

CITY OF YACHATS

ADMINISTRATIVE POLICY NO. 10

CITY NEWSLETTER

OBJECTIVE

To set up guidelines for the issuance of a City Newsletter that would provide additional lines of communication between the City administration and members of the community regarding matters that may affect them or their property and inform them of procedures for interacting with the City.

GENERAL AND EDITORIAL CONTROL

The Yachats City Council by a simple majority vote shall have sole control of a City Newsletter including, but not limited to:

1. The decision to issue a newsletter
2. Selection of the content
3. Format, i.e., size and layout
4. Selection of writers/reporters for general or specific use

EDITOR

The City Council may choose to appoint an editor/liaison to carry out Council's wishes, as they pertain to the newsletter.

SCHEDULING

The newsletter will be published twelve (12) times per year and distributed with the utility bills, which are mailed or emailed by the first of each month.

CONTENTS

In addition to issues and topics approved by City Council, the following items may be included in the City Newsletter:

1. A directory containing a list of all current elected officials, commission members, and City staff including how they may be reached by phone will be included as space permits
2. An outline of all actions taken by City Council during the preceding month that may include a brief summary of any City land-use code amendments, ordinances adopted or decisions taken and directions to find more detailed information in the City's document library website: <http://www.yachatsdocuments.info/index.html>
3. A summation of any current or upcoming land-use policy recommendations made to the City Council by the Planning Commission together with rationale and/or conclusions.

4. Articles written by volunteers about activities related to City facilities such as the Commons, Library and Little Log Church and Trails.

5.

A calendar indicating City Council and Commission meetings, City functions, and events at the Yachats Commons, Little Log Church & Museum, Yachats Public Library, those sponsored by Yachats Area Visitors Center, GoYachats, The Friends of the Library, and Friends of the Yachats Commons. Other nonprofit community organization meetings and events may be included at the discretion of the editor/liaison and are subject to space available.

SUBMISSIONS

The newsletter article submission deadline is 9 a.m. on the 20th of each month but may be rescheduled by the editor/liaison in the event of a conflict that would interfere with the timely publication, printing, and/or distribution of the newsletter. The preferred method of submission is via email to the editor/liaison.

Nonprofit community organizations may submit articles for publication by the aforementioned deadline. These articles will be published at the editor's/liaison's discretion on a space available basis.

DISTRIBUTION

Issues will be provided free of charge via email or U.S. Postal Service to:

- Current water/sewer customers
- Property owners within the City limits not currently connected to water/sewer service
- Property owners within the City limits whose tenants receive the water/sewer bill

Upon request:

- Renters within the City limits who do not have a current water/sewer account
- Any government unit or agency, special district, or tax-supported unit or agency
- Community nonprofit organizations
- Media members or outlets
- Any Yachats area resident

GENERAL AVAILABILITY

Newsletters will be posted to the City's document library: www.YachatsDocuments.com.

Additional printed copies are available at the Yachats Public Library, YachatsCommons main entrance, and City Hall.