

**CITY OF SULTAN
COUNCIL MEETING – COMMUNITY CENTER
April 9, 2015**

7:00 PM CALL TO ORDER - Pledge of Allegiance and Roll Call

CHANGES/ADDITIONS TO THE AGENDA

PRESENTATIONS

COMMENTS FROM THE PUBLIC: Citizens are requested to keep comments to a 3 minute maximum to allow time for everyone to speak. It is also requested that you complete a comment form for further contact.

COUNCILMEMBER COMMENTS

CITY ADMINISTRATOR COMMENTS

STAFF REPORTS – Written Reports Submitted

- 1) Code/Animal Control
- 2) Police Report
- 3) School Officer Report

CONSENT AGENDA: The following items are incorporated into the consent agenda and approved by a single motion of the Council.

- 1) Approval of the March 26, 2015 Council Meeting Minutes
- 2) Approval of Vouchers – 2015

ACTION ITEMS:

- 1) DOE Stormwater Watershed Protection and Restoration Grant
- 2) Ordinance 1215-15 Salary Commission

DISCUSSION: Time Permitting

- 1) Records Management– Email Retention

PUBLIC COMMENT ON AGENDA ITEMS ONLY

COUNCILMEMBER RESPONSE TO PUBLIC COMMENT ON AGENDA ITEMS

Executive Session:

Adjournment - 10:00 PM or at the conclusion of Council business.

ADA NOTICE: City of Sultan Community Center is accessible. Accommodations for persons with disabilities will be provided upon request. Please make arrangements prior to the meeting by calling City Hall at 360-793-2231. For additional information please contact the City at cityhall@ci.sultan.wa.us or visit our web site at www.ci.sultan.wa.us

**SULTAN CITY COUNCIL
AGENDA COVER SHEET**

ITEM NO: SR-1
DATE: April 9, 2015
SUBJECT: Community Service Officer
CONTACT PERSON: Victoria Forte', Community Service Officer

STAFF RECOMMENDATION:
Receive Report, no action required

Animal Control
Code Enforcement

BACKGROUND:
Community Service Officer Report

	Sent to rescue	Euthanized	Dog at Large/ leash law violation	Barking Dog/Crowing Rooster Complaints	Dead on arrival (DOA)	Domestic and Wildlife	Abandoned Animal Complaint	Bite Dogs/Cats	Cruelty/Neglect	Investigation Complaints	Cat Complaints and/or Calls	Other... i.e. horses and chickens
January	0	0	17	2	0	0	3	0	2	3	1	
February	0	0	13	1	1	0	1	0	1	4	0	
March	0	0	15	2	0	0	2	0	3	2	2	
April												
May												
June												
July												
August												
September												
October												
November												
December												
Yearly Totals												

Project lead	Start Date	Case #	Property Address	Owner Name	Violations										1st	2nd	most recent	Final			
					Unsafe Structure - building or fence	Parked Cars/Trailers on Property/Street	Noxious Weeds	Over-Growth/Haz Hazard	Sight Obstruction(s)/ROW care	Vehicle Dismantling	Accumulation of rubbish / Trash	No permit/pre and post construction	Illegal building structure/conversion	unsecured property					Inhabited trailer coaches	Other	
	11.2014	14.350	209 Dale Ave	Widiger																	
		14.351	513 3rd Street	Safe Guard Properties			x	x	x		x					x	x	11.3.2014			11.17.2014
	11.17.2014	14.352	Marcus Street Mobile Park	Maxwell							x	x						1.26.2015	2.2.2015		
	12.1.2014	14.353	502 8th Street	foreclosure	x													12.1.2014	114.2014		1.26.2015
	12.1.2014	14.354	310 Main Street	Robbins														12.1.2014	01.06.2015	1.20.2015	2.10.2015
	1.7.2015	15.500	811 Dyer Road	Tucker																	
	01.13.2015	15.501	Pastime Building	Chitick																	
	01.14.2015	15.502	1209 SR2	foreclosure			x	x	x		x										2.10.2015
	01.20.2015	15.503	301 Willow Avenue	Koirud																	
	1/20/2015	15.504	410 High Avenue	Kolash																	
	1.20.2015	15.505	1219 Loves Hill Drive																		
	1.20.2015	15.506	306 8th Street	Messenger																	
	1.20.2015	15.507	14310 330th Ave SE	Hammer/Arkison (trustee)																	
	1.26.2015	15.508	33108 132nd Street SE	Hernandez/repo	x	x															
	1.26.2015	15.509	804 Elm Street	Repo																	
	01.12.2015	15.510	715 Main Street	RP Keohler/ ROW																	
	01.20.2015	15.511	902 Fir Avenue	Nelson																	
	02.02.2015	15.512	High/8th	Spott			x														Civil matter
	02.02.2015	15.513		Mayer																	

Project lead	Start Date	Case #	Property Address	Owner Name	Violations										1st	2nd	most recent	Final					
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	01.26.2015	15.514	33226 132nd St SE	Wall	x	x	x	x	x	x	x	x	x	x	x	x					2.9.2015		
	01.26.2015	15.515	13516 310th Ave SE	Stevens																			
	2.24.2015	15.516	515 Alder Avenue																				
	2.23.2015	15.517	607 Alder Avenue																				
	02.23.2015	15.518	611 Alder Avenue	Lopez																			
	03.30.2015	15.519	521 1st Street	Repo																			
	03.30.2015	15.520	207 1st Street																				
	03.03.2015	15.521	518 1st Street																				
	03.03.2015	15.522	33401 SR2																				
	03.03.2015	15.523	403 Hemlock Court																				



Sheriff Ty Trenary

*City of Sultan
In Partnership With
Snohomish County
Sheriff's Office*



Mayor Carolyn Eslick

Notable Events of March 2015

Mission: To provide safe communities through dedication and professional service.

Vision: Snohomish County will have a Sheriff's Office that is community-minded, progressive and professional.

Values: Integrity, Dignity, Commitment and Pride in our service.

The month of March has seen some more change at the Sheriff's Office East Precinct. We have a new night time supervisor working Sunday to Wednesday. Martin Zelaya has been promoted to a position of leadership with the team working the front end of the week. The sergeant that was working that shift has moved to the south precinct of the Sheriff's Office in Mill Creek. Sergeant Zelaya passed this short Bio about himself.

"This October will mark my 25th year as a law enforcement officer. I have been with the Sheriff's Office for 13 yrs. Prior to Snohomish County, I worked with Fremont PD in Fremont, California. I have been a property crimes detective to include fraud, a traffic officer (motors), a Street Crimes Unit detective, a Defensive Tactics instructor, a baton instructor, a field training officer, and a master patrol deputy.

I am happily married (most times) and living in Snohomish. I have two adult aged children both girls. I have a young grandson. I have way too many cats and dogs none of which belong to me.

I look forward to bringing my experience to East County. I am looking forward to working with the community to reduce crime and improve their quality of life."

Also of interest: Detective Hawthorne has been busy working on Property Crimes in the Sky Valley since January. He's closed 12 cases since the beginning of the year and made 11 arrests. He's currently working 14 open cases. Detective Hawthorne was recognized by his Sergeant on a "Performance Incident Report" for one investigation as follows:

Over the past several weeks two people have committed numerous burglaries, vehicle thefts, car prowls, and other crimes. Several of the cases that their crimes generated were assigned to you. Deputies who conducted the initial investigations into some of these crimes contacted you soon after contact with the victims.

After you were informed of these crimes you began your investigation and were able to identify who was responsible. You determined where they were residing and made contact. Because of your calm and

professional demeanor you were able to develop a good report with both suspects; this lead to both verbal and written confessions from the suspects. You were able to locate, identify, and return to its rightful owner pieces of stolen property.

Because of your hard work and determination you were able to establish proof that these criminals had committed these crimes so the Prosecutor can hold them accountable.

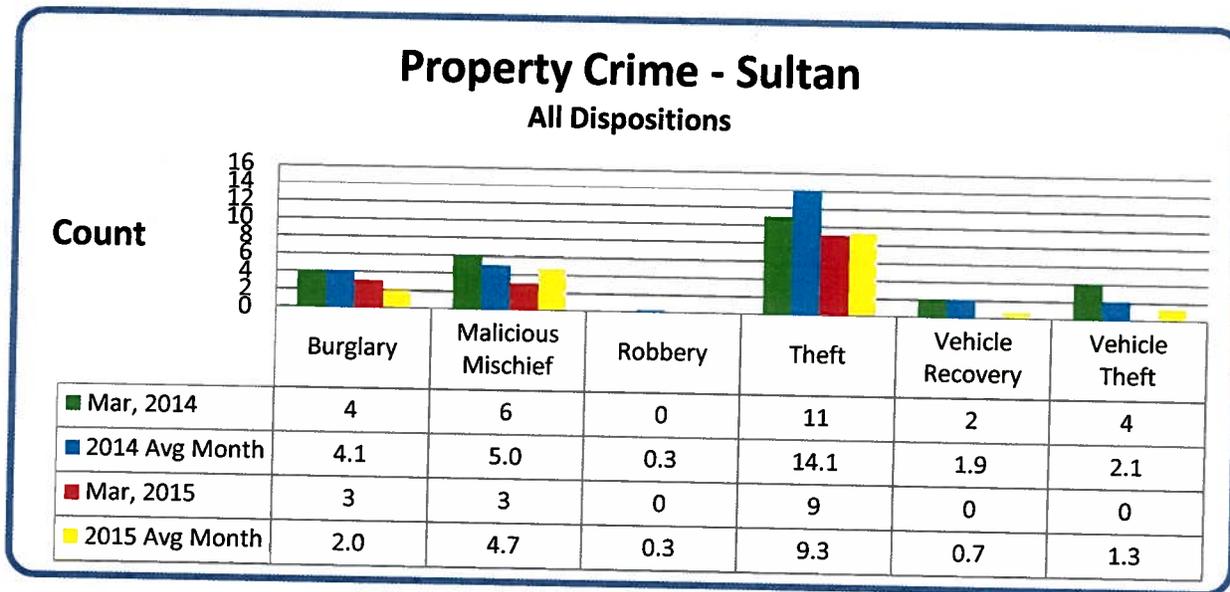
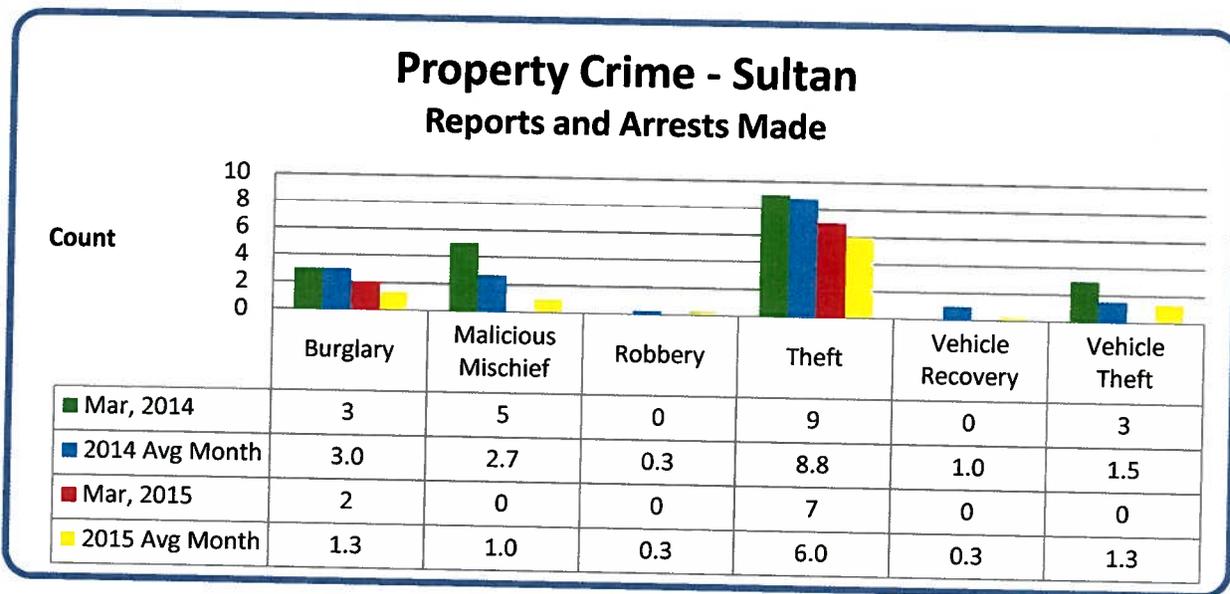
Your dedication to the citizens of the City of Snohomish is much appreciated and represents the Sheriff's Office Motto "Community First, Public Safety Always".

In looking at the numbers for the month of March in Sultan; you can see we continue to make some progress year over year in our efforts to reduce crime. In the areas of Burglary, Malicious Mischief, Theft and Vehicle Theft we had fewer this month than we did in March of 2014. We are slightly higher than the month of February in Burglaries reported and Thefts but lower in Malicious Mischiefs and Vehicle Thefts reported.

Be good,

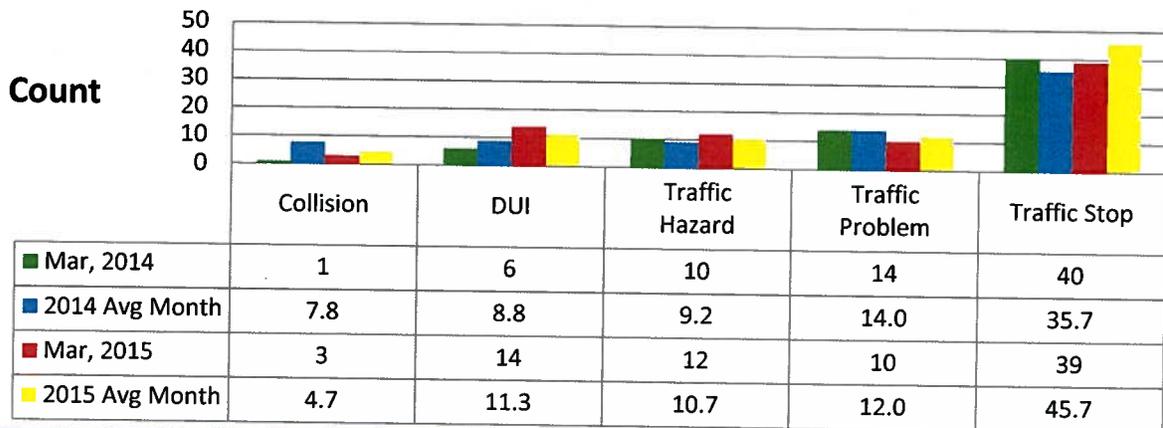
Lt. Monte Beaton

The following charts compare calls for service in the reporting month to the same month in the previous year and provide a monthly average (Typical Month) in each category. Data displayed is for all dispatch groups provided service by the Sultan (PP) Police agency.



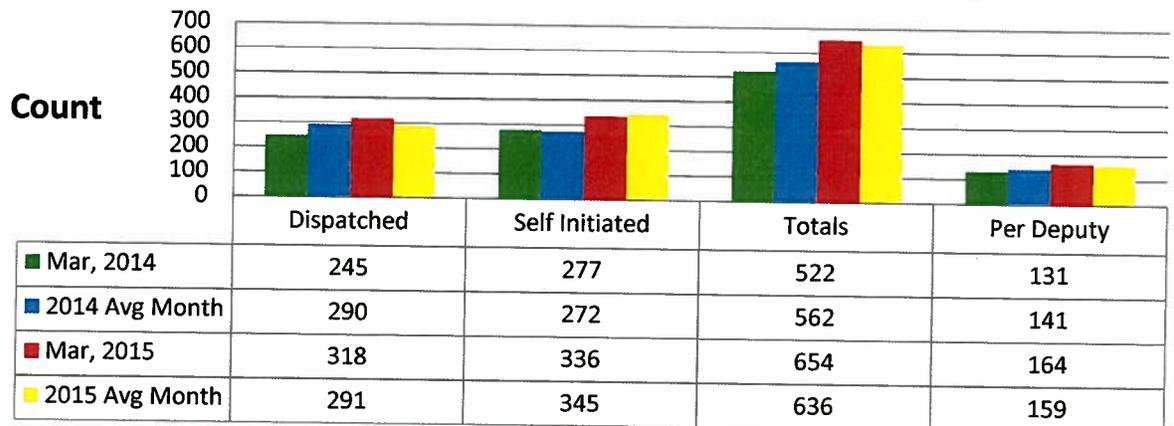
Traffic Calls - Sultan

All Dispositions



Calls By Source - Sultan

All Dispositions



Notes: Dispatched:
Self-Initiated:
Per Deputy:

SNOPAC or Citizen generated – dispatched calls for service
Calls initiated by deputies
Total divided by number of assigned personnel (4 deputies)

Report presented by Sultan Chief of Police Lt. Monte Beaton
Table and charts compiled by Volunteer Ray Coleman



**Snohomish County
Sheriff's Office**

Integrity - Dignity - Commitment - Pride

**SULTAN HIGH SCHOOL District #311
SRO Report for March 2015**

<u>Student Counseling:</u>	7 SHS, 3 SMS,
<u>Theft/Burglary:</u>	0
<u>Substance:</u>	0
<u>Vandalism or Tagging:</u>	0
<u>Fighting/Threats:</u>	3 SHS
<u>Welfare/Tuancy Check/BECCA:</u>	10 SHS, 1SMS
<u>Traffic Emphasis</u>	2 SHS, 2 Fir/4 th
<u>Custodial Issue:</u>	1
<u>C.P.S. Referral:</u>	0
<u>Class Room Presentations:</u>	1 SHS
<u>Student Risk Assessments:</u>	3 SHS
<u>Tobacco Violations:</u>	0

At the high school we had recovered several anonymous notes that appeared to try and intimidate students and or staff. I was able to use the camera system and identify the individual. This lead to a risk threat assessment meeting where the outcome was helping the students obtain mental health treatment. This was a cry for help and we have been able to help this student putting him and his parents in touch with mental health professionals.

I taught bomb evacuation drill procedures to both the high school and Sultan elementary school. I assisted Sultan elementary school with their annual bomb evacuation drill coming up with a scenario and planning the evacuation drill to insure the student and staff safety. I also prepared the bomb drill scenario at the high school and ran the bomb drill with the school administrative staff.

We had a report of a possible child luring incident that occurred at a bus stop off Wallace Falls. I attempted to obtain video footage from school buses in an attempt to identify the vehicle. I and the Gold Bar Deputy performed extra patrols around the elementary school. I advised the school superintendent and the Gold Bar elementary principal of this event and what was being done as a result. In the end, the vehicle involved was a neighbor of the student and it was reclassified as a suspicious incident.

Some upcoming events for April will be my teaching a drug paraphernalia recognition class to the staff at the middle school and high school.

Respectfully,

**Deputy Hess #1460
Sultan School Resource Officer
Duty Cell Phone 425-508-8286
School Cell 425 244-0735**

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: Consent C 1
DATE: April 9, 2015
SUBJECT: Council Meeting Minutes

CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director 

SUMMARY:

Attached are the minutes of the March 26, 2015 Council meeting as on file in the office of the City Clerk.

RECOMMENDED ACTION:

Approve as submitted.

CITY OF SULTAN COUNCIL MEETING – March 26, 2016

Mayor Eslick called the regular meeting of the Sultan City Council to order in the Sultan Community Center. Councilmembers present: McCarty, Seehuus, Walker, Neigel, Naslund and Beeler. Absent: Davenport-Smith

PRESENTATIONS**Business Spotlight – Sultan Insurance**

The issue before the Council is to recognize Sultan Insurance as the Business Spotlight for March 2015. Sultan Insurance is located at 801 Main Street and since Gayle and her dad, Jim retired, the business is run by Mark Claffey.

Gayle Claffey worked a few different jobs growing up in Sultan, but she's glad she followed one of her father's, Jim Jenft. Jim Jenft said his family has had their hand in Sultan Insurance since his mother, Sophia founded the business in 1932 as Sophia's Place. He took it over in 1950 and ran it for the next 45 years.

Gayle started learning about the family's insurance business as a high school sophomore. She explored other career options such as working at the Candy Cane Drive Inn and as a hairdresser, but Gayle decided that working at Sultan Insurance offered her an opportunity and she earned her Insurance Broker's License in 1981. Gayle ran the business with her dad from 1981 until 1995.

In 1979 Gayle met Mark Claffey, also working in insurance and they were married in November, 1979. Even though they're a small independent office, they offer services and products that compare with the "Big Guys", according to Mark, they're small in stature and large in heart. They offer insurance coverage for residential homes, businesses, autos, RV's (boats, motor homes, travel trailers and campers) and have customers all over Washington State. They feel their prices are competitive and Mark has been known to say, "Just give me the chance to give you a quote, I don't charge for quotes, that's all we ask".

Mayor Eslick presented a Certificate of Recognition.

Mark Claffey: This is a huge honor. The family has been part of Sky Valley for over 85 years. It is hard for small business to compete but they were taught the right way – hard work and good customer service. Customers come first and they are second to none; friendly office offers other services such as faxing. Charlie is the office cat and is friendly with everyone – part of the family.

Volunteer Spotlight – Elizabeth Emmons

Elizabeth Emmons is originally from Kenmore Washington. She moved to Oregon in 2002 to attend Portland State University with her husband, Ben. She graduated summa cum laude with a Bachelors' Degree in Psychology while simultaneously working full time as the executive assistant in a high paced commercial brokerage firm. Elizabeth and Ben were married in 2003 and have two children, Elianna and Luke, now 8 and 5 who are, according to Elizabeth, the two sweetest little honey bunnies on earth. In 2007 Ben was at the Police Academy in Spokane and Elizabeth moved to their new home in Sultan solo with Elianna. In the span of one month, Elizabeth went from working full time managing multi-million dollar sales transactions in a busy downtown office to standing in the middle of Sultan with a baby on her hip, wondering what planet she was on.

With Elizabeth, there is a direct correlation between being busy and being happy. She knew she needed to get to work and hoped she could be of service to her new community. That's when she met Donna Murphy, the Volunteer Coordinator for the City of Sultan. After a brief discussion about passion and skill sets, Donna said, "You need to meet Debbie Copple."

Debbie Copple became Elizabeth's lifeline, role model and friend. She inspired Elizabeth to ask not what Sultan could do for her, but what she could do for the Sky Valley. Over the past 8-years, they have partnered on numerous projects and Elizabeth has stepped up to manage

CITY OF SULTAN COUNCIL MEETING – March 26, 2016

several of her own events (always with Debbie's support and guidance). Elizabeth is a fan of people coming together to work collaboratively. She values the various skill sets, experiences and resources each individual brings to the table. "Working together, we can do anything", says Elizabeth. "Leave your ego at the door and let's make the magic happen.

Elizabeth has been involved in with the Chamber of Commerce_Easter Egg Hunt, Sky Valley Farm Festival and Winterfest; chaired two successful levies and was a Sultan Food Bank Board member and volunteer.

Mayor Eslick presented a Certificate of Appreciation to Elizabeth.

Elizabeth: Thanked the Council and formally thanked her family who provide support and help for all the events. Did a shout out to her mom who taught her to work hard and go after what you want. Thanks to the Sky Valley family who have all worked together to get things done. Community is amazing and everyone can make an impact by working together.

COMMENTS FROM THE PUBLIC:

Debbie Copple: Commended the Council on their choices - they are what makes the community great. Sultan insurance has helped with all insurance needs and she is very proud of Elizabeth and her family. Next big event is the Sky Valley Auction on April 4th and there will be a costume contest. Congresswomen DelBene will be attending and she would like to invite the Council and see the local elected officials there. The Chamber is not tax support, it is self sustaining.

Kay George: On the Council salary, does not think anyone will care if they get their \$150 per month for their work. The salary commission is not a good idea as the council said they would work for the current salary. This is a back door way to get more money. Should raise the salary for the next person or send it to the public for input.

Gerry Gibson: On the salary issue, has never looked at the amount of pay. Respect what they do but has never considered it as a salaried position – does not support. Other issue like law enforcement need funding. Cemetery still has a junk yard across the street – why no action on the violations.

Councilmember COMMENTS

Beeler: The council is working on the nuisance code with the Planning Board to address some of the issues in the community and to change the code to provide for enforcement. The Salary Commission will be independent board to look at the appropriate pay for the Council. Did not run for council for the pay, however, he attends a number of meetings and does not charge the city for his expenses.

Naslund: Attended Washington State Emergency Management Day in Olympia and it was a very interesting event. Discussion was held on privacy issues with the new 911 system and gaps in interagency coordination. Crude oil transportation and the railroad safety was also discussed.

Neigel: Presented a draft change to upgrade the city logo just for fun.

Seehuus: Thanked Debbie for her work and for encouraging the Council to participate in community events. Heard some great comments about the police at the Bakery. They caught the person who stole the tip jar.

McCarty: the State Representatives seem to be receptive to the city projects and hope they will fund them. Codes are tough to enforce and they hope the rewrite will make it easier to go after the offenders. Salary Commission would be good way to get other people involved.

Nicolas Sorgren: The winter sports had a good season. Spring sports have started and includes golf, fastball, soccer, baseball, and track.

CITY OF SULTAN COUNCIL MEETING – March 26, 2016

Ken Walker, City Administrator: Advised that Election filing dates are May 11-15; candidate workshop will be held on April 21st at Snohomish County.

Mayor Eslick: City/School/Fire committee is planning a new CERT class; June 24th PUD will hold a certification drill for the dam safety; The Fire Department will provide a presentation on the Smart 911 system.

Police Report:

Chief Beaton advised there will be an Open House at the East Precinct on May 14th. Brief discussed unlawfully parked cars and the options available for homeowners. Next Door is a new social media site to encourage neighbors to get to know each other and what is going on in the community.

STAFF REPORTS – Written Reports Submitted and are on file in the Office of the City Clerk.

- 1) Public Works Report

CONSENT AGENDA: The following items are incorporated into the consent agenda and approved by a single motion of the Council. On a motion by Councilmember Seehuus, seconded by Councilmember Naslund, the consent agenda was approved as presented. McCarty – aye, abstain on vouchers; Seehuus – aye; Walker – aye; Neigel – aye; Naslund – aye; Beeler - aye.

- 1) Approval of the March 12, 2015 Council Meeting Minutes
- 2) Approval of Vouchers in the amount of \$104,664.05 and payroll through March 13, 2015 in the amount of \$73,253.64 to be drawn and paid on the proper accounts.

ACTION ITEMS:**Ordinance 1214-15 – Council Salary**

The issue before the Council is the introduction of Ordinance 1214-15 to set the method of payment of the monthly salary for the Mayor and Councilmembers

In 2014, the total number of meetings attended by the council was 437. Based on the seven members of the council, this averages out to 62 meetings per Councilmember or 5 meetings per month. The average pay for meeting is \$29. The current code provides for a salary for the Mayor of \$500 per month. Councilmembers are paid \$50 per council meeting/maximum of two per month and \$25 per other meeting/maximum of two per month for a maximum total of \$150 per month. Per SMC 2.05.030 " Meetings shall include regularly scheduled council meetings, special council meetings, public hearings, council workshops, committee meetings and other city related task force or associations that the Councilmember has been appointed to or requested to attend".

The proposed ordinance would not increase the monthly pay for a Councilmember. The ordinance has been drafted with two options:

1. Payment of \$150 per month without regard to the number of meetings.
2. Payment of \$50 per meeting with a maximum of 3 meetings per month.

On a motion by Councilmember Beeler, seconded by Councilmember Seehuus, the Council Adopted Ordinance 1214-15, to set payments to the Councilmembers. The Council will need to select an option as part of the motion. All ayes.

Ordinance 1215-15 – Salary Commission

During the March 14, 2015 retreat, the Council has discussed methods and amount of pay for Councilmembers on several occasions. The consensus of the council was to adopt an ordinance to establish a Salary Commission. This will allow the council the option to appoint

CITY OF SULTAN COUNCIL MEETING – March 26, 2016

Salary Commission: members to the Salary Commission to complete an independent study of appropriate pay for the council and mayor.

In accordance with RCW 35A.12.070, the Council can not increase its own pay unless a Salary Commission is established under RCW 35.21.015. The Council can increase the Mayor's pay at any time with the proper budget amendments. RCW 35.21.015 provides for establishment of a salary commission which allows mid term increases to council pay. If the Council increases council pay without a salary commission, the pay would be effective for only new council members beginning in January 2017.

Discussion

Council would like to see citizens involved in the process and see how much time is devoted to a council position. The current monthly salary has been in place for at least 15 years. Process is being used by the state and several other cities to determine if elected officials pay is appropriate. City will use an application process to select board members. Would like to restrict who can be appointed and not allow anyone on the board with pending litigation against the city.

On a motion by Councilmember Naslund, seconded by Councilmember Beeler, Ordinance 1215-15 to establish a Salary Commission was introduced for a first reading with an amendment to prohibit appointment of any citizen with pending litigation against the city. All ayes.

Resolution 15-02 – Business License

Sultan Fee Schedule that sets fees charged by the City for the various services provided to citizens and the community. The amendment would decrease the amount charged for a home occupation and mall space business license renewal from \$50 to \$25.

During the March 14, 2015 Council retreat, the fee for home occupations and retail mall space business licenses with the city was discussed. The current fee for a new business license is \$25 and the annual renewal for all business licenses is \$50. A reduced fee for renewal home occupation and retail mall space business was discussed to encourage economic growth. The Council was in agreement to reduce the renewal business license fee for home occupations and retail mall spaces to \$25.

Applications for a business license are submitted through the State of Washington Business Licensing Service. This allows applicants to obtain a state license and city licenses at the same time. The State notifies the city that an application has been received. Staff reviews the application for code compliance and approves the application online.

The revised fee schedule would be as follows:

Other Municipal Services

Business License	\$25.00
Business License Renewal	\$50.00
Business License Renewal, Home Occupation	\$25.00
Business License Renewal, Retail Mall Space	\$25.00

Discussion:

Charge should be the same for all business; city only does work on the initial application and minimal work on renewals; fee structure is backwards; it is a revenue generator and a way to track businesses; other municipal services required by business with storefront; contractors doing projects must get a business license. The reduce fee was to encourage new business. May need additional information to determine if the fee structure is appropriate.

On a motion by Councilmember Naslund, seconded by Councilmember Seehuus, the Mayor was authorized to sign Resolution 15-02 amending the 2015 City of Sultan Fee Schedule. All Ayes: Naslund, Walker, Seehuus. Nay: Beeler, Neigel, McCarty. Mayor Eslick voted yes.

CITY OF SULTAN COUNCIL MEETING – March 26, 2016

Everett Intertiel Electrical Contract

The issue before the city council is to authorize the Mayor to sign a contract with Technical Systems Inc. (TSI) for an amount not to exceed \$7,500.00 not including sales tax (which includes a six percent construction contingency) to provide wiring and programming of a Krohne Waterflux 3000 Flow Meter and PLC/SCADA programming associated with the Everett Intertie improvements.

The City of Sultan contracted with RH2 Engineering on November 22, 2013 to evaluate improvements necessary to allow the existing Everett Intertie to open automatically in the event that the existing 632 Zone Booster Pump Station (BPS) cannot provide adequate pressures to the system. City staff is scheduled to construct these improvements. A key element of the upgrade is providing wiring and programming of a Krohne Waterflux 3000 Flow Meter and PLC/SCADA programming. This was anticipated and included in the project budget.

Staff solicited two written quotes to perform the wiring and programming. TSI provided quotes to provide both the wiring and the programming. Wyatt Electric provided a quote for the wiring, but since they are unfamiliar with Sultan's Water Treatment Plant PLC/SCADA system, were unwilling to provide a firm quote for this element of work. Since TSI has the less expensive quote for wiring, and is very familiar with the City's Water Treatment Plant PLC/SCADA system, it is staff's recommendation to award the contract to TSI.

On a motion by Councilmember Naslund, seconded by Councilmember Walker, the Mayor was authorized to sign a contract with Technical Systems Inc. (TSI) for an amount not to exceed \$7,500.00 not including sales tax (which includes a six percent construction contingency) to provide wiring and programming of a Krohne Waterflux 3000 Flow Meter and PLC/SCADA programming associated with the Everett Intertie improvements. All ayes.

PUBLIC COMMENT ON AGENDA ITEMS ONLY

Ray George: The salary should not be set on expense, however, they are entitled to be reimbursed for the expense. Object to the Mayor breaking the tie on the business license fee as it is a conflict of interest due to her business. There is no definition of a mall – needs to be one.

Kay George: The council is entitled to mileage reimbursement and no one would begrudge them for submitting a claim. Instead of a salary commission, they should put the issue up for a vote and involve all the voters.

COUNCIL RESPONSE TO PUBLIC COMMENT ON AGENDA ITEMS

McCarty: Would just like to get more people involved; not familiar with election process

Neigel: Would like to see retail mall space defined.

Beeler: It is his choice not to be reimbursed for expenses and noone has asked for the past three years. Not here to make money or be paid for all events – salary would be beneficial. Appreciates the comments from the Police Chief – he is all about community and wants to make things better. Need a siren test.

Mayor Eslick: Will make sure there is no conflict of interest.

Adjournment: On a motion by Councilmember Naslund, seconded by Councilmember Beeler, the meeting adjourned at 8:50 PM. All ayes.

Carolyn Eslick Mayor

Laura Koenig, City Clerk

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM #: Consent 2
DATE: April 9, 2015
SUBJECT: Voucher Approval - 2015
CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

SUMMARY:

Attached are the vouchers for approval in the amount of \$118,156.78 and payroll through March 27, 2015 in the amount of \$55,297.15 to be drawn and paid on the proper accounts.

FISCAL IMPACT: \$173,453.93

RECOMMENDATION:

Approve the payment of vouchers as submitted.

**City Of Sultan
Voucher Approval
March 26, 2015**

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 hereon, and that the claim is just, due and an unpaid obligation against the City of Sultan, and that I am authorized to authenticate and certify to said claim.

Laura J. Koenig, Clerk/Deputy Finance Director

We, the undersigned City Council of Sultan Washington, do hereby certify that the merchandise or services hereinafter specified have been received and the claims are approved for payment in the following amounts:

Payroll Check #30372-79	\$ 5,406.13
Direct Deposit #7 & CP	\$ 29,245.26
Benefits Check #30368-71	\$ 8,991.03
Tax Deposit #6	\$ 11,654.73
Accounts Payable Checks #30380-415	\$ 108,770.15
ACH Transactions - DOR	\$ 9,386.63
 TOTAL	 \$ 173,453.93

Bob McCarty, Councilmember

John Seehuus, Councilmember

Rocky Walker, Councilmember

Sarah Davenport-Smith, Councilmember

Joe Neigel, Councilmember

Marianne Naslund, Councilmember

Jeffrey Beeler, Councilmember

Accounts Payable

Check Register Totals Only

User: laura.koenig
 Printed: 4/2/2015 - 1:18 PM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
30380	04/09/2015	agsupply	AG Supply Co	141.87	0
30381	04/09/2015	Aramark	Aramark Uniform Services - AUS We:	148.77	0
30382	04/09/2015	APP	Associated Petroleum Products Inc	1,066.36	0
30383	04/09/2015	Cintas	Cintas Document Management	95.50	0
30384	04/09/2015	Corin	Correctional Industries	31.99	0
30385	04/09/2015	Retire	Department of Retirement	25.00	0
30386	04/09/2015	dynacco	Dynacco	400.46	0
30387	04/09/2015	redwards	Riley Edwards	250.00	0
30388	04/09/2015	Eylander	Eylanders Sales & Service Inc	412.68	0
30389	04/09/2015	FergSea	Ferguson-SeattleWW #1539	901.80	0
30390	04/09/2015	Frontier	Frontier	274.76	0
30391	04/09/2015	GroenPac	Groeneveld Pacific West, Inc.	636.78	0
30392	04/09/2015	lbjaeger	H.B. Jaeger	30.36	0
30393	04/09/2015	JHarris	John Harris	250.00	0
30394	04/09/2015	HoneyB	Honey Bucket	122.50	0
30395	04/09/2015	MRSC	Municipal Research	120.00	0
30396	04/09/2015	NorthSaf	Northern Safety Co Inc.	1,090.40	0
30397	04/09/2015	OfcDepot	Office Depot	54.56	0
30398	04/09/2015	PUD 1	PUD	8,578.75	0
30399	04/09/2015	QBS	QualityBusinesss Systems	75.19	0
30400	04/09/2015	AllWaste	Republic Services	12,155.25	0
30401	04/09/2015	Sedgwick	Sedgwick CMS	302.84	0
30402	04/09/2015	SkyValle	Sky Valley Family Medicine	454.00	0
30403	04/09/2015	SnoPlan	Snohomish County Planning and Deve	1,657.50	0
30404	04/09/2015	SRDTF	Snohomish County Sheriff	75,147.58	0
30405	04/09/2015	Sound	Sound Safety Products Co. Inc.	347.86	0
30406	04/09/2015	Staples	Staples Credit Plan	517.56	0
30407	04/09/2015	Thyss	Thyssenkrupp Elevator Corporation	346.98	0
30408	04/09/2015	UnitedL	United Laboratories	368.88	0
30409	04/09/2015	VerizonW	Verizon Wireless	624.27	0
30410	04/09/2015	visa	Visa	1,035.50	0
30411	04/09/2015	visa	Visa	48.50	0
30412	04/09/2015	visa	Visa	118.68	0
30413	04/09/2015	visa	Visa	6.00	0
30414	04/09/2015	WATract	Washington Tractor	236.02	0
30415	04/09/2015	WLJ	White Lightning Janitorial	695.00	0
				108,770.15	
Check Total:					

Batch: 1-4-2015
 Include Partial: FALSE



Check Date	Check Number	Employee No	Employee Name	Amount
04/03/2015	0	001	Laura Koenig	2,006.53
04/03/2015	0	002	Tami Pevey	1,181.58
04/03/2015	0	004	Donna Murphy	990.10
04/03/2015	0	007	Julie Addington	1,438.07
04/03/2015	0	010	Cynthia Sparks	1,685.04
04/03/2015	0	011	Janice Mann	1,120.89
04/03/2015	0	013	Rosemary Murphy	1,203.23
04/03/2015	0	015	Kenneth Walker	2,344.24
04/03/2015	0	016	Stacy MacGregor	1,648.65
04/03/2015	0	019	Michael Matheson	2,795.24
04/03/2015	0	020	Connie Dunn	2,010.85
04/03/2015	0	025	John Harris	1,788.89
04/03/2015	0	028	Todd Strom	1,557.75
04/03/2015	0	049	Victoria Forte	1,104.39
04/03/2015	0	120	Matthew Wood	2,019.11
04/03/2015	0	121	Jason Strauss	1,850.85
04/03/2015	0	125	Riley Edwards	907.46
04/03/2015	0	126	Bobbie Lewis	1,243.82

Total Employees:

18

Total:

28,896.69

PR 7

Payroll

Computer Check Register

User: julie.addington
 Printed: 03/31/2015 - 9:26AM
 Batch: 00001-04-2015 Computer



Check No	Check Date	Employee Information	Amount
30378	04/04/2015	024 Michael Williams	1,588.18
30379	04/04/2015	029 James Barns	1,368.38
Total Number of Employees: 2		Total for Payroll Check Run:	2,956.56

Accounts Payable

Check Register Totals Only

User: laura.koenig
 Printed: 3/24/2015 - 10:22 AM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
30368	03/24/2015	Retire	Department of Retirement	1,937.50	0
30369	03/24/2015	Retire	Department of Retirement	6,080.63	0
30370	03/24/2015	AFLAC	AFLAC	111.90	0
30371	03/24/2015	UNION	Teamsters Local Union #763	861.00	0
Check Total:				8,991.03	

Payroll

Computer Check Register

User: julie.addington

Printed: 03/27/2015 - 11:12AM

Batch: 00003-03-2015 Computer



Check No	Check Date	Employee Information		Amount
30372	03/27/2015	073	Sarah Davenport-Smith	415.57
30373	03/27/2015	074	John Sechuus	394.80
30374	03/27/2015	092	Jeffrey Beeler, Sr	415.57
30375	03/27/2015	094	Joseph Neigel	415.57
30376	03/27/2015	095	Marianne Naslund	415.57
30377	03/27/2015	099	Rocky Walker	392.49
Total Number of Employees:		6	Total for Payroll Check Run:	2,449.57

Payroll

ACH Check Register

User: 'julie.addington'
Printed: 03/27/2015 - 11:15AM
Batch: 3-3-2015
Include Partial: FALSE

CP 1st Qtr



Check Date	Check Number	Employee No	Employee Name	Amount
03/27/2015	0	098	Robert McCarty	348.57
Total Employees:			1	Total: 348.57

Checks for Approval

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
30368	03/24/2015	UTILITY WATER FUND	Deferred Comp Payable	Department of Retirement	320.17
30368	03/24/2015	UTILITY SEWER FUND	Deferred Comp Payable	Department of Retirement	519.89
30368	03/24/2015	UTILITY GARBAGE FUND	Deferred Comp Payable	Department of Retirement	178.12
30368	03/24/2015	STORMWATER UTILITY FUND	Deferred Comp Payable	Department of Retirement	99.38
30368	03/24/2015	GENERAL FUND	Deferred Comp Payable	Department of Retirement	49.74
30368	03/24/2015	STREET FUND	Deferred Comp Payable	Department of Retirement	21.52
30368	03/24/2015	CEMETERY FUND	Deferred Comp Payable	Department of Retirement	1.99
30368	03/24/2015	BUILDING MAINTENANCE FUND	Deferred Comp Payable	Department of Retirement	6.36
30368	03/24/2015	UTILITY WATER FUND	Deferred Comp Payable	Department of Retirement	39.24
30368	03/24/2015	UTILITY SEWER FUND	Deferred Comp Payable	Department of Retirement	36.25
30368	03/24/2015	UTILITY GARBAGE FUND	Deferred Comp Payable	Department of Retirement	24.88
30368	03/24/2015	STORMWATER UTILITY FUND	Deferred Comp Payable	Department of Retirement	20.02
30368	03/24/2015	GENERAL FUND	Deferred Comp Payable	Department of Retirement	497.12
30368	03/24/2015	STREET FUND	Deferred Comp Payable	Department of Retirement	102.26
30368	03/24/2015	CEMETERY FUND	Deferred Comp Payable	Department of Retirement	6.70
30368	03/24/2015	BUILDING MAINTENANCE FUND	Deferred Comp Payable	Department of Retirement	13.86
30369	03/24/2015	GENERAL FUND	PERS Payable	Department of Retirement	130.27
30369	03/24/2015	GENERAL FUND	PERS Payable	Department of Retirement	70.72
30369	03/24/2015	GENERAL FUND	PERS Payable	Department of Retirement	400.05
30369	03/24/2015	STREET FUND	PERS Payable	Department of Retirement	133.45
30369	03/24/2015	CEMETERY FUND	PERS Payable	Department of Retirement	19.94
30369	03/24/2015	BUILDING MAINTENANCE FUND	PERS Payable	Department of Retirement	22.33
30369	03/24/2015	UTILITY WATER FUND	PERS Payable	Department of Retirement	585.50
30369	03/24/2015	UTILITY SEWER FUND	PERS Payable	Department of Retirement	471.91
30369	03/24/2015	UTILITY GARBAGE FUND	PERS Payable	Department of Retirement	260.99
30369	03/24/2015	STORMWATER UTILITY FUND	PERS Payable	Department of Retirement	153.09
30369	03/24/2015	GENERAL FUND	PERS Payable	Department of Retirement	748.87
30369	03/24/2015	STREET FUND	PERS Payable	Department of Retirement	249.84
30369	03/24/2015	CEMETERY FUND	PERS Payable	Department of Retirement	37.29
30369	03/24/2015	BUILDING MAINTENANCE FUND	PERS Payable	Department of Retirement	41.76
30369	03/24/2015	UTILITY WATER FUND	PERS Payable	Department of Retirement	1,096.00
30369	03/24/2015	UTILITY SEWER FUND	PERS Payable	Department of Retirement	883.49
30369	03/24/2015	UTILITY GARBAGE FUND	PERS Payable	Department of Retirement	488.59
30369	03/24/2015	STORMWATER UTILITY FUND	PERS Payable	Department of Retirement	286.54
30370	03/24/2015	CEMETERY FUND	AFLAC Payable	AFLAC	0.05
30370	03/24/2015	UTILITY WATER FUND	AFLAC Payable	AFLAC	5.97
30370	03/24/2015	UTILITY SEWER FUND	AFLAC Payable	AFLAC	8.03
30370	03/24/2015	CEMETERY FUND	AFLAC Payable	AFLAC	0.11

30370	03/24/2015	UTILITY WATER FUND	AFLAC Payable	AFLAC	15.90
30370	03/24/2015	UTILITY SEWER FUND	AFLAC Payable	AFLAC	25.89
30370	03/24/2015	CEMETERY FUND	AFLAC Payable	AFLAC	0.04
30370	03/24/2015	UTILITY WATER FUND	AFLAC Payable	AFLAC	5.98
30370	03/24/2015	UTILITY SEWER FUND	AFLAC Payable	AFLAC	8.03
30370	03/24/2015	CEMETERY FUND	AFLAC Payable	AFLAC	0.11
30370	03/24/2015	UTILITY WATER FUND	AFLAC Payable	AFLAC	15.92
30370	03/24/2015	UTILITY SEWER FUND	AFLAC Payable	AFLAC	25.87
30371	03/24/2015	GENERAL FUND	Union Dues Payable	Teamsters Local Union #763	99.63
30371	03/24/2015	STREET FUND	Union Dues Payable	Teamsters Local Union #763	20.51
30371	03/24/2015	CEMETERY FUND	Union Dues Payable	Teamsters Local Union #763	4.28
30371	03/24/2015	BUILDING MAINTENANCE FUND	Union Dues Payable	Teamsters Local Union #763	1.06
30371	03/24/2015	UTILITY WATER FUND	Union Dues Payable	Teamsters Local Union #763	111.86
30371	03/24/2015	UTILITY SEWER FUND	Union Dues Payable	Teamsters Local Union #763	90.30
30371	03/24/2015	UTILITY GARBAGE FUND	Union Dues Payable	Teamsters Local Union #763	54.24
30371	03/24/2015	STORMWATER UTILITY FUND	Union Dues Payable	Teamsters Local Union #763	23.62
30371	03/24/2015	GENERAL FUND	Union Dues Payable	Teamsters Local Union #763	4.50
30371	03/24/2015	STREET FUND	Union Dues Payable	Teamsters Local Union #763	3.74
30371	03/24/2015	CEMETERY FUND	Union Dues Payable	Teamsters Local Union #763	1.25
30371	03/24/2015	BUILDING MAINTENANCE FUND	Union Dues Payable	Teamsters Local Union #763	0.50
30371	03/24/2015	UTILITY WATER FUND	Union Dues Payable	Teamsters Local Union #763	1.75
30371	03/24/2015	UTILITY SEWER FUND	Union Dues Payable	Teamsters Local Union #763	1.25
30371	03/24/2015	UTILITY GARBAGE FUND	Union Dues Payable	Teamsters Local Union #763	11.51
30371	03/24/2015	STORMWATER UTILITY FUND	Union Dues Payable	Teamsters Local Union #763	0.50
30371	03/24/2015	GENERAL FUND	Union Dues Payable	Teamsters Local Union #763	99.60
30371	03/24/2015	STREET FUND	Union Dues Payable	Teamsters Local Union #763	20.49
30371	03/24/2015	CEMETERY FUND	Union Dues Payable	Teamsters Local Union #763	4.30
30371	03/24/2015	BUILDING MAINTENANCE FUND	Union Dues Payable	Teamsters Local Union #763	1.07
30371	03/24/2015	UTILITY WATER FUND	Union Dues Payable	Teamsters Local Union #763	111.89
30371	03/24/2015	UTILITY SEWER FUND	Union Dues Payable	Teamsters Local Union #763	90.24
30371	03/24/2015	UTILITY GARBAGE FUND	Union Dues Payable	Teamsters Local Union #763	54.31
30371	03/24/2015	STORMWATER UTILITY FUND	Union Dues Payable	Teamsters Local Union #763	23.60
30371	03/24/2015	GENERAL FUND	Union Dues Payable	Teamsters Local Union #763	4.50
30371	03/24/2015	STREET FUND	Union Dues Payable	Teamsters Local Union #763	3.75
30371	03/24/2015	CEMETERY FUND	Union Dues Payable	Teamsters Local Union #763	1.25
30371	03/24/2015	BUILDING MAINTENANCE FUND	Union Dues Payable	Teamsters Local Union #763	0.50
30371	03/24/2015	UTILITY WATER FUND	Union Dues Payable	Teamsters Local Union #763	1.75
30371	03/24/2015	UTILITY SEWER FUND	Union Dues Payable	Teamsters Local Union #763	1.25
30371	03/24/2015	UTILITY GARBAGE FUND	Union Dues Payable	Teamsters Local Union #763	11.50
30371	03/24/2015	STORMWATER UTILITY FUND	Union Dues Payable	Teamsters Local Union #763	0.50
30380	04/09/2015	UTILITY WATER FUND	Repair and Maintenance	AG Supply Co	16.45
30380	04/09/2015	STREET FUND	Office/Operating Supplies	AG Supply Co	23.86

30381	04/09/2015	GENERAL FUND	Uniforms	Aramark Uniform Services	0.79
30381	04/09/2015	GENERAL FUND	Office/Operating Supplies	Aramark Uniform Services	1.24
30381	04/09/2015	STORMWATER UTILITY FUND	Uniforms	Aramark Uniform Services	0.79
30381	04/09/2015	UTILITY WATER FUND	Uniforms	Aramark Uniform Services	3.69
30381	04/09/2015	UTILITY SEWER FUND	Uniforms	Aramark Uniform Services	3.69
30381	04/09/2015	UTILITY GARBAGE FUND	Uniforms	Aramark Uniform Services	3.42
30381	04/09/2015	STREET FUND	Uniforms	Aramark Uniform Services	0.79
30381	04/09/2015	GENERAL FUND	Uniforms	Aramark Uniform Services	0.79
30381	04/09/2015	GENERAL FUND	Office/Operating Supplies	Aramark Uniform Services	1.24
30381	04/09/2015	STORMWATER UTILITY FUND	Uniforms	Aramark Uniform Services	0.79
30381	04/09/2015	UTILITY WATER FUND	Uniforms	Aramark Uniform Services	3.69
30381	04/09/2015	UTILITY SEWER FUND	Uniforms	Aramark Uniform Services	3.69
30381	04/09/2015	UTILITY GARBAGE FUND	Uniforms	Aramark Uniform Services	3.42
30381	04/09/2015	STREET FUND	Uniforms	Aramark Uniform Services	0.79
30381	04/09/2015	GENERAL FUND	Uniforms	Aramark Uniform Services	0.79
30381	04/09/2015	GENERAL FUND	Office/Operating Supplies	Aramark Uniform Services	1.24
30382	04/09/2015	UTILITY GARBAGE FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	637.68
30382	04/09/2015	UTILITY SEWER FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	77.85
30382	04/09/2015	UTILITY WATER FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	293.25
30382	04/09/2015	CEMETERY FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	19.19
30382	04/09/2015	STREET FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	19.20
30382	04/09/2015	GENERAL FUND	Vehicle Maintenance	Associated Petroleum Products Inc	19.19
30383	04/09/2015	GENERAL FUND	Office/Operating Supplies	Cintas Document Management	95.50
30384	04/09/2015	STREET FUND	Capital - Equipment and Signs	Correctional Industries	31.99
30385	04/09/2015	GENERAL FUND	Miscellaneous	Department of Retirement	25.00
30386	04/09/2015	UTILITY WATER FUND	Operating Supply	Dynacco	134.66
30386	04/09/2015	UTILITY WATER FUND	Operating Supply	Dynacco	265.80
30387	04/09/2015	UTILITY WATER FUND	Uniforms	Riley Edwards	50.00
30387	04/09/2015	UTILITY SEWER FUND	Uniforms	Riley Edwards	50.00
30387	04/09/2015	UTILITY GARBAGE FUND	Uniforms	Riley Edwards	50.00
30387	04/09/2015	GENERAL FUND	Uniforms	Riley Edwards	50.00
30387	04/09/2015	STREET FUND	Uniforms	Riley Edwards	50.00
30388	04/09/2015	BUILDING MAINTENANCE FUND	Repair and Maintenance	Eylanders Sales & Service Inc	412.68
30389	04/09/2015	UTILITY WATER FUND	Operating Supply	Ferguson-Seattle WW #1539	901.80
30390	04/09/2015	GENERAL FUND	Communication	Frontier	17.94
30390	04/09/2015	STREET FUND	Communication	Frontier	17.94
30390	04/09/2015	UTILITY WATER FUND	Communication	Frontier	17.95
30390	04/09/2015	UTILITY SEWER FUND	Communication	Frontier	17.94
30390	04/09/2015	UTILITY GARBAGE FUND	Communication	Frontier	17.94
30390	04/09/2015	GENERAL FUND	Communication	Frontier	13.88
30390	04/09/2015	STREET FUND	Communication	Frontier	13.88
30390	04/09/2015	UTILITY WATER FUND	Communication	Frontier	13.87

30390	04/09/2015	UTILITY SEWER FUND	Communication	Frontier	13.88
30390	04/09/2015	UTILITY GARBAGE FUND	Communication	Frontier	13.88
30390	04/09/2015	UTILITY WATER FUND	Communication	Frontier	115.66
30391	04/09/2015	UTILITY SEWER FUND	Operating Supplies	Groeneveld Pacific West, Inc.	636.78
30392	04/09/2015	STORMWATER UTILITY FUND	Small Tools/Minor Equipment	H.B. Jaeger	30.36
30393	04/09/2015	UTILITY SEWER FUND	Uniforms	John Harris	250.00
30394	04/09/2015	UTILITY SEWER FUND	Rentals	Honey Bucket	122.50
30395	04/09/2015	GENERAL FUND	Organization Dues	Municipal Research	120.00
30396	04/09/2015	GENERAL FUND	Uniforms	Northern Safety Co Inc.	155.77
30396	04/09/2015	STREET FUND	Uniforms	Northern Safety Co Inc.	155.77
30396	04/09/2015	CEMETERY FUND	Uniforms	Northern Safety Co Inc.	155.77
30396	04/09/2015	UTILITY WATER FUND	Uniforms	Northern Safety Co Inc.	155.77
30396	04/09/2015	UTILITY SEWER FUND	Uniforms	Northern Safety Co Inc.	155.77
30396	04/09/2015	UTILITY GARBAGE FUND	Uniforms	Northern Safety Co Inc.	155.77
30396	04/09/2015	STORMWATER UTILITY FUND	Uniforms	Northern Safety Co Inc.	155.78
30397	04/09/2015	UTILITY WATER FUND	Office Supplies	Office Depot	4.93
30397	04/09/2015	UTILITY SEWER FUND	Office Supplies	Office Depot	4.92
30397	04/09/2015	UTILITY GARBAGE FUND	Office Supplies	Office Depot	4.93
30397	04/09/2015	STREET FUND	Office Supplies	Office Depot	4.92
30397	04/09/2015	GENERAL FUND	Office/Operating Supplies	Office Depot	19.70
30397	04/09/2015	UTILITY WATER FUND	Office Supplies	Office Depot	1.90
30397	04/09/2015	UTILITY SEWER FUND	Office Supplies	Office Depot	1.89
30397	04/09/2015	UTILITY GARBAGE FUND	Office Supplies	Office Depot	1.90
30397	04/09/2015	STREET FUND	Office Supplies	Office Depot	1.89
30397	04/09/2015	GENERAL FUND	Office/Operating Supplies	Office Depot	7.58
30398	04/09/2015	UTILITY WATER FUND	Utilities	PUD	134.16
30398	04/09/2015	UTILITY SEWER FUND	Utilities	PUD	134.17
30398	04/09/2015	UTILITY GARBAGE FUND	Utilities	PUD	134.16
30398	04/09/2015	STREET FUND	Utilities	PUD	134.17
30398	04/09/2015	GENERAL FUND	Utilities	PUD	134.16
30398	04/09/2015	GENERAL FUND	Utilities	PUD	670.82
30398	04/09/2015	GENERAL FUND	Utilities	PUD	296.49
30398	04/09/2015	UTILITY SEWER FUND	Utilities	PUD	3,077.98
30398	04/09/2015	STREET FUND	Utilities	PUD	31.27
30398	04/09/2015	UTILITY SEWER FUND	Utilities	PUD	703.79
30398	04/09/2015	GENERAL FUND	Utilities	PUD	73.08
30398	04/09/2015	GENERAL FUND	Utilities	PUD	105.69
30398	04/09/2015	GENERAL FUND	Utilities	PUD	71.78
30398	04/09/2015	STREET FUND	Utilities	PUD	31.27
30398	04/09/2015	UTILITY WATER FUND	Utilities	PUD	2,703.33
30398	04/09/2015	GENERAL FUND	Utilities	PUD	142.43
30399	04/09/2015	GENERAL FUND	Office/Operating Supplies	QualityBusiness Systems	15.04

30399	04/09/2015	STREET FUND	Office Supplies	Quality Business Systems	15.04
30399	04/09/2015	UTILITY WATER FUND	Office Supplies	Quality Business Systems	15.03
30399	04/09/2015	UTILITY SEWER FUND	Office Supplies	Quality Business Systems	15.04
30399	04/09/2015	UTILITY GARBAGE FUND	Office Supplies	Quality Business Systems	15.04
30400	04/09/2015	UTILITY GARBAGE FUND	Intergovernmental - Recycle	Republic Services	12,155.25
30401	04/09/2015	GENERAL FUND	Professional Services	Sedgwick CMS	60.57
30401	04/09/2015	STREET FUND	Professional Services	Sedgwick CMS	60.57
30401	04/09/2015	UTILITY WATER FUND	Professional Service - General	Sedgwick CMS	60.56
30401	04/09/2015	UTILITY SEWER FUND	Professional Service	Sedgwick CMS	60.57
30401	04/09/2015	UTILITY GARBAGE FUND	Professional	Sedgwick CMS	60.57
30402	04/09/2015	UTILITY GARBAGE FUND	Miscellaneous	Sky Valley Family Medicine	454.00
30403	04/09/2015	GENERAL FUND	SnoCity Plan/Building Service	SnoCity Plann/Development Services	1,657.50
30404	04/09/2015	GENERAL FUND	Professional Service - SnoCity	Snohomish County Sheriff	75,147.58
30405	04/09/2015	STREET FUND	Uniforms	Sound Safety Products Co. Inc.	43.51
30405	04/09/2015	UTILITY WATER FUND	Uniforms	Sound Safety Products Co. Inc.	173.80
30405	04/09/2015	UTILITY SEWER FUND	Uniforms	Sound Safety Products Co. Inc.	43.52
30405	04/09/2015	UTILITY GARBAGE FUND	Uniforms	Sound Safety Products Co. Inc.	43.52
30405	04/09/2015	STREET FUND	Uniforms	Sound Safety Products Co. Inc.	43.51
30406	04/09/2015	GENERAL FUND	Office/Operating Supplies	Staples Credit Plan	193.71
30406	04/09/2015	STREET FUND	Office Supplies	Staples Credit Plan	48.43
30406	04/09/2015	UTILITY WATER FUND	Office Supplies	Staples Credit Plan	48.43
30406	04/09/2015	UTILITY SEWER FUND	Office Supplies	Staples Credit Plan	48.42
30406	04/09/2015	UTILITY GARBAGE FUND	Office Supplies	Staples Credit Plan	48.43
30406	04/09/2015	GENERAL FUND	Office/Operating Supplies	Staples Credit Plan	65.07
30406	04/09/2015	STREET FUND	Office Supplies	Staples Credit Plan	16.27
30406	04/09/2015	UTILITY WATER FUND	Office Supplies	Staples Credit Plan	16.27
30406	04/09/2015	UTILITY SEWER FUND	Office Supplies	Staples Credit Plan	16.26
30406	04/09/2015	UTILITY GARBAGE FUND	Office Supplies	Staples Credit Plan	16.27
30407	04/09/2015	BUILDING MAINTENANCE FUND	Repair and Maintenance	Thyssenkrupp Elevator Corporation	346.98
30408	04/09/2015	BUILDING MAINTENANCE FUND	Operating Supply	United Laboratories	368.88
30409	04/09/2015	UTILITY WATER FUND	Communication	Verizon Wireless	7.58
30409	04/09/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	7.58
30409	04/09/2015	UTILITY GARBAGE FUND	Communication	Verizon Wireless	7.57
30409	04/09/2015	STREET FUND	Communication	Verizon Wireless	7.58
30409	04/09/2015	GENERAL FUND	Communication	Verizon Wireless	7.58
30409	04/09/2015	GENERAL FUND	Communication	Verizon Wireless	54.97
30409	04/09/2015	UTILITY WATER FUND	Communication	Verizon Wireless	54.97
30409	04/09/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	54.97
30409	04/09/2015	GENERAL FUND	Communication	Verizon Wireless	54.97
30409	04/09/2015	UTILITY WATER FUND	Communication	Verizon Wireless	37.89
30409	04/09/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	54.97
30409	04/09/2015	UTILITY WATER FUND	Communication	Verizon Wireless	10.01

30409	04/09/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	10.00
30409	04/09/2015	UTILITY GARBAGE FUND	Communication	Verizon Wireless	10.01
30409	04/09/2015	GENERAL FUND	Communication	Verizon Wireless	10.00
30409	04/09/2015	STREET FUND	Communication	Verizon Wireless	10.01
30409	04/09/2015	UTILITY WATER FUND	Communication	Verizon Wireless	10.99
30409	04/09/2015	UTILITY GARBAGE FUND	Communication	Verizon Wireless	11.00
30409	04/09/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	10.99
30409	04/09/2015	GENERAL FUND	Communication	Verizon Wireless	11.00
30409	04/09/2015	STREET FUND	Communication	Verizon Wireless	10.99
30409	04/09/2015	UTILITY WATER FUND	Communication	Verizon Wireless	7.58
30409	04/09/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	7.58
30409	04/09/2015	UTILITY GARBAGE FUND	Communication	Verizon Wireless	7.57
30409	04/09/2015	GENERAL FUND	Communication	Verizon Wireless	7.58
30409	04/09/2015	STREET FUND	Communication	Verizon Wireless	7.58
30409	04/09/2015	GENERAL FUND	Office/Operating Supplies	Verizon Wireless	37.89
30409	04/09/2015	UTILITY WATER FUND	Communication	Verizon Wireless	10.99
30409	04/09/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	11.00
30409	04/09/2015	UTILITY GARBAGE FUND	Communication	Verizon Wireless	10.99
30409	04/09/2015	STREET FUND	Communication	Verizon Wireless	11.00
30409	04/09/2015	GENERAL FUND	Communication	Verizon Wireless	10.99
30409	04/09/2015	UTILITY WATER FUND	Communication	Verizon Wireless	7.58
30409	04/09/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	7.58
30409	04/09/2015	UTILITY GARBAGE FUND	Communication	Verizon Wireless	7.57
30409	04/09/2015	GENERAL FUND	Communication	Verizon Wireless	7.58
30409	04/09/2015	STREET FUND	Communication	Verizon Wireless	7.58
30410	04/09/2015	GENERAL FUND	Travel and Seminars	Visa	673.54
30410	04/09/2015	GENERAL FUND	Travel and Seminars	Visa	331.96
30410	04/09/2015	GENERAL FUND	Travel and Seminars	Visa	30.00
30411	04/09/2015	STREET FUND	Travel and Seminars	Visa	48.50
30412	04/09/2015	GENERAL FUND	Bank Fees	Visa	10.00
30412	04/09/2015	UTILITY WATER FUND	Office Supplies	Visa	27.17
30412	04/09/2015	UTILITY SEWER FUND	Office Supplies	Visa	27.17
30412	04/09/2015	UTILITY GARBAGE FUND	Office Supplies	Visa	27.17
30412	04/09/2015	STORMWATER UTILITY FUND	Office Supplies	Visa	27.17
30413	04/09/2015	GENERAL FUND	Travel and Seminars	Visa	6.00
30414	04/09/2015	GENERAL FUND	Vehicle Maintenance	Washington Tractor	118.01
30414	04/09/2015	STREET FUND	Vehicle Operation/Maintenance	Washington Tractor	118.01
30415	04/09/2015	GENERAL FUND	Professional Services	White Lightning Janitorial	171.67
30415	04/09/2015	UTILITY WATER FUND	Professional Service - General	White Lightning Janitorial	57.21
30415	04/09/2015	UTILITY SEWER FUND	Professional Service	White Lightning Janitorial	171.67
30415	04/09/2015	UTILITY SEWER FUND	Professional Service	White Lightning Janitorial	57.22
30415	04/09/2015	UTILITY GARBAGE FUND	Professional	White Lightning Janitorial	57.23

30415	04/09/2015	GENERAL FUND	Professional Services	White Lightning Janitorial	20.00
30415	04/09/2015	UTILITY WATER FUND	Professional Service - General	White Lightning Janitorial	6.67
30415	04/09/2015	UTILITY SEWER FUND	Professional Service	White Lightning Janitorial	20.00
30415	04/09/2015	UTILITY SEWER FUND	Professional Service	White Lightning Janitorial	6.66
30415	04/09/2015	UTILITY GARBAGE FUND	Professional	White Lightning Janitorial	6.67
30415	04/09/2015	GENERAL FUND	Professional Services	White Lightning Janitorial	-40.00
30415	04/09/2015	UTILITY WATER FUND	Professional Service - General	White Lightning Janitorial	13.33
30415	04/09/2015	UTILITY SEWER FUND	Professional Service	White Lightning Janitorial	-40.00
30415	04/09/2015	UTILITY SEWER FUND	Professional Service	White Lightning Janitorial	13.33
30415	04/09/2015	UTILITY GARBAGE FUND	Professional	White Lightning Janitorial	13.34
				TOTAL	117,761.18

CITY OF SULTAN
AGENDA ITEM COVER SHEET

ITEM: A-1
DATE: April 9, 2015
SUBJECT: Department of Ecology Watershed Protection and Restoration Grant
CONTACT PERSON: Donna Murphy Grants Coordinator



ISSUE:

Washington State Department of Ecology has called for projects for their Watershed Protection and Restoration Grant Program. City staff is seeking Council approval to submit a grant application in partnership with Snohomish Conservation District to prepare a feasibility study on a sub-basin within the City of Sultan to do stormwater retrofits.

STAFF RECOMMENDATION:

Motion to direct staff to partner with Snohomish Conservation District to apply for a Department of Ecology Watershed Protection and Restoration Grant.

SUMMARY STATEMENT:

In February 2015, the City of Sultan was approached by Snohomish Conservation District offering to meet with the City to discuss applying for a Department of Ecology Watershed Protection and Restoration Grant.

They met with Public Works Director, Mick Matheson and Grants Coordinator, Donna Murphy to review their proposal. Snohomish Conservation District agreed to be the lead agency in the application with the City of Sultan providing the necessary information they need for the application. If funded, the Snohomish Conservation District will do the study and provide 100% of the administration of the grant.

FISCAL IMPACTS:

There is no match requirement on this grant program; however, the project will receive a higher score if a match is offered. The total request is \$53,000 and Snohomish Conservation District is offering a \$5,000 match. Staff recommends offering the same \$5,000 match that will come out of the City of Sultan's Stormwater Fund, which has a current balance of approximately \$30,000.

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

Agenda Item #: Action A 2
Date: April 9, 2015
SUBJECT: Ordinance 1215-15 Salary Commission
CONTACT PERSON: Laura Koenig, City Clerk/Deputy Finance Director

Issue:

The issue before the Council is the adoption of Ordinance 1215-15, formation of a Salary Commission. The ordinance was introduced for a first reading on March 26, 2015.

Summary:

During the March 26, 2015 meeting, the Council discussed the formation of a Salary Commission and criteria for appointment. The Council moved to introduce the ordinance with an amendment to restrict appoint to the commission for anyone involved in litigation against the city.

Discussion:

In accordance with RCW 35A.12.070 (Attachment B), the Council can not increase its own pay unless a Salary Commission is established under RCW 35.21.015. The Council can increase the Mayor's pay at any time with the proper budget amendments. RCW 35.21.015 (Attachment B) provides for establishment of a salary commission which allows mid term increases to council pay. If the Council increases council pay without a salary commission, the pay would be effective for only new council members beginning in January 2017.

The proposed ordinance will establish a Salary Commission and proposes:

1. 5 members
2. 3-year terms with a maximum of two terms
3. Qualifications for appointment – prohibits anyone involved in litigation against the city
4. Duties of the commission – time for meetings

Recommendation:

Adoption of Ordinance 1215-15 to establish a Salary Commission.

Attachments: A. Ordinance 1215-15 - Salary Commission
B. RCW 35.21.015 – Salary Commissions

CITY OF SULTAN
SULTAN WASHINGTON
ORDINANCE 1215-15

AN ORDINANCE OF THE CITY OF SULTAN, WASHINGTON ESTABLISHING A SALARY COMMISSION FOR THE CITY; ADDING A NEW CHAPTER 2.07 TO THE SULTAN MUNICIPAL CODE, PROVIDING FOR AN EFFECTIVE DATE AND PROVIDING FOR SEVERABILITY

WHEREAS, RCW 35.21.015, authorizes the City to establish by ordinance an independent salary commission with authority to set the salary of the Mayor and members of the City Council and provides that the Commission's action fixing such salaries shall supersede any provision in a city ordinance related to fixing salaries;

NOW, THEREFORE THE CITY COUNCIL OF THE CITY OF SULTAN, WASHINGTON DO ORDAIN AS FOLLOWS:

Section 1. A new Chapter 2.07 entitled "Salary Commission" is hereby added to the Sultan Municipal Code which shall read as follows:

2.07.010 Purpose.

It is the policy of the City of Sultan to base salaries of elected officials on realistic standards so that officials may be paid according to the duties of their offices, so that citizens of the highest quality may be attracted to public service.

2.07.020 Created -Membership, appointment, compensation, term.

- A. There is created and established an independent Salary Commission.
- B. The salary commission shall review and establish the salaries of the mayor and the council members and shall exercise the powers and perform the duties set forth by RCW 35.21.015, as now existing or hereafter amended.
- C. The salary commission shall consist of five members, to be appointed by the Mayor with the approval of the City Council.
- D. A member of the Commission shall serve for a three year term without compensation, and shall be a US citizen and a resident of the City for at least one year preceding the appointment. The initial members shall be appointed for staggered terms of one, two or three years.
- E. No member of the Commission shall be appointed to more than two terms.

- F. A member of the Commission shall not be an officer, official, or employee of the City or an immediate family member of an officer, official, or employee of the city. For purposes of this section, "immediate family member" means the parents, spouse, siblings, children, or dependent relatives of an officer, official, or employee of the city, whether or not living in the household of the officer, official, or employee.
- G. No member of the board shall be involved in litigation against the city during their term of appointment.

2.07.030 Vacancies.

In the event of a vacancy in office of commissioner, the Mayor shall appoint, subject to approval of the City Council, a person to serve the unexpired portion of the term of the expired position.

2.07.040 Removal.

A member of the Commission may be removed from office by the Mayor, with the approval of the City Council only for cause of incapacity, incompetence, neglect of duty, or malfeasance in office, or for a disqualifying change of eligibility. The unexcused absence of any member of the Commission from two (2) consecutive meetings of the Commission shall constitute relinquishment of that person's membership on the Commission.

2.07.050 Duties

- A. The Commission shall meet every two years during the month of August. The members of the Commission shall elect a chair from among the members. The Commission shall set a schedule of salaries by an affirmative vote of the majority of the Commission. Three members present at any meeting shall constitute a quorum.
- B. The Commission shall study the relationship of salaries to the duties of the elected officials and shall set the salaries for the respective position. If after such review the Commission determines that the salary paid to an elected City official should be increased or decreased, the Commission shall file the Commission's written salary schedule with the City Clerk.
- C. Any increase or decrease in salary established by the Commission shall become effective and incorporated into the city budget thirty (30) days after the filing thereof, following Commission review without further action of the City Council or the Commission except as provided in section 2.07.060
- D. Salary increases established by the Commission shall be effective as to all city elected officials, regardless of their terms of office.
- E. Salary decreases established by the Commission shall become effective as to incumbent city elected officials at the commencement of their next subsequent term of office.

F. Staff support shall be provided to the Commission as needed by the Commission.

2.07.060 Referendum

Any salary increase or decrease established by the Commission pursuant to this chapter shall be subject to referendum petition by the voters of the City, in the same manner as a City ordinance, upon filing of a referendum petition with the City Clerk within thirty days after filing of a salary schedule by the Commission. In the event of the filing of a valid referendum petition, the salary increase or decrease shall not go into effect until approved by a vote of the people. Referendum measures under this section shall be submitted to the voters of the City at the next following general or municipal election occurring thirty days or more after the petition is filed, and shall otherwise be governed by the provisions of the State Constitution and the laws generally applicable to referendum measures. By adoption of this provision it shall not be the intent to adopt the powers of Referendum generally.

2.07.070 Meetings to be open.

All meetings, actions, hearings and business of the Salary Commission shall be undertaken in compliance with the Open Public Meetings Act, Chapter 42.30 RCW as if the Commission was a "governing body" as defined in that Act; provided, that notice of all meetings of the Commission shall be issued pursuant to RCW 42.30.080.

Section 2. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 3. Effective Date. This Ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 9th DAY OF APRIL, 2015.

CITY OF SULTAN
Carolyn Eslick, Mayor

ATTEST/AUTHENTICATED:

Laura Koenig, City Clerk

Approved as to form:

Danielle Evans, City Attorney

RCW 35.21.015

Salary commissions.

(1) Salaries for elected officials of towns and cities may be set by salary commissions established in accordance with city charter or by ordinance and in conformity with this section.

(2) The members of such commissions shall be appointed in accordance with the provisions of a city charter, or as specified in this subsection:

(a) Shall be appointed by the mayor with approval of the city council;

(b) May not be appointed to more than two terms;

(c) May only be removed during their terms of office for cause of incapacity, incompetence, neglect of duty, or malfeasance in office or for a disqualifying change of residence; and

(d) May not include any officer, official, or employee of the city or town or any of their immediate family members. "Immediate family member" as used in this subsection means the parents, spouse, siblings, children, or dependent relatives of the officer, official, or employee, whether or not living in the household of the officer, official, or employee.

(3) Any change in salary shall be filed by the commission with the city clerk and shall become effective and incorporated into the city or town budget without further action of the city council or salary commission.

(4) Salary increases established by the commission shall be effective as to all city or town elected officials, regardless of their terms of office.

(5) Salary decreases established by the commission shall become effective as to incumbent city or town elected officials at the commencement of their next subsequent terms of office.

(6) Salary increases and decreases shall be subject to referendum petition by the people of the town or city in the same manner as a city ordinance upon filing of such petition with the city clerk within thirty days after filing of the salary schedule. In the event of the filing of a valid referendum petition, the salary increase or decrease shall not go into effect until approved by vote of the people.

(7) Referendum measures under this section shall be submitted to the voters of the city or town at the next following general or municipal election occurring thirty days or more after the petition is filed, and shall be otherwise governed by the provisions of the state Constitution, or city charter, or laws generally applicable to referendum measures.

(8) The action fixing the salary by a commission established in conformity with this section shall supersede any other provision of state statute or city or town ordinance related to municipal budgets or to the fixing of salaries.

(9) Salaries for mayors and councilmembers established under an ordinance or charter provision in existence on July 22, 2001, that substantially complies with this section shall remain in effect unless and until changed in accordance with such charter provision or ordinance.

[2001 c 73 § 4.]

NOTES:

Findings -- Intent -- 2001 c 73: "The legislature hereby finds and declares that:

(1) Article XXX, section 1 of the state Constitution permits midterm salary increases for municipal officers who do not fix their own compensation;

(2) The Washington citizens' commission on salaries for elected officials established pursuant to Article XXVIII, section 1 of the state Constitution with voter approval has assured that the compensation for state and county elected officials will be fair and certain, while minimizing the dangers of midterm salary increases being used to influence those officers in the performance of their duties;

(3) The same public benefits of independent salary commissions should be extended to the setting of compensation of municipal elected officers; and

(4) This act is intended to clarify the intent of the legislature that existing state law authorizes:

(a) The establishment of independent salary commissions to set the salaries of city or town elected officials, county commissioners, and county councilmembers; and

(b) The authority of the voters of such cities, towns, and counties to review commission decisions to increase or decrease such salaries by means of referendum." [2001 c 73 § 1.]

Severability -- 2001 c 73: "If any provision of this act or its application to any person or circumstance is held invalid, the remainder of the act or the application of the provision to other persons or circumstances is not affected." [2001 c 73 § 6.]

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: D 1

DATE: April 9, 2015

SUBJECT: Basic Electronic Records Management

CONTACT PERSON: Ken Walker – City Administrator

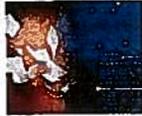
ISSUE:

Attached is the presentation of Basics of Electronic Records Management presented by Leslie Koziara from the Washington State Archives. This presentation was attended by Mayor Eslick, Laura Koenig, and myself on March 19, 2015. The information was very helpful. I would like to discuss this with Council to lay the ground work for creating an electronic records policy and a social media policy for Sultan

ATTACHMENT: Basics of Electronic Records Management.



ERM 1.0 Basics of Electronic Records Management



Leslie Kozlora, CRM
Electronic Records Management Consultant
leslie.kozlora@sos.wa.gov 360-586-4893

Overview

- Rules and requirements for electronic records
- What is an electronic record, really?
- "Born Digital" vs Digitization
- Tips and Strategies to Get Started
 - Emails
 - Websites
 - Databases
 - Texting and more!

RCW 40.14 Preservation and Destruction of Public Records

"Public records include any paper, correspondence, completed form, bound record book, photograph, film, sound recording, map, drawing, machine-readable material, compact disc meeting current industry ISO specifications, or other document, **regardless of physical form or characteristics, and including such copies thereof, that have been made by or received by any agency of the state of Washington in connection with the transaction of public business.**"

This means electronic records too!

WAC 434-442-040

Agency Duties and Responsibilities

"Electronic records must be retained in electronic format and remain usable, searchable, retrievable and authentic for the length of the designated retention period.

Printing and retaining a hard copy is not a substitute for the electronic version unless approved by the applicable records committee."

Horizontal lines for notes

All the RM rules apply

- Electronic records are to be protected and secure, managed, retained and then disposed or transferred in accordance to the approved records retention schedules
- Best practices for RM apply equally
 - Retention and defensible disposition

Horizontal lines for notes

Related to business

Related to and used for the conduct of the business of government:

- Regardless of format: Clay tablet, pen and paper, phone, e-mails, word docs, excel spreadsheets, databases, websites, blogs, wikis, social media, or any other emerging applications or platforms
- Regardless of device used to create it: Main frame computer, PC, laptop, smart phone, notebook, tablet, Google glasses or any other emerging technologies
- Regardless of location/where it's stored or accessed: PC, laptop, flash drive, smart phone, notebook, tablet, or the cloud

Horizontal lines for notes

Please note

Whatever you use to create a public record or wherever you store or access those records does not negate the fact you are working with public records (which are subject to rules and requirements)

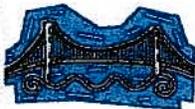


IMI and Oversharing

- Library of Congress has archived 170 Billion (yes, that's 170 billion) tweets
- Information is being generated faster than a speeding bullet – too much information!
- How many emails are in your Sent Box?

Bridging the gap

- Still have paper-centric processes
- More and more processes are electronic



What is an electronic record?
(reality)

Born Digital vs. Digitization



Metadata Happens

Metadata supports the authenticity of an electronic record

Metadata is automatically part of any public record created electronically or "born digital"

You cannot separate the two and have an authentic, searchable and retrievable record

A couple of important points

Can I print and delete?

NO - Printing and retaining a hard copy is not a substitute for the electronic version unless approved by the appropriate records committee.
(WAC 434-662)

Why print and delete is a no-no

Metadata associated with "born digital" records establishes and preserves the authenticity of the record which is the evidence of the transaction it documents

Printing electronic records (e.g. emails) preserves the informational content but loses the authenticity and integrity of the record

Metadata supports the integrity of the electronic record

Horizontal lines for notes

Indexing

• Indexing is using metadata to create rules and structures in order to manage, search, and retrieve electronic records

- Naming conventions
 - Vocabularies
 - Search fields

Horizontal lines for notes

What is a "Born Digital" Record?

Regardless of how it was created:

If the transaction or evidence of business is executed in paper, then the paper record needs to be retained

If the transaction or evidence of business is executed electronically, then the electronic version needs to be retained in an electronic format

- Where and when does the actual execution of business occur?
- Contracts require hard copy signature?
- Forms need to be signed?
- Approved processes and procedures?

Horizontal lines for notes

What is "Born Digital"? #1

- Minutes are drafted using Microsoft Word and then printed for approval and signature
- Chair signs the hard copy of the approved minutes at the next meeting
- Transaction of public business occurs in paper so the signed hard copy minutes need to be retained.

What is "Born Digital"? #2

- Agendas are drafted using Microsoft Word
- Agendas are distributed to Committee members via email with the Word attachment
- Transaction of public business occurs electronically so the email and attachments need to be retained

What is "Born Digital"? #3

- Applicant for a permit submits application in a signed hard copy to an agency
- Information entered into database
- Transaction/authority of public business occurs in paper so the submitted hardcopy record needs to be retained

**Digitized Records
Can't Scan and Text**

Conversion to an imaging system does not automatically authorize the destruction of the source documents for which images have been created."

WAC 434-663-600

May 2012

Washington State Archives has approved requirements to grant authority to agencies to destroy paper based documents after scanning PROVIDED agencies digitize/scan in accordance to published state standards (WAC 434-663)

Agencies will need to address:

- Developing consistent policies/procedures for imaging including densities/resolution/format
- Preservation measures to ensure access, retrieval, and authenticity of records for the full minimum required retention period
- Indexing / metadata standards
- Storage issues and migration strategies
- How to apply records management and retention/disposition best practices to resulting images (including security/risk assessments)

Managing Electronic Records



Back in the day



Control and structure

Storage and access were managed in a controlled environment

Remember central files and file cabinets?

- There was structure and a plan
- Consistent labeling/organization
- When storage became an issue, you cleaned out the file room!

PC World



With the introduction of PC's and technology, users have been left to own devices

Employees are creating their own files/folders based on personal preference

- ("Mary's Files" or "My Stuff" or "2010")
- No consistent system developed for storing and using agency business records
- Proliferation of silos
- IT takes precedence and focus is on the systems and new technologies without adequate consideration of the impact on the records, legal and risk aspects of using the new technologies



Losing control

We lost "governance" over electronic documents and files:

- Where to store
- Who can access/share
- How long to keep and what to do
- RM starts to be dismissed as obsolete, uncool, and old-fashioned
- Quite the opposite!

Records Impact



The Commonwealth of Kentucky will double its storage to 2 PB in the next 6-12 months alone.
April 17, 2014

The impact on uncontrolled volume:

- Productivity suffers, no one can find anything and there are a bazillion duplicates
- Nothing is dispositioned because there are no systems in place
- Silos increase
- ROT increases (redundant, outdated, trivial)



**Why not just keep it all?
Consider this:**

- Think needle in a haystack.. less hay, easier to find the needle - less costs for discovery and disclosure
- Yeah, storage is cheap, litigation is **NOT**
- Keeping everything is not a sustainable option!
- Other associated costs:
 - Additional space needed (equipment and facility)
 - Additional maintenance and staffing needed
 - Additional upgrades, increased migration & recopying, disaster planning
 - Additional long-term sustainability issues

Identify

- Identify records you need to keep
- Identify records you can get rid of
- Identify records needing extra "care and feeding":

- ✓Essential
- ✓Archival

Get to know your records

"What do I do, and how does it relate?"

- Is it routine?
- Is it a duplicate/cc/secondary copy?
- Is it something to take action on?
- Is it something someone ELSE needs to take an action on?

If you know "going in" the applicable rules and requirements, it makes it easier

Finders keepers

- Who is the record holder?
 - Make no assumptions
 - Have conversations about plans and structures for your records
 - Develop strategies for procedures and determine roles and responsibilities
 - Get to the point where you "touch it once" and done

Touch it once

- To help eliminate duplication and extra effort train/encourage "touch it once" approach
- Know in advance where electronic records need to go
 - File plans and structures
 - Assign and align drives/parking places for folders
- Develop some procedures and processes to support sharing in an appropriate manner

DW and Overhauling

- Library of Congress has archived 170 Billion (yes, that's 170 billion) tweets
- Information is being generated faster than a speeding bullet - too much information!
- How many emails are in your Sent Box?

Not all emails are created equal

- There is NO requirement to keep all emails (and that goes for executives too!)
- It is the **content and context** of the email that drives retention requirements
- **Control the volume and develop plans and strategies for email management**
 - Keeping it all is not a viable or sustainable strategy

Emails that mean Business

Where the conduct or evidence/execution of business occurs in an email format

- Impacts agency
- Impacts public
- Actions taken, decisions made

Education and training is key

DO NOT KEEP:

- Social announcements
Retirements, birthdays, new baby, congrats, pollucks, anniversaries, farewells
 - Notifications/general or broadcast communications:
"Cookies in the break room" or "hey, it's snowing!" or "what about those Seahawks", carpet and garage clearings, carpool requests, meeting or lunch invites, general chit-chat, your lights are on, will someone volunteer to clean up break room?
 - Secondary copies/duplicates/cc's
Part of a distribution list, Estserv, team notices – generally as a recipient no need to keep – but it depends on content and intent. If in doubt, ask!
 - Junk or spam
Buy this now, scams, advertisements, phishing.
- And please, please, please do not hit or use "reply all" except when absolutely necessary!!**

Records With Minimal Retention

There are plenty of emails and other types of records you do not have to keep

- Know your records and any requirements
 - Transitory?
 - Secondary copy or duplicate?
 - External general announcements?
 - Required to keep as proof of date/time stamp?

File it - it's not just for paper



Technology do your and your records

- Chances are the media will NOT outlive the records
- Obsolescence or failure bound to happen
- It's all about the record, not the media

"Technology advances, people stay the same"

**Electronic Records
In a perfect world...**

Everyone would have the resources to implement an electronic recordkeeping system



One step closer

- Statewide IG/ECM Initiative underway
- Resources being developed
- RFP for ECM Systems being developed
- Goal is short list of ECM systems that have met requirements and will be available through a statewide master contract
- List of qualified contractors available to assist in implementation

**Organize
Using what you have**

- Retention schedules already exist
- If already have established files for their paper records, use what has already been developed and adapt/align with electronic records
- Also serves as excellent preparation prior to implementing any automated processes

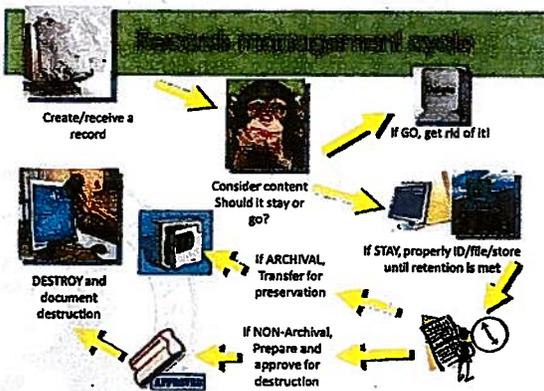
Create a plan

- Create a "file plan" or "file structure"
- Link to retention schedules
- Pre-determined structures/folders/storage provide consistency, centralization and organization
- Use same structure for paper, email, desktop, network drives and servers
- Develop desk guides and cheat sheets

Disposition- Do It!

Too often overlooked for electronic records!

- **Regularly schedule disposition** to clear out those items having met retention and get rid of them!
- Do inventories of systems and servers
- Apply robust disposition practices to all formats/places of storage for same record series that has met retention



Little or no retention

Item	Description of Records	Retention	Disposition
4.1.5	<p>Temporary Records Public records that only document information of temporary, short-term value, and are not of a business, financial, or legal nature.</p> <ul style="list-style-type: none"> • Not needed to evidence a business transaction and; • Not covered by a more specific retention policy. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Miscellaneous records or memoranda which do not relate to the functional responsibilities of the agency (letters of courtesy, notices, notices, notices, etc.); • Preliminary drafts of letters, memoranda, reports, work sheets, spreadsheets, presentations, and informal notes, etc., which do not represent significant final action in the preparation of records; and • Working files used to develop the information of memoranda. <p>Excludes:</p> <ul style="list-style-type: none"> • Archived notes, messages, reports, and equipment reports, after they have been informationally incorporated or printed from an e-mail; • Telephone messages including voicemail, digital voice messages, etc.; • Copies of memoranda which do not add any information to the memorandum received. 	600-40-00 Ret. 9	Records will no longer be needed for agency business after 90 days.

Local Government Agencies

Organizing Emails - Option 1
 With email organization

- Individual users move e-mails into pre-determined folders that match those on server or shared drive
- Good to set up as "working files", or for records with minimal retention value
- Recommend records with **significant retention value** be retained on drives or servers or better yet, in a system

For example



Organizing Emails - Option 2 Using shared drive or network server

- Designated shared drive or server is used as centralized "file cabinet" or repository
- Users save their emails into pre-determined folders in specific "drawers"
- Users can access in a centralized location
- *Generally no active retention or disposition applied, but can set up system administrators to track and disposition*

Can look like this

Create file "drawers" and create appropriate folders in a server or shared drive "electronic file cabinet"

Marry up with appropriate retention schedules and mirror pre-set email folders

Need click

Create appropriate file "drawers" and create the folders as necessary in which to "file" your information - all of these are still GS 22005

Fire and Emergency

Washington State Archives
Office of the Secretary of State

Local Government General Records Retention Schedule (LCGRS)
Version 5.2 (December 2014)

Item No.	Series Title/Description	Unit of Measure	Retention Period	Disposition Authority	Retention Period	Notes
10.4	ALARM SYSTEMS TESTING AND MAINTENANCE RECORD FIRE AND EMERGENCY MEDICAL SERVICES	CFR	3 years	Destroy when obsolete or superseded	0053-04-03	
11.0	BUILDING INSPECTION HISTORY CARD FIRE AND EMERGENCY MEDICAL SERVICES	CFR	Life of building - Permitted unless noted - See records.	Destroy when obsolete or superseded	0053-04-04	Contact your Judgment Architect before disposing of 750 records. Records from this series may be selected to be transferred to and preserved as a Digital Archives Series.
11.0	BUILDING INSPECTION REPORTS FIRE AND EMERGENCY MEDICAL SERVICES May include records pertaining to the documentation of underground fuel tanks.	CFR	5 years	Destroy when obsolete or superseded	0053-04-05	
11.7	BURNING PERMITS A record of temporary permits authorizing the location to burn on a specific site for a specific period.	CFR	5 years	Destroy when obsolete or superseded	0053-04-06	
11.8	BURNING REQUEST LOG Entries of burning permit applications.	CFR	3 years	Destroy when obsolete or superseded	0053-04-07	

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- Fire and Emergency**
- [-] Alarm Systems Testing G553-04-03
 - [-] 2007
 - [-] 222 James Street - Walmart
 - [-] 555 Main Street - Smith Building
 - [-] Permit # 334466
 - [-] 2008
 - [-] 2009
 - [-] 2010
 - [-] 2011
 - [-] Building History Cards G553-04-04
 - [-] 222 James Street - Walmart
 - [-] 555 Main Street - Smith Building
 - [-] Building Inspection Reports G553-04-05
 - [-] 2008
 - [-] 222 James Street - Walmart
 - [-] 555 Main Street - Smith Building
 - [-] 2009
 - [-] 2010
 - [-] Burning Permits G550-04-06
 - [-] 2007
 - [-] 2008
 - [-] 2009
 - [-] 2010

- CASE MANAGEMENT**
- [-] Case Files
 - [-] All Other Cases LE2010-064 (5 yrs or exhaust appeals)
 - [-] Homicide (Solved) LE2010-062 (20 yrs or exhaust appeals)
 - [-] Homicides (Unsolved) LE2010-061 (75 yrs or no longer needed, transfer)
 - [-] Juvenile Offenders LE07-01-09 (23 yrs of age or eligible for destruct)
 - [-] Missing Persons (Not Found) LE2010-061 (75 yrs or no longer needed)
 - [-] Notorious, Historically Significant LE2010-060 (Transfer no longer needed)
 - [-] Sex Offenders LE2010-063 (5 yrs after invest, exhaust appeal)
 - [-] Unidentified Bodies LE2010-061 (75 yrs or no longer needed)

What About Text Messages? IM?

- Content is key – are you conducting business?
- Have policies regarding use
- Agency responsibility to capture texts and other messaging that need retention according to approved schedules
- 3rd party tools/applications available
Cannot rely on provider to retain!

Governor's Office use of Instant Messenger	
<p>OK or Not OK?</p> <p>What is the purpose of using instant messaging? Is it for business or personal use? Is it for work or for fun? Is it for work or for fun? Is it for work or for fun?</p>	<p>OK or not OK?</p> <p>What's being said?</p>

Thank you Governor's office!

What About Websites?

Records Retention – 3 areas

1. Website Design/Architecture
2. Website Content
3. Changes to Website Content

Website Spidering

- Digital archives will ... copy state and local government web sites that are determined to have archival value either annually or more frequently. (WAC 434-662-140)
- Archival snapshots for historical perspective ONLY – websites are not interactive once snapshot takes place
- Will not satisfy all legal and other requirements to retain records of websites.

Website Design / Architecture

- Records documenting the technical design and structure of website
 - the look and feel of your website
- Includes connection between the website and other databases and applications
- Webpage style templates

The screenshot shows the Secretary of State website with several news items and links. The main header reads "Secretary of State" with a logo. Below it, there are several news items with images and text. One prominent item is titled "Now hear this! It's Archives Month!" with a sub-headline "4-year-old state-to-state archival data software only available for purchase and supporting support services will be available to state agencies." Other items include "Trusty State" with a "PS-212" link, "MyNotes", "New Our County", and "This Day in History". There are also several yellow arrows pointing to different parts of the page, likely indicating specific areas of interest or updates.

Content

• Typically, website content falls into these main categories:

1. Secondary Copies of Other Public Records
2. Database-Driven Content
3. Advice / Information

Secondary Copies - Retention

• How to apply retention:

- Manage the agency's primary copy
- Use appropriate record series based on the function and content of the record
- Treat web version as secondary copy

Content - Database Driven

• How to apply retention:

- Manage the record within the database as the agency's primary copy
- Use appropriate record series based on the function and content of the record
- Records documenting the rules governing database / website interaction are covered by website design

What about databases?

- Apply same principles as websites
 - Based on content and function of database
 - Is it a repository of information held elsewhere?
 - Does it contain evidence of business transactions not found in another format?
 - Is the database dynamic with continuous changes, updates?

Capturing databases

It depends on the complexity and function of database

Options include:

- Change logs/audit logs
- Maintaining entire database
- 3rd party software for content management

Do you?



Points to ponder

Ask some questions:

- Make a business case for use – do you really need to add another "technology du jour"?
- Check with legal counsel
- Check out terms of service agreements

TOS Agreement = Contract

- Security, identity "hijacking"
- Indemnity issues
- Privacy, data ownership
- Rights of company to edit/display/advertise
- Addressing merger/acquisitions
- Will use meet overarching regulations?
– FOIA, ADA, RCW's, WAC's

Read the terms of service agreement

"a worldwide, non-exclusive, royalty-free license to use, copy, reproduce, process, adapt, modify, publish, transmit, display and distribute such Content in any and all media or distribution methods (now known or later developed)." TWITTER

Social Media

- Draw your boundaries
- Make sure use is appropriate and someone is "minding the store"
- Make a good business case
 - Do you really need this?
 - Can you take it on and manage?

Tips and tricks to aid social media retention

- Can use email exchanges on content, when posted, when withdrawn, updates, etc as your evidence of the posts
- Spreadsheets can work too - any kind of systematic management for your social media
- Be aware that most 3rd party systems capture everything and do not generally offer any real "management" of the posts.
- 3rd party tools are available:
 - ✓ TwinBox
 - ✓ TweetTake
 - ✓ SocialSafe

Going to the CLOUD

Issues to consider:

- Custody
- Co-mingling of data (will probably not be held separately from others using storage server)
- Privacy, security / hijacking of information
- Data transmission/flow (Where is the server, exactly?)
- Disaster preparedness and recovery

Clouding the Issue

- What about the vendor:
 - How stable? What's their history?
 - Do they outsource or sub-contract ?
 - How proprietary are their applications?
 - Their hiring practices for employment? Are there background checks, etc?
 - Their overall audit / security processes?
 - Can your rules apply?

Do your homework

- Do not assume that all sites/providers are equal
 - Some are simply providing storage/resources with no protective measures for security
 - Some do offer some levels of security, but you have to do your own background investigations
 - Take steps to mitigate YOUR risks

Is it appropriate?

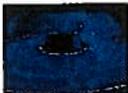
- Consumer level services/providers are not appropriate for government use
- Establish rules for use
- Do security risk assessments
- Any certifications?

CAVEAT EMPTOR / USER!

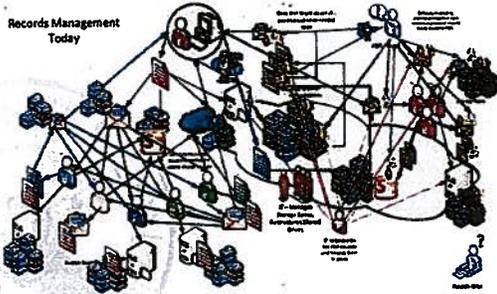
Transferring Your Records Biggest Challenge

Biggest challenge for digital repositories:
Multiple proprietary formats!

When purchasing an electronic records management (ECM) or RM system, please let your vendor know that there are Archival records that will need to transfer and there is an data export function as part of the application.



Enterprise Records Management - Today



What's an ECM?

Enterprise Content Management (ECM) System

A software application developed to manage records and information (content) **TOGETHER** in a single repository across the entire "enterprise"



In other words, a "central files" with automated features for organization, records and information (content) management and workflow that serves the entire agency and all divisions/programs.

Electronic Records Management - Future

Will manage *together*:

- E-mails
- Unstructured data (word, excel, .pdf's, entire Microsoft Office and more)
- Audio/video
- All formats
- AND...many include interface/interoperability with other existing systems (SharePoint, other databases)

ECM's help eliminate the silo's of information that tend to be scattered throughout the agency.

Where do *you* search?

AND MORE!

ECM's also can offer:

- Disclosure and e-discovery support
- Full retention and disposition functions (including destruction and audit trails)
- Also support physical management of boxes
- Web and social media management

In conclusion...

Explore available options, and adapt them to best serve agency needs and usage

- Establish policies, procedures, ground rules
- Take time to fully develop file structures and plan, plan, plan for implementation
- Keep it as simple as possible
- Education, training, and more training
- Lots of patience (Chocolate helps!)

You Are Not Alone

recordsmanagement@sos.wa.gov

Subscribe to listserv for the latest in updates

<http://www.sos.wa.gov/archives/RecordsManagement/>

Thank you!



Washington State Archives
Partners in preservation and access
