	40 per week	\$32,000	\$47,000
16	Assistant Conference Center Manager	40 per week	\$32,000	\$47,000
16	Development Services Coordinator	40 per week	\$32,000	\$47,000
14	IT Technician	40 per week	\$30,000	\$45,000
14	Communications Operator II	40 per week	\$30,000	\$45,000
14	Foreman/Crew leader	40 per week	\$30,000	\$45,000
12	Police Officers- Non Certified	43 per week	\$27,100	\$35,000
10	Comm. Operator I	40 per week	\$26,000	\$35,000
10	Mechanic I	40 per week	\$26,000	\$35,000
8	Secretary-Police/Fire/Public Works	40 per week	\$24,758	\$33,000
8	Assistant Court Clerk	40 per week	\$24,000	\$33,000
8	Administrative Assistant	40 per week	\$24,000	\$33,000
8	Evidence Technician	40 per week	\$24,000	\$33,000
8	Maintenance Technician II	40 per week	\$24,000	\$33,000
6	Conference Center Associate II	Part-time	\$24,000	\$33,000
6	Conference Center Associate I	Part-time	\$24,000	\$33,000
4	Maintenance Technician I	40 per week	\$20,800	\$30,000
2	PT FF/ Paramedic	Part-time	15.00 hr	18.00 hr
2	PT FF/ EMT	Part-time	12.00 hr	15.00 hr

ADDITIONAL \$ APPLIED

Two Year College Degree*	\$500	\$500
Four Year College Degree*	\$500	\$500
Two Year Technical/License/Special Certifications	\$500	\$500
Firefighter III Certification	4% increase	

*Educational incentives for full-time employees only



Subject: Social Media Policy

Page One of four

Effective Date:

- I. **POLICY:** The purpose of the use of the City of Morrow social media is in recognizing the changing ways residents and local businesses communicate and/or obtain information about the City of Morrow. It has been determined that social media platforms are a convenient tool to reach a broader audience in a more timely basis. The goal of social communication from the City of Morrow should be to help residents, local businesses, and employees improve knowledge of City events and openings/closings. This policy refers to the use of Facebook, Twitter, Linked-in, You Tube, or other social media platforms. The appropriate use of E-Mail is covered in City of Morrow Personnel Rules & Regulations - Computer Network Usage Policy -#10.04
- II. **PROCEDURE:**
 - A. The City Manager with the direction of the City of Morrow Council has the sole authority to determine when and what social media platforms will be utilized by the City. No guidelines listed here limit the ability to add or reduce the uses of social Media by the City at any time deemed appropriate.
 - B. The City Manager shall determine one primary and one secondary contact for all social media updates. These individuals shall be referred to as a "Social Media Administrator(s)". The Social Media Administrator(s) will be responsible for the content and upkeep of all social media platforms used in the City. The only exception to this is the use of e-mail. All authorized staff may send e-mails as appropriate to citizen's and local businesses in accordance with the guidelines in the Personnel Rules & Regulations - Computer Network Usage Policy -#10.04.

C. Department wishing to establish social media sites should contact the City Manager to discuss the objectives and desired outcomes. If it is determined that social media is appropriate, the Department Head will present the Social Media Administrator(s) with written approval for the establishment of the approved social media platform. The Social Media Administrator will assist or set up the desired platform for the department.

D. Departments who have approval from the City Manager to design and maintain updates on social media platforms without utilizing the Social Media Administrators, understand that the Social Media Administrators must have full access and knowledge of all platforms used. The Social Media Administrator will routinely monitor all platforms utilized by the City to ensure compliance with City policy.

E. In use of any social media platform for the City of Morrow , it is understood:

1. All City of Morrow social media platforms utilized and posted by City departments are considered an extension of the City's informational network's.
2. The City's website at www.cityofmorrow.com will remain the primary and predominant internet presence. Whenever possible content posted on social media platforms should contain links directing users to the City website for more in-depth information, forms, documents, or services necessary.
3. In accordance with Georgia State law, participation on City of Morrow social media platforms is subject to open records requests. If individuals do not want names released in response to open record requests, they should not participate in the communication.
4. The City of Morrow's social media platforms are designed to provide relevant information to citizens of the City, not to create a public forum for comment. Accordingly, any social media platforms set up under this policy will not create a forum for comments and will not create a space for commenting by any person other than the Administrator of the social media platform.
5. Content posted on any City of Morrow social platforms must comply with applicable federal, state and local laws, regulations and policies. This includes adherence to established laws and policies regarding copyright, records retention, Freedom of Information Act, and privacy laws.
6. Employees participating on City of Morrow social media platforms must conduct themselves at all times as representatives of the City of Morrow. Employees who fail to conduct themselves in accordance with the City Personnel Rules & Regulations shall be subject to disciplinary action.

7. Communication on all social media platforms should be straight-forward, relevant and written in plain appropriate language. The same high standard applied to any and all publications or messages for the City of Morrow should be applied to all social media platforms. Postings by the City by any City employee or agent of the City shall not be obscene, shall not foster, promote or perpetuate discrimination on the basis of race, creed, color, age, religion, gender, marital status, sexual orientation, national origin, status in regard to public assistance, or disability. Postings by the City by any City employee or agent shall not violate HIPAA or privacy laws, shall not violate copyright or patent laws, shall not compromise the safety or security of the public, and shall not violate any state or federal law.
8. The social media platforms shall only be utilized by the City's employees or agents as provided for and only as allowed for in this Social Media policy. City employees or agents must gain approval of the City's Social Media Administrator or the Social Media Administrator's designee before making any posting. Comments from third parties will not be allowed on social media platforms utilized by the City. The social media platforms shall not be set up as a forum for commentary by third parties. The City of Morrow will utilize social media platforms as consistently as possible. For each social media platform determined appropriate the following documents will be provided:
 - a. Operational and use guidelines
 - b. Standards and processes for managing accounts on social media platforms
 - c. City branding standards
 - d. Design standards
9. The City of Morrow is not responsible for social media platforms that set up information in the City of Morrow's name without the City's permission or knowledge. The City of Morrow will monitor any social media platforms where these additions have been made without City permission.



Social Media Platform Standards

Website

The City of Morrow website www.cityofmorrow.com has been professionally designed to bring the high standard of professionalism while promoting City of Morrow programs. While City of Morrow Social Media Administrator(s), City Manager and Department Heads may request information added, no structural design changes will be made without the approval of the City Manager.

Content: City of Morrow Social Media Administrator(s) have access to, or ability to have text/pictures added to make event announcements, write and post community/departmental news and update contact information. No changes should be made by anyone to the City of Morrow website without first contacting the City of Morrow Social Media Administrator(s).

No posts will be permitted which violate the Social Media Policy.

Links: Links where appropriate will be permitted. Appropriate is defined as having City-relevant information.

Facebook

The City of Morrow and individual departments may have Facebook pages to promote activities, programs, projects, and events. All Facebook pages should have a link to the City of Morrow website at www.cityofmorrow.com.

Establishing a page: When a department determines it has a business need for a Facebook account, it will submit a request to the City Manager. If the design of

the department's main Facebook page is intended to differ from that of the City of Morrow Facebook page, the department's design must be approved by the City Manager. The City of Morrow Facebook boilerplate (main page appearance) will be approved by the City Manager and any changes must be approved prior to changing.

- All City branding images must meet City branding standards.
- The City will create pages in Facebook, not groups. Facebook pages offer distinct advantages including greater visibility, customization, and measurability.
- Description type will be "government".
- Included on the Boilerplate text will be the follow: *This site is intended to serve as a mechanism for communication to the public from the City of Morrow on the listed topics. It should be noted that if comments end up being allowed through a revision of the present policy, then any comments if applicable, submitted to this page, along with fans of this site, would be public records subject to disclosure pursuant to the State of Georgia Open Records Act. Public disclosure requests should be directed in writing to the City Clerk.*
- Included on the Boilerplate text will be the "Terms of Use".

Terms of Use: IMPORTANT: The City of Morrow's Facebook pages are intended to be used for informational purposes only. If you wish to contact the City or to request City services, please contact City Hall at 770-961-4002 or visit the City's official website: www.cityofmorrow.com.

Under Georgia Law, your participation in the City's Facebook pages is public record. If you do not want your name released in response to a public records request, please do not participate in this page.

The City of Morrow Facebook page will be set up in such a way so that only content added by the City of Morrow will be available on the Facebook page. The Facebook page will be set up in such a way that no outside or public commenting will be part of the page.

Content: The City of Morrow Social Media Administrator(s) will be responsible for adding posts using the Social Media Policy guidelines for appropriate branding and wording.

- The City of Morrow will strive to share information honestly and shall not post untruthful and purposefully inaccurate information. If an inadvertent inaccuracy is posted, a correction will be published as soon as possible.
- The City of Morrow shall not violate any staff member or citizen's personal privacy in posts.

- At all times employees and agents of the City shall use good judgment when posting. Employees and agents of the City shall not violate the Social Media Policy or they will face disciplinary action. Employees and agents of the City may not post any content that could be interpreted as offensive, obscene, demeaning, inflammatory, or discloses any confidential information.
- Postings by the City by any City employee or agent of the City shall not be obscene, shall not foster, promote or perpetuate discrimination on the basis of race, creed, color, age, religion, gender, marital status, sexual orientation, national origin, status in regard to public assistance, or disability. Postings by the City by any City employee or agent shall not violate HIPAA or privacy laws, shall not violate copyright or patent laws, shall not compromise the safety or security of the public, and shall not violate any state or federal law
- Elected officials of the City of Morrow should not use the City's social media platforms to run campaigns or solicit support from the public on City issues. Elected officials may create personal social media pages if desired, but said social media pages may not be utilized for political or campaign purposes.
- The Social Media Administrator(s) will bring all individual complaints, concerns or service requests to the appropriate Department Head or City Manager prior to responding. When possible specific individual issues will be resolved off-line.
- A standard reply may be used to address heated, sensitive or complex issues. This standard reply shall be: *"The City of Morrow is very interested in the insights, opinions and concerns expressed here. However, complex topics typically are not effectively resolved in forums such as this. Please contact the City Manager at 770-961-4002 if you wish to discuss your concerns further or obtain additional information."*
- Good judgment should be used at all times when posting on the City's Facebook page. The absence of listing an item in this policy does not mean the post is automatically acceptable. Contact the Social Media Administrator(s) if you have any questions regarding acceptable posts.

The City of Morrow has determined to start Social Media Platforms using Facebook only. The City reserves the right to add additional platforms only after determining guidelines for those platforms. Additional platforms are subject to the Social Media Policy and the Social Media Platform Standards. The City of Morrow is not responsible for social media platforms that set up information in the City of Morrow's name without the City's permission or knowledge. The City of Morrow will monitor any social media platforms where these additions have been made without City permission.