

Report Criteria:  
 Detail report type printed

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
1080	ALLINGTON, FREDRICK	092316	SEMI-ANNUAL PROSECU	1	09/23/2016	11,950.50	.00	11,950.50	51946	10/07/2016
Total 1080:						11,950.50	.00	11,950.50		
1185	ASSOCIATION OF IDAHO	200002100	2016 fall district meeting in	1	08/31/2016	35.00	.00	35.00	51948	10/07/2016
Total 1185:						35.00	.00	35.00		
1419	CALIFORNIA CONTRACT	T38609	Case of duct tape used for	1	08/31/2016	130.80	.00	130.80	51951	10/07/2016
Total 1419:						130.80	.00	130.80		
1460	CHATEAU DRUG	083116	First aid kit supplies.	1	08/31/2016	28.87	.00	28.87	51952	10/07/2016
		083116	Garage door batteries/ spr	2	08/31/2016	86.89	.00	86.89	51952	10/07/2016
Total 1460:						115.76	.00	115.76		
1535	COX COMMUNICATIONS	5301.090916	Internet Service 100 Morni	1	09/09/2016	117.40	.00	117.40	51932	09/23/2016
		7601.090116	Internet Service 81 Elkhorn	1	09/01/2016	102.40	.00	102.40	51914	09/16/2016
		8001.081616	Credit for overpayment	1	08/16/2016	.01-	.00	.01-	51914	09/16/2016
Total 1535:						219.79	.00	219.79		
1610	DAVITT, TERENCE	090316	Reimbursement for work s	1	09/03/2016	32.03	.00	32.03	51956	10/07/2016
Total 1610:						32.03	.00	32.03		
1713	ELEPHANT'S PERCH	567803	Uniform shoes for Reid Bla	1	09/26/2016	120.00	.00	120.00	51957	10/07/2016
Total 1713:						120.00	.00	120.00		
1765	FEDEX	552510715	Cost of shipping for Police	1	08/25/2016	139.11	.00	139.11	51958	10/07/2016
Total 1765:						139.11	.00	139.11		
1775	FINI MACHINERY	8278	Replace throttle spring on	1	08/05/2016	243.18	.00	243.18	51959	10/07/2016
		8279	DOT inspection for Eng 65	1	08/05/2016	90.00	.00	90.00	51959	10/07/2016
Total 1775:						333.18	.00	333.18		
1810	FLOYD LILLY COMPANY	091416	Mag system repair for Osh	1	09/14/2016	157.83	.00	157.83	51960	10/07/2016
		091416	Mag tank installation	2	09/14/2016	356.68	.00	356.68	51960	10/07/2016
Total 1810:						514.51	.00	514.51		
1830	GALLS LLC	5857079	Parts for gun holster's (10	1	08/09/2016	179.90	.00	179.90	51961	10/07/2016
Total 1830:						179.90	.00	179.90		
1840	GEM STATE PAPER	1064330-01	Purell hand sanitizer's - 4 d	1	09/01/2016	100.15	.00	100.15	51962	10/07/2016
		1074009-00	Garbage can liners	1	09/23/2016	94.92	.00	94.92	51962	10/07/2016
		107451-00	Paper towels and hand soa	1	09/23/2016	104.69	.00	104.69	51962	10/07/2016

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Total 1840:						299.76	.00	299.76		
1851	GLASS MASTERS, INC	WO-9233	Replace windshields on 2	1	09/15/2016	555.29	.00	555.29	51963	10/07/2016
Total 1851:						555.29	.00	555.29		
1865	GRAINGER	9210574332	Barricade tape and cone ta	1	08/29/2016	113.53	.00	113.53	51964	10/07/2016
		9226471143	Mag chloride tank plumbin	1	09/15/2016	10.62	.00	10.62	51964	10/07/2016
		9226471150	Mag chloride tank plumbin	1	09/15/2016	45.65	.00	45.65	51964	10/07/2016
Total 1865:						169.80	.00	169.80		
1950	AC HOUSTON LUMBER C	014-581717A	Work gloves for chip seal p	1	07/18/2016	58.26	.00	58.26	51926	09/20/2016
		014-583177	Batteries for garage door o	1	07/21/2016	14.34	.00	14.34	51945	10/07/2016
		014-584938	Roller and brush for oiling	1	07/27/2016	25.76	.00	25.76	51945	10/07/2016
		014-586816	Air filter for heater Elkhorn.	1	08/02/2016	27.27	.00	27.27	51945	10/07/2016
		014-592681	3 Bags of redy mix for radi	1	08/23/2016	28.95	.00	28.95	51945	10/07/2016
		014-593293	Plywood for golf cart crossi	1	08/25/2016	89.92	.00	89.92	51945	10/07/2016
		014-598526	Leather gloves	1	09/14/2016	30.09	.00	30.09	51945	10/07/2016
Total 1950:						274.59	.00	274.59		
1990	ICRMP	091616	Member Contribution for po	1	09/16/2016	47,603.50	.00	47,603.50	51925	09/16/2016
Total 1990:						47,603.50	.00	47,603.50		
2035	IDAHO LUMBER	657368	Pipe for mag tank intallatio	1	09/21/2016	20.97	.00	20.97	51968	10/07/2016
Total 2035:						20.97	.00	20.97		
2045	IDAHO MOUNTAIN EXPR	12547304	Legal Ad for Ordinance 22	1	08/03/2016	111.32	.00	111.32	51969	10/07/2016
		12547306	Legal Ad for Public hearing	1	08/03/2016	39.56	.00	39.56	51969	10/07/2016
		12548152	Legal Ad, P&Z 8/18	1	08/17/2016	166.98	.00	166.98	51969	10/07/2016
		12548153	Legal Ad for Ordinance 48	1	08/17/2016	107.64	.00	107.64	51969	10/07/2016
		1254896	Legal Ad for Ordinance 48	1	08/24/2016	83.72	.00	83.72	51969	10/07/2016
Total 2045:						509.22	.00	509.22		
2055	IDAHO POWER	0641.090116	Juniper/Elkhorn Rd Light	1	09/01/2016	4.60	.00	4.60	51917	09/16/2016
		9457.082316	100 Arrowleaf/ Sun Valley	1	08/23/2016	2,095.44	.00	2,095.44	51917	09/16/2016
Total 2055:						2,100.04	.00	2,100.04		
2115	IMPERIAL ASPHALT	3191	Slurry realing all bus pullou	1	09/09/2016	676.20	.00	676.20	51971	10/07/2016
Total 2115:						676.20	.00	676.20		
2124	INTERMOUNTAIN AUTO	4843355	Windshied for 2006 F-350	1	09/16/2016	350.00	.00	350.00	51973	10/07/2016
Total 2124:						350.00	.00	350.00		
2125	INTERMOUNTAIN GAS C	0533002.091	100 Arrowleaf	1	08/24/2016	20.84	.00	20.84	51918	09/16/2016
		3002.091216	81 Elkhorn	1	09/12/2016	12.59	.00	12.59	51918	09/16/2016
		3009.091216	81 Elkhorn account 423843	1	09/12/2016	8.83	.00	8.83	51918	09/16/2016

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Total 2125:						42.26	.00	42.26		
2215	JOE'S BACKHOE SERVIC	21834	Finished sod removal and	1	09/22/2016	682.50	.00	682.50	51976	10/07/2016
		21834	Mag chloride tanks installat	2	09/22/2016	682.50	.00	682.50	51976	10/07/2016
Total 2215:						1,365.00	.00	1,365.00		
2330	LES SCHWAB	1170033769	Mounted 4 new tires on Os	1	08/30/2016	316.00	.00	316.00	51979	10/07/2016
Total 2330:						316.00	.00	316.00		
2365	LYTLE SIGNS, INC	814921	Freight on door vinyl C-1	1	05/17/2016	15.79	.00	15.79	51927	09/20/2016
Total 2365:						15.79	.00	15.79		
2370	INTEGRATED TECHNOL	55898	Contract base rate and cop	1	08/25/2016	29.00	.00	29.00	51972	10/07/2016
		56657	Contract base rate and cop	1	09/07/2016	55.43	.00	55.43	51972	10/07/2016
		56718	Printer Cartridge for 2025	1	09/08/2016	114.00	.00	114.00	51972	10/07/2016
		57579	Contract base rate and cop	1	09/22/2016	352.04	.00	352.04	51972	10/07/2016
		57597	Contract base rate and cop	1	09/22/2016	29.00	.00	29.00	51972	10/07/2016
		57730	Contract base rate and cop	1	09/22/2016	55.00	.00	55.00	51972	10/07/2016
Total 2370:						634.47	.00	634.47		
2495	MOORE MEDICAL GROU	83073882	EMS gloves, syringes, gluc	1	08/08/2016	384.65	.00	384.65	51981	10/07/2016
Total 2495:						384.65	.00	384.65		
2570	NORCO	090116	Cylinder rent for the month	1	09/01/2016	61.38	.00	61.38	51984	10/07/2016
Total 2570:						61.38	.00	61.38		
2600	OHIO GULCH TRANSFER	027273	Clean Wood Waste for the	1	05/25/2016	1.70	.00	1.70	51986	10/07/2016
		035764	Transfer dump fee	1	09/08/2016	40.30	.00	40.30	51986	10/07/2016
Total 2600:						42.00	.00	42.00		
2635	OVERHEAD DOOR CO	343186	Maintenance on garage do	1	08/11/2016	55.00	.00	55.00	51990	10/07/2016
Total 2635:						55.00	.00	55.00		
2690	PIPECO,INC.	2495458.001	Sprinkler repair Festival Me	1	08/17/2016	204.00	.00	204.00	51991	10/07/2016
		2495460.001	Sprinkler head maintenanc	1	08/17/2016	53.57	.00	53.57	51991	10/07/2016
		2516554	Sprinkler repair parts 5 ach	1	09/08/2016	29.18	.00	29.18	51991	10/07/2016
		2520820	Sprinkler repair parts City	1	09/13/2016	61.74	.00	61.74	51991	10/07/2016
		2522390	Sprinkler repair parts City	1	09/15/2016	54.08	.00	54.08	51991	10/07/2016
Total 2690:						402.57	.00	402.57		
2845	RIVER RUN AUTO	6538-104565	Winch battery for 2016 F-3	1	09/12/2016	157.95	.00	157.95	51992	10/07/2016
		6538-104567	Oil filter 2004 F-350	1	09/12/2016	11.00	.00	11.00	51992	10/07/2016
		6538-104794	Seat covers for 3 ford F-35	1	09/19/2016	570.74	.00	570.74	51992	10/07/2016
		6538-104807	Oil, water, and fuel filters 2	1	09/19/2016	268.95	.00	268.95	51992	10/07/2016
		6538-104965	Wheel hub seal 2006 F-35	1	09/22/2016	53.71	.00	53.71	51992	10/07/2016
		6538-104986	water, oil, fuel, air filter 201	1	09/22/2016	217.60	.00	217.60	51992	10/07/2016
		6538-105088	Filters for fuel transfer tank	1	09/24/2016	95.67	.00	95.67	51992	10/07/2016

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Total 2845:						1,375.62	.00	1,375.62		
2865	ROBERTS ELECTRIC, IN	12080	Charge for emergency call	1	09/10/2016	112.50	.00	112.50	51994	10/07/2016
Total 2865:						112.50	.00	112.50		
2892	SAFETY SUPPLY & SIGN	154628A	Misc. street signs	1	08/01/2016	794.81	.00	794.81	51928	09/20/2016
Total 2892:						794.81	.00	794.81		
3030	STATE INSURANCE FUN	14257432	Payroll Report Premium 7/	1	09/06/2016	3,569.00	.00	3,569.00	51921	09/16/2016
Total 3030:						3,569.00	.00	3,569.00		
3045	STATE TAX COMMISSIO	092016	August 2016 state tax	1	09/20/2016	7,910.00	.00	7,910.00	51922	09/16/2016
		L180924243	Late fee	1	09/01/2016	110.41	.00	110.41	51922	09/16/2016
Total 3045:						8,020.41	.00	8,020.41		
3075	SUN VALLEY CLEANERS,	082516	Dry cleaning for Police unif	1	08/20/2016	304.25	.00	304.25	51999	10/07/2016
		083016	Clean and press 1 shirt Ch	1	08/30/2016	10.00	.00	10.00	51999	10/07/2016
Total 3075:						314.25	.00	314.25		
3100	SUN VALLEY WATER & S	21041011	SV City Hall	1	09/01/2016	596.44	.00	596.44	52000	10/07/2016
		211114.01	Arts Center Parcel	1	09/01/2016	2,267.44	.00	2,267.44	52000	10/07/2016
		2111501	Bike Path - North	1	09/01/2016	1,948.44	.00	1,948.44	52000	10/07/2016
		2111601	SV Road - Horseman Ctr	1	09/01/2016	2,032.04	.00	2,032.04	52000	10/07/2016
		49022011	Elkhorn Fire Station	1	09/01/2016	598.52	.00	598.52	52000	10/07/2016
Total 3100:						7,442.88	.00	7,442.88		
3110	SUNRISE ENVIRO SCIEN	66144	Vehicle cleaner	1	08/19/2016	254.77	.00	254.77	52001	10/07/2016
Total 3110:						254.77	.00	254.77		
3112	SUNSEAL ASPHALT MAI	8622	Road, path, and Hemingwa	1	08/30/2016	4,615.20	.00	4,615.20	52002	10/07/2016
Total 3112:						4,615.20	.00	4,615.20		
3253	UNITED OIL	372229	1 Case of windshield wash	1	08/19/2016	79.14	.00	79.14	51924	09/16/2016
		834900	Fuel for all Police departme	1	08/31/2016	526.99	.00	526.99	51924	09/16/2016
		834901	Fuel for fire department fro	1	08/31/2016	873.34	.00	873.34	51924	09/16/2016
		836128	September fuel purchases.	1	09/15/2016	351.25	.00	351.25	51935	09/23/2016
		843902	August 2016 fuel purchase	1	08/31/2016	127.34	.00	127.34	51924	09/16/2016
Total 3253:						1,958.06	.00	1,958.06		
3285	UTILITY TRAILER SALES	AI95430	Osh Kosh plow parts and d	1	08/29/2016	905.60	.00	905.60	52004	10/07/2016
Total 3285:						905.60	.00	905.60		
3295	VALLEY PAVING INC	13001169MB	10 bags of cold patch	1	08/31/2016	145.00	.00	145.00	52006	10/07/2016
		136089-1	Patching Wild Flower path	1	09/10/2016	1,000.00	.00	1,000.00	52006	10/07/2016

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Total 3295:						1,145.00	.00	1,145.00		
3330	WALKER SAND AND GRA	437360	Storage rental 6 months	1	08/21/2016	1,200.00	.00	1,200.00	52008	10/07/2016
		439139	6 month rent on 2nd storag	1	09/09/2016	450.00	.00	450.00	52008	10/07/2016
Total 3330:						1,650.00	.00	1,650.00		
3350	WEBB LANDSCAPING	106775	Fall plantings for City Hall I	1	08/31/2016	97.44	.00	97.44	52009	10/07/2016
Total 3350:						97.44	.00	97.44		
3355	WELLS FARGO BANK, N.	0204	Hyatt Place Boise 5 nights	1	07/17/2016	502.85	.00	502.85	51912	09/12/2016
		02041	Hyatt Place Boise credit for	1	07/17/2016	57.85-	.00	57.85-	51912	09/12/2016
		04235965	Wells Fargo. Atkinsons ma	1	07/15/2016	9.47	.00	9.47	51912	09/12/2016
		070516	Atkinsons - Food for specia	1	08/31/2016	52.44	.00	52.44	51912	09/12/2016
		070616	Atkinsons: Snack for Allen	1	07/06/2016	23.14	.00	23.14	51912	09/12/2016
		0707161	Perry's - Food regular city c	1	07/07/2016	48.91	.00	48.91	51912	09/12/2016
		0707162	Atkinsons - Food for regula	1	07/07/2016	36.53	.00	36.53	51912	09/12/2016
		071216	Atkinsons - Food for specia	1	07/12/2016	42.59	.00	42.59	51912	09/12/2016
		072816	Lunch for P&Z Meeting 7/2	1	07/28/2016	130.46	.00	130.46	51912	09/12/2016
		080216	8x8 - phone charges for th	1	08/03/2016	198.22	.00	198.22	51912	09/12/2016
		081016	Active911 - 12 month rene	1	08/10/2016	329.00	.00	329.00	51912	09/12/2016
		090916	TLO Subscription/Backgro	1	09/09/2016	50.00	.00	50.00	51912	09/12/2016
		091216	Goodyear Tire - 8 Oshkosh	1	07/20/2016	5,185.12	.00	5,185.12	51912	09/12/2016
		0912161	Wells Fargo - finance char	1	09/12/2016	39.00	.00	39.00	51912	09/12/2016
		091316	Wells Fargo - finance char	1	09/13/2016	244.55	.00	244.55	51913	09/13/2016
		109-3588649	Amazon order: Flashlight b	1	08/02/2016	58.94	.00	58.94	51912	09/12/2016
		115-5428645	Amazon order: AA and AA	1	08/03/2016	44.33	.00	44.33	51912	09/12/2016
		115-5624376	Amazon order: Police vehic	1	08/04/2016	12.60	.00	12.60	51912	09/12/2016
		348B071316	CenturyLink - PD fax - long	1	07/13/2016	184.82	.00	184.82	51912	09/12/2016
		489M	CenturyLink - internet char	1	07/01/2016	1,183.11	.00	1,183.11	51912	09/12/2016
		561747599	Caselle - registration for N.	1	07/26/2016	50.00	.00	50.00	51912	09/12/2016
		844B.071316	CenturyLink - FD fax - long	1	07/13/2016	116.40	.00	116.40	51912	09/12/2016
		844B.071316	CenturyLink - City Hall fax -	1	07/13/2016	168.53	.00	168.53	51912	09/12/2016
		8456	Wells Fargo. LED lights for	1	07/20/2016	905.00	.00	905.00	51912	09/12/2016
		LBO1140369	AlSCO linen supply	1	07/11/2016	26.00	.00	26.00	51912	09/12/2016
		LBO1140370	AlSCO red mats for Police D	1	07/11/2016	25.24	.00	25.24	51912	09/12/2016
		LBO1140370	AlSCO - mats for City Hall	1	07/11/2016	41.40	.00	41.40	51912	09/12/2016
		LBO1140370	AlSCO - towels and laundry	1	07/11/2016	41.98	.00	41.98	51912	09/12/2016
		LBO1140794	AlSCO shop towels.	1	07/25/2016	26.00	.00	26.00	51912	09/12/2016
		LBO1140795	AlSCO mats for Police Depa	1	07/25/2016	25.24	.00	25.24	51912	09/12/2016
		LBO1140795	AlSCO mats for City Hall	1	07/25/2016	41.40	.00	41.40	51912	09/12/2016
		LBO1140795	ALSCO - Shop towels pap	1	07/25/2016	36.73	.00	36.73	51912	09/12/2016
Total 3355:						9,822.15	.00	9,822.15		
3425	WOOD RIVER LOCK SHO	09806	1 pad lock for evidence roo	1	07/22/2016	10.99	.00	10.99	52013	10/07/2016
Total 3425:						10.99	.00	10.99		
3948	WINDY CITY ARTS, INC.	2016-687	Recycling sinage	1	08/10/2016	114.30	.00	114.30	52012	10/07/2016
		2016-771	Banners for the Mayors sur	1	08/30/2016	248.76	.00	248.76	52012	10/07/2016
Total 3948:						363.06	.00	363.06		
3980	D & B SUPPLY COMPANY	10143	Safety equipment gloves, c	1	09/14/2016	177.90	.00	177.90	51955	10/07/2016

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		10143	Tools AND FABRICATING	2	09/14/2016	394.20	.00	394.20	51955	10/07/2016
		10143	Operating supplies	3	09/14/2016	99.16	.00	99.16	51955	10/07/2016
		10143	2 cycle oil	4	09/14/2016	12.90	.00	12.90	51955	10/07/2016
		10143	Staff work pants	5	09/14/2016	85.98	.00	85.98	51955	10/07/2016
	Total 3980:					770.14	.00	770.14		
3999	BARRY EQUIPMENT & R	154037-1	Auger relacement for sign	1	09/14/2016	1,227.63	.00	1,227.63	51949	10/07/2016
	Total 3999:					1,227.63	.00	1,227.63		
4008	VALLEY TEMP SERVICES	9537	K.Rockwood: Week of 9/6/	1	09/14/2016	372.75	.00	372.75	52007	10/07/2016
	Total 4008:					372.75	.00	372.75		
4080	OFFICEBRIGHT, INC	4206	Office cleaning September,	1	09/21/2016	1,170.00	.00	1,170.00	51985	10/07/2016
	Total 4080:					1,170.00	.00	1,170.00		
4133	COPY & PRINT	73926	Business Cards for Jae Hill	1	08/25/2016	54.99	.00	54.99	51954	10/07/2016
		74073	1 box of Copier paper	1	08/18/2016	37.99	.00	37.99	51954	10/07/2016
		74100	Paper clips, letter paper, co	1	08/25/2016	40.74	.00	40.74	51954	10/07/2016
		74439	1 box of Copier paper, bind	1	09/07/2016	60.88	.00	60.88	51954	10/07/2016
		74553	Binder clips, pens, fastener	1	09/19/2016	340.12	.00	340.12	51954	10/07/2016
		74720	Business Cards for W. Fe	1	09/26/2016	44.99	.00	44.99	51954	10/07/2016
	Total 4133:					579.71	.00	579.71		
4135	NATIONAL BENEFITS AD	556463	FSA/HRA fees for August,	1	08/31/2016	166.35	.00	166.35	51920	09/16/2016
		CP138698	FSA fees for August, 2016	1	08/31/2016	1,262.49	.00	1,262.49	51920	09/16/2016
	Total 4135:					1,428.84	.00	1,428.84		
4338	HUGHES FIRE EQUIPME	506252	Service call on ladder truck	1	08/16/2016	661.50	.00	661.50	51966	10/07/2016
	Total 4338:					661.50	.00	661.50		
4369	ZERO WASTE USA, INC	120910	Dog waste bags for path sy	1	09/21/2016	195.75	.00	195.75	52014	10/07/2016
	Total 4369:					195.75	.00	195.75		
4390	MOSS GARDEN CENTER	141114	City Hall plants and soil pe	1	08/31/2016	68.72	.00	68.72	51982	10/07/2016
	Total 4390:					68.72	.00	68.72		
4403	GREAT AMERICA FINAN	19293470	Copier lease - Admin - Aug	1	08/29/2016	199.00	.00	199.00	51915	09/16/2016
		19293471	Copier lease - Police - Aug	1	08/29/2016	89.00	.00	89.00	51915	09/16/2016
		19386556	Sharp Copier Lease Augus	1	09/15/2016	105.00	.00	105.00	51934	09/23/2016
	Total 4403:					393.00	.00	393.00		
4415	NATIONAL BUSINESS FU	MK468883	Purchased desk and file dr	1	09/26/2016	1,083.00	.00	1,083.00	51983	10/07/2016
	Total 4415:					1,083.00	.00	1,083.00		
4467	SUN VALLEY MARKETIN	90125	June 2016 payment - per c	1	06/01/2016	22,916.66	.00	22,916.66	51923	09/16/2016
		90126	July 2016 payment - per co	1	07/01/2016	22,916.66	.00	22,916.66	51923	09/16/2016

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
		90127	August 2016 payment - per	1	08/01/2016	22,916.66	.00	22,916.66	51923	09/16/2016
		90128	September 2016 payment -	1	09/01/2016	22,916.66	.00	22,916.66	51923	09/16/2016
	Total 4467:					91,666.64	.00	91,666.64		
4511	ASPHALT SYSTEMS INC.	29611	Fraction seal oil.	1	08/25/2016	15,468.75	.00	15,468.75	51947	10/07/2016
	Total 4511:					15,468.75	.00	15,468.75		
4584	ROBERTSON, SUSAN	090816	Mileage to Twin Falls/ Ada	1	09/18/2016	82.62	.00	82.62	51995	10/07/2016
	Total 4584:					82.62	.00	82.62		
4598	TREASURE VALLEY COF	2160:037514	Condiments for City Hall	1	08/30/2016	62.63	.00	62.63	52003	10/07/2016
		2160:046629	Coffee for Admin	1	09/14/2016	45.68	.00	45.68	52003	10/07/2016
		2160:046629	Coffee for Community Dev	2	09/14/2016	45.68	.00	45.68	52003	10/07/2016
		2160:046629	Coffee for Fire Department	3	09/14/2016	45.68	.00	45.68	52003	10/07/2016
		2160:046629	Coffee for Police Departme	4	09/14/2016	45.68	.00	45.68	52003	10/07/2016
		2160:046629	Coffee for Streets Departm	5	09/14/2016	45.68	.00	45.68	52003	10/07/2016
	Total 4598:					291.03	.00	291.03		
4627	R-n-M LOGISTICS, LLC	9013	Oil transport for fraction se	1	08/29/2016	1,680.00	.00	1,680.00	51993	10/07/2016
	Total 4627:					1,680.00	.00	1,680.00		
4647	SAKS, KEITH	092616	Mileage to TF for P&Z Sem	1	09/27/2016	89.00	.00	89.00	51996	10/07/2016
		092716	Mileage to TF for King Arbit	1	09/27/2016	89.00	.00	89.00	51996	10/07/2016
	Total 4647:					178.00	.00	178.00		
4649	IDAHO DEPARTMENT OF	320-8677-ID	5 Gallon gas tanks for pum	1	09/14/2016	865.74	.00	865.74	51967	10/07/2016
	Total 4649:					865.74	.00	865.74		
4679	SUN VALLEY AIR SERVIC	090916	July 2016 1% Air Service L	1	09/09/2016	95,717.39	.00	95,717.39	51911	09/09/2016
		090916	Direct cost deduction	2	09/09/2016	572.50-	.00	572.50-	51911	09/09/2016
	Total 4679:					95,144.89	.00	95,144.89		
4683	JEROME PETERBILT	1594711	Marker lights and grommet	1	08/17/2016	23.01	.00	23.01	51975	10/07/2016
	Total 4683:					23.01	.00	23.01		
4703	O'REILLY AUTO PARTS	4635-250470	Pair of 12 ton jack stands f	1	08/30/2016	199.99	.00	199.99	51988	10/07/2016
		4635-250662	Large sockets for repairing	1	08/31/2016	21.98	.00	21.98	51988	10/07/2016
		4635-253971	Wire crimping tool and wire	1	09/18/2016	46.98	.00	46.98	51988	10/07/2016
	Total 4703:					268.95	.00	268.95		
4706	Oshkosh Capital	092716	Lease 177977000 - Princip	1	09/27/2016	84,785.66	.00	84,785.66	51989	10/07/2016
		092716	Lease 177977000 - Interes	2	09/27/2016	27,639.91	.00	27,639.91	51989	10/07/2016
	Total 4706:					112,425.57	.00	112,425.57		
4708	LOGSDON, CLIFFORD	103016	Mileage and per diem for Fi	1	10/03/2016	411.60	.00	411.60	51919	09/16/2016

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 4708:						411.60	.00	411.60		
4730	VALLEY CO-OPS OMC/	090516	Leather work boots Bill W.	1	09/05/2016	159.99	.00	159.99	52005	10/07/2016
Total 4730:						159.99	.00	159.99		
4758	LISTER, DAVID	091016	Registration for David Bow	1	09/10/2016	320.00	.00	320.00	52022	10/07/2016
		1183	Extension cables for SVFD	1	08/26/2016	169.58	.00	169.58	51980	10/07/2016
Total 4758:						489.58	.00	489.58		
4769	WEIDNER FIRE	112726	Firedex pro gloves Reid Bl	1	09/01/2016	172.00	.00	172.00	52010	10/07/2016
		112770	4 50 foot rolls of 11/2 inch	1	09/08/2016	320.00	.00	320.00	52010	10/07/2016
Total 4769:						492.00	.00	492.00		
4779	Ole Dan Tucker Fence Co.	092116	Repair fence at Festival Me	1	09/21/2016	2,521.00	.00	2,521.00	51987	10/07/2016
Total 4779:						2,521.00	.00	2,521.00		
4780	INTERNATIONAL CODE C	1000721153	2015 ICC Concrete Manual	1	08/30/2016	86.00	.00	86.00	51974	10/07/2016
Total 4780:						86.00	.00	86.00		
4786	DYER, WILLIAM	092016	Per Diem Advance for B-3	1	09/20/2016	324.50	.00	324.50	51933	09/23/2016
Total 4786:						324.50	.00	324.50		
4804	GRIFFIN, BRENDA	092716	Rope Rescue Course - HO	1	09/27/2016	163.86	.00	163.86	51965	10/07/2016
Total 4804:						163.86	.00	163.86		
4821	SUN VALLEY CAR WASH	091216	Car wash vouchers for Poli	1	09/12/2016	200.00	.00	200.00	51998	10/07/2016
Total 4821:						200.00	.00	200.00		
4830	WHITE PETERSON	120251	Legal Services - General M	1	08/31/2016	2,703.02	.00	2,703.02	52011	10/07/2016
		120251A	Legal Services - General M	1	08/31/2016	181.44-	.00	181.44-	52011	10/07/2016
		120252	Legal Services - City Coun	1	08/31/2016	2,406.29	.00	2,406.29	52011	10/07/2016
		120253	Legal Services - P&Z- Privil	1	08/31/2016	2,905.00	.00	2,905.00	52011	10/07/2016
		120254	Legal Services - General M	1	08/31/2016	226.87	.00	226.87	52011	10/07/2016
Total 4830:						8,059.74	.00	8,059.74		
4836	IDAHO POST	S7015405	Firearm Instructor class for	1	08/30/2016	400.00	.00	400.00	51970	10/07/2016
Total 4836:						400.00	.00	400.00		
4837	3 RIOS LANDSCAPING IN	246	Landscape repair at 412 M	1	08/25/2016	450.00	.00	450.00	51944	10/07/2016
Total 4837:						450.00	.00	450.00		
4838	STRAIGHT STRIPE PAINT	10752	White Clouds road sealing	1	09/12/2016	6,000.00	.00	6,000.00	51997	10/07/2016
Total 4838:						6,000.00	.00	6,000.00		

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
4839	LAWSON PRODUCTS	9304367756	Fastener and shop supplie	1	09/13/2016	1,323.19	.00	1,323.19	51978	10/07/2016
		9304390340	Safety glasses for shop us	1	09/22/2016	38.90	.00	38.90	51978	10/07/2016
Total 4839:						1,362.09	.00	1,362.09		
4840	JOHN E. REID & ASSOCI	170178	4 Day training (Blackfoot) f	1	09/16/2016	550.00	.00	550.00	51977	10/07/2016
Total 4840:						550.00	.00	550.00		
4842	BUSINESS INTERIORS O	12137	New chair for S. Robertson	1	09/23/2016	512.40	.00	512.40	51950	10/07/2016
Total 4842:						512.40	.00	512.40		
4843	CONSTRUCTION SOLUTI	092616	Progress Billing	1	09/26/2016	52,145.55	.00	52,145.55	51953	10/07/2016
Total 4843:						52,145.55	.00	52,145.55		
Grand Totals:						512,475.36	.00	512,475.36		

Report Criteria:  
 Detail report type printed

CITY OF SUN VALLEY  
 COMBINED CASH INVESTMENT  
 SEPTEMBER 30, 2016

COMBINED CASH ACCOUNTS

01-102-000	CASH-CHECKING-GEN-WELLS FARGO	240,635.15
01-102-003	CREDIT CARD-GEN-WELLS FARGO	691.41
01-103-000	PETTY CASH	134.00
01-110-100	RETURNED CHECKS CLEARING	10.00
01-110-200	BUSINESS TAX CLEARING	( 2,565.99)
01-151-000	INVESTEMENT - IDAHO STATE POOL	4,000,196.61
01-151-002	FAIRWAY BOND - ID INVEST POOL	3,585.82
01-151-008	INVESTEMENT - WELLS FARGO	150,000.00
	TOTAL COMBINED CASH	4,392,687.00
01-101-000	CASH ALLOCATED TO OTHER FUNDS	( 4,626,250.60)
	TOTAL UNALLOCATED CASH	( 233,563.60)

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	4,879,304.49
29	ALLOCATION TO FIXED ASSET REPLACEMENT FUND	( 878,808.03)
30	ALLOCATION TO DEBT SERVICE FUND	9,521.91
40	ALLOCATION TO LAND ACQUISTION FUND	371,763.43
42	ALLOCATION TO WORKFORCE HOUSING FUND	87,293.96
50	ALLOCATION TO CAPITAL IMPROVEMENT FUND	( 66,537.95)
52	ALLOCATION TO SPF	223,712.79
	TOTAL ALLOCATIONS TO OTHER FUNDS	4,626,250.60
	ALLOCATION FROM COMBINED CASH FUND - 01-101000	( 4,626,250.60)
	ZERO PROOF IF ALLOCATIONS BALANCE	.00

CITY OF SUN VALLEY  
 BALANCE SHEET  
 SEPTEMBER 30, 2016

GENERAL FUND

ASSETS

10-101-000	CASH - COMBINED FUND	4,879,304.49	
10-105-000	TAXES RECEIVABLE - CURRENT	30,456.00	
10-107-000	TAXES RECEIVABLE - DELINQUENT	616.65	
10-108-000	LOCAL OPTION TAXES- RECEIVABLE	71,930.83	
10-115-000	OTHER ACCOUNTS RECEIVABLE	5,272.54	
10-120-000	DUE FROM OTHER GOVERNMENTS	185,297.49	
	TOTAL ASSETS		5,172,878.00

LIABILITIES AND EQUITY

LIABILITIES

10-203-000	ACCOUNTS PAYABLE	246,836.20	
10-213-000	SALES TAX PAYABLE	111,121.44	
10-216-000	SALARIES & WAGES PAYABLE	51,664.56	
10-217-100	FICA PAYABLE	( 19,550.63)	
10-217-200	FEDERAL WITHHOLDING PAYABLE	2,109.18	
10-217-300	STATE WITHHOLDING PAYABLE	17,798.67	
10-217-400	WORKERS COMPENSATION PAYABLE	21,535.03	
10-217-450	RETIREMENT (PERS) PAYABLE	13,148.47	
10-217-550	HEALTH INSURANCE PAYABLE	27,478.85	
10-217-560	HRA & FSA SEC. DEP.	( 7,768.01)	
10-217-600	LIFE INSURANCE PAYABLE	184.26	
10-217-700	GARNISHMENT PAYABLE	( 6,830.12)	
10-217-750	EVENT PERMIT DEPOSIT PAYABLE	1,360.00	
10-217-900	FLEX SPENDING PAYABLE	18,031.73	
10-225-100	DEFERRED REVENUE - TAXES, PROP	18,927.77	
	TOTAL LIABILITIES		496,047.40

FUND EQUITY

10-260-000	FUND BALANCE - RESERVED	1,271,633.00	
	UNAPPROPRIATED FUND BALANCE:		
10-271-000	FUND BALANCE - BEGINNING OF YR	2,525,981.87	
	REVENUE OVER EXPENDITURES - YTD	834,377.78	
	BALANCE - CURRENT DATE	3,360,359.65	
	TOTAL FUND EQUITY		4,631,992.65
	TOTAL LIABILITIES AND EQUITY		5,128,040.05

CITY OF SUN VALLEY  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2016

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>GENERAL PROPERTY TAXES</u>					
10-311-100 GENERAL PROPERTY TAXES REAL	14,272.30	2,566,224.71	2,453,848.00	( 112,376.71)	104.6
10-311-300 PROPERTY TAXES INEREST&PENALTY	1,789.41	7,738.63	10,000.00	2,261.37	77.4
<b>TOTAL GENERAL PROPERTY TAXES</b>	<b>16,061.71</b>	<b>2,573,963.34</b>	<b>2,463,848.00</b>	<b>( 110,115.34)</b>	<b>104.5</b>
<u>LOCAL OPTION TAXES</u>					
10-313-100 LOCAL OPTION TAX - LIQUOR 3%	16,636.03	92,909.14	60,000.00	( 32,909.14)	154.9
10-313-200 LOCAL OPTION TAX - LODGING 3%	102,244.47	655,371.19	470,000.00	( 185,371.19)	139.4
10-313-300 LOCAL OPTION TAX - RETAIL 3%	129,087.11	837,582.43	690,000.00	( 147,582.43)	121.4
10-313-600 LOCAL OPTION TAX - AIR SER 1%	88,756.76	584,981.13	406,667.00	( 178,314.13)	143.9
10-313-700 PENALTIES & INTEREST - L.O.T.	.00	81.96	500.00	418.04	16.4
<b>TOTAL LOCAL OPTION TAXES</b>	<b>336,724.37</b>	<b>2,170,925.85</b>	<b>1,627,167.00</b>	<b>( 543,758.85)</b>	<b>133.4</b>
<u>BUSINESS &amp; FRANCHISE TAXES</u>					
10-316-110 GAS FRANCHISE	.00	84,232.78	70,000.00	( 14,232.78)	120.3
10-316-120 CABLE FRANCHISE	.00	57,794.99	55,000.00	( 2,794.99)	105.1
<b>TOTAL BUSINESS &amp; FRANCHISE TAXES</b>	<b>.00</b>	<b>142,027.77</b>	<b>125,000.00</b>	<b>( 17,027.77)</b>	<b>113.6</b>
<u>BUSINESS LICENSES &amp; PERMITS</u>					
10-321-100 BEER, LIQUOR & WINE LICENSES	.00	2,810.00	2,000.00	( 810.00)	140.5
10-321-200 MUNICIPAL TAX PERMITS	30.00	950.00	300.00	( 650.00)	316.7
10-321-300 TEMP MUNICIPAL TAX PERMITS	.00	10.00	2,000.00	1,990.00	.5
<b>TOTAL BUSINESS LICENSES &amp; PERMITS</b>	<b>30.00</b>	<b>3,770.00</b>	<b>4,300.00</b>	<b>530.00</b>	<b>87.7</b>
<u>NON-BUSINESS LICENSES &amp; PERMIT</u>					
10-322-110 BUILDING PERMITS	25,015.09	302,867.71	200,000.00	( 102,867.71)	151.4
<b>TOTAL NON-BUSINESS LICENSES &amp; PERMIT</b>	<b>25,015.09</b>	<b>302,867.71</b>	<b>200,000.00</b>	<b>( 102,867.71)</b>	<b>151.4</b>
<u>STATE OF IDAHO SHARED REVENUES</u>					
10-335-100 STATE LIQUOR APPORTIONMENT	.00	1,104.00	2,208.00	1,104.00	50.0
10-335-500 STATE SALES TAX	.00	329,946.69	722,454.00	392,507.31	45.7
<b>TOTAL STATE OF IDAHO SHARED REVENUES</b>	<b>.00</b>	<b>331,050.69</b>	<b>724,662.00</b>	<b>393,611.31</b>	<b>45.7</b>

CITY OF SUN VALLEY  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2016

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>GENERAL GOVERNMENT</u>					
10-341-100 ENGINEERING REIMBURSABLES	638.00	6,199.00	10,000.00	3,801.00	62.0
10-341-110 APPLICATION FEES	2,625.00	12,087.50	10,000.00	( 2,087.50)	120.9
10-341-120 PUBLIC NOTICE REIMBURSABLES	.00	.00	3,000.00	3,000.00	.0
<b>TOTAL GENERAL GOVERNMENT</b>	<b>3,263.00</b>	<b>18,286.50</b>	<b>23,000.00</b>	<b>4,713.50</b>	<b>79.5</b>
<u>FINES</u>					
10-361-901 TRAFFIC FINES	75.00	1,051.00	500.00	( 551.00)	210.2
10-361-902 MOTOR VEHICLE TAX	181.35	5,310.45	6,000.00	689.55	88.5
<b>TOTAL FINES</b>	<b>256.35</b>	<b>6,361.45</b>	<b>6,500.00</b>	<b>138.55</b>	<b>97.9</b>
<u>INTEREST EARNINGS</u>					
10-371-100 INTEREST REVENUES	.00	2,313.33	4,000.00	1,686.67	57.8
<b>TOTAL INTEREST EARNINGS</b>	<b>.00</b>	<b>2,313.33</b>	<b>4,000.00</b>	<b>1,686.67</b>	<b>57.8</b>
<u>MISCELLANEOUS</u>					
10-379-252 POLICE TRUST ACCOUNT	.00	11,750.00	8,500.00	( 3,250.00)	138.2
10-379-260 FIRE TRUST ACCOUNT	.00	8,500.00	8,500.00	.00	100.0
10-379-300 OTHER REVENUES	.00	36,551.56	30,000.00	( 6,551.56)	121.8
10-379-301 WILDLAND REIMBURSEMENTS	.00	144,557.87	20,000.00	( 124,557.87)	722.8
<b>TOTAL MISCELLANEOUS</b>	<b>.00</b>	<b>201,359.43</b>	<b>67,000.00</b>	<b>( 134,359.43)</b>	<b>300.5</b>
<u>TRANSFER FROM RESERVES</u>					
10-381-001 TRANS FROM FUND BALANCE	.00	.00	16,604.00	16,604.00	.0
<b>TOTAL TRANSFER FROM RESERVES</b>	<b>.00</b>	<b>.00</b>	<b>16,604.00</b>	<b>16,604.00</b>	<b>.0</b>
<b>TOTAL FUND REVENUE</b>	<b>381,350.52</b>	<b>5,752,926.07</b>	<b>5,262,081.00</b>	<b>( 490,845.07)</b>	<b>109.3</b>

CITY OF SUN VALLEY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2016

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LEGISLATIVE</u>					
10-411-110 SALARIES AND WAGES	4,750.00	56,567.09	69,000.00	12,432.91	82.0
10-411-210 FICA CONTRIBUTION	275.97	3,418.40	5,279.00	1,860.60	64.8
10-411-220 RETIREMENT CONTRIBUTION	537.70	6,452.40	7,810.00	1,357.60	82.6
10-411-240 WORKERS COMPENSATION	11.88	142.56	300.00	157.44	47.5
10-411-250 HEALTH INSURANCE	2,822.40	26,769.62	47,017.00	20,247.38	56.9
10-411-429 PROFESSIONAL FEES	.00	8,384.66	7,500.00	( 884.66)	111.8
10-411-470 TRAVEL & TRAINING	89.00	223.20	.00	( 223.20)	.0
10-411-474 TRAVEL FOR LEGAL PROCEEDINGS	.00	.00	2,500.00	2,500.00	.0
10-411-475 MEETINGS, CONVENTIONS & CONF.	35.00	384.62	2,500.00	2,115.38	15.4
10-411-476 CITY FUNCTIONS	180.47	911.06	2,700.00	1,788.94	33.7
10-411-689 MARKETING SERVICES	.00	80,369.12	275,000.00	194,630.88	29.2
10-411-690 MAYOR	.00	3.25	.00	( 3.25)	.0
10-411-692 ECONOMIC DEV/CULTURAL INFO SER	91,666.64	214,749.94	8,500.00	( 206,249.94)	2526.5
10-411-694 PUBLIC TRANSIT SERVICES	.00	198,750.00	265,000.00	66,250.00	75.0
10-411-740 OFFICE FURNITURE & EQUIPMENT	.00	1,806.80	1,500.00	( 306.80)	120.5
10-411-850 AIR SERVICE 1% LOT	95,144.89	530,921.16	399,443.00	( 131,478.16)	132.9
<b>TOTAL LEGISLATIVE</b>	<b>195,513.95</b>	<b>1,129,853.88</b>	<b>1,094,049.00</b>	<b>( 35,804.88)</b>	<b>103.3</b>

CITY OF SUN VALLEY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2016

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
10-415-110 SALARIES AND WAGES	14,963.44	295,778.42	321,643.00	25,864.58	92.0
10-415-120 MERIT INCREASES ALL CLASS EMPL	.00	.00	55,040.00	55,040.00	.0
10-415-200 PHYSICAL INCENTIVE PROGRAM	.00	.00	1,600.00	1,600.00	.0
10-415-210 FICA CONTRIBUTION	1,880.27	22,131.20	28,816.00	6,684.80	76.8
10-415-220 RETIREMENT CONTRIBUTION	2,876.41	33,352.63	42,641.00	9,288.37	78.2
10-415-240 WORKERS COMPENSATION	507.10	2,850.67	3,000.00	149.33	95.0
10-415-250 HEALTH INSURANCE	4,722.28	58,858.92	49,324.00	( 9,534.92)	119.3
10-415-260 LIFE INSURANCE	128.00	1,334.80	2,700.00	1,365.20	49.4
10-415-270 MERIT TAXES/PERSI/WC	10,498.23	10,486.81	.00	( 10,486.81)	.0
10-415-280 STATE UNEMPLOYMENT	.00	342.68	.00	( 342.68)	.0
10-415-310 OFFICE SUPPLIES	588.04	5,769.15	12,500.00	6,730.85	46.2
10-415-315 JANITORIAL SUPPLIES	277.87	2,899.82	1,200.00	( 1,699.82)	241.7
10-415-320 OPERATING SUPPLIES	.00	288.00	.00	( 288.00)	.0
10-415-350 MOTOR FUELS & LUBRICANTS	.00	43.25	150.00	106.75	28.8
10-415-360 COMPUTER SUPPLIES	.00	314.69	.00	( 314.69)	.0
10-415-370 POSTAGE	.00	1,583.09	1,600.00	16.91	98.9
10-415-420 PROFESSIONAL FEES	372.75	30,181.59	4,000.00	( 26,181.59)	754.5
10-415-421 AUDIT	.00	.00	14,000.00	14,000.00	.0
10-415-425 ATTORNEY FEES	8,059.74	45,072.94	50,452.00	5,379.06	89.3
10-415-426 ATTORNEY FEES-SPECIAL COUNSEL	.00	3,000.00	35,000.00	32,000.00	8.6
10-415-427 COMPUTER CONSULTANTS	.00	22,534.75	30,000.00	7,465.25	75.1
10-415-435 WEBSITE	.00	700.00	1,000.00	300.00	70.0
10-415-440 ADVERTISING & LEGAL PUBLISHING	302.68	1,234.20	4,000.00	2,765.80	30.9
10-415-465 INSURANCE - LIABILITY FUND	47,603.50	92,914.50	95,622.00	2,707.50	97.2
10-415-470 TRAVEL, TRAINING & MEETINGS	221.62	5,138.46	9,000.00	3,861.54	57.1
10-415-476 CITY FUNCTIONS	.00	750.00	7,500.00	6,750.00	10.0
10-415-480 DUES/SUBSCRIPTIONS/MEMBERSHIPS	.00	19,024.28	17,082.00	( 1,942.28)	111.4
10-415-500 CUSTODIAL & CLEANING SERVICES	1,170.00	12,994.20	15,000.00	2,005.80	86.6
10-415-510 TELEPHONE & COMMUNICATIONS	2,422.91	16,872.83	15,000.00	( 1,872.83)	112.5
10-415-521 UTILITIES	8,986.66	31,188.48	30,000.00	( 1,188.48)	104.0
10-415-540 RENTAL - OFFICE FURN & EQUIP	105.00	5,008.18	3,000.00	( 2,008.18)	166.9
10-415-580 REPAIR/MAINT - OFFICE FURN/EQ	.00	.00	1,000.00	1,000.00	.0
10-415-585 REPAIR & MAINT - BUILDINGS	.00	983.64	2,000.00	1,016.36	49.2
10-415-600 REPAIR/MAINT - AUTOMOTIVE EQ	.00	.00	500.00	500.00	.0
10-415-680 BANK CHARGES	283.55	29,396.05	1,800.00	( 27,596.05)	1633.1
10-415-740 OFFICE EQPMT, COMPUTER EQPMT	512.40	3,190.76	5,268.00	2,077.24	60.6
<b>TOTAL ADMINISTRATION</b>	<b>106,482.45</b>	<b>756,218.99</b>	<b>861,438.00</b>	<b>105,219.01</b>	<b>87.8</b>

CITY OF SUN VALLEY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2016

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COMMUNITY DEVELOPMENT</u>					
10-418-110 SALARIES AND WAGES	19,242.54	247,768.49	225,522.00	( 22,246.49)	109.9
10-418-140 SALARIES AND WAGES-TEMP EMPLOY	3,810.36	25,485.51	41,230.00	15,744.49	61.8
10-418-200 PHYSICAL INCENTIVE PROGRAM	.00	800.00	1,600.00	800.00	50.0
10-418-210 FICA CONTRIBUTION	1,824.77	22,215.39	20,407.00	( 1,808.39)	108.9
10-418-220 RETIREMENT CONTRIBUTION	2,470.34	34,841.09	25,529.00	( 9,312.09)	136.5
10-418-240 WORKERS COMPENSATION	274.99	3,230.54	2,700.00	( 530.54)	119.7
10-418-250 HEALTH INSURANCE	1,694.43	19,543.30	28,410.00	8,866.70	68.8
10-418-285 EXPENSE REIMBURSEMENT	1,063.31	23,407.56	21,000.00	( 2,407.56)	111.5
10-418-290 PLANNING BUS EXP	130.46	349.07	1,000.00	650.93	34.9
10-418-310 OFFICE SUPPLIES	346.35	2,657.26	4,500.00	1,842.74	59.1
10-418-350 MOTOR FUELS & LUBRICANTS	.00	667.48	3,000.00	2,332.52	22.3
10-418-390 SPECIAL DEPARTMENT EXPENSE	.00	15,520.82	.00	( 15,520.82)	.0
10-418-420 PROFESSIONAL FEES	.00	369.75	10,000.00	9,630.25	3.7
10-418-422 ENGINEERING	.00	5,381.92	10,000.00	4,618.08	53.8
10-418-423 CONTRACT LABOR	.00	17,608.36	31,000.00	13,391.64	56.8
10-418-437 COMP PLAN	.00	1,593.62	3,000.00	1,406.38	53.1
10-418-440 ADVERTISING & LEGAL PUBLISHING	206.54	3,586.05	10,000.00	6,413.95	35.9
10-418-470 TRAVEL, TRAINING & MEETINGS	324.50	6,231.18	8,500.00	2,268.82	73.3
10-418-480 DUES/SUBSCRIPTIONS/MEMBERSHIPS	.00	8,219.81	2,000.00	( 6,219.81)	411.0
10-418-490 TRAINING	.00	177.00	.00	( 177.00)	.0
10-418-510 TELEPHONE & COMMUNICATIONS	.00	1,638.78	1,500.00	( 138.78)	109.3
10-418-600 REPAIR/MAINT - AUTOMOTIVE EQ	.00	759.70	3,000.00	2,240.30	25.3
10-418-740 OFFICE FURNITURE & EQUIPMENT	.00	3,265.11	3,500.00	234.89	93.3
<b>TOTAL COMMUNITY DEVELOPMENT</b>	<b>31,388.59</b>	<b>445,317.79</b>	<b>457,398.00</b>	<b>12,080.21</b>	<b>97.4</b>
<u>OTHER GENERAL GOVERNMENT</u>					
10-419-800 CONTINGENCY	.00	.00	50,000.00	50,000.00	.0
<b>TOTAL OTHER GENERAL GOVERNMENT</b>	<b>.00</b>	<b>.00</b>	<b>50,000.00</b>	<b>50,000.00</b>	<b>.0</b>

CITY OF SUN VALLEY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2016

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>POLICE DEPARTMENT</u>					
10-421-110 SALARIES AND WAGES	57,555.85	688,222.22	681,183.00	( 7,039.22)	101.0
10-421-120 SALARIES & WAGES-PART TIME	.00	2,753.70	.00	( 2,753.70)	.0
10-421-122 OVERTIME SALARIES	636.53	24,661.38	30,000.00	5,338.62	82.2
10-421-200 PHYSICAL INCENTIVE PROGRAM	84.82	2,872.08	4,400.00	1,527.92	65.3
10-421-210 FICA CONTRIBUTION	4,313.64	53,623.98	54,405.00	781.02	98.6
10-421-220 RETIREMENT CONTRIBUTION	5,758.39	71,564.47	82,924.00	11,359.53	86.3
10-421-240 WORKERS COMPENSATION	1,800.25	22,039.58	21,000.00	( 1,039.58)	105.0
10-421-250 HEALTH INSURANCE	14,428.98	115,939.14	135,707.00	19,767.86	85.4
10-421-290 POLICE BUSINESS EXPENSE	23.14	485.61	.00	( 485.61)	.0
10-421-310 OFFICE SUPPLIES	58.00	2,146.93	1,800.00	( 346.93)	119.3
10-421-315 JANITORIAL SUPPLIES	50.48	494.60	800.00	305.40	61.8
10-421-320 OPERATING SUPPLIES	55.98	3,020.74	4,000.00	979.26	75.5
10-421-321 POLICE TRUST ACCOUNT	.00	9,141.44	5,000.00	( 4,141.44)	182.8
10-421-340 MINOR EQUIPMENT	.00	8,265.22	10,000.00	1,734.78	82.7
10-421-345 SAFETY EQUIPMENT	.00	.00	500.00	500.00	.0
10-421-347 RECORDS MGT SYSEM-POL/FIRE	.00	20,443.00	20,443.00	.00	100.0
10-421-348 COMM-POLICE/FIRE DISPATCH	.00	97,890.37	96,656.00	( 1,234.37)	101.3
10-421-350 MOTOR FUELS & LUBRICANTS	526.99	9,388.23	14,500.00	5,111.77	64.8
10-421-370 POSTAGE	139.11	272.05	200.00	( 72.05)	136.0
10-421-424 MEDICAL SERVICES	.00	.00	500.00	500.00	.0
10-421-426 INVESTIGATIVE EXPERT SERVICES	.00	940.00	2,500.00	1,560.00	37.6
10-421-428 PROSECUTION OF MISDEMEANORS	11,950.50	35,851.50	23,901.00	( 11,950.50)	150.0
10-421-470 TRAVEL, TRAINING & MEETINGS	1,806.60	12,810.17	10,000.00	( 2,810.17)	128.1
10-421-480 DUES/SUBSCRIPTIONS/MEMBERSHIPS	50.00	1,549.25	4,000.00	2,450.75	38.7
10-421-493 PHYSICAL EXAMINATIONS	.00	.00	500.00	500.00	.0
10-421-510 TELEPHONE & COMMUNICATIONS	.00	2,344.94	5,500.00	3,155.06	42.6
10-421-595 REPAIR & MAINT - EQUIPMENT	295.77	651.74	1,000.00	348.26	65.2
10-421-600 REPAIR/MAINT - AUTOMOTIVE EQ	200.00	4,134.10	5,500.00	1,365.90	75.2
10-421-610 REPAIR/MAINT - OTHER	343.00	1,484.00	3,000.00	1,516.00	49.5
10-421-615 REPAIR/MAINT - RADIO SERVICE	.00	997.69	3,000.00	2,002.31	33.3
10-421-630 LAUNDRY	304.25	3,234.65	2,250.00	( 984.65)	143.8
10-421-665 UNIFORMS - POLICE	.00	3,268.86	4,500.00	1,231.14	72.6
10-421-695 VEHICLE TOWING	.00	.00	250.00	250.00	.0
10-421-740 OFFICE FURNITURE & EQUIPMENT	.00	2,147.86	5,000.00	2,852.14	43.0
10-421-753 RADIOS-HANDHELD	.00	.00	5,400.00	5,400.00	.0
10-421-770 ANIMAL CONTROL	.00	2,000.00	2,500.00	500.00	80.0
<b>TOTAL POLICE DEPARTMENT</b>	<b>100,382.28</b>	<b>1,204,639.50</b>	<b>1,242,819.00</b>	<b>38,179.50</b>	<b>96.9</b>

CITY OF SUN VALLEY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2016

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FIRE DEPARTMENT</u>					
10-423-110 SALARIES AND WAGES - FTE	27,931.22	388,692.64	373,851.00	( 14,841.64)	104.0
10-423-120 WAGES - ON CALL FF	4,856.75	91,928.00	87,050.00	( 4,878.00)	105.6
10-423-122 OVERTIME SALARIES	1,070.25	13,386.46	5,000.00	( 8,386.46)	267.7
10-423-130 WAGES- WILDLAND	24,069.45	134,789.42	10,000.00	( 124,789.42)	1347.9
10-423-140 WAGES-TEMP EMPLOYEE	.00	300.00	.00	( 300.00)	.0
10-423-145 WAGES - PT EMPLOYEE	456.74	6,041.97	42,226.00	36,184.03	14.3
10-423-200 PHYSICAL INCENTIVE PROGRAM	.00	.00	2,400.00	2,400.00	.0
10-423-210 FICA CONTRIBUTION	4,424.60	42,414.31	40,295.00	( 2,119.31)	105.3
10-423-220 RETIREMENT CONTRIBUTION	4,704.36	51,391.17	50,100.00	( 1,291.17)	102.6
10-423-240 WORKERS COMP & SUPPLMTL ACCDT	2,038.33	19,579.49	16,000.00	( 3,579.49)	122.4
10-423-250 HEALTH INSURANCE	4,902.50	59,344.52	77,984.00	18,639.48	76.1
10-423-310 OFFICE SUPPLIES	.00	1,246.85	3,200.00	1,953.15	39.0
10-423-315 JANITORIAL SUPPLIES	9.47	328.21	1,500.00	1,171.79	21.9
10-423-320 OPERATING SUPPLIES	691.57	4,151.01	10,000.00	5,848.99	41.5
10-423-325 MEDICAL SAFETY SUPPLIES	446.03	4,916.07	10,000.00	5,083.93	49.2
10-423-340 MINOR TOOLS	.00	250.23	3,200.00	2,949.77	7.8
10-423-350 MOTOR FUELS & LUBRICANTS	873.34	8,077.48	12,000.00	3,922.52	67.3
10-423-360 MOTOR FUELS & LUBRICANTS - WLF	.00	233.70	5,000.00	4,766.30	4.7
10-423-370 POSTAGE	.00	14.05	.00	( 14.05)	.0
10-423-470 TRAVEL, TRAINING & MEETINGS	163.86	31,950.48	31,600.00	( 350.48)	101.1
10-423-480 DUES/SUBSCRIPTIONS/MEMBERSHIPS	.00	8,612.43	5,200.00	( 3,412.43)	165.6
10-423-510 TELEPHONE & COMMUNICATIONS	439.43	7,423.12	9,300.00	1,876.88	79.8
10-423-555 RENTAL - EQUIPMENT	.00	1,380.00	2,500.00	1,120.00	55.2
10-423-570 RENTAL - OTHER	.00	.00	1,500.00	1,500.00	.0
10-423-575 EQUIPMENT PURCHASE-NON CAPITAL	865.74	3,499.15	12,000.00	8,500.85	29.2
10-423-576 TURNOUTS- REPLACEMENT & MAINT.	172.00	2,457.59	12,000.00	9,542.41	20.5
10-423-585 REPAIR/MAINT - BUILDINGS	168.72	5,247.59	5,000.00	( 247.59)	105.0
10-423-590 REPAIR/MAINT - GROUNDS	25.76	512.11	7,000.00	6,487.89	7.3
10-423-591 WILDLAND EQUIP REIMB	.00	9,777.57	.00	( 9,777.57)	.0
10-423-595 REPAIR & MAINT - EQUIPMENT	2,276.87	13,689.29	16,000.00	2,310.71	85.6
10-423-600 REPAIR/MAINT - AUTOMOTIVE EQ	1,118.41	4,764.50	21,100.00	16,335.50	22.6
10-423-615 REPAIR/MAINT - RADIO SERVICE	11,170.47	16,364.75	5,000.00	( 11,364.75)	327.3
10-423-620 RADIO AND ANTENNA LEASE	.00	1,420.54	3,400.00	1,979.46	41.8
10-423-630 LAUNDRY	10.00	154.09	1,500.00	1,345.91	10.3
10-423-631 UNIFORMS	.00	7,415.28	12,000.00	4,584.72	61.8
10-423-635 COM AT RISK FIRE GRANT PROJECT	120.00	120.00	5,000.00	4,880.00	2.4
10-423-740 OFFICE FURNITURE & EQUIPMENT	.00	.00	5,900.00	5,900.00	.0
10-423-910 TRAVEL & TRAINING - CE	.00	3,676.90	5,000.00	1,323.10	73.5
10-423-920 OFC/OPERATING SUPPLIES - CE	.00	.00	1,165.00	1,165.00	.0
10-423-930 TOOLS & SUPPLIES - CE	.00	.00	250.00	250.00	.0
<b>TOTAL FIRE DEPARTMENT</b>	<b>93,005.87</b>	<b>945,550.97</b>	<b>912,221.00</b>	<b>( 33,329.97)</b>	<b>103.7</b>

CITY OF SUN VALLEY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2016

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>STREET DEPARTMENT</u>					
10-431-110 SALARIES AND WAGES	16,325.54	212,808.93	208,189.00	( 4,619.93)	102.2
10-431-120 SALARIES & WAGES - PART TIME	.00	.00	7,000.00	7,000.00	.0
10-431-122 OVERTIME SALARIES	.00	2,567.70	5,000.00	2,432.30	51.4
10-431-200 PHYSICAL INCENTIVE PROGRAM	.00	400.00	1,200.00	800.00	33.3
10-431-210 FICA CONTRIBUTION	1,194.15	15,530.87	17,501.00	1,970.13	88.7
10-431-220 RETIREMENT CONTRIBUTION	1,848.05	23,855.84	25,107.00	1,251.16	95.0
10-431-240 WORKERS COMPENSATION	877.36	11,207.19	12,000.00	792.81	93.4
10-431-250 HEALTH INSURANCE	3,184.70	39,300.79	50,459.00	11,158.21	77.9
10-431-310 OFFICE SUPPLIES	91.36	360.81	.00	( 360.81)	.0
10-431-315 JANITORIAL SUPPLIES & LAUNDRY	104.69	604.16	400.00	( 204.16)	151.0
10-431-320 OPERATING SUPPLIES	2,023.17	3,902.73	4,000.00	97.27	97.6
10-431-340 TOOLS & EQUIPMENT	663.15	1,422.72	2,000.00	577.28	71.1
10-431-345 SAFETY EQUIPMENT	275.76	275.76	500.00	224.24	55.2
10-431-350 MOTOR FUELS & LUBRICANTS	491.49	11,156.71	20,000.00	8,843.29	55.8
10-431-440 ADVERTISING & LEGAL PUBLISHING	.00	.00	1,000.00	1,000.00	.0
10-431-470 TRAVEL, TRAINING & MEETINGS	.00	1,024.05	5,500.00	4,475.95	18.6
10-431-510 TELEPHONE SERVICE	.00	965.44	1,500.00	534.56	64.4
10-431-536 SANDING/MAG CHLORIDE	.00	13,699.19	14,000.00	300.81	97.9
10-431-555 RENTAL - EQUIPMENT	.00	.00	1,000.00	1,000.00	.0
10-431-570 RENT/LEASE - SNOW REMOVAL EQ.	.00	.00	1,000.00	1,000.00	.0
10-431-591 REPAIR/MAINT/CLEANING-STREETS	.00	6,200.76	4,500.00	( 1,700.76)	137.8
10-431-592 STRIPING	.00	19,703.00	29,000.00	9,297.00	67.9
10-431-595 REPAIR/MAINT - LARGE EQUIPMENT	7,531.51	16,051.71	18,000.00	1,948.29	89.2
10-431-596 REPAIR/MAINT - SMALL EQUIP	.00	524.23	700.00	175.77	74.9
10-431-600 REPAIR/MAINT - AUTO EQUIP	901.26	2,870.57	4,000.00	1,129.43	71.8
10-431-610 REPAIR/MAINT - MISC	207.55	207.55	1,000.00	792.45	20.8
10-431-614 REPAIR/MAINT-BUILDING	850.37	6,501.65	12,000.00	5,498.35	54.2
10-431-620 LANDSCAPE SERVICES	97.44	3,791.04	5,000.00	1,208.96	75.8
10-431-621 NOXIOUS WEED CONTROL	.00	12,252.89	15,000.00	2,747.11	81.7
10-431-631 UNIFORMS	278.00	752.15	1,100.00	347.85	68.4
10-431-740 OFFICE FURNITURE & EQUIPMENT	1,083.00	1,083.00	2,000.00	917.00	54.2
10-431-745 ROADS & PATHS CONDITION RATING	.00	.00	12,000.00	12,000.00	.0
10-431-780 ROADS & PATHS MAINT. PROGRAM	10,336.03	23,806.26	160,000.00	136,193.74	14.9
10-431-790 LAND MAINTENANCE 5 ACRE PARCEL	2,754.18	3,319.50	2,500.00	( 819.50)	132.8
10-431-800 104 GREY EAGLE ABATEMENT	.00	819.96	.00	( 819.96)	.0
<b>TOTAL STREET DEPARTMENT</b>	<b>51,118.76</b>	<b>436,967.16</b>	<b>644,156.00</b>	<b>207,188.84</b>	<b>67.8</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>577,891.90</b>	<b>4,918,548.29</b>	<b>5,262,081.00</b>	<b>343,532.71</b>	<b>93.5</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 196,541.38)</b>	<b>834,377.78</b>	<b>.00</b>	<b>( 834,377.78)</b>	<b>.0</b>

CITY OF SUN VALLEY  
 BALANCE SHEET  
 SEPTEMBER 30, 2016

FIXED ASSET REPLACEMENT FUND

ASSETS

29-101-000	CASH - COMBINED FUND	(	878,808.03)	
	TOTAL ASSETS			( 878,808.03)

LIABILITIES AND EQUITY

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:				
29-271-000	FUND BALANCE - BEGINNING OF YR	(	742,962.14)	
	REVENUE OVER EXPENDITURES - YTD	(	250,116.57)	
	BALANCE - CURRENT DATE			( 993,078.71)
	TOTAL FUND EQUITY			( 993,078.71)
	TOTAL LIABILITIES AND EQUITY			( 993,078.71)

CITY OF SUN VALLEY  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2016

FIXED ASSET REPLACEMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>SOURCE 399</u>					
29-399-504 TRANS FR GF UN FUND BALANCE	.00	.00	256,926.00	256,926.00	.0
TOTAL SOURCE 399	.00	.00	256,926.00	256,926.00	.0
TOTAL FUND REVENUE	.00	.00	256,926.00	256,926.00	.0

CITY OF SUN VALLEY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2016

FIXED ASSET REPLACEMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
29-490-751 CHIEF 1	.00	46,226.29	45,000.00	( 1,226.29)	102.7
29-490-756 AERIAL TOWER	112,425.57	112,425.57	112,426.00	.43	100.0
29-490-761 POLICE- PATROL VEHICLE	.00	32,224.10	35,000.00	2,775.90	92.1
29-490-779 NEW ENGINE SUPPORT EQUIPMENT	.00	8,858.50	10,000.00	1,141.50	88.6
29-490-788 STREET VEHICLE	728.69	45,869.69	49,500.00	3,630.31	92.7
29-490-789 MAG CHLORIDE TANK	1,116.42	4,512.42	5,000.00	487.58	90.3
TOTAL EXPENDITURES	<u>114,270.68</u>	<u>250,116.57</u>	<u>256,926.00</u>	<u>6,809.43</u>	<u>97.4</u>
TOTAL FUND EXPENDITURES	<u>114,270.68</u>	<u>250,116.57</u>	<u>256,926.00</u>	<u>6,809.43</u>	<u>97.4</u>
NET REVENUE OVER EXPENDITURES	<u>( 114,270.68)</u>	<u>( 250,116.57)</u>	<u>.00</u>	<u>250,116.57</u>	<u>.0</u>

CITY OF SUN VALLEY  
 BALANCE SHEET  
 SEPTEMBER 30, 2016

DEBT SERVICE FUND

<u>ASSETS</u>			
30-101-000	CASH - COMBINED FUND	9,521.91	
30-107-000	TAXES RECEIVABLE - DELIQUENT	394.89	
	TOTAL ASSETS		<u>9,916.80</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
30-225-100	DEFERRED REVENUE - TAXES, PROP	316.11	
	TOTAL LIABILITIES		316.11
<u>FUND EQUITY</u>			
	UNAPPROPRIATED FUND BALANCE:		
30-271-000	FUND BALANCE - BEGINNING OF YR	9,600.69	
	BALANCE - CURRENT DATE	9,600.69	
	TOTAL FUND EQUITY		<u>9,600.69</u>
	TOTAL LIABILITIES AND EQUITY		<u>9,916.80</u>

CITY OF SUN VALLEY  
BALANCE SHEET  
SEPTEMBER 30, 2016

LAND ACQUISITION FUND

<u>ASSETS</u>			
40-101-000	CASH- LAND ACQUISITION	371,763.43	
	TOTAL ASSETS		<u>371,763.43</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
	UNAPPROPRIATED FUND BALANCE:		
40-271-000	FUND BALANCE - BEGINNING OF YR	<u>371,763.43</u>	
	BALANCE - CURRENT DATE	371,763.43	
	TOTAL FUND EQUITY		<u>371,763.43</u>
	TOTAL LIABILITIES AND EQUITY		<u>371,763.43</u>

CITY OF SUN VALLEY  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2016

LAND ACQUISITION FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>OPERATING TRANSFERS IN</u>					
40-399-550 TRANSFER FROM LAF FUND BALANCE	.00	.00	242,000.00	242,000.00	.0
TOTAL OPERATING TRANSFERS IN	.00	.00	242,000.00	242,000.00	.0
TOTAL FUND REVENUE	.00	.00	242,000.00	242,000.00	.0

CITY OF SUN VALLEY  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2016

LAND ACQUISITION FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL PROJECTS</u>					
40-470-850 TRANSFERS OUT TO WFH FUND	.00	.00	242,000.00	242,000.00	.0
TOTAL CAPITAL PROJECTS	.00	.00	242,000.00	242,000.00	.0
TOTAL FUND EXPENDITURES	.00	.00	242,000.00	242,000.00	.0
NET REVENUE OVER EXPENDITURES	.00	.00	.00	.00	.0

CITY OF SUN VALLEY  
 BALANCE SHEET  
 SEPTEMBER 30, 2016

WORKFORCE HOUSING FUND

ASSETS

42-101-000	CASH- WORKFORCE HOUSING FUND		87,293.96	
	TOTAL ASSETS			<u>87,293.96</u>

LIABILITIES AND EQUITY

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:			
42-271-000	FUND BALANCE - BEGINNING OF YR	146,903.73		
	REVENUE OVER EXPENDITURES - YTD	( 60,356.28)		
	BALANCE - CURRENT DATE		<u>86,547.45</u>	
	TOTAL FUND EQUITY			<u>86,547.45</u>
	TOTAL LIABILITIES AND EQUITY			<u>86,547.45</u>

CITY OF SUN VALLEY  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2016

WORKFORCE HOUSING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>GENERAL PROPERTY TAXES</u>					
42-311-515 RENTS	958.50	10,001.30	7,000.00	( 3,001.30)	142.9
TOTAL GENERAL PROPERTY TAXES	958.50	10,001.30	7,000.00	( 3,001.30)	142.9
<u>REVENUES</u>					
42-399-400 TRANSFER FROM LAF FUND BAL	.00	.00	242,000.00	242,000.00	.0
42-399-500 TRANSFER FROM WKFC FUND BAL	.00	.00	43,200.00	43,200.00	.0
TOTAL REVENUES	.00	.00	285,200.00	285,200.00	.0
TOTAL FUND REVENUE	958.50	10,001.30	292,200.00	282,198.70	3.4

CITY OF SUN VALLEY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2016

WORKFORCE HOUSING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WFH PROJECTS</u>					
42-470-210 FICA CONTRIBUTION	106.94	850.66	.00	( 850.66)	.0
42-470-220 RETIREMENT CONTRIBUTION	164.75	494.09	.00	( 494.09)	.0
42-470-702 EMPLOYEE HOUSING ALLOWANCE	1,433.32	17,199.84	17,200.00	.16	100.0
42-470-703 COMMUNITY HOUSING SERVICES	.00	7,500.00	15,000.00	7,500.00	50.0
42-470-705 CITY OWNED UNITS/UTIL & MAINT	.00	9,236.92	10,000.00	763.08	92.4
42-470-732 ELKHORN FS SLEEPING QTRS	.00	35,076.07	250,000.00	214,923.93	14.0
TOTAL WFH PROJECTS	<u>1,705.01</u>	<u>70,357.58</u>	<u>292,200.00</u>	<u>221,842.42</u>	<u>24.1</u>
TOTAL FUND EXPENDITURES	<u>1,705.01</u>	<u>70,357.58</u>	<u>292,200.00</u>	<u>221,842.42</u>	<u>24.1</u>
NET REVENUE OVER EXPENDITURES	<u>( 746.51)</u>	<u>( 60,356.28)</u>	<u>.00</u>	<u>60,356.28</u>	<u>.0</u>

CITY OF SUN VALLEY  
 BALANCE SHEET  
 SEPTEMBER 30, 2016

CAPITAL IMPROVEMENT FUND

ASSETS

50-101-000	CASH - COMBINED FUND	(	66,537.95)	
	TOTAL ASSETS			( 66,537.95)

LIABILITIES AND EQUITY

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:				
50-271-000	FUND BALANCE - BEGINNING OF YR	(	65,056.00)	
	REVENUE OVER EXPENDITURES - YTD	(	53,627.50)	
	BALANCE - CURRENT DATE		( 118,683.50)	
	TOTAL FUND EQUITY			( 118,683.50)
	TOTAL LIABILITIES AND EQUITY			( 118,683.50)

CITY OF SUN VALLEY  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2016

CAPITAL IMPROVEMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>OPERATING TRANSFERS IN</u>					
50-399-200 TRANSFER FROM GF UNASSIGNED	.00	.00	105,000.00	105,000.00	.0
TOTAL OPERATING TRANSFERS IN	.00	.00	105,000.00	105,000.00	.0
TOTAL FUND REVENUE	.00	.00	105,000.00	105,000.00	.0

CITY OF SUN VALLEY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2016

CAPITAL IMPROVEMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL PROJECTS</u>					
50-470-838 FIRE DEPARTMENT SLEEPING QTRS	52,145.55	53,627.50	.00	( 53,627.50)	.0
TOTAL CAPITAL PROJECTS	52,145.55	53,627.50	.00	( 53,627.50)	.0
<u>DEPARTMENT 480</u>					
50-480-442 STREET DEPT VENTILATION SYS	.00	.00	15,000.00	15,000.00	.0
50-480-450 CITY HALL GENERATOR	.00	.00	90,000.00	90,000.00	.0
TOTAL DEPARTMENT 480	.00	.00	105,000.00	105,000.00	.0
TOTAL FUND EXPENDITURES	52,145.55	53,627.50	105,000.00	51,372.50	51.1
NET REVENUE OVER EXPENDITURES	( 52,145.55)	( 53,627.50)	.00	53,627.50	.0

CITY OF SUN VALLEY  
 BALANCE SHEET  
 SEPTEMBER 30, 2016

SPF

ASSETS

52-101-000	CASH - COMBINED FUND		223,712.79
	TOTAL ASSETS		<u>223,712.79</u>

LIABILITIES AND EQUITY

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:		
52-271-000	FUND BALANCE - BEGINNING OF YR	107,181.01	
	REVENUE OVER EXPENDITURES - YTD	<u>94,968.87</u>	
	BALANCE - CURRENT DATE		<u>202,149.88</u>
	TOTAL FUND EQUITY		<u>202,149.88</u>
	TOTAL LIABILITIES AND EQUITY		<u>202,149.88</u>

CITY OF SUN VALLEY  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2016

SPF

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>GENERAL PROPERTY TAXES</u>					
52-311-200 PROPERTY TAX-GENERAL	1,585.84	181,181.56	272,650.00	91,468.44	66.5
TOTAL GENERAL PROPERTY TAXES	1,585.84	181,181.56	272,650.00	91,468.44	66.5
<u>STATE OF IDAHO SHARED REVENUES</u>					
52-335-200 STATE HIGHWAY USER	.00	30,112.10	59,694.00	29,581.90	50.4
TOTAL STATE OF IDAHO SHARED REVENUES	.00	30,112.10	59,694.00	29,581.90	50.4
TOTAL FUND REVENUE	1,585.84	211,293.66	332,344.00	121,050.34	63.6

CITY OF SUN VALLEY  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2016

SPF

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SPF</u>					
52-431-780 ROADS & PATHS MAINT. PROGRAM	23,148.75	116,324.79	290,000.00	173,675.21	40.1
52-431-960 TRANSFER TO S&P FUND	.00	.00	42,344.00	42,344.00	.0
TOTAL SPF	<u>23,148.75</u>	<u>116,324.79</u>	<u>332,344.00</u>	<u>216,019.21</u>	<u>35.0</u>
TOTAL FUND EXPENDITURES	<u>23,148.75</u>	<u>116,324.79</u>	<u>332,344.00</u>	<u>216,019.21</u>	<u>35.0</u>
NET REVENUE OVER EXPENDITURES	<u>( 21,562.91)</u>	<u>94,968.87</u>	<u>.00</u>	<u>( 94,968.87)</u>	<u>.0</u>

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
1																							
2																							
3	<b>Local Option Tax Receipts (combined) FY 07 to FY 16</b>																						
4																							
5																							
6		<b>FY 06</b>	<b>% of total year</b>	<b>FY 07</b>	<b>% of total year</b>	<b>FY 08</b>	<b>% of total year</b>	<b>FY 09</b>	<b>% of total year</b>	<b>FY 10</b>	<b>% of total year</b>	<b>FY 11</b>	<b>% of total year</b>	<b>FY 12</b>	<b>% of total year</b>	<b>FY 13</b>	<b>% of total year</b>	<b>FY 14</b>	<b>% of total year</b>	<b>FY 15</b>	<b>% of total year</b>	<b>FY 16*</b>	<b>% of total year</b>
7	October	71,261	4.87%	97,457	6.75%	65,124	4.62%	70,188	5.87%	69,432	5.57%	75,542	6.18%	49,847	3.99%	56,260	4.47%	58,531	4.65%	54,565	4.34%	66,009	5.25%
8	November	34,870	2.38%	40,890	2.83%	44,878	3.19%	40,074	3.35%	50,477	4.05%	34,116	2.79%	46,298	3.71%	41,355	3.29%	42,734	3.40%	37,762	3.00%	45,526	3.62%
9	December	120,900	8.26%	128,179	8.88%	129,017	9.16%	101,371	8.48%	97,420	7.81%	106,190	8.68%	114,930	9.21%	126,671	10.07%	130,540	10.38%	112,858	8.97%	176,411	14.03%
10	January	108,662	7.43%	103,326	7.16%	124,990	8.88%	103,326	8.64%	96,559	7.74%	89,043	7.28%	82,380	6.60%	95,770	7.61%	87,247	6.94%	89,162	7.09%	110,600	8.79%
11	February	134,863	9.22%	123,362	8.55%	139,063	9.88%	123,362	10.32%	101,944	8.17%	115,014	9.41%	101,797	8.15%	113,281	9.01%	112,073	8.91%	86,860	6.91%	153,391	12.20%
12	March	119,921	8.20%	131,973	9.14%	136,338	9.68%	131,973	11.04%	91,122	7.31%	110,729	9.05%	90,809	7.27%	113,200	9.00%	99,304	7.90%	79,737	6.34%	119,605	9.51%
13	April	46,438	3.17%	49,232	3.41%	41,147	2.92%	49,232	4.12%	46,747	3.75%	37,056	3.03%	42,642	3.42%	38,852	3.09%	34,842	2.77%	44,844	3.57%	50,231	3.99%
14	May	53,666	3.67%	57,533	3.99%	60,097	4.27%	57,533	4.81%	40,743	3.27%	47,475	3.88%	52,181	4.18%	44,172	3.51%	37,150	2.95%	47,019	3.74%	70,469	5.60%
15	June	136,014	9.30%	152,008	10.53%	129,805	9.22%	152,008	12.71%	94,222	7.55%	92,378	7.55%	101,367	8.12%	98,969	7.87%	107,341	8.53%	122,567	9.75%	130,584	10.38%
16	July	250,806	17.14%	228,032	15.80%	240,035	17.05%	228,032	19.07%	196,552	15.76%	229,127	18.74%	215,845	17.29%	228,946	18.20%	234,419	18.64%	275,874	21.93%	270,974	21.55%
17	August	214,275	14.65%	204,206	14.15%	218,739	15.53%	204,206	17.08%	204,474	16.39%	192,799	15.77%	229,256	18.36%	168,716	13.41%	221,612	17.62%	199,076	15.83%	244,252	19.42%
18	September	101,702	6.95%	146,815	10.17%	114,029	8.10%	146,815	12.28%	106,162	8.51%	117,748	9.63%	95,516	7.65%	122,331	9.73%	91,906	7.31%	65,533	5.21%	0	0.00%
19	<b>TOTAL:</b>	<b>1,393,378</b>	<b>95.24%</b>	<b>1,463,013</b>	<b>101.37%</b>	<b>1,443,263</b>	<b>102.50%</b>	<b>1,408,120</b>	<b>117.75%</b>	<b>1,195,854</b>	<b>95.88%</b>	<b>1,247,217</b>	<b>101.99%</b>	<b>1,222,868</b>	<b>97.95%</b>	<b>1,248,522</b>	<b>99.27%</b>	<b>1,257,699</b>	<b>100.00%</b>	<b>1,215,857</b>	<b>96.67%</b>	<b>1,438,052</b>	<b>114.34%</b>
20																							
21																							
22																							
23																							
24		<b>10 yr Average % collected by month</b>		<b>FY 2015-06 Budgeted LOT Revenue by month</b>		<b>Actual LOT Revenue Collected by month to date*</b>		<b>(under)/over historical % collected by month*</b>															
25																							
26	October	5.17%		63,071		66,009		2,938															
27	November	3.32%		40,534		45,526		4,992															
28	December	9.57%		116,719		176,411		59,692															
29	January	7.67%		93,613		110,600		16,987															
30	February	9.15%		111,620		153,391		41,771															
31	March	8.62%		105,216		119,605		14,389															
32	April	3.41%		41,557		50,231		8,674															
33	May	4.02%		49,045		70,469		21,424															
34	June	9.22%		112,510		130,584		18,074															
35	July	18.40%		224,506		270,974		46,468															
36	August	16.36%		199,551		244,252		44,701															
37	September	7.86%		95,871		-		-															
38	<b>TOTAL:</b>	<b>102.77%</b>		<b>1,220,000</b>		<b>1,438,053</b>		<b>280,111</b>															
39																							
40	*October 2015 - January 2016 receipts corrected 4/25/16																						

Monthly LOT Comparison for August 2016 Receipts

	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016*	Increase/ Decrease of FY16 as Compared to FY15
Retail	121,472	112,979	121,980	127,521	145,354	139,697	-4%
Lodging	95,637	92,511	96,446	95,933	116,446	117,365	1%
Liquor	12,019	10,355	10,520	10,965	14,074	13,912	-1%
Totals	229,127	215,845	228,946	234,419	275,874	270,974	-2%

Detail Summary of Comparative YTD Receipts for the months of October - August

	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016*	Increase/ Decrease of FY16 as Compared to FY15
October	75,542	49,847	56,260	58,531	54,565	66,009	21%
November	34,116	46,298	41,355	42,734	37,762	45,526	21%
December	106,190	114,930	126,671	130,540	112,858	176,411	56%
January	89,043	82,380	95,770	87,247	89,162	110,600	24%
February	115,014	101,797	113,281	112,073	86,860	153,391	77%
March	110,729	90,809	113,200	99,304	79,737	119,605	50%
April	37,056	42,642	38,852	34,842	44,844	50,231	12%
May	47,475	52,181	44,172	37,150	47,019	70,469	50%
June	92,378	101,367	98,969	107,341	122,567	130,584	7%
July	229,127	215,845	228,946	234,419	275,874	270,974	-2%
August	186,112	192,799	168,716	221,612	199,076	244,252	23%
September	124,435	117,748	122,331	91,906	65,533	0	-100%
Fiscal Year Total	1,247,216	1,208,644	1,248,522	1,257,699	1,215,857	1,438,052	
Year-To-Date Receipts Comparison (October - August)	936,670	898,097	957,475	944,182	951,248	1,193,801	25%

Local Option Tax receipts for the month of August 2016 totaled \$244,252 representing a 23% increase in receipts from August 2015.

\*October - January receipts corrected 4/25/16

CITY OF SUN VALLEY

LOT Lodging Receipts Figures

Monthly LOT Comparison f	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016*	Increase/ Decrease of FY16 as Compared to FY15
October	24,627	19,946	21,712	22,585	15,550	24,908	60%
November	9,462	14,358	13,014	13,567	12,187	15,058	24%
December	36,247	40,756	46,347	53,815	39,496	69,048	75%
January	35,394	34,636	41,194	37,577	32,835	47,265	44%
February	50,052	43,826	54,235	48,420	31,724	68,774	117%
March	55,640	43,588	52,824	43,513	32,698	62,219	90%
April	12,695	13,948	9,715	9,601	11,217	16,836	50%
May	6,205	12,456	9,152	6,943	9,313	19,728	112%
June	31,711	34,758	36,811	34,598	47,142	55,309	17%
July	95,637	92,511	96,446	95,933	116,446	117,365	1%
August	76,779	93,537	70,471	85,723	80,047	101,132	26%
September	44,818	32,872	45,171	31,453	24,761		-100%
Fiscal Year Total	479,267	477,191	497,094	483,727	453,418	597,642	
Year-To-Date Receipts Comparison (October - August)	230,323	223,513	248,194	236,020	185,021	323,835	75%

CITY OF SUN VALLEY

LOT Retail Receipts Figures

Monthly LOT Comparison f	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016*	Increase/ Decrease of FY16 as Compared to FY15
October	46,790	26,180	30,436	31,543	35,839	35,732	0%
November	22,367	29,001	25,537	26,945	23,400	27,403	17%
December	62,823	65,920	71,156	68,666	66,925	97,853	46%
January	47,097	41,884	47,746	43,385	51,580	55,699	8%
February	57,260	50,924	51,566	58,014	50,521	75,864	50%
March	51,052	41,019	53,430	49,015	42,977	49,658	16%
April	21,899	26,465	27,301	23,605	32,233	30,765	-5%
May	39,678	37,816	31,877	28,025	36,001	47,519	32%
June	56,498	62,166	57,884	68,192	68,606	69,782	2%
July	121,472	112,979	121,980	127,521	145,354	139,697	-4%
August	97,834	122,555	93,909	120,942	104,284	126,484	21%
September	61,763	57,049	74,778	55,549	35,403		-100%
Fiscal Year Total	686,532	673,960	687,600	701,403	693,123	756,457	
Year-To-Date Receipts Comparison (October - August)	348,966	319,211	339,049	329,199	339,476	420,494	24%

CITY OF SUN VALLEY

LOT Liquor Receipts Figures

Monthly LOT Comparison f	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016*	Increase/ Decrease of FY16 as Compared to FY15
October	4,126	3,721	4,112	4,403	3,176	5,369	69%
November	2,287	2,939	2,804	2,222	2,174	3,065	41%
December	7,120	8,254	9,167	8,059	6,437	9,509	48%
January	6,552	5,860	6,830	6,285	4,747	7,637	61%
February	7,702	7,046	7,479	5,640	4,614	8,753	90%
March	4,036	6,202	6,946	6,777	4,063	7,728	90%
April	2,462	2,229	1,837	1,636	1,394	2,630	89%
May	1,592	1,909	3,142	2,181	1,705	3,223	89%
June	4,170	4,443	4,273	4,552	6,819	5,492	-19%
July	12,019	10,355	10,520	10,965	14,074	13,912	-1%
August	11,499	13,164	4,336	14,946	14,745	16,636	13%
September	17,854	5,595	2,381	4,904	5,369		-100%
Fiscal Year Total	81,418	71,717	63,828	72,570	69,316	83,954	
Year-To-Date Receipts Comparison (October - August)	35,877	38,160	42,318	37,203	28,310	47,914	69%

\*October - January receipts corrected 4/25/16

Vendor Name	Invoice #	Invoice Date	Description	Account #	Budgeted	Dept.	Amount
AC HOUSTON LUMBER CO	014-602235	09/27/2016	Toggle bolts and hardware for street shop	10-431-614	Yes	STR	11.83
AC HOUSTON LUMBER CO	014-603411	09/30/2016	ABS cement for mag plumbing	10-431-320	Yes	STR	4.49
AC HOUSTON LUMBER CO	14-602235	09/27/2016	Toggle bolts and hardware for street shop	10-431-614	Yes	STR	11.83-
AC HOUSTON LUMBER CO	14-603411	09/30/2016	ABS cement for mag plumbing	10-431-320	Yes	STR	4.49-
All Seasons Landscaping	66461	10/01/2016	Fertilizing 5 acre parcel	10-431-790	Yes	STR	900.00
ALL VALLEY AGENCY, INC	116860111	10/30/2016	Accident Insurance all paid on call fire fighters	10-423-240	Yes	FIRE	7,711.50
ALSCO-AMERICAN LINEN DEVI	1420872	09/05/2016	Alsco - shop towels	10-431-320	Yes	STR	26.00
ALSCO-AMERICAN LINEN DEVI	1420873	09/05/2016	Alsco mats for Police station	10-421-315	Yes	POLI	25.24
ALSCO-AMERICAN LINEN DEVI	1420874	09/05/2016	Alsco - mats for City Hall	10-415-315	Yes	ADM	41.40
ALSCO-AMERICAN LINEN DEVI	1425198	09/19/2016	Shop towels	10-431-320	Yes	STR	26.00
ALSCO-AMERICAN LINEN DEVI	1425199	09/19/2016	Alsco - mats for Police Department	10-421-315	Yes	POLI	25.24
ALSCO-AMERICAN LINEN DEVI	1425203	09/19/2016	Laundry and shop towels for Fire Department shop	10-423-320	Yes	FIRE	36.73
ALSCO-AMERICAN LINEN DEVI	LBOI142520	09/19/2016	Mats for City Hall Sept 2016	10-415-315	Yes	ADM	41.40
ALSCO-AMERICAN LINEN DEVI	LBOI142944	10/03/2016	Shop towels	10-423-320	Yes	FIRE	26.00
ALSCO-AMERICAN LINEN DEVI	LBOI143392	10/17/2016	Shop towels	10-423-320	Yes	FIRE	26.00
ALSCO-AMERICAN LINEN DEVI	LBOI143392	10/17/2016	Super tread mats/Police station	10-421-315	Yes	POLI	25.24
ARBORCARE RESOURCES, INC	35787	09/13/2016	tree spraying at City Hall	10-431-620	Yes	STR	75.00
ASSOCIATION OF IDAHO CITIE	722	10/06/2016	FY 2017 AIC Membership Dues	10-415-480	Yes	ADM	568.80
ATKINSON'S MARKET	03307134	09/01/2016	Atkinsons - Food for regular council meeting 9/1/16	10-411-476	Yes	LEGI	46.64
ATKINSON'S MARKET	03311254	09/08/2016	Food for fire training	10-424-470	Yes	BUIL	29.42
ATKINSON'S MARKET	090116	09/01/2016	Atkinsons - Food for regular council meeting 9/1/16	10-411-476	Yes	LEGI	46.64
ATKINSON'S MARKET	090816	09/08/2016	Food for LEPC meeting 9/8/2016	10-423-320	Yes	FIRE	29.42
ATKINSON'S MARKET	1862	10/13/2016	Atkinsons Market Food LEPC 10/14/2016	10-423-320	Yes	FIRE	30.87
BLAINE COUNTY	265	10/17/2016	RMS/Logisys/Motorola annual maintenance/expense	10-421-347	Yes	POLI	20,443.00
BLAINE COUNTY	269	10/17/2016	GIS Salary & Benefits - 1st Qtr FY 2016/2017	10-418-423	Yes	COM	4,537.80
BLAINE COUNTY HOUSING AU	100716	10/07/2016	Fiscal Year 2017 Fee for Service - First Half	42-470-703	Yes	WFH	7,500.00
BOWMAN, DAVID	090616	09/06/2016	2 days per diem + milage to Twin Falls HOT Academy	10-423-470	Yes	FIRE	189.37
CENTURYLINK	3401.844B	09/13/2016	Century Link - 3401 Sept Phone	10-415-510	Yes	ADM	168.13
CENTURYLINK	7601.844B	09/13/2016	Century Link - 7601 Sept Phone	10-415-510	Yes	ADM	113.35
CENTURYLINK	7605.348B	09/13/2016	Century Link - 7605 Sept Phone	10-415-510	Yes	ADM	184.39
CLEAR WATER POWER EQUIP	10241607	10/24/2016	Hedge trimmer attachment	10-431-610	Yes	STR	279.99
CLEAR WATER POWER EQUIP	W1481	07/15/2016	Repair backpack leaf blower	10-431-596	Yes	STR	128.75
COLE ARCHITECTS, PLLC	867	10/06/2016	Elkhorn Fire Station architectural services	50-470-838	Yes	CAPI	1,600.00
CONSOLIDATED ELECICAL DI	3755-588830	05/23/2016	Wire and fittings for Elkhorn Station radio connectors	10-423-590	Yes	FIRE	67.03
COPY & PRINT	74910	09/30/2016	2 Name plates for Wendy Crosby	10-415-310	Yes	ADM	24.30
COPY & PRINT	74960	10/04/2016	1 box file folders/1 case storage boxes	10-415-310	Yes	ADM	62.26
COPY & PRINT	75008	10/09/2016	Canon Calculator/1 box orchid paper/Paper Shredder	10-415-310	Yes	ADM	261.46
COPY & PRINT	75037	10/13/2016	Pencil Sharpener	10-415-310	Yes	ADM	57.39
COPY & PRINT	75055	10/17/2016	Supplies for binding machine for budget booklets	10-415-310	Yes	ADM	40.50
COPY & PRINT	75057	10/18/2016	1 box expandable file folders	10-418-310	Yes	COM	33.89
COPY & PRINT	75070	10/19/2016	1 Box Planet Purple Copy Paper	10-415-310	Yes	ADM	59.99
COPY & PRINT	75107	10/26/2016	12 Rolls Adding Machine Tape	10-415-310	Yes	ADM	9.99
COPY & PRINT	75124	10/13/2016	6 boxes of staples	10-415-310	Yes	ADM	17.98
COPY & PRINT	75215	10/25/2016	1 box Business Cards - W.Crosby	10-415-310	Yes	ADM	54.99
COPY & PRINT	75238	10/26/2016	1 Pack Jr. Legal Pads	10-415-310	Yes	ADM	8.99
DAVIS EMBROIDERY INC.	27663	10/05/2016	Slater winter work shirts - 1 jacket; 3 shirts	10-431-631	Yes	STR	153.60
DAVITT, TERENCE	100616	10/06/2016	Training reimbursement Roadway safety	10-431-470	Yes	STR	51.00

Vendor Name	Invoice #	Invoice Date	Description	Account #	Budgeted	Dept.	Amount
DAVITT, TERENCE	101816	10/18/2016	Per Diem for training in Boise - "Speed Limits & Speed Zones"	10-431-470	Yes	STR	102.00
DICK YORK'S AUTO SERVICE	70044	07/13/2016	Mount and balance new tires for C-1	10-423-600	Yes	FIRE	95.04
DICK YORK'S AUTO SERVICE	70973	09/20/2016	Mount and balance new tires for T-3	10-423-600	Yes	FIRE	158.80
DICK YORK'S AUTO SERVICE	70976	09/20/2016	Mount and balance new tires for C-2	10-423-600	Yes	FIRE	162.70
ELEPHANT'S PERCH	4910	09/30/2016	Station and duty shoes for Reid Black	10-423-631	Yes	FIRE	120.00
FEMLING, WALT	101216	10/12/2016	Reimbursement for mileage to and from Boise for training.	10-421-470	Yes	POLI	152.28
FIRST RESPONDERS	57423	09/26/2016	Danner boots for Officer A. Johnson	10-421-665	Yes	POLI	125.55
FIRST RESPONDERS	57904	10/25/2016	4 Easy wedge tool/ for lock-out kits (1 per patrol vehicle)	10-421-595	Yes	POLI	123.00
FLOYD LILLY COMPANY	221959	10/06/2016	Mag system parts truck #82	10-431-595	Yes	STR	8.56
GEM STATE WELDERS SUPPLY	167954	09/30/2016	Monthly rental for oxygen and acetylene torch cylinders (2)	10-431-320	Yes	STR	10.92
GRAINGER	9232074154	09/22/2016	Unistrut for street shop slewing instalation.	10-431-614	Yes	STR	153.50
GRAINGER	9232350182	09/22/2016	Eye wash station refill product.	10-431-345	Yes	STR	23.22
GRAINGER	9240828567	09/30/2016	Welding stock	10-431-320	Yes	STR	219.44
GRAINGER	9240868761	09/30/2016	Welding stock	10-431-320	Yes	STR	125.08
ICRMP	33	10/03/2016	Annual subscription to policy manual: 10/1/16-9/30/17	10-421-480	Yes	POLI	1,500.00
IDAHO HYDRO JETTING	5441	10/13/2016	Fall culvert and drywell cleaning	10-431-780	Yes	STR	1,200.00
IDAHO MOUNTAIN EXPRESS	12543248	06/01/2016	Legal Ad for Finance position 6/1, 6/3, 6/8/16	10-415-440	Yes	ADM	447.00
IDAHO MOUNTAIN EXPRESS	12543529	06/01/2016	Legal Ad for 6/2 City Council Meetgin	10-415-440	Yes	ADM	82.80
IDAHO MOUNTAIN EXPRESS	12544437	06/22/2016	Legal Ad for Finance position 6/22/16	10-415-440	Yes	ADM	218.75
IDAHO MOUNTAIN EXPRESS	12544715	06/15/2016	Legal Ad for 6/21 City Council Meeting	10-415-440	Yes	ADM	118.91
IDAHO MOUNTAIN EXPRESS	12548982	09/07/2016	Display Ad, P&Z 9/22/16	10-418-440	Yes	COM	403.20
IDAHO MOUNTAIN EXPRESS	12549193	09/07/2016	Legal Ad, P&Z 9/8	10-418-440	Yes	COM	156.86
IDAHO MOUNTAIN EXPRESS	12549256	09/14/2016	Display Ad, P&Z 9/22/16 (9/14 paper)	10-418-440	Yes	COM	383.04
IDAHO MOUNTAIN EXPRESS	12549722	09/21/2016	Legal Ad, P&Z 9/22/16 (9/21 paper)	10-418-440	Yes	COM	383.04
IDAHO MOUNTAIN EXPRESS	12549841	09/21/2016	Display Ad, City Council Mtg 9/21/16	10-415-440	Yes	ADM	403.20
IDAHO MOUNTAIN EXPRESS	12550004	09/21/2016	Display Ad, P&Z 9/22/16	10-418-440	Yes	COM	161.92
IDAHO MOUNTAIN EXPRESS	12550099	09/28/2016	Display Ad, City Council Mtg 9/28/16	10-415-440	Yes	ADM	383.04
IDAHO TRAFFIC SAFETY, INC	18648	10/12/2016	Finished road striping from chip seal project	10-431-592	Yes	STR	755.00
INTEGRATED TECHNOLOGIES	53786	07/29/2016	Contract base rate and copies - City Hall 6/27-7/26/16	10-415-510	Yes	ADM	190.03
INTEGRATED TECHNOLOGIES	54120	07/31/2016	Contract base rate and copies - Fire Dept 6/17-7/16/16	10-423-510	Yes	FIRE	55.00
INTEGRATED TECHNOLOGIES	59423	10/21/2016	Contract base rate and copies - Fire Dept 9/17-10/16/16	10-415-510	Yes	ADM	55.00
INTEGRATED TECHNOLOGIES	59521	10/21/2016	Printer Cartridges for 6280 (Clerk's Office)	10-415-310	Yes	ADM	700.00
INTEGRATED TECHNOLOGIES	59896	10/25/2016	Contract base rate and copies - City Hall 9/27-10/26/16	10-415-510	Yes	ADM	226.18
INT'L ASSOC OF FIRE CHIEFS	102616	10/26/2016	Memberships Ray Franco	10-423-470	Yes	FIRE	279.00
INT'L ASSOC OF FIRE CHIEFS	102616	10/26/2016	Memberships Reid Black	10-423-470	Yes	FIRE	279.00
INT'L ASSOC OF FIRE CHIEFS	102616	10/26/2016	Memberships Taan Robrahn	10-423-470	Yes	FIRE	279.00
JOE'S BACKHOE SERVICE	21884	09/29/2016	Asphalt repair on Elkhorn Road near Skyline Road	10-431-780	Yes	STR	9,596.50
JOHN MIKE CURRY	090616	09/06/2016	2 Days per Diem + 1 Dinner Twin Falls HOT Academy	10-423-470	Yes	FIRE	127.50
KETCHUM COMPUTERS	13182	09/02/2016	Computer Support - 8/15/16-8/31/16	10-415-420	Yes	ADM	947.33
KETCHUM COMPUTERS	13340	10/15/2016	Computer Support - 10/1/16-10/15/16	10-415-427	Yes	ADM	978.75
LARSEN FIRE APPARATUS SER	1711	10/15/2016	Annual Fire Pump testing 2016	10-423-595	Yes	FIRE	625.00
LAWSON PRODUCTS	9304411712	09/30/2016	Air operated grease gun	10-431-340	Yes	STR	124.00
LISTER, DAVID	090616	09/06/2016	2 Days per Diem + mileage to Twin Falls HOT Academy	10-423-470	Yes	FIRE	189.37
LOCAL HIGHWAY TECH ASSIST	T2-1007-16-8	10/07/2016	Training class for Slater and Terence/ Roadway safety	10-431-470	Yes	STR	120.00
LUTZ RENTALS	62916-1	10/06/2016	Air compressor rental/ irrigation blow out	10-431-610	Yes	STR	124.81
LYTLE SIGNS, INC	83471	10/06/2016	New vinyl lettering for Fire engines. 4 inch FIRE lettering	10-423-600	Yes	FIRE	160.46
MOORE MEDICAL GROUP	1111402	09/26/2016	credit	10-423-325	Yes	FIRE	208.56

Vendor Name	Invoice #	Invoice Date	Description	Account #	Budgeted	Dept.	Amount
MOUNTAIN RIDES	10011	10/15/2016	Quarterly Partnership Contribution for FY2017 - 1st Qtr	10-411-694	Yes	LEGI	73,750.00
MUNICIPAL EMERGENCY SERV	1054025	09/26/2016	EMS Parka for Hunter Storey, Julie Youngblood	10-423-631	Yes	FIRE	405.95
NAPA AUTO PARTS	816230	06/10/2015	Wiper blades for unit SVFD (2014 GMC)	10-423-600	Yes	FIRE	18.58
NAPA AUTO PARTS	817162	06/17/2015	DEF diesel for Truck 61 and Engine 65	10-423-600	Yes	FIRE	21.98
NAPA AUTO PARTS	819839	07/09/2015	Diesel fittings from pump to tank Engine 65	10-423-600	Yes	FIRE	4.38
NAPA AUTO PARTS	824498	08/17/2015	Front brakes/ oil change for C-1	10-423-600	Yes	FIRE	214.29
NAPA AUTO PARTS	824861	08/19/2015	Brake light switch for C-1	10-423-600	Yes	FIRE	16.92
NAPA AUTO PARTS	829124	09/25/2016	Floor dry (litter)	10-423-600	Yes	FIRE	16.58
NAPA AUTO PARTS	829794	10/01/2015	One case of oil, grease, and cleaner for Engines	10-423-600	Yes	FIRE	204.85
NAPA AUTO PARTS	831133	10/14/2016	Glow plug relay for old Engine 64	10-423-600	Yes	FIRE	64.29
NAPA AUTO PARTS	833543	11/04/2015	Headlights and trans fluid for Engines	10-423-600	Yes	FIRE	68.31
NAPA AUTO PARTS	834463	11/12/2015	Replacement plugs for saws and fans on all Engines	10-423-600	Yes	FIRE	61.44
NAPA AUTO PARTS	836566	12/03/2015	One battery tester for Elkhorn station, wheel cleaner, and head lamps Engine 62	10-423-600	Yes	FIRE	213.56
NAPA AUTO PARTS	836647	12/04/2015	Drying towels for all Fire dept. vehicles	10-423-600	Yes	FIRE	96.20
NAPA AUTO PARTS	837442	12/11/2015	Wiper blades for C-2	10-423-600	Yes	FIRE	22.38
NAPA AUTO PARTS	837772	12/15/2015	Diesel DEF for Truck 61, Engine 64 & 65	10-423-600	Yes	FIRE	29.96
NAPA AUTO PARTS	841947	01/26/2016	Oil and air filters for Truck 3 and C-2	10-423-600	Yes	FIRE	85.53
NAPA AUTO PARTS	845080	02/26/2016	Mini bulb for Engine 65	10-423-600	Yes	FIRE	4.96
NAPA AUTO PARTS	852943	05/09/2016	Brake light switch for C-1	10-423-600	Yes	FIRE	14.49
NAPA AUTO PARTS	853146	05/10/2016	Credit for returning drying towels	10-423-600	Yes	FIRE	57.72-
NAPA AUTO PARTS	853310	05/11/2016	Fuel line fittings for Engine 65 pump	10-423-600	Yes	FIRE	5.31
NAPA AUTO PARTS	854879	05/27/2016	Belts and filters for Engine 66	10-423-600	Yes	FIRE	101.58
NAPA AUTO PARTS	854884	05/27/2016	55 Gallon drum pump	10-423-600	Yes	FIRE	45.99
NAPA AUTO PARTS	855062	05/31/2016	Credit for returning belts for Engine 66	10-423-600	Yes	FIRE	89.01-
NAPA AUTO PARTS	855976	06/08/2016	Hose reel switch solenoid	10-423-600	Yes	FIRE	56.98
NAPA AUTO PARTS	856710	06/15/2016	Belts for Engine 66	10-423-600	Yes	FIRE	116.53
NAPA AUTO PARTS	858499	06/30/2016	Air filter, fuel filter, and AC fluid for Engine 64/65/66	10-423-600	Yes	FIRE	92.84
NAPA AUTO PARTS	861361	07/26/2016	Wax, WDE 40, and shop supplies	10-423-600	Yes	FIRE	38.45
NAPA AUTO PARTS	862808	08/08/2016	Oil change, and Oil filter for C-1	10-423-600	Yes	FIRE	44.82
NAPA AUTO PARTS	862929	08/08/2016	Two quarts of oil for C-1	10-423-600	Yes	FIRE	11.58
NAPA AUTO PARTS	865633	08/30/2016	Air filters for Engine 64 and 65	10-423-600	Yes	FIRE	23.98
OFFICEBRIGHT, INC	4226	10/21/2016	Office Cleaning October, 2016	10-415-500	Yes	ADM	1,170.00
O'REILLY AUTO PARTS	4635-259505	10/19/2016	Oil and air filter, oil for C-2, wiper blades for C-2 and T-3	10-423-595	Yes	FIRE	156.28
PERRY'S	070716	07/07/2016	Perry's: Allen & Company food for Police and Fire employees.	10-421-290	Yes	POLI	167.00
PETTY CASH	012216	01/22/2016	Recording fees	10-415-420	Yes	ADM	13.00
PETTY CASH	062116	06/21/2016	Postage for package from PD	10-421-370	Yes	POLI	6.80
PETTY CASH	072216	07/22/2016	Postage for large package	10-415-370	Yes	ADM	7.23
PETTY CASH	093016	09/30/2016	Extension cord for Treasurer - purchased by IT	10-415-360	Yes	ADM	4.31
PIPECO,INC.	S2534043	09/28/2016	Sprinkler valve replacement 5 acre parcel	10-431-790	Yes	STR	82.11
PIPECO,INC.	S2534043.00	09/28/2016	Sprinkler repair parts 5 acre parcel	10-431-614	Yes	STR	82.11
PLATT ELECTRIC	J917802	07/27/2016	Dura blocks for radio lines on roof Elkhorn	10-423-585	Yes	FIRE	125.98
PLATT ELECTRIC	J928333	07/22/2016	2 x 90 degree; 1 x 45 degree elbow for pipe roof conduit	10-423-575	Yes	FIRE	9.44
PLATT ELECTRIC	K128723	08/19/2016	30 x 1 1/2 inch pipe clamps for roof conduit	10-423-575	Yes	FIRE	39.72
PLATT ELECTRIC	K15525	08/23/2016	Deep channel, 4 hole corner, hex cap, nuts, lock nuts for roof conduit	10-423-575	Yes	FIRE	144.80
PLATT ELECTRIC	K223642	09/09/2016	Dura block roof top supports for roof conduit radio lines	10-423-575	Yes	FIRE	125.98
PLATT ELECTRIC	K267371	09/07/2016	10 channel shallow holes for roof top radio wiring	10-423-575	Yes	FIRE	22.03
PLATT ELECTRIC	K612872	10/21/2016	1 inch and 3/4 inch Bushings for radio seal	10-423-510	Yes	FIRE	4.02

Vendor Name	Invoice #	Invoice Date	Description	Account #	Budgeted	Dept.	Amount
RIVER RUN AUTO	6538-105371	09/30/2016	Fuel filters for street sweeper and Peterbilt	10-431-595	Yes	STR	63.30
RIVER RUN AUTO	6538-106383	10/24/2016	Oil and filters for CD vehicles	10-418-350	Yes	COM	111.31
ROAD WORK AHEAD CONSTRU	33696	09/26/2016	Various construction signage and warning signs.	10-431-780	Yes	STR	3,409.50
ROBERTS ELECTRIC, INC	092916	09/29/2016	Replace and renew parts for new HVAC @ Elkhorn Fire station emergency call tripping electric b	10-423-585	Yes	FIRE	1,292.11
ROBERTS ELECTRIC, INC	25534	09/08/2016	Installed internal and external electrical outlets in Street shop.	10-431-614	Yes	STR	774.26
ROBERTS ELECTRIC, INC	25547	09/12/2016	Installed internal and external electrical outlets in Street shop.	10-431-614	Yes	STR	350.34
SAFETY SUPPLY & SIGN CO. IN	156277	09/30/2016	street signs	10-431-780	Yes	STR	167.97
SAWTOOTH ENVIRONMENTAL	883	10/01/2016	Wild Flower path project wetland study and report	10-431-780	Yes	STR	300.00
SAWTOOTH WOOD PRODUCTS	98068	10/10/2016	Chain saw chain replacement	10-431-596	Yes	STR	22.00
SHELTON'S	29470	10/21/2016	Highway Salt	10-431-536	Yes	STR	1,318.00
STATE TAX COMMISSION	101916	10/19/2016	59844-09 Late Filing Penalty 2015 W-2s	10-415-680	Yes	ADM	1,136.00
STOREY, SLATER	100316	10/03/2016	Training reimbursement Roadway Safety Pocatello ID.	10-431-470	Yes	STR	235.68
STOREY, SLATER	101716	10/17/2016	Milage and per diem for training class in Boise	10-431-470	Yes	STR	274.80
SUN VALLEY CLEANERS, INC	092516	09/26/2016	Dry cleaning for Police uniforms	10-421-630	Yes	POLI	320.95
SUN VALLEY COMPANY	5658804-D	10/24/2016	2016 Christmas Party Deposit	10-415-476	Yes	ADM	1,143.75
SUN VALLEY ELKHORN ASSOC	342	10/01/2016	Capital Reserve/Regular Assessment - 415	10-423-585	Yes	FIRE	337.00
SUN VALLEY ELKHORN ASSOC	485	10/01/2016	Capital Reserve/Regular Assessment - 7004	10-423-585	Yes	FIRE	337.00
SUN VALLEY ELKHORN ASSOC	486	10/01/2016	Capital Reserve/Regular Assessment - 7003	10-423-585	Yes	FIRE	337.00
TAJKOWSKI, SEAN	SVFD090616	09/13/2016	Radio antenna structured cabling installation Elkhorn Station	10-423-615	Yes	FIRE	250.00
TAJKOWSKI, SEAN	SVFD091316	09/06/2016	Radio class for Sun Valley fire fighters	10-423-470	Yes	FIRE	50.00
THORNTON HEATING & SHEET	29706	09/21/2016	service call for radio room AC	10-423-590	Yes	FIRE	126.00
THORNTON HEATING & SHEET	29959	10/17/2016	1 case of 16x20 heater filters. Labor on service of heater	10-423-585	Yes	FIRE	151.68
TREASURE VALLEY COFFEE	2160:047011	10/11/2016	Coffee for Admin	10-415-310	Yes	ADM	24.04
TREASURE VALLEY COFFEE	2160:047011	10/11/2016	Coffee for Community Development Department	10-418-310	Yes	COM	24.04
TREASURE VALLEY COFFEE	2160:047011	10/11/2016	Coffee for Fire Department	10-423-310	Yes	FIRE	24.04
TREASURE VALLEY COFFEE	2160:047011	10/11/2016	Coffee for Police Department	10-421-310	Yes	POLI	24.04
TREASURE VALLEY COFFEE	2160:047011	10/11/2016	Coffee for Streets Department	10-431-310	Yes	STR	24.04
Twin Falls County Planning & Zon	2016-16	09/22/2016	Jerry Mason Training for Sherri Newland and Keith Saks	10-418-490	Yes	COM	60.00
UL LLC	7202016049	09/21/2016	2016 Fire and Emergency Vehicle Services, Inspection on Ladder truck	10-423-600	Yes	FIRE	2,372.40
VALLEY CO-OPS OMC/	12323	06/15/2016	72" digging bar	10-431-340	Yes	STR	34.99
VALLEY TEMP SERVICES, INC	9547	09/21/2016	K.Rockwood: Week of 9/16/16	10-415-420	Yes	ADM	551.25
VALLEY TEMP SERVICES, INC	9554	09/29/2016	K.Rockwood: Week of 9/23/16	10-415-420	Yes	ADM	309.75
VALLEY TEMP SERVICES, INC	9567	10/05/2016	K.Rockwood: Week of 9/30/16	10-415-420	Yes	ADM	577.50
VALLEY TEMP SERVICES, INC	9578	10/12/2016	K.Rockwood: Week of 10/7/16	10-415-420	Yes	ADM	577.50
VERIZON WIRELESS, BELLEVU	9772011419	09/13/2016	Wireless Service - Admin Sept 2016	10-415-510	Yes	ADM	181.57
VERIZON WIRELESS, BELLEVU	9772011419	09/13/2016	Wireless Service - CDD Sept 2016	10-418-510	Yes	COM	172.96
VERIZON WIRELESS, BELLEVU	9772011419	09/13/2016	Wireless Service - Fire Sept 2016	10-423-510	Yes	FIRE	415.28
VERIZON WIRELESS, BELLEVU	9772011419	09/13/2016	Wireless Service - Police Sept 2016	10-421-510	Yes	POLI	306.81
VERIZON WIRELESS, BELLEVU	9772011419	09/13/2016	Wireless Service - Streets Sept 2016	10-431-510	Yes	STR	137.53
VERIZON WIRELESS, BELLEVU	9773677960	10/13/2016	Wireless Service - Admin Oct 2016	10-415-510	Yes	ADM	141.92
VERIZON WIRELESS, BELLEVU	9773677960	10/13/2016	Wireless Service - CDD Oct 2016	10-418-510	Yes	COM	172.77
VERIZON WIRELESS, BELLEVU	9773677960	10/13/2016	Wireless Service - Fire Oct 2016	10-423-510	Yes	FIRE	334.94
VERIZON WIRELESS, BELLEVU	9773677960	10/13/2016	Wireless Service - Police Oct 2016	10-421-510	Yes	POLI	426.51
VERIZON WIRELESS, BELLEVU	9773677960	10/13/2016	Wireless Service - Streets Oct 2016	10-431-510	Yes	STR	137.38
VOSS SIGNS	S-191966	09/26/2016	Temporary no parking signs	10-431-780	Yes	STR	255.00
WEBB LANDSCAPING	101816	10/18/2016	Purchased 10 fiberglass snow markers.	10-431-780	Yes	STR	25.00
WESTERN RECORDS DESTRU	38168	09/26/2016	On Site Shredding 9/22/16	10-418-310	Yes	COM	125.00

Vendor Name	Invoice #	Invoice Date	Description	Account #	Budgeted	Dept.	Amount
WHITE PETERSON	120516	09/30/2016	Legal Services - General Matters - Non-privileged	10-415-425	Yes	ADM	2,500.00
WHITE PETERSON	120517	09/30/2016	Legal Services - City Council - Privileged	10-415-425	Yes	ADM	3,661.31
WHITE PETERSON	120520	09/30/2016	Legal Services - City Council - Privileged	10-415-425	Yes	ADM	315.00
WITMER PUBLIC SAFETY GRO	1723591	09/29/2016	Class 2 Breakaway safety vest for all fire department vehicles seats NFPA guidelines	10-423-575	Yes	FIRE	498.00
WOOD RIVER LOCK SHOP	10031	09/27/2016	Keys for Street and Admin Departments	10-431-614	Yes	STR	52.97
Grand Totals:							174,067.01

Finance Committee Chair, Keith Saks: \_\_\_\_\_ Date : \_\_\_\_\_

# Action Plan - Current Status **Updated September 2016**

Projects: Name		Summary Action (s)	Key Focus	Status	Recent Activities
1	Housing	Improve middle income housing opportunities	Attract & Retain	5	Revised public-private project options reviewed with ExCo; additional community-specific analysis on housing supply/ demand and commuting patterns planned
2	Local Investment	Develop & apply mechanisms to increase Local Investment	Attract & Retain	5	Potential 12 <sup>th</sup> TRI candidate identified; extensive support for 3 pending TRI apps (Projects Flow47, YKein, & VValley); 2 ID RFI's evaluated; continued mentoring of startups & KIC support
3	Tourism	Secure Improved Air, Lodging & other Tourism Services	Advocate	5	Sponsored Uber rollout; update of visitor spend metrics; kickoff of Recreation Economic Impact Assessment
4	Economy	Prepare community economic reports	Analyze	4	Closing out AEP5 participant organizational spend data collection; completed Animal Center, updating SVSEF & SVSA EIA's
5	Innovation	Advance significant community innovation projects	Attract	4	Business Plan updated for Ketchum Athletic Center facility; meetings with Culinary startup sponsors/ property owners
<b>Programs:</b>					
A	Outreach	Engage businesses in economic development activities	Retain	5	16 newsletters issued; 3 new memberships secured
B	Educate	Educate on economic issues	Educate	5	2016 Economic Summit delivered to 258 registered attendees on Housing & Talent Attraction
C	Advocate	Advocate on community issues	Advocate	5	Participation in various council & agency meetings; discussions on setting up undergrounding LID in Ketchum; advice to WSRR development team
D	Capabilities	Improve economic development capabilities	Advocate	5	Meeting with Lost River ED to share best practices; attended SIEDO summit

**CITY OF SUN VALLEY, IDAHO**

**ORDINANCE NO. 495**

**ORDINANCE AMENDING ANNUAL APPROPRIATION ORDINANCE 476,  
FOR THE CITY OF SUN VALLEY, IDAHO  
FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2015**

**ADOPTED BY THE CITY COUNCIL OF  
OF THE CITY OF SUN VALLEY, IDAHO  
THIS 3<sup>rd</sup> DAY OF NOVEMBER, 2016**

**ORDINANCE NO. 495**

**AN ORDINANCE AMENDING ORDINANCE 476 FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2015 AND ENDING SEPTEMBER 30, 2016 AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, the City of Sun Valley is a unit of local government organized and existing pursuant to Title 50 of the Idaho Code; and

**WHEREAS**, pursuant to Idaho Code Section 50-1001 the City of Sun Valley fiscal year begins on the first day of October; and

**WHEREAS**, pursuant to Idaho Code Title 50 Chapter 10 Section 50-1003 the city council shall adopt an annual appropriation ordinance prior to the commencement of each fiscal year, which in no event shall be greater than the amount of the tentative budget; and

**WHEREAS**, pursuant to Idaho Code Title 50 Chapter 10 Section 50-1003 the annual appropriation ordinance may be amended at any time during the current fiscal year if any additional revenue is available from any source; and

**WHEREAS**, the Sun Valley City Council considered said budget amendment and has conducted a public hearing thereon and determined that said budget should be adopted.

**NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SUN VALLEY, IDAHO, COUNTY OF BLAINE, STATE OF IDAHO, AS FOLLOWS:**

**SECTION 1:** That Ordinance 476, the appropriation ordinance for the City of Sun Valley, Idaho for the fiscal year beginning October 1, 2015 and ending September 30, 2016 and the same is hereby amended. The following sums are hereby appropriated:

	<b>FY 2016 ORIGINAL BUDGET</b>	<b>FY 2016 AMENDED BUDGET</b>
General Fund	\$ 5,262,081	\$ 5,721,161

**SECTION 2:** All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

**SECTION 3:** This ordinance shall take effect and be in full force upon its passage, approval and publication according to law.

**PASSED BY THE CITY COUNCIL OF THE CITY OF SUN VALLEY AND APPROVED BY THE MAYOR THIS 3<sup>rd</sup> DAY OF NOVEMBER, 2016.**

APPROVED:

\_\_\_\_\_  
Peter M. Hendricks, Mayor

ATTEST:

\_\_\_\_\_  
Nancy Flannigan, Assistant Clerk/Assistant Treasurer

**Fiscal Year 2015-2016  
Proposed Amended Budget**

(Amendments highlighted in blue)

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<b>Total City Revenue Excluding Fund Transfers</b>	
General Fund	\$ 5,721,160.87
Street & Path Fund	\$ 332,343.77
Workforce Housing Fund	\$ 7,000.00
<b>Subtotal</b>	<b>\$ 6,060,504.64</b>

<b>Revenue vs Expenditures</b>		<b>% of Total</b>
Revenues	\$ 6,060,505	90%
Transfers In	\$ 652,085	10%
<b>Subtotal</b>	<b>\$ 6,712,590</b>	
<hr/>		
Expenditures	\$ 6,762,590	

	Estimated beginning fund balances	Assigned Fund Balances (Amount that is designated for a specific task)	Beginning Unassigned Fund Balance (Amount available)	Fund Balance Applied or Earned (Amount proposed to be used or saved)	Ending Unassigned Fund Balance (Amount remaining to be used or saved)	FY 2016 Estimated Ending Fund Balance (Total including assigned amount)
GENERAL FUND	\$ 2,828,964	\$ 1,619,102	\$ 1,209,862	(27,081)	\$ 1,182,781	\$ 2,801,883
STREET & PATH FUND	\$ 110,306	\$ -	\$ 110,306	42,344	\$ 152,650	\$ 152,650
FIXED ASSET FUND	\$ -	\$ -	\$ -	-	\$ -	\$ -
LAND ACQUISITION FUND	\$ 244,109	\$ -	\$ 244,109	-	\$ 244,109	\$ 244,109
CAPITAL IMPROVEMENT FUND	\$ -	\$ -	\$ -	-	\$ -	\$ -
WORKFORCE HOUSING FUND	\$ 151,543	\$ 40,000	\$ 111,543	(30,241)	\$ 81,302	\$ 121,302
<b>SUBTOTALS</b>	<b>\$ 3,334,922</b>	<b>\$ 1,659,102</b>	<b>\$ 1,675,820</b>	<b>\$ (14,978)</b>	<b>\$ 1,660,842</b>	<b>\$ 3,319,944</b>

City of Sun Valley  
 FY 16 AMENDED BUDGET

FUND SUMMARY	FY 2013 Prior Year 2		FY 2014 Prior Year 1		FY 2015 ADOPTED	FY 2016 BUDGET	FY 2016 AMENDED
	Audited	Actuals	Audited	Actuals	BUDGET	AMENDED 5/3/16	BUDGET
<b>REVENUES</b>							
GENERAL FUND	4,875,968		5,412,663		5,162,408	5,262,081	5,721,161
FIXED ASSET FUND	-		-		175,426	256,926	256,926
DEBT SERVICE FUND	5,259		-		-	-	-
CAPITAL IMPROVEMENT FUND	50,000		-		51,000	355,000	355,000
LAND AQUISITION FUND						242,000	-
WORKFORCE HOUSING FUND	9,192		7,339		45,200	47,159	47,159
STREET & PATH FUND	302,946		311,139		311,937	332,344	332,344
<b>REVENUE Total:</b>	<b>5,243,365</b>		<b>5,731,140</b>		<b>5,745,971</b>	<b>6,495,510</b>	<b>6,712,590</b>
<b>EXPENDITURES</b>							
GENERAL FUND	4,602,122		4,462,461		5,010,487	5,262,081	5,721,161
FIXED ASSET FUND	341,229		203,085		175,426	256,926	256,926
DEBT SERVICE FUND	29,996		-		-	-	-
CAPITAL IMPROVEMENT FUND	22,283		69,163		51,000	105,000	355,000
LAND AQUISITION FUND						-	-
WORKFORCE HOUSING FUND	(8,466)		42,190		45,200	47,159	47,159
STREET & PATH FUND	192,246		422,914		311,937	332,344	332,344
<b>EXPENDITURE Total:</b>	<b>5,179,411</b>		<b>5,199,813</b>		<b>5,594,050</b>	<b>6,003,510</b>	<b>6,712,590</b>

AMENDED MAY 3, 2016 FISCAL YEAR 2016 TOTAL FUND BALANCES	Estimated Beginning Fund Balance	Assigned Fund Balances	Beginning Unassigned Fund Balance	Fund Balance Applied or Earned	Ending Unassigned Fund Balance	FY 2016 Estimated Ending Fund Balance
GENERAL FUND	2,828,964	1,619,102 *	1,209,862	(383,489)	826,373	2,445,475
STREET & PATH FUND	110,306	-	110,306	42,344	152,650	152,650
FIXED ASSET FUND	-	-	-	-	-	-
LAND ACQUISITION FUND	244,109	-	244,109	-	244,109	244,109
CAPITAL IMPROVEMENT FUND	-	-	-	-	-	-
WORKFORCE HOUSING FUND	151,543	40,000	111,543	(30,241)	81,302	121,302

AMENDED NOVEMBER 3, 2016 FISCAL YEAR 2016 TOTAL FUND BALANCES	Estimated Beginning Fund Balance	Assigned Fund Balances	Beginning Unassigned Fund Balance	Fund Balance Applied or Earned	Ending Unassigned Fund Balance	FY 2016 Estimated Ending Fund Balance
GENERAL FUND	2,828,964	1,619,102 *	1,209,862	(27,081)	1,182,781	2,801,883
STREET & PATH FUND	110,306	-	110,306	42,344	152,650	152,650
FIXED ASSET FUND	-	-	-	-	-	-
LAND ACQUISITION FUND	244,109	-	244,109	-	244,109	244,109
CAPITAL IMPROVEMENT FUND	-	-	-	-	-	-
WORKFORCE HOUSING FUND	151,543	40,000	111,543	(30,241)	81,302	121,302

\* 16 week reserve

City of Sun Valley  
FY 16 AMENDED BUDGET

Acct No	Account Description	FY 2013	FY 2014	FY 2015	FY 2016	FY 2016	Notes and Descriptions of line item purchases
		Prior Year 2	Prior Year 1	ADOPTED	BUDGET	AMENDED	
		Audited	Audited	BUDGET	AMENDED	PROPOSED	FY 2016
		Actuals	Actuals		5/3/16		
GENERAL FUND							
<u>REVENUES</u>							
<u>GENERAL PROPERTY TAXES</u>							
10-311-100	GENERAL PROPERTY TAXES	2,479,179	2,468,859	2,389,998	2,453,848	2,453,848	No 3% revenue increase; See Street & Path Fund
10-311-200	GENERAL PROPERTY TAXES - NEW CONSTRUCTION	56	-	29,282	-	-	New Construction estimate
10-311-300	PROPERTY TAXES INT&PENALTY	-	6,741	7,000	10,000	10,000	
	<i>GENERAL PROPERTY TAXES Totals:</i>	2,479,235	2,475,600	2,426,280	2,463,848	2,463,848	
<u>LOCAL OPTION TAXES</u>							
10-313-100	LOCAL OPTION TAX - LIQUOR 3%	63,828	72,571	66,000	60,000	94,155	
10-313-200	LOCAL OPTION TAX - LODGING 3%	497,094	483,591	446,000	470,000	651,373	
10-313-300	LOCAL OPTION TAX - RETAIL 3% (non-tangible) 2% (tangible) 1% (ski lift tickets)	687,614	701,067	715,000	690,000	831,235	
10-313-600	LOCAL OPTION TAX - AIR SERVICE 1%	-	341,792	409,000	406,667	525,588	
10-313-700	LOCAL OPTION TAX - PENALTIES & INTEREST	-	194	500	500	500	
	<i>LOCAL OPTION TAXES Totals:</i>	1,248,536	1,599,215	1,636,500	1,627,167	2,102,851	
<u>BUSINESS &amp; FRANCHISE TAXES</u>							
10-316-110	GAS FRANCHISE	48,231	64,136	60,000	70,000	70,000	Intermtn Gas=3% of GR, pd. Qtly
10-316-120	CABLE FRANCHISE	49,626	52,639	57,000	55,000	55,000	Cox =3% of GR, pd qtly
	<i>BUSINESS &amp; FRANCHISE TAXES Totals:</i>	97,857	116,776	117,000	125,000	125,000	
<u>BUSINESS LICENSES &amp; PERMITS</u>							
10-321-100	BEER, LIQUOR & WINE LICENSES	2,995	2,560	2,000	2,000	2,000	
10-321-200	MUNICIPAL TAX PERMITS	-	330	600	300	300	
10-321-300	TEMP MUNICIPAL TAX PERMITS	-	1,440	2,000	2,000	2,000	
	<i>BUSINESS LICENSES &amp; PERMITS Totals:</i>	2,995	4,330	4,600	4,300	4,300	
<u>NON-BUSINESS LICENSES &amp; PERMITS</u>							
10-322-110	BUILDING PERMITS	277,908	420,785	175,000	200,000	200,000	
	<i>NON-BUSINESS LICSESES &amp; PERMITS Totals:</i>	277,908	420,785	175,000	200,000	200,000	

City of Sun Valley  
 FY 16 AMENDED BUDGET

Acct No	Account Description	FY 2013	FY 2014	FY 2015	FY 2016	FY 2016	Notes and Descriptions of line item purchases
		Prior Year 2	Prior Year 1	ADOPTED	BUDGET	AMENDED	
		Audited Actuals	Audited Actuals	BUDGET	AMENDED 5/3/16	PROPOSED	FY 2016
<b>STATE OF IDAHO SHARED REVENUES</b>							
10-335-100	STATE LIQUOR APPORTIONMENT	5,289	2,760	2,208	2,208	2,208	Provided by AIC
10-335-500	STATE SALES TAX	638,392	610,532	689,820	722,454	722,454	Provided by AIC
10-355-200	STATE HIGHWAY USER FEES	-	551	-	-	-	moved to Street & Path Fund
	<i>STATE OF IDAHO SHARED REVENUES Totals:</i>	643,681	613,843	692,028	724,662	724,662	
<b>GENERAL GOVERNMENT</b>							
10-341-100	ENGINEERING & CONSULTANT REIMBURSABLES	6,955	6,296	7,000	10,000	10,000	
10-341-110	APPLICATION FEES	5,275	48,128	10,000	10,000	10,000	
10-341-120	PUBLIC NOTICE REIMBURSABLES	-	-	-	3,000	3,000	
	<i>GENERAL GOVERNMENT Totals:</i>	12,230	54,424	17,000	23,000	23,000	
<b>FINES</b>							
10-361-901	TRAFFIC FINES	669	385	900	500	500	Traffic fines & Parking tickets
10-361-902	MOTOR VEHICLE TAX	8,195	3,787	6,000	6,000	6,000	Motor Veh Tax- SV residents
	<i>FINES &amp; MOTOR VEHICAL TAX Totals:</i>	8,864	4,172	6,900	6,500	6,500	
<b>INTEREST EARNINGS</b>							
10-371-100	INTEREST REVENUES	4,725	3,305	4,600	4,000	4,000	
	<i>INTEREST EARNINGS Totals:</i>	4,725	3,305	4,600	4,000	4,000	
<b>MISCELLANEOUS</b>							
10-379-150	NEXTEL LEASE	25,308	10,800	-	-	-	
10-379-252	POLICE TRUST ACCOUNT	8,500	8,500	-	8,500	8,500	
10-379-260	FIRE TRUST ACCOUNT	7,500	7,500	17,000	8,500	8,500	
10-379-300	OTHER REVENUES	30,260	29,305	8,500	30,000	30,000	
10-379-301	WILDLAND FIRES	28,369	64,106	37,000	20,000	20,000	
	<i>MISCELLANEOUS Totals:</i>	99,937	120,212	82,500	67,000	67,000	
<b>TRANSFER FROM RESERVES</b>							
10-381-001	TRANS FROM GF UNASSIGNED FUND BALANCE	-	-	-	16,604	-	
	<i>TRANSFER FROM RESERVES Totals:</i>	-	-	-	16,604	-	
	<b>GENERAL FUND REVENUE Total:</b>	4,875,968	5,412,663	5,162,408	5,262,081	5,721,161	

City of Sun Valley  
 FY 16 AMENDED BUDGET

		FY 2013 Prior Year 2	FY 2014 Prior Year 1	FY 2015 ADOPTED	FY 2016 BUDGET	FY 2016 AMENDED	Notes and Descriptions of line item purchases
Acct No	Account Description	Audited Actuals	Audited Actuals	BUDGET	AMENDED 5/3/16	PROPOSED	FY 2016
<b>GENERAL FUND</b>							
<b>EXPENDITURES</b>							
<u>LEGISLATION</u>							
<b>SALARIES AND WAGES</b>							
10-411-110	SALARIES AND WAGES - Elected Officials	65,362	59,347	69,000	69,000	69,000	1 Mayor & 4 Councilpersons
	<i>TOTAL SALARIES AND WAGES:</i>	65,362	59,347	69,000	69,000	69,000	
<b>FRINGE BENEFITS</b>							
10-411-210	FICA CONTRIBUTION	4,978	4,246	5,279	5,279	5,279	7.65%
10-411-220	RETIREMENT CONTRIBUTION	7,276	6,905	7,811	7,811	7,811	11.32%
10-411-250	HEALTH INSURANCE	60,527	55,465	49,959	47,017	47,017	
	<i>TOTAL FRINGE BENEFITS:</i>	72,781	66,616	63,048	60,107	60,107	
<b>OPERATIONAL EXPENDITURES</b>							
10-411-240	WORKERS COMPENSATION	173	153	235	300	300	
10-411-429	PROFESSIONAL FEES	83,059	63,677	11,000	7,500	7,500	Granicus, Inc \$7,224
10-411-450	NEWSLETTERS	532	-	10,000	-	-	Newsletters and property owner/citizen communication
10-411-474	TRAVEL FOR LEGAL PROCEEDINGS	-	947	5,000	2,500	2,500	
10-411-475	MEETINGS, CONVENTIONS & CONF.	793	2,106	5,000	2,500	2,500	AIC, regional travel
10-411-476	CITY FUNCTIONS	2,546	1,102	2,700	2,700	2,700	Primarily Council meeting food
10-411-740	OFFICE FURNITURE & EQUIPMENT	273	2,785	1,500	1,500	1,500	



City of Sun Valley  
 FY 16 AMENDED BUDGET

Acct No	Account Description	FY 2013	FY 2014	FY 2015	FY 2016	FY 2016	Notes and Descriptions of line item purchases
		Prior Year 2	Prior Year 1	ADOPTED	BUDGET	AMENDED	
		Audited Actuals	Audited Actuals	BUDGET	AMENDED 5/3/16	PROPOSED	FY 2016
<b>GENERAL FUND</b>							
<b>EXPENDITURES</b>							
<u>ADMINISTRATION</u>							
<b>SALARIES AND WAGES</b>							
10-415-110	SALARIES AND WAGES	353,208	293,882	319,210	321,643	321,643	4 FTE
10-415-120	MERIT INCREASES - ALL CLASSIFIED EMPLOYEES	-	-	-	55,040	55,040	
	<b>TOTAL SALARIES AND WAGES:</b>	<b>353,208</b>	<b>293,882</b>	<b>319,210</b>	<b>376,683</b>	<b>376,683</b>	
<b>FRINGE BENEFITS</b>							
10-415-200	PHYSICAL INCENTIVE PROGRAM	-	-	-	1,600	1,600	
10-415-210	FICA CONTRIBUTION	29,548	19,615	24,420	28,816	28,816	7.65%
10-415-220	RETIREMENT CONTRIBUTION	31,888	31,650	36,135	42,641	42,641	11.32%
10-415-250	HEALTH INSURANCE	44,324	37,863	44,580	49,324	49,324	
10-415-260	LIFE INSURANCE	8,163	2,692	2,160	2,700	2,700	
	<b>TOTAL FRINGE BENEFITS:</b>	<b>113,922</b>	<b>91,819</b>	<b>107,294</b>	<b>125,081</b>	<b>125,081</b>	
<b>OPERATIONAL EXPENDITURES</b>							
10-415-240	WORKERS COMPENSATION	4,020	2,686	3,000	3,000	3,000	
10-415-280	STATE UNEMPLOYMENT	8,232	477	200	-	-	
10-415-310	OFFICE / OPERATING SUPPLIES	10,960	9,963	12,500	12,500	12,500	Copy machine, paper, pens, coffee/tea supplies
10-415-315	JANITORIAL SUPPLIES	1,091	1,242	1,200	1,200	1,200	ALSCO - entry rugs cleaning & supply
10-415-350	MOTOR FUELS & LUBRICANTS	84	67	200	150	150	1 vehicle
10-415-370	POSTAGE	1,156	1,518	1,000	1,600	1,600	Postage meter; fed ex, stamps
10-415-420	PROFESSIONAL FEES	3,192	1,555	4,000	4,000	4,000	New code codification (500); Drug testing (3,500)
10-415-421	AUDIT	21,150	14,000	14,000	14,000	14,000	Contract ends FY 16
10-415-425	ATTORNEY FEES	65,532	62,027	50,000	50,452	50,452	Avg hours for past 1.5 years at \$175 an hour
10-415-426	ATTORNEY FEES - SPECIAL COUNSEL	1,932	7,189	20,000	35,000	35,000	Unforeseen legal demands
10-415-427	COMPUTER CONSULTANTS	30,954	27,464	30,000	30,000	30,000	
10-415-430	NEWSLTR & ANNUAL RPT W/POSTAGE	1,500	-	-	-	-	
10-415-435	WEBSITE	1,443	1,255	1,000	1,000	1,000	Monthly hosting fee; gov.com minor changes
10-415-437	COMP PLAN	1,559	-	-	-	-	

City of Sun Valley  
 FY 16 AMENDED BUDGET

Acct No	Account Description	FY 2013	FY 2014	FY 2015	FY 2016	FY 2016	Notes and Descriptions of line item purchases
		Prior Year 2	Prior Year 1	ADOPTED	BUDGET	AMENDED	
		Audited Actuals	Audited Actuals	BUDGET	AMENDED 5/3/16	PROPOSED	FY 2016
10-415-440	ADVERTISING & LEGAL PUBLISHING	2,697	2,199	4,500	4,000	4,000	Public hearings, Treasurer's report, ordinances, etc.
10-415-465	INSURANCE - LIABILITY FUND	102,556	74,267	78,767	95,622	95,622	\$90,622 plus \$5,000 deductible
10-415-470	TRAVEL, TRAINING & MEETINGS	6,960	9,618	8,000	9,000	9,000	Training (AIC etc) for City Admin, City Clerk & Finance, plus various regional meetings which require travel.
10-415-476	CITY FUNCTIONS	5,050	5,705	7,500	7,500	7,500	Annual holiday party (\$5,500); small City Hall events
10-415-480	DUES/SUBSCRIPTIONS/MEMBERSHIPS	10,396	10,620	10,623	17,082	17,082	Footnote #1
10-415-500	CUSTODIAL & CLEANING SERVICES	14,040	14,371	15,000	15,000	15,000	Monthly contract of \$1,170
10-415-510	TELEPHONE & COMMUNICATIONS	13,994	15,802	15,000	15,000	15,000	Landline for City Hall, two smartphones for city admin & Mayor, & mobile hotspot for the Mayor
10-415-521	UTILITIES	32,981	29,617	30,000	30,000	30,000	Gas + electricity
10-415-540	RENTAL - OFFICE FURN & EQUIP	4,906	5,014	3,900	3,000	3,000	Postage meter, lease on copier
10-415-580	REPAIR/MAINT - OFFICE FURN/EQ	877	-	1,000	1,000	1,000	Repairs on copier, document management system maintenance
10-415-585	REPAIR & MAINT - BUILDINGS	4	-	2,000	2,000	2,000	Contingency for small repairs
10-415-590	REPAIR/MAINT - GROUNDS	-	-	500	-	-	Small contingency for landscaping
10-415-600	REPAIR/MAINT - AUTOMOTIVE EQ	2,543	30	500	500	500	1 vehicle
10-415-680	BANK CHARGES	3,497	4,561	1,800	1,800	1,800	Bank fees on City accounts
10-415-740	OFFICE EQPMT, COMPUTER EQPMT	19,510	10,725	20,932	5,268	5,268	See Footnote #2
<b>TOTAL OPERATIONAL EXPENDITURES:</b>		<b>372,816</b>	<b>311,971</b>	<b>337,122</b>	<b>359,674</b>	<b>359,674</b>	
<b>ADMINISTRATION Total:</b>		<b>839,946</b>	<b>697,673</b>	<b>763,626</b>	<b>861,437</b>	<b>861,437</b>	

Footnote #1 Accounting software - Caselle (\$13,110 annually); AIC membership (\$693 a year), Life flight (\$1,600 a year); GFOA membership (\$160); Barracuda mail archiving (\$499) and spam filtering (\$400); Domain name and SSL certificate (\$120); and Online back ups (\$500)

Footnote #2 Laserfiche (\$1,168); New office chair for City Administrator's office (\$600); 3 Fire safe fire cadinets for City Clerk (\$1,000 each);and small contingency

City of Sun Valley  
 FY 16 AMENDED BUDGET

Acct No	Account Description	FY 2013	FY 2014	FY 2015	FY 2016	FY 2016	Notes and Descriptions of line item purchases
		Prior Year 2 Audited Actuals	Prior Year 1 Audited Actuals	ADOPTED BUDGET	BUDGET AMENDED 5/3/16	AMENDED PROPOSED	
<b>GENERAL FUND</b>							
<b>EXPENDITURES</b>							
<u>COMMUNITY DEVELOPMENT/BUILDING SAFETY</u>							
<b>SALARIES AND WAGES</b>							
10-418-110	SALARIES AND WAGES	228,231	222,462	152,576	225,522	225,522	3 FTEs
10-424-140	SALARIES & WAGES-PART-TIME EMPLOYEE	15,454	18,098	41,230	41,230	41,230	1 FTE
	<b>TOTAL SALARIES AND WAGES:</b>	228,231	240,559	193,806	266,752	266,752	
<b>FRINGE BENEFITS</b>							
10-418-200	PHYSICAL INCENTIVE PROGRAM	-	-	-	1,600	1,600	
10-418-210	FICA CONTRIBUTION	20,901	17,293	14,826	20,407	20,407	7.65%
10-418-220	RETIREMENT CONTRIBUTION	24,225	24,045	17,272	25,529	25,529	11.32%
10-418-250	HEALTH INSURANCE	15,801	16,309	28,534	28,410	28,410	
	<b>TOTAL FRINGE BENEFITS:</b>	60,927	57,647	60,632	75,946	75,946	
<b>NEWSLETTERS</b>							
10-418-240	WORKERS COMPENSATION	2,756	2,761	2,700	2,700	2,700	
10-418-285	P&Z EXPENSE REIMBURSEMENT	11,400	31,035	21,000	21,000	21,000	\$200 per commissioner per meeting @ 5 Commissioners - 21 meetings scheduled per fiscal year.
10-418-290	PLANNING BUS EXP	280	395	1,000	1,000	1,000	P&Z lunches and expenses based on expected workload and length of meetings.
10-418-310	OFFICE / OPERATING SUPPLIES	4,156	5,182	4,500	4,500	4,500	Office and operating supplies needed for Planning and Building. Building at \$750 per annum for operating expenses i.e. uniforms, tape measures, codes
10-418-350	MOTOR FUELS & LUBRICANTS	1,604	996	3,000	3,000	3,000	Building Official car and CD Dept car - fuels and lubricants only
10-418-420	PROFESSIONAL FEES	7,512	5,031	10,000	10,000	10,000	Outside expertise and consulting on planning and building issues, studies and other information or exhibits that arise.
10-418-422	ENGINEERING	8,674	19,182	10,000	10,000	10,000	Project reviews CH2MHill and other engineering work, i.e. legal descriptions, surveying, right-of-way, path and trail work.
10-418-423	CONTRACT LABOR	14,232	81,594	31,000	31,000	31,000	Footnote #1
10-418-437	COMP PLAN	3,771	8,020	5,000	3,000	3,000	Comp Plan Update- continued process requires office supplies, public noticing and final printing and publication expenses
10-418-440	ADVERTISING & LEGAL PUBLISHING	10,784	12,756	10,000	10,000	10,000	Public notices for development applications, Development Code updates and building code adoptions and issues

City of Sun Valley  
 FY 16 AMENDED BUDGET

		FY 2013	FY 2014	FY 2015	FY 2016	FY 2016	Notes and Descriptions of line item purchases
		Prior Year 2	Prior Year 1	ADOPTED	BUDGET	AMENDED	
Acct No	Account Description	Audited Actuals	Audited Actuals	BUDGET	AMENDED 5/3/16	PROPOSED	<i>FY 2016</i>
10-418-470	TRAVEL, TRAINING & MEETINGS	4,475	6,111	7,000	8,500	8,500	3 FTE: Planning continuing education for AICP & APA, seminars, webinars; Building Official CEUs for ICC, IDABO, IEDC, CECD, & IHDC, USGBC
10-418-480	DUES/SUBSCRIPTIONS/MEMBERSHIPS	1,010	1,085	2,000	2,000	2,000	3 FTE: Professional Organization dues, i.e. APA, AICP for planning staff and ICC, IDABO, IHDC, USGBC for building staff & IEDC for CD Director
10-418-510	TELEPHONE & COMMUNICATIONS	1,395	1,391	1,500	1,500	1,500	Keep smart phones for CD Dept and Bldg official (FLSA exempt employees)
10-418-600	REPAIR/MAINT - AUTOMOTIVE EQ	1,761	1,140	3,000	3,000	3,000	Building Official car and CD Dept car - no major repairs.
10-418-740	OFFICE FURNITURE & EQUIPMENT	-	987	3,400	3,500	3,500	New desktops for CD Director & Building Official (\$900 each); New GIS Laptop (\$1,200); small contingency
	<b>TOTAL OPERATIONAL EXPENDITURES:</b>	<b>73,810</b>	<b>177,664</b>	<b>115,100</b>	<b>114,700</b>	<b>114,700</b>	
	<b>COMMUNITY DEVELOPMENT Total:</b>	<b>362,967</b>	<b>475,870</b>	<b>369,538</b>	<b>457,398</b>	<b>457,398</b>	

Footnote #1 GIS Analyst one day per week at 20% of joint County/City of SV salary and benefits; Building Inspections and backup - 160 hours of vacation/sick time coverage (\$16,000)

City of Sun Valley  
FY 16 AMENDED BUDGET

Acct No	Account Description	FY 2013	FY 2014	FY 2015	FY 2016	FY 2016	Notes and Descriptions ANTICIPATED
		Prior Year 2 Audited Actuals	Prior Year 1 Audited Actuals	ADOPTED BUDGET	BUDGET AMENDED 5/3/16	AMENDED PROPOSED	
<b>GENERAL FUND</b>							
<b>EXPENDITURES</b>							
<u>POLICE DEPARTMENT</u>							
<b>SALARIES AND WAGES</b>							
10-421-110	SALARIES AND WAGES	671,693	624,209	660,310	681,183	681,183	11 FTEs
10-421-122	OVERTIME SALARIES	27,143	21,393	30,000	30,000	30,000	See footnote #1
10-421-130	WAGES - TEMPORARY PART TIME	-	-	-	-	-	Part time officers for events
	<b>TOTAL SALARIES AND WAGES:</b>	<b>698,836</b>	<b>645,602</b>	<b>690,310</b>	<b>711,183</b>	<b>711,183</b>	
<b>FRINGE BENEFITS</b>							
10-421-200	PHYSICAL INCENTIVE PROGRAM	-	-	-	4,400	4,400	
10-421-210	FICA CONTRIBUTION	53,230	41,800	52,809	54,405	54,405	7.65%
10-421-220	RETIREMENT CONTRIBUTION	67,642	59,371	80,490	82,924	82,924	11.66%
10-421-250	HEALTH INSURANCE	145,925	106,543	122,315	135,707	135,707	
	<b>TOTAL FRINGE BENEFITS:</b>	<b>266,797</b>	<b>207,715</b>	<b>255,614</b>	<b>277,436</b>	<b>277,436</b>	
<b>OPERATIONAL EXPENDITURES</b>							
10-421-240	WORKERS COMPENSATION	21,388	20,040	21,000	21,000	21,000	
10-421-310	OFFICE SUPPLIES	1,464	1,029	1,500	1,800	1,800	
10-421-315	JANITORIAL SUPPLIES	620	654	800	800	800	
10-421-320	OPERATING SUPPLIES	1,816	3,196	4,000	4,000	4,000	
10-421-321	POLICE TRUST ACCOUNT	911	29,673	5,000	5,000	5,000	
10-421-340	MINOR EQUIPMENT	10,176	7,007	8,000	10,000	10,000	Bullets, upgrade firearms, specialty equipment, kevlar vests
10-421-345	SAFETY EQUIPMENT	222	150	500	500	500	Medical equipment and fire extinguishers
10-421-347	RECORDS MGT SYSTEM - POLICE/FIRE	20,443	20,443	20,443	20,443	20,443	See footnote #2
10-421-350	MOTOR FUELS & LUBRICANTS	14,001	13,050	17,500	14,500	14,500	
10-421-370	POSTAGE	139	39	100	200	200	Shipping evidence or equipment
10-421-424	MEDICAL SERVICES	-	-	500	500	500	Unexpected hospital costs for arrestees
10-421-426	INVESTIGATIVE EXPERT SVCS	77	291	2,500	2,500	2,500	Unexpected investigative expenses
10-421-470	TRAVEL, TRAINING & MEETINGS	5,955	4,463	10,000	10,000	10,000	Travel/Training for 11 employees
10-421-480	DUES/SUBSCRIPTIONS/MEMBERSHIPS	1,685	3,006	3,155	4,000	4,000	See footnote #3
10-421-493	PHYSICAL EXAMINATIONS	136	50	500	500	500	Physical exam on new hires
10-421-510	TELEPHONE & COMMUNICATIONS	4,669	5,641	4,200	5,500	5,500	See footnote #4
10-421-575	EQUIPMENT PURCHASE - NON CAPITAL	-	-	-	-	-	
10-421-595	REPAIR & MAINT - EQUIPMENT	739	290	1,000	1,000	1,000	See footnote #5
10-421-600	REPAIR/MAINT - AUTOMOTIVE EQUIPMENT	4,426	2,834	5,500	5,500	5,500	LOF service on four vehicles
10-421-610	REPAIR/MAINT - OTHER	1,733	1,582	2,000	3,000	3,000	Lease and service on Police copy machine
10-421-615	REPAIR/MAINT - RADIO SERVICE	1,451	-	3,000	3,000	3,000	Repair/Service on Patrol Car electronics
10-421-630	LAUNDRY	1,955	2,495	2,250	2,250	2,250	Dry Cleaning Uniforms
10-421-665	UNIFORMS - POLICE	2,936	4,794	4,500	4,500	4,500	Purchasing uniforms 9 officers
10-421-695	VEHICLE TOWING	-	-	250	250	250	Impound vehicles for investigation

City of Sun Valley  
 FY 16 AMENDED BUDGET

Acct No	Account Description	FY 2013	FY 2014	FY 2015	FY 2016	FY 2016	Notes and Descriptions ANTICIPATED
		Prior Year 2	Prior Year 1	ADOPTED	BUDGET	AMENDED	
		Audited	Audited	BUDGET	AMENDED	PROPOSED	FY 2016
		Actuals	Actuals		5/3/16		
10-421-740	OFFICE FURNITURE & EQUIPMENT	-	11,500	11,500	5,000	5,000	New work station for Asst Police Chief (\$900); Office Equipment
10-421-745	EQUIPMENT - SHARED EXPENSE	-	-	-	-	-	
10-421-753	RADIOS-HANDHELD	2,621	3,840	5,400	5,400	5,400	See footnote #6
10-421-770	ANIMAL CONTROL	1,000	2,662	2,000	2,500	2,500	Animal Shelter Contract
10-421-780	DRUG DOG PROGRAM	2,003	1,128	-	-	-	
	<b>TOTAL OPERATIONAL EXPENDITURES:</b>	102,565	146,148	137,098	133,643	133,643	
	<b>EXTERNAL CONTRACTS</b>						
10-421-348	COMMUNICATIONS-POLICE/FIRE DISPATCH	117,211	91,522	95,728	96,656	96,656	See footnote #7
10-421-428	PROSECUTION OF MISDEMEANORS	23,204	35,155	23,901	23,901	23,901	
	<b>TOTAL EXTERNAL CONTRACTS:</b>	140,415	118,685	119,629	120,557	120,557	
	<b>POLICE DEPARTMENT Total:</b>	<u>1,208,614</u>	<u>1,121,469</u>	<u>1,202,651</u>	<u>1,242,819</u>	<u>1,242,819</u>	

COMMUNICATIONS-POLICE/FIRE DISPATCH

Blaine County E-911 Dispatch	93,656
Qwest lines - t-1 & E-911	<u>3,000</u>
Total:	<u>96,656</u>

FOOTNOTES POLICE DEPARTMENT

- Footnote 1 Pavilion and SV Resort Event Venue: Traffic Control: 30 events X 2 officers X \$55/hr X 4 hrs. = \$13,200, SERT Team Training 13X10hrs.X\$55=\$7,150, NET Investigations 26X10X\$55=\$14,300
- Footnote 2 Contract for City of Sun Valley's share of valley wide law enforcement records management system
- Footnote 3 Pistol Range Ohio Gulch, Idaho Chief of Police, ICRMP Lexipol fees, Rocky Mountain Information Network
- Footnote 4 Six Verizon cell phones; 4 voice only phones for police cars, 2 smartphones for police administration
- Footnote 5 Repair & maintenance of police equipment ie: garage doors, radar certification, mobile data computers
- Footnote 6 Blaine County for 700MHz fees, \$306/yr/unit, 16units = \$4,836/yr., \$522 for power on Baldy
- Footnote 7 Dispatch Contract: \$93,656; Century Link Frame Relay \$3,000

City of Sun Valley  
FY 16 AMENDED BUDGET

		FY 2013 Prior Year 2	FY 2014 Prior Year 1	FY 2015 ADOPTED	FY 2015 BUDGET	FY 2016 ADOPTED	FY 2016 AMENDED	Notes and Descriptions ANTICIPATED
Acct No	Account Description	Actuals	Actuals	BUDGET		PROPOSED	PROPOSED	FY 2016
<b>GENERAL FUND</b>								
<b>EXPENDITURES</b>								
<u>FIRE DEPARTMENT</u>								
<b>SALARIES AND WAGES</b>								
10-423-110	SALARIES AND WAGES	155,703	262,160	344,512	344,512	373,851	373,851	7 FTEs
10-423-120	SALARIES & WAGES - ON CALL FF	68,200	75,996	87,050	87,050	87,050	87,050	
10-423-122	OVERTIME SALARIES	-	-	-	10,000	5,000	5,000	
10-423-130	SALARIES & WAGES-WILDLAND	38,064	26,289	10,000	10,000	10,000	10,000	
10-423-140	SALARIES & WAGES-TEMP EMPLOYEE	78,569	27,166	6,000	6,000	-	-	
10-423-145	SALARIES & WAGES - PART TIME	-	-	-	-	42,226	42,226	0.13 FTE (Admin Asst 5 hours a week)
	<b>TOTAL SALARIES AND WAGES:</b>	<b>340,536</b>	<b>391,611</b>	<b>447,562</b>	<b>457,562</b>	<b>518,127</b>	<b>518,127</b>	
<b>FRINGE BENEFITS</b>								
10-423-200	PHYSICAL INCENTIVE PROGRAM	-	-	-	-	2,400	2,400	
10-423-210	FICA CONTRIBUTION	25,296	27,042	34,896	34,896	40,295	40,295	7.65%
10-423-220	RETIREMENT CONTRIBUTION	28,651	34,472	41,173	41,173	50,100	50,100	11.66%
10-423-250	HEALTH INSURANCE	41,639	58,055	83,388	83,388	77,984	77,984	
10-423-290	HOUSING ALLOWANCE	2,167	-	-	-	-	-	MOVED TO WFH FUND
	<b>TOTAL FRINGE BENEFITS:</b>	<b>97,753</b>	<b>119,569</b>	<b>159,457</b>	<b>159,457</b>	<b>170,779</b>	<b>170,779</b>	
<b>OPERATIONAL EXPENDITURES</b>								
10-423-240	WORKERS COMP & SUPPLMTL ACCDT	16,779	18,330	16,000	16,000	16,000	16,000	
10-423-310	OFFICE SUPPLIES	2,574	2,484	2,200	2,200	3,200	3,200	Paper, pens, ink cartridges, copy machine rental + copes
10-423-315	JANITORIAL SUPPLIES	1,649	1,214	1,500	1,500	1,500	1,500	Carpet cleaning once a year & gym cleaning supplies
10-423-320	OPERATING SUPPLIES	7,912	10,542	10,000	10,000	10,000	10,000	Coffee, linens, station smoke & fire system
10-423-321	FIRE TRUST ACCOUNT	-	-	-	-	-	-	
10-423-325	MEDICAL SAFETY SUPPLIES	18,770	5,096	10,000	10,000	10,000	10,000	EMT medical safety supplies
10-423-340	MINOR TOOLS	112	52	3,200	3,200	3,200	3,200	Shop tools, wrenches, screw drivers etc. & \$1,200 for floor jack
10-423-350	MOTOR FUELS & LUBRICANTS	12,314	13,574	12,000	12,000	12,000	12,000	Station fuel & oil changes
10-423-360	MOTOR FUELS & LUBRICANTS - WLF	-	859	5,000	5,000	5,000	5,000	
10-423-470	TRAVEL, TRAINING & MEETINGS	9,391	18,512	31,600	31,600	31,600	31,600	All volunteers EMS Transitional Class; EMT Renewal (5 persons); wildland training; professional conferences
10-423-480	DUES/SUBSCRIPTIONS/MEMBERSHIPS	5,450	3,962	5,200	5,200	5,200	5,200	Professional fire organizations
10-423-510	TELEPHONE & COMMUNICATIONS	3,332	8,836	9,300	9,300	9,300	9,300	Verizon (6 smart phones) Cox Comm. Dollar Mtn Antennae lease & wifi for 5 iPads
10-423-555	RENTAL- EQUIPMENT	191	-	2,500	2,500	2,500	2,500	Loader to clear snow from fire hydrants
10-423-570	RENTAL - OTHER	1,180	450	1,500	1,500	1,500	1,500	Equipment not in FD inventory
10-423-575	EQUIPMENT PURCHASE - NON CAPITAL	-	-	-	-	12,000	12,000	
10-423-576	TURNOUTS- REPLACEMENT & MAINT.	2,706	18,706	5,400	5,400	12,000	12,000	5 sets
10-423-580	REPAIR/MAINT - OFFICE FURN/EQ	-	-	-	-	-	-	No furniture needed
10-423-585	REPAIR/MAINT - BUILDINGS	3,225	11,348	5,000	5,000	5,000	5,000	
10-423-590	REPAIR/MAINT - GROUNDS	2,814	6,800	7,000	7,000	7,000	7,000	New plants, Tile, & Landscape
10-423-591	WILDLAND EQUIP REIMB -WILDLAND ENG	-	-	-	-	-	-	
10-423-595	REPAIR & MAINT - EQUIPMENT	25,554	46,665	23,500	23,500	16,000	16,000	Firefighting equip. chain saws, smoke ejector fan, foam, parts & masks
10-423-600	REPAIR/MAINT - AUTOMOTIVE EQ	14,923	13,429	24,900	24,900	21,100	21,100	Vehicle equipment: tires, windshield wipers, etc.
10-423-615	REPAIR/MAINT - RADIO SERVICE	7,146	4,794	5,000	5,000	5,000	5,000	
10-423-620	RADIO AND ANTENNA LEASES	-	-	-	-	3,400	3,400	
10-423-630	LAUNDRY	-	228	1,500	1,500	1,500	1,500	
10-423-631	UNIFORMS	6,031	7,059	10,000	10,000	12,000	12,000	Summer/Winter uniforms
10-423-635	UNIFORMS - WILDLAND FIRE	385	1,364	5,000	5,000	5,000	5,000	
10-423-740	OFFICE FURNITURE & EQUIPMENT	2,032	2,339	5,900	5,900	5,900	5,900	2 New office chairs (\$1,000); work station for PPC (\$900); small contingency
	<b>TOTAL OPERATIONAL EXPENDITURES:</b>	<b>144,467</b>	<b>196,642</b>	<b>203,200</b>	<b>203,200</b>	<b>216,900</b>	<b>216,900</b>	

City of Sun Valley  
 FY 16 AMENDED BUDGET

		FY 2013 Prior Year 2	FY 2014 Prior Year 1	FY 2015 ADOPTED	FY 2015 BUDGET	FY 2016 ADOPTED	FY 2016 AMENDED	Notes and Descriptions ANTICIPATED
Acct No	Account Description	Actuals	Actuals	BUDGET		PROPOSED	PROPOSED	<i>FY 2016</i>
<b>CODE ENFORCEMENT</b>								
10-423-910	TRAINING/TRAVEL - CE	-	1,610	4,000	4,000	5,000	5,000	NFPA, FBIC, or Fire Cause & Determination Class
10-423-920	OFFICE/OPERATING SUPPLIES - CE	-	548	1,165	1,165	1,165	1,165	
10-423-930	TOOLS & SUPPLIES - CE	-	-	250	250	250	250	
10-423-940	OFFICE FURNITURE & EQUIP. - CE	-	1,277	-	-	-	-	
	<i>TOTAL CODE ENFORCEMENT EXPENDITURES:</i>	-	3,435	5,415	5,415	6,415	6,415	
<b>FIRE DEPARTMENT Total:</b>		<u>582,756</u>	<u>711,257</u>	<u>815,634</u>	<u>825,634</u>	<u>912,221</u>	<u>912,221</u>	

**City of Sun Valley**  
**FY 16 AMENDED BUDGET**

Acct No	Account Description	FY 2013 Prior Year 2		FY 2014 Prior Year 1	FY 2015 ADOPTED	FY 2015 BUDGET	FY 2016 APPROVED	FY 2016 AMENDED	Notes and Descriptions of line item purchases
		Audited	Actuals	Audited Actuals	Budget		AMENDED 5/3/16	PROPOSED	
<b>GENERAL FUND</b>									
<b>EXPENDITURES</b>									
<b>STREET DEPARTMENT</b>									
<b>SALARIES AND WAGES</b>									
10-431-110	SALARIES AND WAGES		194,690	197,265	202,579	202,579	208,189	208,189	3 FTE's
10-431-120	SALARIES & WAGES - PART TIME		8,341	-	7,000	7,000	7,000	7,000	For additional snowplow help & to cover staff vacations. With shared temporary staff
10-431-122	SALARIES & WAGES - OVER TIME		-	-	5,000	5,000	5,000	5,000	Overtime for snow plowing
	<b>TOTAL SALARIES AND WAGES:</b>		203,031	197,265	214,579	214,579	220,189	220,189	
<b>FRINGE BENEFITS</b>									
10-431-200	PHYSICAL INCENTIVE PROGRAM		-	-	-	-	1,200	1,200	
10-431-210	FICA CONTRIBUTION		15,834	13,047	17,073	17,073	17,502	17,502	7.65%
10-431-220	RETIREMENT CONTRIBUTION		21,189	21,453	24,471	24,471	25,107	25,107	11.32%
10-431-250	HEALTH INSURANCE		59,486	44,755	45,356	45,356	50,459	50,459	
10-431-290	HOUSING ALLOWANCE		7,200	-	-	-	-	-	MOVED TO WFHF
	NEWSLETTERS		103,709	79,255	86,901	86,901	94,268	94,268	
<b>OPERATIONAL EXPENDITURES</b>									
10-431-240	WORKERS COMPENSATION		10,949	10,717	12,000	12,000	12,000	12,000	
10-431-315	JANITORIAL SUPPLIES		313	161	400	300	400	400	Cleaning supplies for Street Shop
10-431-320	OPERATING SUPPLIES		3,265	4,477	4,000	4,000	4,000	4,000	Small daily operating supplies: ie, fasteners, electrical tape, etc.
10-431-340	TOOLS & EQUIPMENT		291	3,144	1,000	2,000	2,000	2,000	
10-431-345	SAFETY EQUIPMENT		363	-	500	350	500	500	First aid kit maintenance; safety glasses, earplugs, etc.
10-431-350	MOTOR FUELS & LUBRICANTS		12,987	13,991	24,000	12,000	20,000	20,000	Fuel and oil purchases
10-431-429	OTHER PROFESSIONAL SERVICES		-	-	-	-	-	-	Done in-house 10-431-620
10-431-440	ADVERTISING & LEGAL PUBLISHING		-	1,205	1,000	500	1,000	1,000	Bid documents
10-431-470	TRAVEL, TRAINING & MEETINGS		1,034	3,054	4,000	5,500	5,500	5,500	Staff Training
10-431-510	TELEPHONE SERVICE		1,103	821	1,000	1,200	1,500	1,500	1 smartphones, 2 cell
10-431-536	SANDING/MAG CHLORIDE		3,868	9,053	14,000	14,000	14,000	14,000	Traction sand/salt/MC
10-431-555	RENTAL - EQUIPMENT		16	-	500	1,000	1,000	1,000	As needed rental of speciality tool or equipment
10-431-570	RENT/LEASE - SNOW REMOVAL EQUIP		-	74	1,000	-	1,000	1,000	Rentals, if needed, for breakdowns
10-431-591	REPAIR/MAINT/CLEANING-STREETS		4,753	2,978	3,500	4,500	4,500	4,500	Good inventory of parts on hand, street sweeper replacement brooms
10-431-592	STRIPING		12,048	25,773	28,000	29,000	29,000	29,000	Piggy-back on Ketchum bid - restripe all path and street markings in the City. Large truck spraying
10-431-595	REPAIR/MAINT - LARGE EQUIPMENT		45,793	12,857	18,000	12,000	18,000	18,000	Large equip repair; New tires for 2 snow plows (1,200 per tire)
10-431-596	REPAIR/MAINT - SMALL EQUIP		326	429	700	1,000	700	700	Mowers and snow blowers etc
10-431-600	REPAIR/MAINT - AUTO EQUIP		3,334	3,521	4,000	7,000	4,000	4,000	Repair/maint auto equipment
10-431-610	REPAIR/MAINT - MISC		343	71	1,000	500	1,000	1,000	Unusual expenses without appropriate line item
10-431-614	REPAIR/MAINT-BUILDING		12,756	8,120	12,000	12,000	12,000	12,000	All building maintenance
10-431-620	LANDSCAPE SERVICES		2,015	4,528	3,000	5,000	5,000	5,000	Spring landscape clean up, tree spraying
10-431-621	NOXIOUS WEED CONTROL		12,829	13,393	14,000	14,000	15,000	15,000	3 applications
10-431-631	UNIFORMS		732	958	1,000	1,100	1,100	1,100	Staff work clothing

**City of Sun Valley**  
**FY 16 AMENDED BUDGET**

Acct No	Account Description	FY 2013 Prior Year 2		FY 2014 Prior Year 1	FY 2015 ADOPTED	FY 2015 BUDGET	FY 2016 APPROVED	FY 2016 AMENDED	Notes and Descriptions of line item purchases
		Audited	Actuals	Audited Actuals	Budget		AMENDED 5/3/16	PROPOSED	<i>FY 2016</i>
10-431-740	OFFICE FURNITURE & EQUIPMENT			2,234	1,800	1,800	2,000	2,000	New workstation for Street Superintendent (\$1,200) and small contingency
10-431-745	ROADS & PATHS CONDITION RATING ASSESSMENT - UPDATE	9,976		-	-		12,000	12,000	Every 3 years
10-431-778	STREET & PATH - FIVE YEAR ROTATIONAL - CHIP & SEAL	114,600		-	-				Moved to Street & Path Fund
10-431-780	ROADS & PATHS MAINT. PROGRAM	109,079		106,672	150,000	169,850	160,000	160,000	Shouldering, path slurry seal, drainage work, asphalt repairs, etc.
10-431-790	LAND MAINTENANCE 5 ACRE PARCEL	445		960	2,500	1,000	2,500	2,500	Sprinkler repair, fence stain, fertilizer, etc.
	<b>TOTAL OPERATIONAL EXPENDITURES:</b>	<b>363,218</b>		<b>229,192</b>	<b>302,900</b>	<b>311,600</b>	<b>329,700</b>	<b>329,700</b>	
	<b>STREET FUND EXPENDITURE Total:</b>	<b>669,958</b>		<b>505,712</b>	<b>604,380</b>	<b>613,080</b>	<b>644,157</b>	<b>644,157</b>	

City of Sun Valley  
 FY 16 AMENDED BUDGET

		FY 2013	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	Notes and Descriptions
		Prior Year 2	Prior Year 1	ADOPTED	BUDGET	APPROVED	AMENDED	of line item purchases
Acct No	Account Description	Audited Actuals	Audited Actuals	Budget		AMENDED 5/3/16	PROPOSED	FY 2016
<b>GENERAL FUND</b>								
<b>EXPENDITURES</b>								
<u>OTHER GENERAL GOVERNMENT</u>								
10-419-800	CONTINGENCY	82,909	956	100,000	100,000	50,000	50,000	
10-419-949	TRANSFERS OUT TO UNASSIGND FB	44,700	-		-	-	339,804	
10-419-951	TRANSFERS OUT TO CIPF	-	-	-	-	-	-	
10-419-952	TRANSFERS OUT TO FIXED ASSET FUND	-	-	-	-	-	-	
10-419-954	TRANSFERS OUT TO WORKFORCE HOUSING FUND	-	-	-	-	-	-	
<b>OTHER GENERAL GOVERNMENT Total:</b>		<b>127,609</b>	<b>956</b>	<b>100,000</b>	<b>100,000</b>	<b>50,000</b>	<b>389,804</b>	

City of Sun Valley  
 FY 16 AMENDED BUDGET

Acct No	Account Description	FY 2013	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	Notes and Descriptions of line item purchases
		Prior Year 2	Prior Year 1	ADOPTED	BUDGET	APPROVED	AMENDED	
		Audited Actuals	Audited Actuals	Budget		AMENDED 5/3/16	PROPOSED	FY 2016
<b>STREET &amp; PATH FUND</b>								
<u>GENERAL PROPERTY TAXES</u>								
52-311-100	PROPERTY TAX - 3% INCREASE			-	-			
52-311-xxxx	PROPERTY TAX - GENERAL	256,970	265,555	265,555	265,555	272,650	272,650	10% of total property taxes
	GENERAL PROPERTY TAXES Totals:	256,970	265,555	265,555	265,555	272,650	272,650	
<u>STATE OF IDAHO SHARED REVENUES</u>								
52-335-200	STATE HIGHWAY USER	45,975	45,584	46,381	46,381	59,694	59,694	Provided by AIC
	STATE OF IDAHO SHARED REVENUES Totals:	45,975	45,584	46,381	46,381	59,694	59,694	
<u>MISCELLANEOUS</u>								
52-380-100	TRANSFER FROM S&P FUND BALANCE	-	-	-	-	-	-	
52-380-110	TRANSFER FROM LAF FUND BALANCE	-	-	-	-	-	-	
52-380-000	TRANSFER FROM GF UNASSIGNED FUND BALANCE	-	-	-	-	-	-	
		-	-	-	-	-	-	
	<b>STREET &amp; PATH FUND REVENUE Totals:</b>	<b>302,946</b>	<b>311,139</b>	<b>311,937</b>	<b>311,937</b>	<b>332,344</b>	<b>332,344</b>	
<u>STREETS &amp; PATHS</u>								
52-431-780	STREETS & PATHS - 5 YEAR ROTATION - CHIP & SEAL	192,246	-	187,000	187,000	290,000	290,000	See Footnotes 1 & 2
52-431-784	SINCLAIR PATH WALL	-	250,763	-	-	-	-	
52-431-786	TRAIL CREEK PATH	-	172,151	-	14,630	-	-	
	CAPITAL PROJECTS Totals:	192,246	422,914	187,000	201,630	290,000	290,000	
<u>MISCELLANEOUS</u>								
52-431-960	TRANSFER TO S&P FUND BALANCE	-	-	124,937	110,306	42,344	42,344	
	MISCELLANEOUS Totals	-	-	124,937	110,306	42,344	42,344	
	<b>STREET &amp; PATH FUND EXPENDITURE Totals:</b>	<b>192,246</b>	<b>422,914</b>	<b>311,937</b>	<b>311,936</b>	<b>332,344</b>	<b>332,344</b>	
	<b>STREET &amp; PATH FUND Total:</b>	<b>110,700</b>	<b>(111,775)</b>	<b>(0)</b>	<b>0</b>	<b>(0)</b>	<b>-</b>	

Footnote 1 FY 16 Chip seal project is Saddle Lane, Baldy View, Bitterroot, Snow Brush, Silverweed, Diamondback, Monarch, Sun Peak, Old Dollar, Dollar Estimated Cost: \$290,0000

Footnote 2 FY 17 chip seal project is Juniper, Sage, Mayleaf, Bluebell, Lupine, Thistle, and Sunrise.

City of Sun Valley  
 FY 16 AMENDED BUDGET

Acct No	Account Description	FY 2013	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	Notes and Descriptions of line item purchases
		Prior Year 2	Prior Year 1	ADOPTED	BUDGET	APPROVED	AMENDED	
		Audited	Audited	Budget		AMENDED	PROPOSED	
		Actuals	Actuals			5/3/16		FY 2016
<b>FIXED ASSET FUND</b>								
<u>REVENUE</u>								
29-311-500	PROPERTY TAXES	-	-	-	-	-	-	
29-311-510	VEHICLE SALES	-	-	-	-	-	-	
	<b>GENERAL REVENUE Totals:</b>	-	-	-	-	-	-	
<u>OPERATING TRANSFERS IN</u>								
29-399-500	TRANS. FROM GENERAL FUND	-	-	-	-	-	-	
29-399-501	TRANS. FROM FA FUND BALANCE	-	-	21,546	21,546	-	-	
29-399-502	TRANS. FROM DEBT SERVICE FUND BAL	-	-	-	-	-	-	
29-399-503	TRANS FROM LA FUND BALANCE	-	-	78,797	85,919	-	-	
29-399-504	TRANS. FROM GF UNASSIGNED FUND BALANCE	-	-	75,083	75,083	256,926	256,926	
	<b>TOTAL OPERATING TRANSFERS IN:</b>	-	-	175,426	182,548	256,926	256,926	
	<b>FIXED ASSET REVENUE Totals:</b>	-	-	175,426	182,548	256,926	256,926	
<u>EXPENDITURES</u>								
<u>POLICE DEPARTMENT</u>								
29-490-761	POLICE- PATROL VEHICLE	73,885	-	35,000	26,257	35,000	35,000	
	<b>POLICE DEPARTMENT Total:</b>	73,885	-	35,000	26,257	35,000	35,000	
<u>FIRE DEPARTMENT</u>								
29-490-780	Wildland Engine 63	130,000	-	-	-	-	-	
29-490-781	Fire Engine - Pumper	21,550	1,341	-	-	-	-	
29-490-784	Wildland Engine 64	111,025	1,086	-	-	-	-	
29-490-750	Municipal Engine 62	-	-	-	-	-	-	
29-490-751	Chief 1	-	-	-	-	45,000	45,000	
29-490-752	Chief 2	-	44,921	-	-	-	-	
29-490-753	Radios	-	13,936	-	9,365	-	-	
29-490-754	Airpacks	-	-	28,000	28,000	-	-	
29-490-756	Aerial Tower	-	112,426	112,426	112,426	112,426	112,426	10 year lease purchase
29-490-779	New Engine Support Equipment	-	-	-	-	10,000	10,000	New deck gun for Eng 63
	<b>FIRE DEPARTMENT Total:</b>	262,575	173,709	140,426	149,791	167,426	167,426	
<u>STREET DEPARTMENT</u>								
29-490-785	Oshkosh Plow Blade Replacements (2)	-	28,658	-	1,000	-	-	
29-490-786	Bobcat Toolcat	27,386	-	-	5,500	-	-	
29-490-788	Street Vehicle with Snow Plow	-	-	-	-	49,500	49,500	
29-490-789	Washer & Dryer	-	-	-	-	-	-	
29-490-XXX	Mag Chloride Tank	-	-	-	-	5,000	5,000	Replace existing tank - 15 + years old
	<b>STREET DEPARTMENT Total:</b>	-	28,658	-	6,500	54,500	54,500	
<u>OTHER</u>								
29-490-XXX	Council Chamber Microphones	-	-	-	-	-	-	
29-490-802	Network Server	4,769	719	-	-	-	-	
	<b>OTHER Totals:</b>	4,769	719	-	-	-	-	
	<b>FIXED ASSET EXPENDITURE Totals:</b>	341,229	203,085	175,426	182,548	256,926	256,926	
	<b>FIXED ASSET Totals:</b>	(341,229)	(203,085)	-	-	-	-	

City of Sun Valley  
 FY 16 AMENDED BUDGET

Acct No	Account Description	FY 2013	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	Notes and Descriptions of line item purchases
		Prior Year 2	Prior Year 1	ADOPTED	Estimated	APPROVED	AMENDED	
		Audited Actuals	Audited Actuals	Budget	Actuals	AMENDED 5/3/16	PROPOSED	FY 2016
<b>CAPITAL IMPROVEMENT FUND</b>								
<u>REVENUES - PROPERTY TAXES</u>								
50-311-500	PROPERTY TAXES	-	-	-	-	-	-	
	<i>REVENUES - PROPERTY TAXES Totals:</i>	-	-	-	-	-	-	
<u>GRANTS</u>								
50-399-900	LHTAC Transportation Grant	50,000	-	-	-	-	-	
	<i>GRANTS Totals:</i>	50,000	-	-	-	-	-	
<u>OPERATING TRANSFERS IN</u>								
50-399-100	TRANSFER FROM CIF FUND BALANCE	-	-	-	-	-	-	
50-399-200	TRANSFER FROM GF UNASSIGNED BALANCE	-	-	-	-	105,000	105,000	
50-399-300	TRANSFER FROM LAF UNASSIGNED BALANCE	-	-	51,000	41,735	250,000	250,000	
50-399-500	TRANSFER FROM GENERAL FUND	-	-	-	-	-	-	
	<i>OTHER TRANSFERS IN Totals:</i>	-	-	51,000	41,735	355,000	355,000	
	<b>CAPITAL IMPROVEMENT FUND REVENUE Total:</b>	<b>50,000</b>	<b>-</b>	<b>51,000</b>	<b>41,735</b>	<b>355,000</b>	<b>355,000</b>	
<b>EXPENDITURES</b>								
CAPITAL PROJECTS								
<u>BUILDINGS</u>								
50-480-440	City Hall Exterior Paint	9,813	-	-	-	-	-	
50-480-441	Street Facility Repair and Paint	-	-	9,000	9,000	-	-	
50-480-442	Street Department Ventilation System	-	-	20,000	5,000	15,000	15,000	
50-480-450	City Hall Generator	-	-	-	-	90,000	90,000	Generator capable of powering all of City Hall
50-480-460	City Hall exterior repairs	-	-	22,000	22,000	-	-	
50-470-801	Capital Improvement Plan	-	-	-	-	-	-	
50-470-838	Fire Department Sleeping Quarters	-	-	-	-	-	250,000	Fire Dept Sleeping Quarters
<u>OTHER</u>								
50-470-820	Transportation Plan Update	12,470	69,163	-	5,735	-	-	
	<i>CAPITAL PROJECTS Totals:</i>	22,283	69,163	51,000	41,735	105,000	355,000	
	<b>CAPITAL IMPROVEMENT FUND EXPENDITURE Totals:</b>	<b>22,283</b>	<b>69,163</b>	<b>51,000</b>	<b>41,735</b>	<b>105,000</b>	<b>355,000</b>	
	<b>CAPITAL IMPROVEMENT FUND Total:</b>	<b>27,717</b>	<b>(69,163)</b>	<b>-</b>	<b>-</b>	<b>250,000</b>	<b>-</b>	

City of Sun Valley  
 FY 16 AMENDED BUDGET

Acct No	Account Description	FY 2013	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	Notes and Descriptions of line item purchases
		Prior Year 2	Prior Year 1	ADOPTED	Estimated	APPROVED	AMENDED	
		Audited	Audited	Budget	Actuals	AMENDED	PROPOSED	
		Actuals	Actuals			5/3/16		FY 2016
<b>WORKFORCE HOUSING FUND</b>								
<u>FEES AND RENTS</u>								
42-311-510	PAYMENT OF FEES IN LIEU							
42-311-515	RENTS	9,192	7,339	7,000	7,000	7,000	7,000	
	<i>FEES AND RENTS Totals:</i>	9,192	7,339	15,600	7,000	7,000	7,000	
<u>OPERATING TRANSFERS IN</u>								
42-399-300	TRANS. FROM GF UNASSIGNED FUND BALANCE					4,959	4,959	Repayment to WFH for initial Fire Station preliminary design
42-399-400	TRANS. FROM LAF FUND BALANCE					-	-	
42-399-500	TRANS. FROM WFHF FUND BAL.	-	-	29,600	47,546	35,200	35,200	
	<i>OPERATING TRANSFERS IN Totals:</i>	-	-	29,600	47,546	40,159	40,159	
	<b>WORKFORCE HOUSING FUND REVENUE Total:</b>	<b>9,192</b>	<b>7,339</b>	<b>45,200</b>	<b>54,546</b>	<b>47,159</b>	<b>47,159</b>	
<u>EXPENDITURES</u>								
42-470-701	TRANSFER TO WFH FUND BALANCE	-	-	-	-	4,959	4,959	
42-470-702	EMPLOYEE HOUSING ALLOWANCE	-	17,317	17,200	17,200	17,200	17,200	
42-470-703	COMMUNITY HOUSING SERVICES	-	10,000	18,000	18,000	15,000	15,000	
42-470-705	CITY OWNED UNITS/ UTILITIES & MAINT.	6,534	9,914	10,000	19,346	10,000	10,000	
<u>CAPITAL PROJECTS</u>								
42-470-710	FUTURE HOUSING PROJECTS	(15,000)	4,959	-	-	-	-	
42-470-732	FIRE DEPARTMENT SLEEPING QUARTERS	-	-	-	-	-	-	
	<i>CAPITAL PROJECTS Totals:</i>	(8,466)	42,190	45,200	54,546	47,159	47,159	
	<b>WORKFORCE HOUSING FUND EXPENDITURE Totals:</b>	<b>(8,466)</b>	<b>42,190</b>	<b>45,200</b>	<b>54,546</b>	<b>47,159</b>	<b>47,159</b>	
	<b>WORKFORCE HOUSING FUND Total:</b>	<b>17,658</b>	<b>(34,851)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	

City of Sun Valley  
 FY 16 AMENDED BUDGET

Acct No	Account Description	FY 2013	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	Notes and Descriptions of line item purchases
		Prior Year 2	Prior Year 1	ADOPTED	ESTIMATED	APPROVED	AMENDED	
		Audited	Audited	BUDGET		AMENDED	PROPOSED	
		Actuals	Actuals			5/3/16		FY 2016
<b>LAND ACQUISITION FUND</b>								
<u>GENERAL PROPERTY TAXES</u>								
40-311-500	PROPERTY TAXES	-	-	-	-	-	-	
	<i>GENERAL PROPERTY TAXES Totals:</i>	-	-	-	-	-	-	
<u>OPERATING TRANSFERS IN</u>								
40-399-500	TRANSFER FROM GENERAL FUND	-	-	-	-	-	-	
40-399-550	TRANSFER IN FROM LAF FUND BALANCE	-	-	129,797	127,654	-	-	
	<i>OPERATING TRANSFERS IN Totals:</i>	-	-	129,797	127,654	-	-	
	<b>LAND ACQUISITION FUND REVENUE Total:</b>	-	-	129,797	127,654	-	-	
<u>EXPENDITURES</u>								
<u>OPERATING TRANSFERS OUT</u>								
40-470-800	TRANSFER OUT TO FA FUND	-	-	78,797	85,919	-	-	
40-470-850	TRANSFER OUT TO WFH FUND	-	-	-	-	-	-	
40-470-950	TRANSFER OUT TO CIP	-	-	51,000	41,735	-	-	
	<i>TRANSFERS OUT TO OTHER FUNDS</i>	-	-	129,797	127,654	-	-	
	<b>LAND ACQUISITION FUND EXPENDITURE Total:</b>	-	-	129,797	127,654	-	-	
	<b>LAND ACQUISITION FUND Total:</b>	-	-	-	-	-	-	

**CITY OF SUN VALLEY  
CITY COUNCIL  
AGENDA REPORT**

**From:** Abby Rivin, CFM, Associate Planner  
**Meeting Date:** 3 November 2016

**ZONE MAP AMENDMENT (ZMA 2016-03)**

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**APPLICANT:** Initiated by the City of Sun Valley

**LOCATION:**

<i>Legal Description</i>	<i>Owner</i>	<i>Property Address</i>
SUN VALLEY FR SWSE TL 3094 SEC 7 4N 18E	KETCHUM SPRING WATER SUPPLY	
SUN VALLEY FR SENW TL 2859 SEC 18 4N 18E	700 PARTNERS	
SUN VALLEY FR SENE TL 4656 SEC 20 4N 18E	IDAHO POWER COMPANY	20 LARRYS LN
SUN VALLEY FR NENW TL 3978 SEC 18 4N 18E	BROOKOVER J GORDON BROOKOVER BARBARA	
SUN VALLEY FR NENW TL 3652 SEC 18 4N 18E	USFS	206 SUN VALLEY RD
ST THOMAS EPISCOPAL SUB LOT 1	PROTESTANT EPISCOPAL CHURCH	201 SUN VALLEY RD
LDS CHURCH SUBD FR. LOT 1A SEC 18, 4N 18E	LDS CHURCH	
SWSE TL 6414 SEC 8 4N 18E	SUN VALLEY WATER & SEWER DIST	
NWNE TL 7781 SEC 20 , 4N 18E	SUN VALLEY WATER & SEWER DIST	
SUN VALLEY FR NENE TL 6209 SEC 17, 4N 18E	SUN VALLEY WATER & SEWER DIST	
SUN VALLEY FR SWNE, TL 6164, TL 6288 SEC 21 4N 18E	SUN VALLEY WATER & SEWER DIST	100 SAGE CREEK RESV RD
SUN VALLEY FR SENE TL 6442 SEC 20	SUN VALLEY WATER & SEWER DIST	49 LARRYS LN
BITTER ROUTE SUB LOT 2 BLK 1	SUN VALLEY WATER & SEWER DIST	103 BITTERROOT RD

**ZONING DISTRICT:** Outdoor Recreation (OR-1) to Public/Institution (PI)

**REQUEST:** Approve the rezone of thirteen parcels from the Outdoor Recreation (OR-1) Zoning District to the Public/Institution (PI) Zoning District.

**ANALYSIS:** The Community Development Department has begun implementing the 2015 Comprehensive Plan by rezoning specific areas of land throughout the City. The Future Land Use Map of the Comprehensive Plan represents a long-range vision of community development, and depicts appropriate, suitable, and desired land uses throughout the City. This vision must be implemented through the rezoning process.

These thirteen parcels are currently designated as OR-1 on the City’s Zoning Map. The OR-1 designation is a placeholder zone with no regulations regarding allowed uses or dimensional standards. Sun Valley Municipal Code §9-5B-9B requires that lands designated as OR-1 must receive an official zoning map amendment consistent with the land use designation shown on the Future Land Use Map of the Comprehensive Plan prior to, or in conjunction with, the processing of any development applications for improvements on the respective OR-1 zoned parcel.

The Future Land Use Map designates these properties as Public/Quasi Public, which is consistent with the City’s Public/Institution (PI) Zoning District. The PI District designates lands on which public service uses are conducted as well as uses requiring large public spaces or community gathering places. Permitted and conditional uses in the PI Zone include (SVMC§ 9-2C-1):

Permitted Uses	Conditional Uses*
Art, education, and entertainment uses	Recreation uses, outdoor; except skeet, trap, pistol, and rifle ranges
Church	Temporary, special events
Civic, social, and fraternal organizations	Transit structures and uses, including gondola
Land and stream rehabilitation	Utilities, belowgrade
Schools	Wireless communication facilities
Trails, trailheads, paths (nonmotorized)	<i>*Conditional uses shall be approved in accord with the procedures for conditional set forth in SVMC §9-5B-2</i>
Utilities, abovegrade	

Dimensional standards in the PI Zone include (SVMC §9-2C-2):

Dimensional Standard	
Minimum lot size	20,000 square feet
Minimum average lot dimensions	100 feet
Minimum street frontage for flat lot	40 feet
Setbacks from all property lines	35 feet
Building height	35 feet
Lot coverage	40 percent

In order to approve a zone map amendment application and based on the standards set forth in **Sun Valley Municipal Code, Title 9, Chapter 5B-9 (ZONING MAP AMENDMENT AND ANNEXATION)**, the City Council shall make the following findings:

1. The official zoning map amendment is consistent with the comprehensive plan and future land use map and reasonably implements the applicable provisions of the comprehensive plan. **The zone map amendment is consistent with the comprehensive plan as these parcels are designated as Public/Quasi Public on the City's Future Land Use Map. The subject zone map amendment is consistent with Goal 6 of the 2015 Comprehensive Plan, to, "provide for necessary and appropriate public facilities, services, and educational opportunities to serve existing populations and new growth."**

2. The official zoning map amendment complies with the regulations in effect for the proposed zoning district, including the purpose statement, and is suitable for the proposed permitted uses. **Existing uses on the subject parcels include churches, utilities, and a USFS ranger station. The standards of the Public/Institution (PI) Zone most closely align with the dimensions and uses of the subject lots.**

3. The official zoning map amendment has minimal or no adverse impacts on the natural environment, including, but not limited to, water quality, air quality, noise, vegetation, riparian corridors, hillsides and other natural features. **The zone map amendment will not increase density in the subject areas. Any development impacts may be mitigated through the Design Review or Conditional Use Permit processes.**

4. The official zoning map amendment is not materially detrimental to the public health, safety, and welfare, or any significant impacts can be mitigated satisfactorily as determined by the planning and zoning commission or city council. **The proposed zoning action will not detrimentally impact the health, safety, or welfare of the community as the change in zoning district to Public/Institution (PI) will provide for legally-established public service uses.**

5. Essential public facilities and services, including, but not limited to, emergency services, transit, work force housing and schools, are available to support the proposed uses and density or intensity without creating additional requirements at public cost for such public facilities and services. **No additional public services or facilities are necessary to support this zone map amendment. The subject rezone will expand the availability of essential public facilities and services.**

**RECOMMENDATION:** Staff recommends approval of ZMA 2016-03 rezoning thirteen parcels from the OR-1 Zoning District to the PI Zoning District.

**RECOMMENDED MOTION:** "I move to approve Zone Map Amendment Application No. 2016-03."

**ALTERNATIVE ACTIONS:** Move denial of the application and draft findings supporting denial.

**ATTACHMENTS:**

1. Planning & Zoning Commission Recommendation
2. Draft Ordinance

**FINDINGS OF FACT AND CONCLUSIONS OF LAW  
 CITY OF SUN VALLEY  
 ZONE MAP AMENDMENT**

**Project Name:** Zone Map Amendment ZMA 2016-03

**Applicant:** Initiated by the City of Sun Valley

<i>Legal Description</i>	<i>Owner</i>	<i>Property Address</i>
SUN VALLEY FR SWSE TL 3094 SEC 7 4N 18E	KETCHUM SPRING WATER SUPPLY	
SUN VALLEY FR SENW TL 2859 SEC 18 4N 18E	700 PARTNERS	
SUN VALLEY FR SENE TL 4656 SEC 20 4N 18E	IDAHO POWER COMPANY	20 LARRYS LN
SUN VALLEY FR NENW TL 3978 SEC 18 4N 18E	BROOKOVER J GORDON BROOKOVER BARBARA	
SUN VALLEY FR NENW TL 3652 SEC 18 4N 18E	USFS	206 SUN VALLEY RD
ST THOMAS EPISCOPAL SUB LOT 1	PROTESTANT EPISCOPAL CHURCH	201 SUN VALLEY RD
LDS CHURCH SUBD FR. LOT 1A SEC 18, 4N 18E	LDS CHURCH	
SWSE TL 6414 SEC 8 4N 18E	SUN VALLEY WATER & SEWER DIST	
NWNE TL 7781 SEC 20 , 4N 18E	SUN VALLEY WATER & SEWER DIST	
SUN VALLEY FR NENE TL 6209 SEC 17, 4N 18E	SUN VALLEY WATER & SEWER DIST	
SUN VALLEY FR SWNE, TL 6164, TL 6288 SEC 21 4N 18E	SUN VALLEY WATER & SEWER DIST	100 SAGE CREEK RESV RD
SUN VALLEY FR SENE TL 6442 SEC 20	SUN VALLEY WATER & SEWER DIST	49 LARRYS LN
BITTER ROUTE SUB LOT 2 BLK 1	SUN VALLEY WATER & SEWER DIST	103 BITTERROOT RD

**Location:**

**Zoning District:** Outdoor Recreation (OR-1) to Public/Institution (PI)

**Request:** Approve the rezone of thirteen parcels from the Outdoor Recreation (OR-1) Zoning District to the Public/Institution (PI) Zoning District.

**Analysis:** The Community Development Department has begun implementing the 2015 Comprehensive Plan by rezoning specific areas of land throughout the City. The Future Land Use Map of the Comprehensive Plan

represents a long-range vision of community development, and depicts appropriate, suitable, and desired land uses throughout the City. This vision must be implemented through the rezone process.

These thirteen parcels are currently designated as OR-1 on the City's Zoning Map. The OR-1 designation is a placeholder zone with no regulations regarding allowed uses or dimensional standards. Sun Valley Municipal Code §9-5B-9B requires that lands designated as OR-1 must receive an official zoning map amendment consistent with the land use designation shown on the Future Land Use Map of the Comprehensive Plan prior to, or in conjunction with, the processing of any development applications for improvements on the respective OR-1 zoned parcel.

The Future Land Use Map designates these properties as Public/Quasi Public, which is consistent with the City's Public/Institution (PI) Zoning District. The PI District designates lands on which public service uses are conducted as well as uses requiring large public spaces or community gathering places. Permitted and conditional uses in the PI Zone include (SVMC § 9-2C-1):

Permitted Uses	Conditional Uses*
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Land and stream rehabilitation	Utilities, belowgrade
Schools	Wireless communication facilities
Trails, trailheads, paths (nonmotorized)	<i>*Conditional uses shall be approved in accord with the procedures for conditional set forth in SVMC §9-5B-2</i>
Utilities, abovegrade	

Dimensional standards in the PI Zone include (SVMC §9-2C-2):

Dimensional Standard	
Minimum lot size	20,000 square feet
Minimum average lot dimensions	100 feet
Minimum street frontage for flat lot	40 feet
Setbacks from all property lines	35 feet
Building height	35 feet

Lot coverage	40 percent
--------------	------------

In order to approve a zone map amendment application and based on the standards set forth in **Sun Valley Municipal Code, Title 9, Chapter 5B-9 (ZONING MAP AMENDMENT AND ANNEXATION)**, the City Council shall make the following findings:

1. The official zoning map amendment is consistent with the comprehensive plan and future land use map and reasonably implements the applicable provisions of the comprehensive plan. **The zone map amendment is consistent with the comprehensive plan as these parcels are designated as Public/Quasi Public on the City's Future Land Use Map. The subject zone map amendment is consistent with Goal 6 of the 2015 Comprehensive Plan, to, "provide for necessary and appropriate public facilities, services, and educational opportunities to serve existing populations and new growth."**
2. The official zoning map amendment complies with the regulations in effect for the proposed zoning district, including the purpose statement, and is suitable for the proposed permitted uses. **Existing uses on the subject parcels include churches, utilities, and a USFS ranger station. The standards of the Public/Institution (PI) Zone most closely align with the dimensions and uses of the subject lots.**
3. The official zoning map amendment has minimal or no adverse impacts on the natural environment, including, but not limited to, water quality, air quality, noise, vegetation, riparian corridors, hillsides and other natural features. **The zone map amendment will not increase density in the subject areas. Any development impacts may be mitigated through the Design Review or Conditional Use Permit processes.**
4. The official zoning map amendment is not materially detrimental to the public health, safety, and welfare, or any significant impacts can be mitigated satisfactorily as determined by the planning and zoning commission or city council. **The proposed zoning action will not detrimentally impact the health, safety, or welfare of the community as the change in zoning district to Public/Institution (PI) will provide for legally-established public service uses.**
5. Essential public facilities and services, including, but not limited to, emergency services, transit, work force housing and schools, are available to support the proposed uses and density or intensity without creating additional requirements at public cost for such public facilities and services. **No additional public services or facilities are necessary to support this zone map amendment. The subject rezone will expand the availability of essential public facilities and services.**

**CONCLUSIONS OF LAW**

The Sun Valley Planning and Zoning Commission concludes that zone map amendment meets the standards for approval under Title 9, Chapter 5B-9, City of Sun Valley Municipal Code.

**DECISION**

Therefore, the Sun Valley City Planning and Zoning Commission **recommends approval** of the subject Zone Map Amendment Application No. ZMA 2016-03, to the City Council.

Dated this 20th day of October, 2016.

**Ken Herich P&Z**

Digitally signed by Ken Herich P&Z  
DN: C=US, E=herich1@mindspring.com,  
O=City of Sun Valley Planning & Zoning  
Commission, OU=Chairman, CN=Ken  
Herich P&Z  
Date: 2016.10.26 16:05:29-06'00'

Ken Herich, Chairman  
City of Sun Valley

10/26/16

Date Findings of Fact signed



36 environment, including, but not limited to, water quality, air quality, noise, vegetation, riparian corridors,  
37 hillsides and other natural features, as this amendment allows for the continuation of long-standing, low-  
38 impact uses on mostly developed properties; and

39  
40 WHEREAS, the proposed amendment to the official zoning map will not detrimentally impact the health,  
41 safety, or welfare of the community as the change in zoning district to Public/Institution (PI) will provide for  
42 legally-established public service uses, and the parcels in question are generally built-out and developed;  
43 and

44  
45 WHEREAS, rezoning to accommodate such existing uses does not impose a need for essential public  
46 facilities and services; and

47  
48 WHEREAS, the rezones have been considered at a duly-noticed public hearing by the Planning & Zoning  
49 Commission on October 20, 2016, and such rezones were unanimously recommended to the Council by the  
50 Commission;

51  
52 WHEREAS, the State of Idaho has empowered the City Council with the ability to zone and rezone property  
53 in Idaho Statute 67-6511;

54  
55 NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Sun Valley, Idaho, as  
56 follows:

57  
58 The Official Zoning Map of the City of Sun Valley shall be amended to show changes in zoning  
59 designations from Outdoor Recreation (OR-1) Zone to the Public/Institution (PI) Zone for thirteen  
60 parcels (SUN VALLEY FR SWSE TL 3094 SEC 7 4N 18E; SUN VALLEY FR SENW TL 2859 SEC 18 4N  
61 18E; SUN VALLEY FR SENE TL 4656 SEC 20 4N 18E; SUN VALLEY FR NENW TL 3978 SEC 18 4N 18E;  
62 SUN VALLEY FR NENW TL 3652 SEC 18 4N 18E; ST THOMAS EPISCOPAL SUB LOT 1; LDS CHURCH  
63 SUBD FR. LOT 1A SEC 18, 4N 18E; SWSE TL 6414 SEC 8 4N 18E; NWNE TL 7781 SEC 20 , 4N 18E;  
64 SUN VALLEY FR NENE TL 6209 SEC 17, 4N 18E; SUN VALLEY FR SWNE, TL 6164, TL 6288 SEC 21 4N  
65 18E; SUN VALLEY FR SENE TL 6442 SEC 20; BITTER ROUTE SUB LOT 2 BLK 1), as also shown on  
66 Exhibits A through N, maps attached to this ordinance.

67 APPROVED BY THE SUN VALLEY CITY COUNCIL THIS 3<sup>rd</sup> DAY OF NOVEMBER, 2016.

68

69

APPROVED:

70

71

72

\_\_\_\_\_  
Peter Hendricks, Mayor  
City of Sun Valley

73 ATTEST:

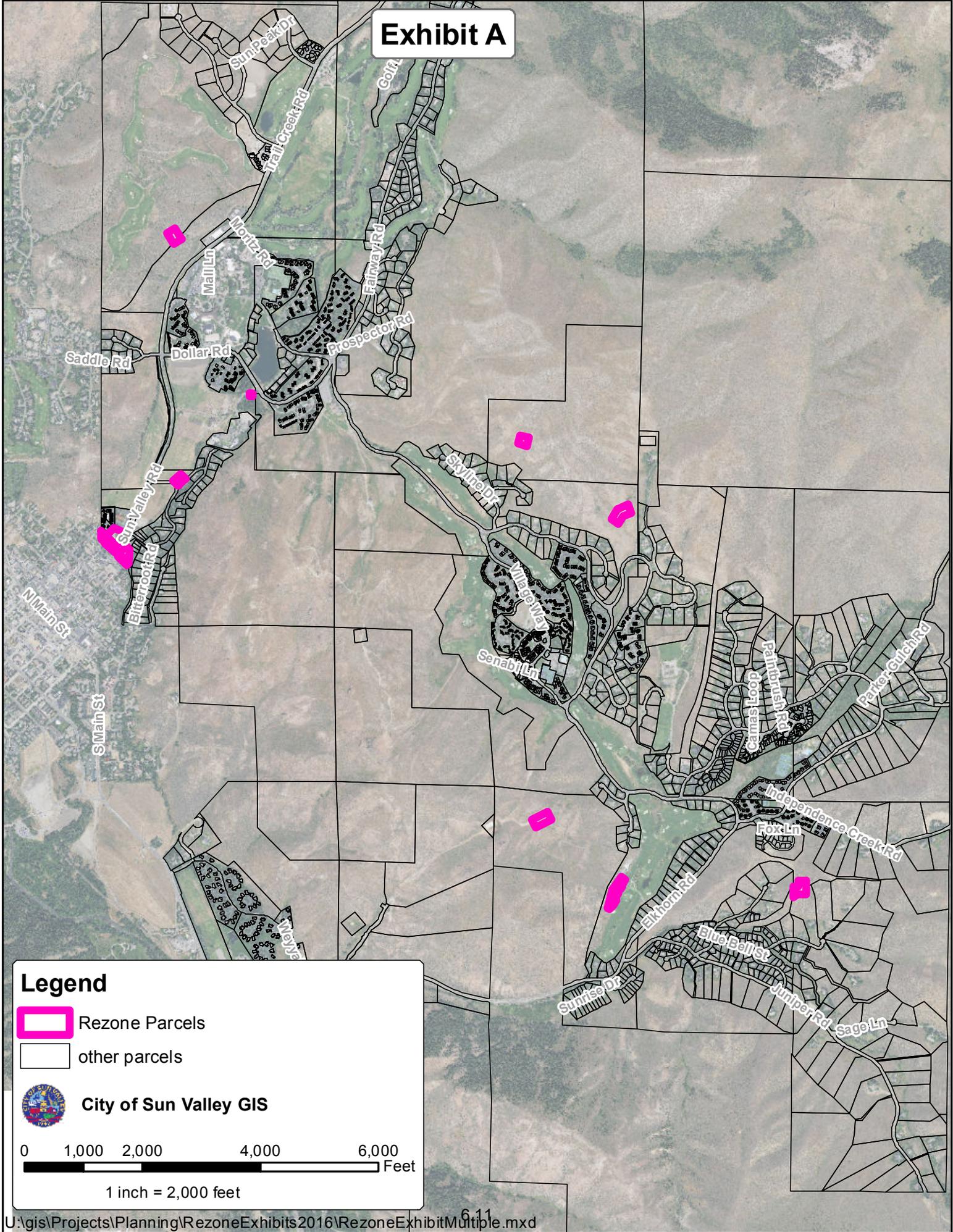
74

75

\_\_\_\_\_  
76 Nancy Flannigan, Assistant City Clerk/Treasurer  
77 City of Sun Valley

DRAFT

# Exhibit A



**Legend**

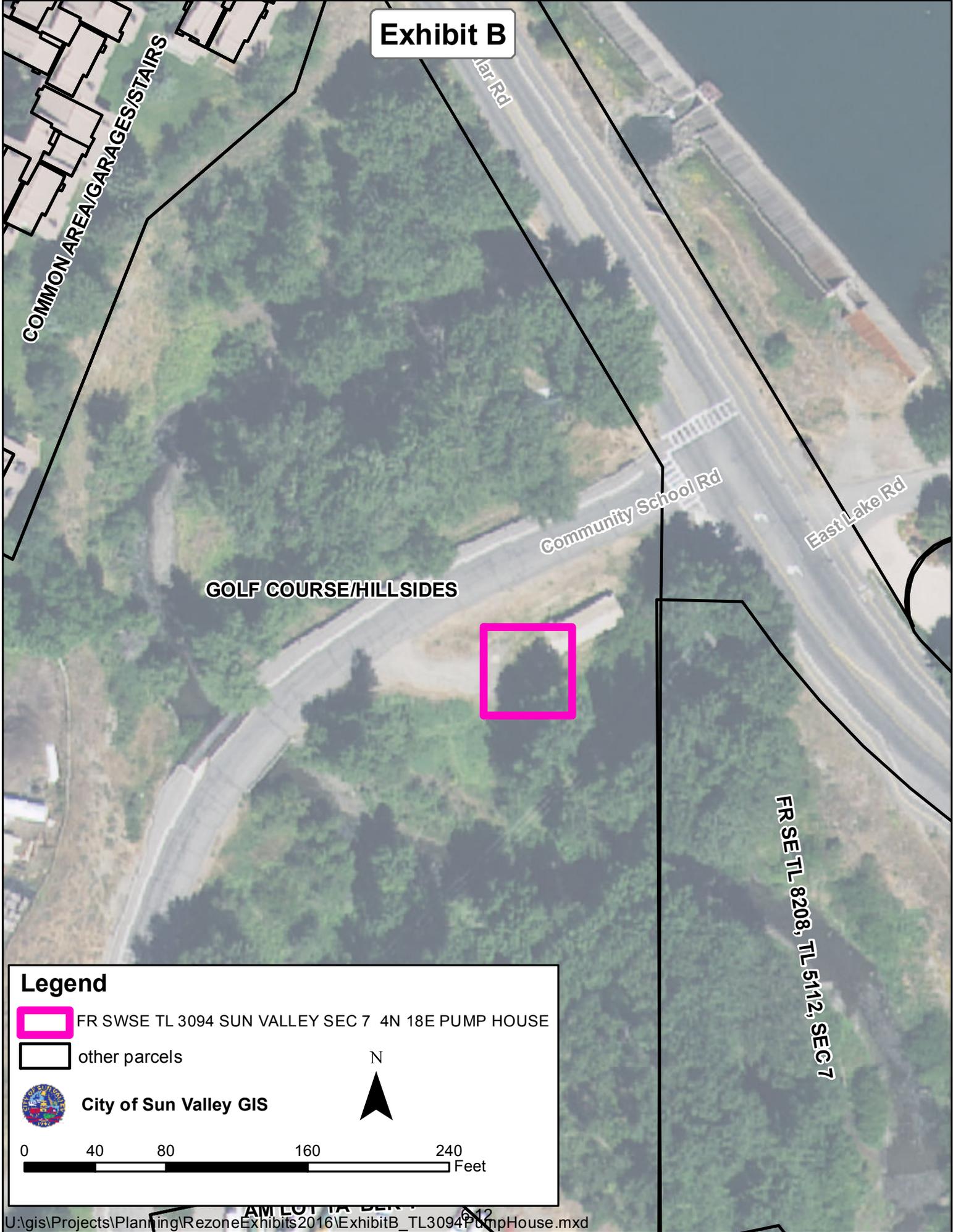
-  Rezone Parcels
-  other parcels

 **City of Sun Valley GIS**

0 1,000 2,000 4,000 6,000 Feet

1 inch = 2,000 feet

# Exhibit B



## Legend

 FR SWSE TL 3094 SUN VALLEY SEC 7 4N 18E PUMP HOUSE

 other parcels

 City of Sun Valley GIS



0 40 80 160 240 Feet

# Exhibit C

FR NENW TL 3652

FR. LOT 1A

Sun Valley Rd

LOT 10

LOT 4

LOT 5

LOT 9

Trail Creek Condo Dr

LOT 6

LOT 7

LOT 1

LOT 8

LOT 11

E Sun Valley Rd

LOT 12

GOLF COURSE HILLSIDES

LOT 13

LOT 14

## Legend

 FR SENW TL 2859 SUN VALLEY SEC 18 4N 18E

 other parcels

 City of Sun Valley GIS



0 35 70 140 210 Feet

# Exhibit D

TL 6190, TL 6191, TL 6192,

FR SENE TL 4656

FR SENE TL 6442

FR SE 7760, SEC 17

Larys Ln

LOT 13

LOT 12

LOT 11

LOT 10

LOT 9

Elkhorn Rd

**Legend**

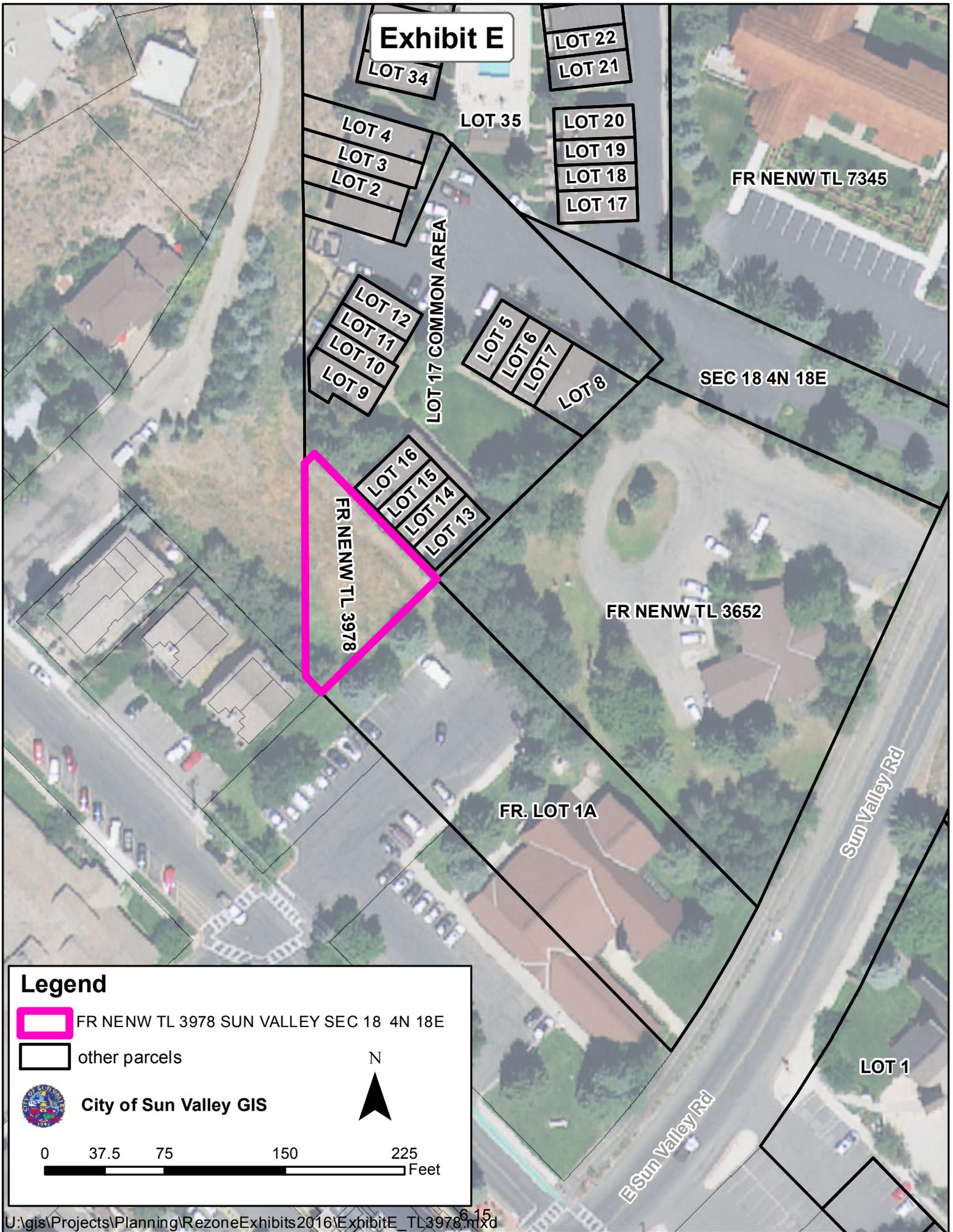
-  FR SENE TL 4656 SUN VALLEY SEC 20 4N 18E
-  other parcels

 **City of Sun Valley GIS**

 N

 0 60 120 240 360 Feet

# Exhibit E



## Legend

 FR NENW TL 3978 SUN VALLEY SEC 18 4N 18E

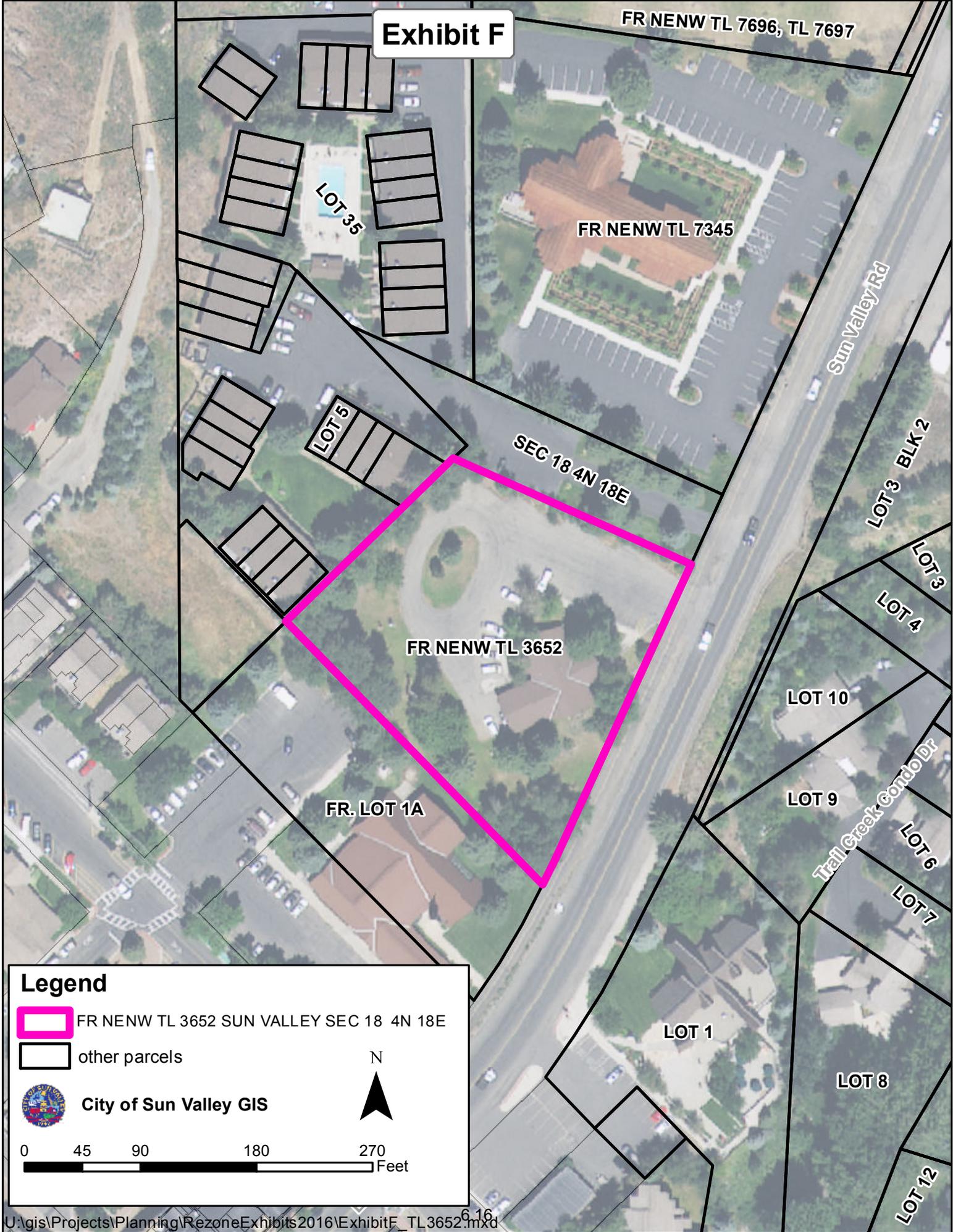
 other parcels

 City of Sun Valley GIS



0 37.5 75 150 225 Feet

# Exhibit F



**Legend**

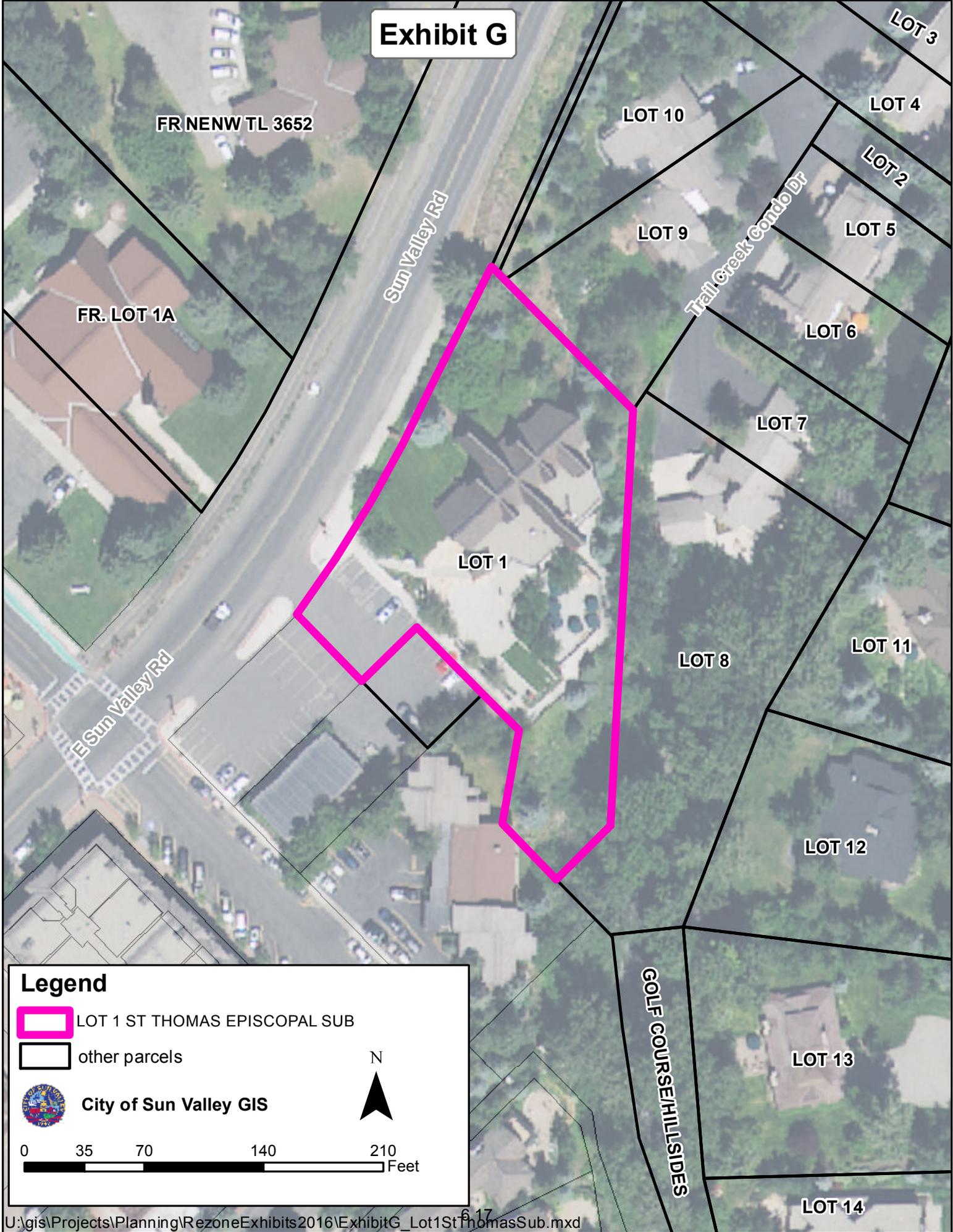
-  FR NENW TL 3652 SUN VALLEY SEC 18 4N 18E
-  other parcels

 **City of Sun Valley GIS**

 N

 0 45 90 180 270 Feet

# Exhibit G



**Legend**

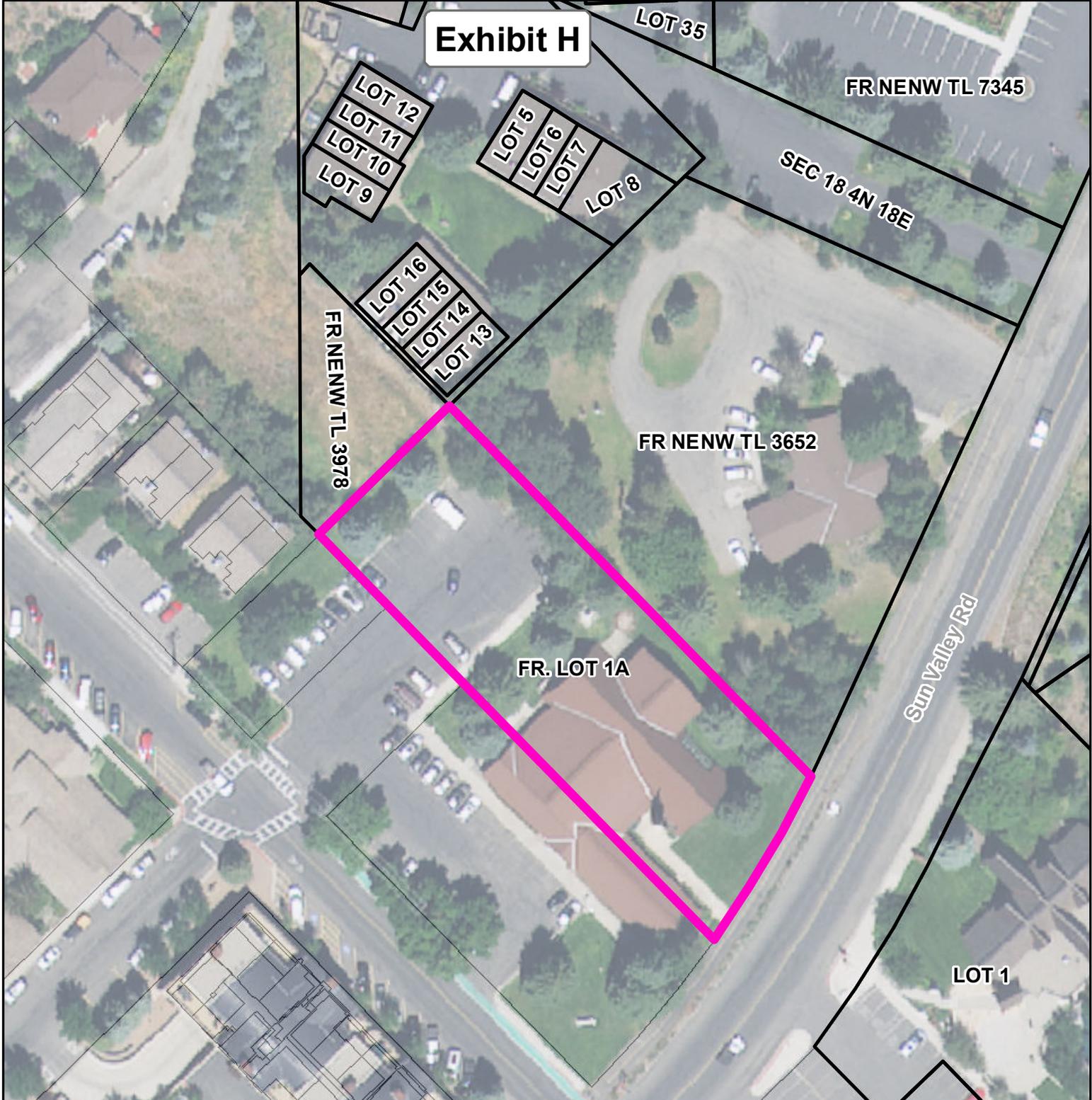
-  LOT 1 ST THOMAS EPISCOPAL SUB
-  other parcels

 **City of Sun Valley GIS**

 N

 0 35 70 140 210 Feet

# Exhibit H



## Legend

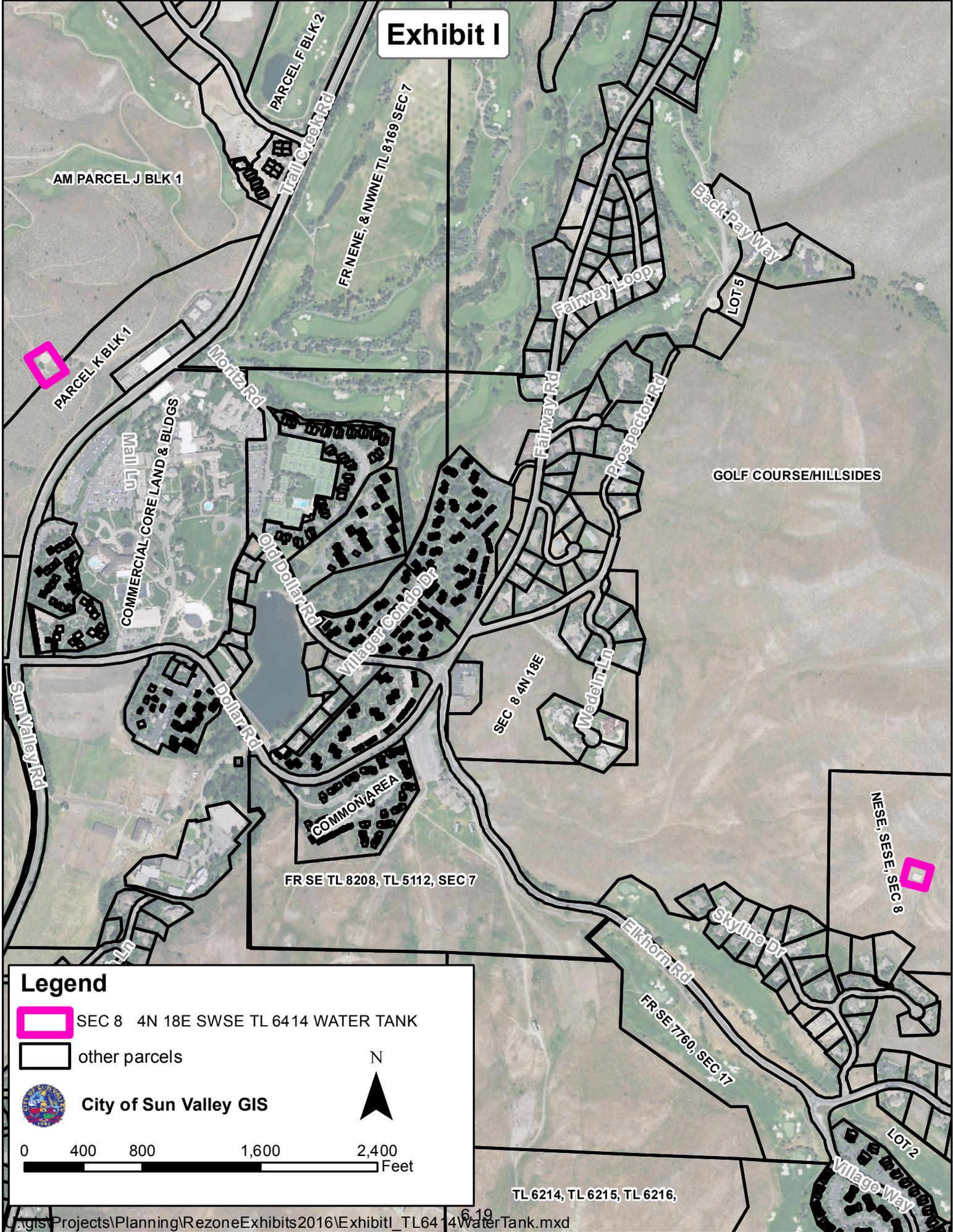
-  FR. LOT 1A LDS CHURCH SUBD CHURCH BUILDING-SEC 18, 4N 18E
-  other parcels



City of Sun Valley GIS



# Exhibit I



## Legend

 SEC 8 4N 18E SWSE TL 6414 WATER TANK

 other parcels

 City of Sun Valley GIS



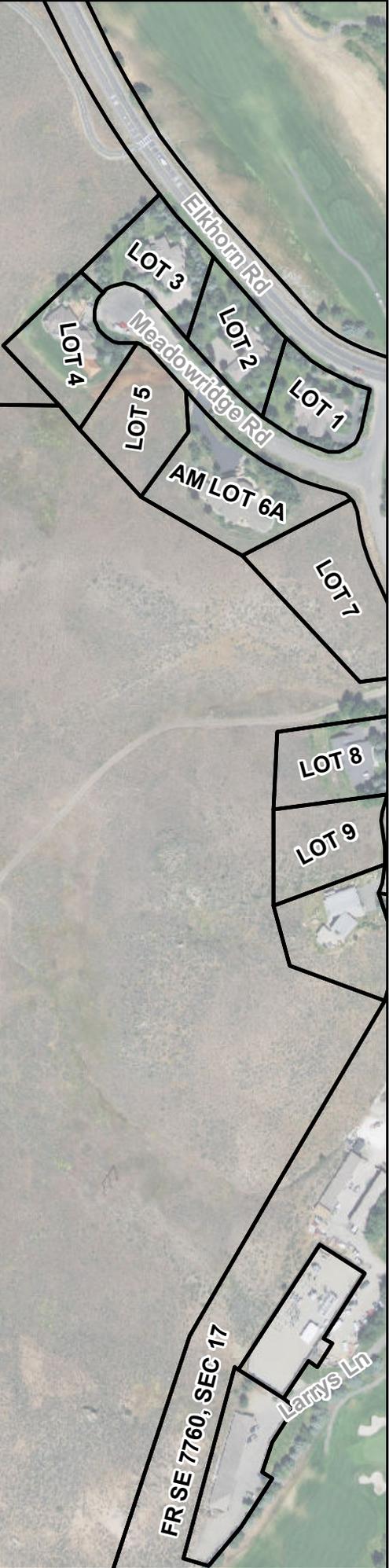
0 400 800 1,600 2,400 Feet

# Exhibit J

PARCEL GC-5A

TL 6214, TL 6215, TL 6216,

TL 6190, TL 6191, TL 6192,



**Legend**

-  SEC 20 , 4N 18E NWNE TL 7781 WATER TANK
-  other parcels

 **City of Sun Valley GIS**

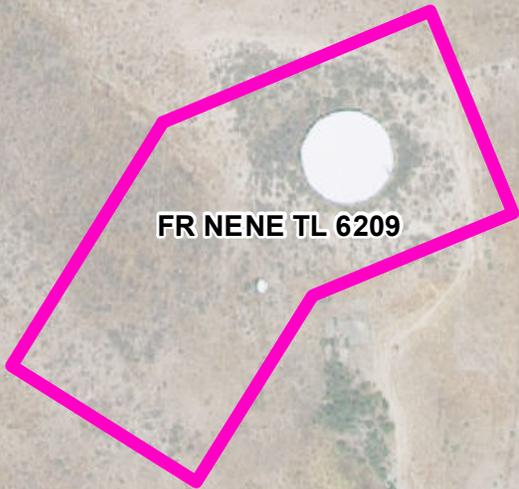
 N

0 125 250 500 750 Feet

# Exhibit K

TL 6214, TL 6215, TL 6216,

AM LOT 22A



FR NENE TL 6209

PARCELS E,HH,II,F,MM

Sagewillow Rd

AM LOT 20A

LOT 14

LOT 13

AM LOT 18A

## Legend

 FR NENE TL 6209 SUN VALLEY SEC 17, 4N 18E WATER TANK

 other parcels

 City of Sun Valley GIS



Horseshoe Rd

FR NW TL 6812

# Exhibit L

BLOCK 2-FUTURE PHASE

LOT 8

LOT 9

LOT 42

TL 6174, TL 6175, TL 6176,

Sage Creek Reservoir Rd

LOT 41

FR SWNE, TL 6164, TL 6288

LOT 14

**Legend**

-  FR SWNE, TL 6164, TL 6288 SUN VALLEY SEC 21 4N 18E WATER TANK
-  other parcels

 **City of Sun Valley GIS**

 N

 0 50 100 200 300 Feet

# Exhibit M

TL 6190, TL 6191, TL 6192,

FR SENE TL 4656

Larrys Ln

FR SENE TL 6442

FR SE 7760, SEC 17

LOT 10

LOT 9

**Legend**

-  FR SENE TL 6442 SUN VALLEY SEC 20
-  other parcels

 **City of Sun Valley GIS**

 N

 0 50 100 200 300 Feet

# Exhibit N

GOLF COURSE/HILLSIDES

Sun Valley Rd

LOT 16A

LOT 1 BLK 1

LOT 15

LOT 2 BLK 1

Silverweed Way

Snowbrush Ln

LOT 8

LOT 14

LOT 7

LOT 3 BLK 2

LOT 6

Bitterroot Rd

LOT 3

LOT 5

LOT 1A

## Legend

 LOT 2 BLK 1 BITTER ROUTE SUB WELL SITE

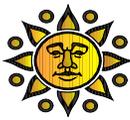
 other parcels



City of Sun Valley GIS



0 50 100 200 300 Feet

  
CITY OF SUN VALLEY  
REPORT TO THE CITY COUNCIL

---

TO: Honorable Mayor and City Council

FROM: Susan E. Robertson, ICMA-CM  
City Administrator

SUBJECT: Resolution 2016-22

DATE: October 28, 2016

---

In December 2013, the City Council adopted a new Salary Pay Range for employee salaries. It was subsequently amended in October 2014 to incorporate the classification of the Firefighter/EMT position. The City's Personnel Policy indicates that the City desires that its salaries are competitive in regional and resort labor markets for its various needed staff positions. It also requires that salary data for the Salary Pay Range be gathered at least once every three years, include all of the current job positions in the City, and set forth minimum and maximum salary ranges for those positions. The Salary Pay Range minimum and maximums must be approved by the City Council prior to implementation.

In addition to this memorandum, your packets contain four items for review related to this matter. The first item is the current City of Sun Valley Salary Pay Range. The second item is the City of Sun Valley 2016 – 2017 Salary Comparison. The Salary Comparison shows the trimmed mean (the mean minus the lowest and highest salary) for the minimum and maximum of the salary range for each position. It also shows the percentage variation of the trimmed mean from Sun Valley's current minimum and maximum salary and from the proposed minimum and maximum salaries. The third item is a summary sheet – Current and Proposed Salary Ranges. Aside from the current and proposed salary ranges, it shows the current salary for each position, the salary after each proposed adjustment is made, and the cost impact of the adjustments. Finally, there is Resolution 2016-22 which includes the Proposed City of Sun Valley Salary Pay Range in Exhibit A detailing the steps between the minimum and maximum salaries.

The salary survey that was conducted includes entities in the Wood River Valley, ski communities, area Idaho municipalities, and fire protection districts when fire services are not provided by the municipality. All of the communities that were surveyed in 2013 were included in this year's survey. In the case of Police Department salaries, Ada County and the City of Meridian were also included as these were departments that were recruiting some of our Police Department employees. The salary survey includes seven new position classifications as well as the retitling of four position titles. These changes are intended to more accurately reflect the work that is being performed and/or

provide advancement opportunities in departments as employees gain more experience. Finally, a position that was not on the salary pay range – Assistant to the Building Inspector – has been added so that all permanent City positions are now included.

Based on the results of the salary comparison, adjustments are being recommended to the minimum and maximum salaries (and steps in between) of the positions effective November 1, 2016. Adjustment to the trimmed mean is recommended for approximately half of the classifications. For the remaining classifications, adjustments range between 1% and 7% higher than the trimmed mean. In those cases, the higher salary range is being recommended for those positions that are more subject to potential turnover. The proposed adjustments have been reviewed by the Mayor and he is in concurrence with the recommendations.

The cost impact of adjusting existing salaries to the next closest step of the salary pay range for each position is expected to be \$96,018 in fiscal year 2016 – 2017 based on implementation of the proposed salary pay range on November 1, 2016. The 2016 – 2017 Police Department Budget included \$29,037 for reclassification salary adjustments, which leaves a balance of \$66,981. It is not expected that the Assistant Fire Chief position will be filled in the current budget year, which provides a salary savings of \$82,159. This salary savings will more than cover the remaining balance. If the proposed changes to the salary pay range are approved, salary line items in the budget will be adjusted accordingly through a budget amendment later in the fiscal year. The ongoing full year impact beginning with the 2017 Budget is a little over \$106,066.

**RECOMMENDATION**

I recommend that Resolution 2016-22 with its accompanying exhibit be adopted.

**CITY OF SUN VALLEY SALARY PAY RANGE**

**EFFECTIVE OCTOBER 3, 2014**

<b>SALARY PAY RANGE/STEPS</b>	<b>MIN</b>	<b>MAX</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>	<b>STEP 8</b>	<b>STEP 9</b>
<b>ADMINISTRATION</b>											
CITY ADMINISTRATOR	122,670	134,950	122,670	124,205	125,740	127,275	128,810	130,345	131,880	133,415	134,950
FINANCE MANAGER/TREASURER	72,400	103,250	72,400	76,256	80,113	83,969	87,825	91,681	95,538	99,394	103,250
CITY CLERK	51,800	72,000	51,800	54,325	56,850	59,375	61,900	64,425	66,950	69,475	72,000
ASSISTANT CITY CLERK/ASSISTANT TREASURER	39,175	55,315	39,175	41,193	43,210	45,228	47,245	49,263	51,280	53,298	55,315
DEPUTY CITY CLERK	37,400	50,500	37,400	39,038	40,675	42,313	43,950	45,588	47,225	48,863	50,500
ADMINISTRATIVE RECEPTIONIST	29,675	40,425	29,675	31,019	32,363	33,706	35,050	36,394	37,738	39,081	40,425
<b>COMMUNITY DEVELOPMENT DEPARTMENT</b>											
COMMUNITY DEVELOPMENT DIRECTOR	79,475	111,750	79,475	83,509	87,544	91,578	95,613	99,647	103,681	107,716	111,750
BUILDING OFFICIAL	62,075	87,975	62,075	65,313	68,550	71,788	75,025	78,263	81,500	84,738	87,975
PRINCIPAL PLANNER	53,500	74,425	53,500	56,116	58,731	61,347	63,963	66,578	69,194	71,809	74,425
ASSOCIATE PLANNER	44,100	62,100	44,100	46,350	48,600	50,850	53,100	55,350	57,600	59,850	62,100
PLANNING TECHNICIAN	37,350	51,675	37,350	39,141	40,931	42,722	44,513	46,303	48,094	49,884	51,675
<b>STREET DEPARTMENT</b>											
STREET SUPERINTENDENT	62,950	89,614	62,950	66,283	69,616	72,949	76,282	79,615	82,948	86,281	89,614
STREET SUPERVISOR/ CITY EVENTS COORDINATOR	46,727	64,050	46,727	48,892	51,058	53,223	55,389	57,554	59,719	61,885	64,050
STREET MAINTENANCE/ FACILITIES ADMINISTRATOR	46,727	64,050	46,727	48,892	51,058	53,223	55,389	57,554	59,719	61,885	64,050
STREET MAINTENANCE WORKER/EQUIPMENT OPERATOR/DATA TECHNICIAN	39,525	54,525	39,525	40,869	42,213	43,556	44,900	46,244	47,588	48,931	54,525
<b>POLICE DEPARTMENT</b>											
POLICE CHIEF	83,550	114,350	83,550	87,400	91,250	95,100	98,950	102,800	106,650	110,500	114,350
ASSISTANT POLICE CHIEF	72,425	96,050	72,425	75,378	78,331	81,284	84,238	87,191	90,144	93,097	96,050
POLICE SERGEANT	57,050	78,450	57,050	59,725	62,400	65,075	67,750	70,425	73,100	75,775	78,450
POLICE CORPORAL	51,725	68,100	51,725	53,772	55,819	57,866	59,913	61,959	64,006	66,053	68,100
PATROL OFFICER	42,675	59,350	42,675	44,759	46,844	48,928	51,013	53,097	55,181	57,266	59,350
POLICE CLERK	33,500	45,367	33,500	34,983	36,467	37,950	39,434	40,917	42,400	43,884	45,367
<b>FIRE DEPARTMENT</b>											
FIRE CHIEF	87,525	111,650	87,525	90,541	93,556	96,572	99,588	102,603	105,619	108,634	111,650
ASSISTANT FIRE CHIEF	72,425	88,000	72,425	74,372	76,319	78,266	80,213	82,159	84,106	86,053	88,000
TRAINING & OPERATIONS OFFICER	60,400	73,025	60,400	61,978	63,556	65,134	66,713	68,291	69,869	71,447	73,025
FIRE CODE ENFORCEMENT OFFICER	43,600	56,525	43,600	45,216	46,831	48,447	50,063	51,678	53,294	54,909	56,525
FIREFIGHTER/EMERGENCY MEDICAL TECHNICIAN	37,200	48,950	37,200	38,669	40,138	41,606	43,075	44,544	46,013	47,481	48,950

CITY OF SUN VALLEY 2016 - 2017 SALARY COMPARISON

ABOUT THE SURVEYED COMMUNITIES...

<u>COMMUNITY</u>	<u>POPULATION</u>	<u>SQUARE MILES</u>	<u>DENSITY/ SQUARE MILE</u>	<u>NUMBER OF HOUSING UNITS</u>	<u>MARKET/ NET TAXABLE VALUATION</u>	<u>MEDIAN INCOME</u>
Aspen, CO	6,700	3.7	1,831	6,039	13,265,541,810	66,635
Avon, CO	6,447	8.0	806	3,882	2,855,020	56,921
Blaine County, ID	21,269	2,643.6	8	15,065	9,196,199,245	62,489
Boise, ID	211,655	79.4	2,667	92,158	21,071,065,421	49,209
Breckenridge, CO	4,604	5.3	869	6,939	4,526,813,340	54,328
Crested Butte, CO	1,451	0.7	2,073	1,152	717,459,340	60,952
Dillon, CO	926	2.4	386	1,505	540,135,500	58,182
Frisco, CO	2,782	3.0	927	3,140	1,456,917,990	67,444
Hailey, ID	7,961	3.6	2,243	3,400	862,276,177	65,625
Jackson, WY	9,967	3.0	3,379	4,456	2,557,496,747	64,345
Jerome, ID	11,046	5.9	1,872	4,064	631,784,127	35,317
Ketchum, ID	2,703	3.3	832	3,775	2,799,689,180	61,447
Mountain Village, CO	1,291	3.3	391	1,927	2,783,326,004	32,412
Park City, UT	7,845	17.6	446	9,727	8,000,761,933	88,438
Sun Valley, ID	1,392	9.6	145	2,547	2,232,011,662	63,542
Snowmass Village, CO	2,826	25.5	111	2,714	4,943,242,820	82,816
Steamboat Springs, CO	12,260	10.1	1,214	9,766	4,975,240,298	64,400
Telluride, CO	1,856	0.7	2,651	1,963	2,299,830,156	61,875
Twin Falls, ID	44,124	18.2	2,430	17,837	3,459,050,509	41,880
Whitefish, MT	6,542	11.7	560	4,287	1,988,271,955	48,813
Ada County Sheriff's Department, ID	426,236	1,060.0	402	162,766	31,730,228,000	55,805
Copper Mountain Consolidated Metro District	385	3.8	101	1,769	71,940,480	46,736
Crested Butte Fire Protection District, CO	2,500	250.0	10	<i>not available</i>	278,279,670	<i>not available</i>
Eagle River Fire Protection District, CO	25,000	186.0	134	<i>not available</i>	994,227,650	<i>not available</i>
Jackson Hole Fire/EMS, WY	21,294	4,216.0	5	13,034	11,581,536,662	73,572
Meridian, ID	5,092	26.8	190	29,403	7,500,000,000	63,225
Park City Fire Protection District, UT	32,000	110.0	291	<i>not available</i>	14,000,000,000	<i>not available</i>
Snowmass-Wildcat Fire District, CO	12,000	24.0	500	<i>not available</i>	5,124,543,920	<i>not available</i>
Wood River Fire and Rescue, ID	16,000	1,500	11	<i>not available</i>	800,301,654	<i>not available</i>

CITY OF SUN VALLEY 2016 - 2017 SALARY COMPARISON

POSITION: CITY ADMINISTRATOR	COMMUNITY	MINIMUM SALARY	% ABOVE (BELOW)		MAXIMUM SALARY	% ABOVE (BELOW)	
			% ABOVE (BELOW)	2017		% ABOVE (BELOW)	2017
			2016 SUN VALLEY SALARY	PROPOSED SUN VALLEY SALARY		2016 SUN VALLEY SALARY	PROPOSED SUN VALLEY SALARY
	Aspen, CO	173,763			173,763		
	Avon, CO	170,000			170,000		
	Blaine County, ID	146,450			150,800		
	Boise, ID	n/a			n/a		
	Breckenridge, CO	153,157			153,157		
	Crested Butte, CO	110,000			110,000		
	Dillon, CO	129,792			129,792		
	Frisco, CO	105,000			125,000		
	Hailey, ID	85,280			110,240		
	Jackson, WY	175,000			175,000		
	Jerome, ID	81,468			122,202		
	Ketchum, ID	132,496			169,865		
	Mountain Village, CO	117,200			158,564		
	Park City, UT	106,000			156,765		
	Snowmass Village, CO	145,000			145,000		
	Steamboat Springs, CO	185,000			185,000		
	Telluride, CO	131,435			131,435		
	Twin Falls, ID	116,454			167,674		
	Whitefish, MT	141,248			141,248		
	Trimmed Mean of Surveyed Communities	134,267	9.45%		148,782	10.25%	
	2016 Sun Valley Salary Range	122,670			134,950		
	2017 Proposed Sun Valley Salary Range	134,270		0.00%	148,790		-0.01%
<p>NOTE: Avon provides a \$1,070/month car allowance in addition                      Crested Butte provides a house valued at \$18,000/year and a vehicle in addition                      Frisco provides a \$12,000 housing allowance in addition                      Hailey provides \$4,367 in deferred compensation pay in addition                      Jackson provides \$5,250 deferred compensation pay and \$750/month vehicle allowance in addition                      Ketchum provides a \$12,000 housing allowance in addition                      Snowmass provides a \$30,000 housing allowance in addition                      Telluride provides a \$20,000 housing allowance in addition</p>							

CITY OF SUN VALLEY 2016 - 2017 SALARY COMPARISON

POSITION: FINANCE MANAGER/TREASURER	COMMUNITY	MINIMUM SALARY	% ABOVE (BELOW)		MAXIMUM SALARY	% ABOVE (BELOW)	
			2016			2017	
			SUN VALLEY SALARY	PROPOSED SUN VALLEY SALARY		SUN VALLEY SALARY	PROPOSED SUN VALLEY SALARY
	Aspen, CO	79,206			106,891		
	Avon, CO	82,577			107,382		
	Blaine County, ID	68,442			99,479		
	Boise, ID	70,429			105,664		
	Breckenridge, CO	68,016			97,266		
	Crested Butte, CO	95,007			123,509		
	Dillon, CO	81,258			113,761		
	Frisco, CO	83,128			116,711		
	Hailey, ID	62,400			85,280		
	Jackson, WY	84,762			122,806		
	Jerome, ID	76,157			114,236		
	Ketchum, ID	78,241			100,308		
	Mountain Village, CO	91,566			123,605		
	Park City, UT	80,154			119,268		
	Snowmass Village, CO	92,886			130,044		
	Steamboat Springs, CO	86,500			134,100		
	Telluride, CO	77,300			112,200		
	Twin Falls, ID	66,066			95,160		
	Whitefish, MT	65,458			84,677		
	Trimmed Mean of Surveyed Communities	78,362	8.23%		110,210	6.74%	
	2016 Sun Valley Salary Range	72,400			103,250		
	2017 Proposed Sun Valley Salary Range	78,370		-0.01%	110,210		0.00%

CITY OF SUN VALLEY 2016 - 2017 SALARY COMPARISON

POSITION: CITY CLERK	COMMUNITY	% ABOVE (BELOW)			% ABOVE (BELOW)		
		MINIMUM SALARY	2016		MAXIMUM SALARY	2017	
			% ABOVE (BELOW) SUN VALLEY SALARY	PROPOSED SUN VALLEY SALARY		% ABOVE (BELOW) SUN VALLEY SALARY	PROPOSED SUN VALLEY SALARY
	Aspen, CO	68,297			94,243		
	Avon, CO	59,689			77,576		
	Blaine County, ID	76,655			111,417		
	Boise, ID	58,781			88,192		
	Breckenridge, CO	56,056			80,158		
	Crested Butte, CO	61,091			79,419		
	Dillon, CO	55,715			78,001		
	Frisco, CO	54,060			81,140		
	Hailey, ID	62,400			85,280		
	Jackson, WY	51,620			74,510		
	Jerome, ID	47,591			71,927		
	Ketchum, ID	78,241			100,308		
	Mountain Village, CO	55,873			75,432		
	Park City, UT	40,643			60,362		
	Snowmass Village, CO	72,905			98,347		
	Steamboat Springs, CO	75,800			117,600		
	Telluride, CO	77,300			112,200		
	Twin Falls, ID	n/a			n/a		
	Whitefish, MT	56,555			73,133		
	Trimmed Mean of Surveyed Communities	61,899	19.50%		86,330	19.90%	
	2016 Sun Valley Salary Range	51,800			72,000		
	2017 Proposed Sun Valley Salary Range	61,900		0.00%	86,330		0.00%

CITY OF SUN VALLEY 2016 - 2017 SALARY COMPARISON

POSITION: ASSISTANT CITY CLERK/ASSISTANT TREASURER	COMMUNITY	% ABOVE (BELOW)			% ABOVE (BELOW)		
		MINIMUM SALARY	2016		MAXIMUM SALARY	2017	
			SUN VALLEY SALARY	PROPOSED SUN VALLEY SALARY		SUN VALLEY SALARY	PROPOSED SUN VALLEY SALARY
	Aspen, CO	37,170			51,646		
	Avon, CO	42,975			54,949		
	Blaine County, ID	38,836			56,447		
	Boise, ID	29,940			44,904		
	Breckenridge, CO	40,290			55,058		
	Crested Butte, CO	38,209			49,671		
	Dillon, CO	n/a			n/a		
	Frisco, CO	40,523			56,185		
	Hailey, ID	35,360			45,760		
	Jackson, WY	42,661			61,810		
	Jerome, ID	27,216			40,824		
	Ketchum, ID	51,329			65,804		
	Mountain Village, CO	39,544			53,500		
	Park City, UT	31,200			46,176		
	Snowmass Village, CO	50,395			65,513		
	Steamboat Springs, CO	42,900			60,100		
	Telluride, CO	44,500			62,400		
	Twin Falls, ID	37,648			54,210		
	Whitefish, MT	53,851			69,659		
	Trimmed Mean of Surveyed Communities	40,375	3.06%		55,258	-0.10%	
	2016 Sun Valley Salary Range	39,175			55,315		
	2017 Proposed Sun Valley Salary Range	41,200		-2.00%	56,390		-2.01%

CITY OF SUN VALLEY 2016 - 2017 SALARY COMPARISON

POSITION: DEPUTY CLERK	COMMUNITY	% ABOVE (BELOW)			% ABOVE (BELOW)		
		MINIMUM SALARY	% ABOVE (BELOW)	2017	MAXIMUM SALARY	% ABOVE (BELOW)	2017
			SUN VALLEY SALARY	PROPOSED SUN VALLEY SALARY		SUN VALLEY SALARY	PROPOSED SUN VALLEY SALARY
	Aspen, CO	n/a			n/a		
	Avon, CO	39,537			51,316		
	Blaine County, ID	35,959			52,265		
	Boise, ID	25,210			37,794		
	Breckenridge, CO	n/a			n/a		
	Crested Butte, CO	36,816			47,860		
	Dillon, CO	n/a			n/a		
	Frisco, CO	n/a			n/a		
	Hailey, ID	35,360			45,760		
	Jackson, WY	38,783			56,191		
	Jerome, ID	n/a			n/a		
	Ketchum, ID	41,581			53,308		
	Mountain Village, CO	39,544			53,500		
	Park City, UT	n/a			n/a		
	Snowmass Village, CO	37,524			48,769		
	Steamboat Springs, CO	44,000			63,800		
	Telluride, CO	44,500			62,400		
	Twin Falls, ID	37,648			54,210		
	Whitefish, MT	53,851			69,659		
	Trimmed Mean of Surveyed Communities	39,205	4.83%		53,580	6.10%	
	2016 Sun Valley Salary Range	37,400			50,500		
	2017 Proposed Sun Valley Salary Range	39,210		-0.01%	53,580		0.00%

CITY OF SUN VALLEY 2016 - 2017 SALARY COMPARISON

POSITION: ADMINISTRATIVE RECEPTIONIST	COMMUNITY	MINIMUM SALARY	% ABOVE (BELOW)		MAXIMUM SALARY	% ABOVE (BELOW)	
			% ABOVE (BELOW)	2017		% ABOVE (BELOW)	2017
			2016 SUN VALLEY SALARY	PROPOSED SUN VALLEY SALARY		2016 SUN VALLEY SALARY	PROPOSED SUN VALLEY SALARY
	Aspen, CO	33,384			46,904		
	Avon, CO	39,537			51,316		
	Blaine County, ID	26,431			38,417		
	Boise, ID	19,469			29,182		
	Breckenridge, CO	37,128			50,731		
	Crested Butte, CO	n/a			n/a		
	Dillon, CO	n/a			n/a		
	Frisco, CO	32,520			44,665		
	Hailey, ID	31,200			39,500		
	Jackson, WY	33,578			48,649		
	Jerome, ID	n/a			n/a		
	Ketchum, ID	30,309			38,863		
	Mountain Village, CO	36,721			49,680		
	Park City, UT	24,960			37,440		
	Snowmass Village, CO	33,803			43,952		
	Steamboat Springs, CO	28,600			38,600		
	Telluride, CO	n/a			n/a		
	Twin Falls, ID	28,730			41,366		
	Whitefish, MT	31,470			40,706		
	Trimmed Mean of Surveyed Communities	31,449	5.98%		43,036	6.46%	
	2016 Sun Valley Salary Range	29,675			40,425		
	2017 Proposed Sun Valley Salary Range	31,450		0.00%	43,040		-0.01%

CITY OF SUN VALLEY 2016 - 2017 SALARY COMPARISON

POSITION: COMMUNITY DEVELOPMENT DIRECTOR	COMMUNITY	% ABOVE (BELOW)			% ABOVE (BELOW)		
		MINIMUM SALARY	2016		MAXIMUM SALARY	2017	
			SUN VALLEY SALARY	PROPOSED SUN VALLEY SALARY		SUN VALLEY SALARY	PROPOSED SUN VALLEY SALARY
	Aspen, CO	110,300			148,917		
	Avon, CO	81,657			110,071		
	Blaine County, ID	68,442			99,479		
	Boise, ID	<i>not available</i>			<i>not available</i>		
	Breckenridge, CO	91,702			133,068		
	Crested Butte, CO	72,058			93,676		
	Dillon, CO	n/a			n/a		
	Frisco, CO	83,038			117,080		
	Hailey, ID	62,400			85,280		
	Jackson, WY	102,562			148,579		
	Jerome, ID	n/a			n/a		
	Ketchum, ID	119,231			152,881		
	Mountain Village, CO	91,556			123,605		
	Park City, UT	85,292			126,895		
	Snowmass Village, CO	92,886			130,044		
	Steamboat Springs, CO	107,400			171,800		
	Telluride, CO	77,300			112,200		
	Twin Falls, ID	73,996			106,548		
	Whitefish, MT	79,560			103,002		
	Trimmed Mean of Surveyed Communities	86,982	9.45%		121,860	9.05%	
	2016 Sun Valley Salary Range	79,475			111,750		
	2017 Proposed Sun Valley Salary Range	87,860		-1.00%	123,090		-1.00%

CITY OF SUN VALLEY 2016 - 2017 SALARY COMPARISON

POSITION: BUILDING OFFICIAL	COMMUNITY	% ABOVE (BELOW)			% ABOVE (BELOW)		
		MINIMUM SALARY	2016		MAXIMUM SALARY	2017	
			SUN VALLEY SALARY	PROPOSED SUN VALLEY SALARY		SUN VALLEY SALARY	PROPOSED SUN VALLEY SALARY
	Aspen, CO	68,297			94,243		
	Avon, CO	80,148			104,003		
	Blaine County, ID	54,561			79,304		
	Boise, ID	58,781			88,192		
	Breckenridge, CO	68,016			97,266		
	Crested Butte, CO	49,070			63,792		
	Dillon, CO	n/a			n/a		
	Frisco, CO	68,197			94,343		
	Hailey, ID	47,480			62,400		
	Jackson, WY	69,092			100,103		
	Jerome, ID	46,612			69,918		
	Ketchum, ID	86,926			111,445		
	Mountain Village, CO	64,796			87,478		
	Park City, UT	63,684			94,798		
	Snowmass Village, CO	78,370			109,731		
	Steamboat Springs, CO	n/a			n/a		
	Telluride, CO	69,500			100,700		
	Twin Falls, ID	66,066			95,160		
	Whitefish, MT	56,555			73,133		
	Trimmed Mean of Surveyed Communities	64,174	3.38%		90,144	2.47%	
	2016 Sun Valley Salary Range	62,075			87,975		
	2017 Proposed Sun Valley Salary Range	64,820		-1.00%	91,060		-1.01%

CITY OF SUN VALLEY 2016 - 2017 SALARY COMPARISON

POSITION: PRINCIPAL PLANNER	COMMUNITY	% ABOVE (BELOW)			% ABOVE (BELOW)		
		MINIMUM SALARY	2016		MAXIMUM SALARY	2017	
			% ABOVE (BELOW) SUN VALLEY SALARY	PROPOSED SUN VALLEY SALARY		% ABOVE (BELOW) SUN VALLEY SALARY	PROPOSED SUN VALLEY SALARY
	Aspen, CO	55,903			93,097		
	Avon, CO	59,504			77,165		
	Blaine County, ID	48,715			70,807		
	Boise, ID	54,059			81,099		
	Breckenridge, CO	56,056			80,158		
	Crested Butte, CO	n/a			n/a		
	Dillon, CO	n/a			n/a		
	Frisco, CO	60,382			82,859		
	Hailey, ID	47,480			62,400		
	Jackson, WY	58,266			84,418		
	Jerome, ID	n/a			n/a		
	Ketchum, ID	57,030			73,116		
	Mountain Village, CO	53,181			71,795		
	Park City, UT	53,318			79,366		
	Snowmass Village, CO	62,490			84,350		
	Steamboat Springs, CO	60,100			90,100		
	Telluride, CO	54,800			76,800		
	Twin Falls, ID	n/a			n/a		
	Whitefish, MT	56,555			73,133		
	Trimmed Mean of Surveyed Communities	55,990	4.65%		78,859	5.96%	
	2016 Sun Valley Salary Range	53,500			74,425		
	2017 Proposed Sun Valley Salary Range	56,560		-1.01%	79,660		-1.01%

CITY OF SUN VALLEY 2016 - 2017 SALARY COMPARISON

POSITION: ASSOCIATE PLANNER	COMMUNITY	MINIMUM SALARY	% ABOVE (BELOW)		MAXIMUM SALARY	% ABOVE (BELOW)	
			% ABOVE (BELOW)	2017		% ABOVE (BELOW)	2017
			2016 SUN VALLEY SALARY	PROPOSED SUN VALLEY SALARY		2016 SUN VALLEY SALARY	PROPOSED SUN VALLEY SALARY
	Aspen, CO	55,903			93,097		
	Avon, CO	n/a			n/a		
	Blaine County, ID	43,496			63,221		
	Boise, ID	42,848			64,272		
	Breckenridge, CO	51,064			73,008		
	Crested Butte, CO	n/a			n/a		
	Dillon, CO	45,945			64,323		
	Frisco, CO	45,135			67,834		
	Hailey, ID	41,600			54,080		
	Jackson, WY	51,619			74,789		
	Jerome, ID	42,528			63,792		
	Ketchum, ID	51,329			65,804		
	Mountain Village, CO	42,583			57,490		
	Park City, UT	50,440			58,772		
	Snowmass Village, CO	59,002			76,692		
	Steamboat Springs, CO	56,700			82,304		
	Telluride, CO	44,500			62,400		
	Twin Falls, ID	44,330			63,830		
	Whitefish, MT	51,272			66,352		
	Trimmed Mean of Surveyed Communities	47,979	8.80%		66,992	7.88%	
	2016 Sun Valley Salary Range	44,100			62,100		
	2017 Proposed Sun Valley Salary Range	48,470		-1.01%	67,670		-1.00%

CITY OF SUN VALLEY 2016 - 2017 SALARY COMPARISON

POSITION: PLANNING TECHNICIAN	COMMUNITY	% ABOVE (BELOW)			% ABOVE (BELOW)		
		MINIMUM SALARY	% ABOVE (BELOW)	2017	MAXIMUM SALARY	% ABOVE (BELOW)	2017
			SUN VALLEY SALARY	PROPOSED SUN VALLEY SALARY		SUN VALLEY SALARY	PROPOSED SUN VALLEY SALARY
	Aspen, CO	43,238			59,669		
	Avon, CO	n/a			n/a		
	Blaine County, ID	35,959			52,265		
	Boise, ID	27,664			41,517		
	Breckenridge, CO	37,128			50,731		
	Crested Butte, CO	39,406			51,228		
	Dillon, CO	n/a			n/a		
	Frisco, CO	32,520			44,665		
	Hailey, ID	35,360			45,760		
	Jackson, WY	n/a			n/a		
	Jerome, ID	n/a			n/a		
	Ketchum, ID	37,415			47,982		
	Mountain Village, CO	35,823			48,363		
	Park City, UT	31,200			42,494		
	Snowmass Village, CO	50,397			65,513		
	Steamboat Springs, CO	38,900			56,300		
	Telluride, CO	44,500			62,400		
	Twin Falls, ID	n/a			n/a		
	Whitefish, MT	42,162			54,579		
	Trimmed Mean of Surveyed Communities	37,801	1.21%		51,370	-0.59%	
	2016 Sun Valley Salary Range	37,350			51,675		
	2017 Proposed Sun Valley Salary Range	38,190		-1.02%	51,890		-1.00%

CITY OF SUN VALLEY 2016 - 2017 SALARY COMPARISON

POSITION: ASSISTANT TO THE BUILDING OFFICIAL	COMMUNITY	% ABOVE (BELOW)			% ABOVE (BELOW)		
		MINIMUM SALARY	% ABOVE (BELOW)	2017	MAXIMUM SALARY	% ABOVE (BELOW)	2017
			2016 SUN VALLEY SALARY	PROPOSED SUN VALLEY SALARY		2016 SUN VALLEY SALARY	PROPOSED SUN VALLEY SALARY
	Aspen, CO	43,238			59,669		
	Avon, CO	n/a			n/a		
	Blaine County, ID	n/a			n/a		
	Boise, ID	n/a			n/a		
	Breckenridge, CO	37,128			50,731		
	Crested Butte, CO	n/a			n/a		
	Dillon, CO	n/a			n/a		
	Frisco, CO	32,520			44,665		
	Hailey, ID	41,600			54,080		
	Jackson, WY	n/a			n/a		
	Jerome, ID	n/a			n/a		
	Ketchum, ID	37,415			47,982		
	Mountain Village, CO	n/a			n/a		
	Park City, UT	n/a			n/a		
	Snowmass Village, CO	n/a			n/a		
	Steamboat Springs, CO	38,900			56,300		
	Telluride, CO	44,500			62,400		
	Twin Falls, ID	n/a			n/a		
	Whitefish, MT	n/a			n/a		
	Trimmed Mean of Surveyed Communities	39,656	-16.61%		53,752	13.16%	
	2016 Sun Valley Salary Range	47,556			47,500		
	2017 Proposed Sun Valley Salary Range	40,060		-1.01%	54,300		-1.01%

CITY OF SUN VALLEY 2016 - 2017 SALARY COMPARISON

POSITION: STREET SUPERINTENDENT	COMMUNITY	MINIMUM SALARY	% ABOVE (BELOW) 2017		MAXIMUM SALARY	% ABOVE (BELOW) 2017	
			% ABOVE (BELOW) 2016	PROPOSED		% ABOVE (BELOW) 2016	PROPOSED
			SUN VALLEY SALARY	SUN VALLEY SALARY		SUN VALLEY SALARY	SUN VALLEY SALARY
	Aspen, CO	68,297			94,243		
	Avon, CO	73,981			95,856		
	Blaine County, ID	68,442			99,479		
	Boise, ID	n/a			n/a		
	Breckenridge, CO	62,166			91,598		
	Crested Butte, CO	58,163			65,749		
	Dillon, CO	62,743			87,840		
	Frisco, CO	69,406			96,424		
	Hailey, ID	54,080			74,880		
	Jackson, WY	58,266			84,418		
	Jerome, ID	48,856			73,284		
	Ketchum, ID	78,241			100,308		
	Mountain Village, CO	77,022			103,984		
	Park City, UT	57,937			86,262		
	Snowmass Village, CO	72,905			98,347		
	Steamboat Springs, CO	70,200			105,400		
	Telluride, CO	61,200			88,800		
	Twin Falls, ID	66,066			95,160		
	Whitefish, MT	65,458			84,677		
	Trimmed Mean of Surveyed Communities	65,472	4.01%		90,972	1.52%	
	2016 Sun Valley Salary Range	62,950			89,614		
	2017 Proposed Sun Valley Salary Range	70,400		-7.00%	97,820		-7.00%

CITY OF SUN VALLEY 2016 - 2017 SALARY COMPARISON

POSITION: STREET SUPERVISOR (retitled from STREET SUPERVISOR/FESTIVAL CONTRACT MANAGER)	COMMUNITY	MINIMUM SALARY	% ABOVE (BELOW) 2017		MAXIMUM SALARY	% ABOVE (BELOW) 2017	
			% ABOVE (BELOW) 2016	PROPOSED		% ABOVE (BELOW) 2016	PROPOSED
			SUN VALLEY SALARY	SUN VALLEY SALARY		SUN VALLEY SALARY	SUN VALLEY SALARY
	Aspen, CO	45,396			62,796		
	Avon, CO	50,337			65,608		
	Blaine County, ID	54,561			70,807		
	Boise, ID	34,611			51,917		
	Breckenridge, CO	42,536			58,115		
	Crested Butte, CO	n/a			n/a		
	Dillon, CO	49,621			69,470		
	Frisco, CO	52,153			72,852		
	Hailey, ID	41,600			54,080		
	Jackson, WY	38,782			56,191		
	Jerome, ID	35,256			52,884		
	Ketchum, ID	57,030			73,116		
	Mountain Village, CO	47,005			63,458		
	Park City, UT	38,002			56,638		
	Snowmass Village, CO	46,660			60,646		
	Steamboat Springs, CO	56,100			78,500		
	Telluride, CO	51,000			71,400		
	Twin Falls, ID	44,330			63,830		
	Whitefish, MT	53,851			69,659		
	Trimmed Mean of Surveyed Communities	46,699	-0.06%		63,847	-0.32%	
	2016 Sun Valley Salary Range	46,727			64,050		
	2017 Proposed Sun Valley Salary Range	50,220		-7.01%	68,650		-7.00%

CITY OF SUN VALLEY 2016 - 2017 SALARY COMPARISON

POSITION: STREET EQUIPMENT OPERATOR II (retitled from STREET MAINTENANCE WORKER/EQUIPMENT OPERATOR/DATA TECHNICIAN)	MINIMUM SALARY	% ABOVE (BELOW) 2017		MAXIMUM SALARY	% ABOVE (BELOW) 2017	
		2016 SUN VALLEY SALARY	PROPOSED SUN VALLEY SALARY		2016 SUN VALLEY SALARY	PROPOSED SUN VALLEY SALARY
<u>COMMUNITY</u>						
Aspen, CO	45,132			62,652		
Avon, CO	45,690			59,425		
Blaine County, ID	48,715			63,221		
Boise, ID	30,950			46,426		
Breckenridge, CO	40,290			55,058		
Crested Butte, CO	46,670			52,757		
Dillon, CO	n/a			n/a		
Frisco, CO	38,728			52,529		
Hailey, ID	39,520			52,000		
Jackson, WY	35,256			51,083		
Jerome, ID	33,523			50,284		
Ketchum, ID	46,204			59,231		
Mountain Village, CO	39,544			53,500		
Park City, UT	33,675			50,232		
Snowmass Village, CO	41,660			54,151		
Steamboat Springs, CO	47,900			67,100		
Telluride, CO	39,000			54,600		
Twin Falls, ID	40,300			58,032		
Whitefish, MT	46,488			60,133		
Trimmed Mean of Surveyed Communities	41,053	3.87%		55,555	1.89%	
2016 Sun Valley Salary Range	39,525			54,525		
2017 Proposed Sun Valley Salary Range	44,150		-7.01%	59,740		-7.00%

CITY OF SUN VALLEY 2016 - 2017 SALARY COMPARISON

POSITION: STREET EQUIPMENT OPERATOR I (new classification)	COMMUNITY	MINIMUM SALARY	% ABOVE (BELOW)		MAXIMUM SALARY	% ABOVE (BELOW)	
			2016			2017	
			SUN VALLEY SALARY	PROPOSED SUN VALLEY SALARY		SUN VALLEY SALARY	PROPOSED SUN VALLEY SALARY
	Aspen, CO	37,356			51,540		
	Avon, CO	43,445			56,482		
	Blaine County, ID	38,836			56,447		
	Boise, ID	30,950			46,426		
	Breckenridge, CO	n/a			n/a		
	Crested Butte, CO	40,758			46,074		
	Dillon, CO	40,443			56,620		
	Frisco, CO	38,728			52,529		
	Hailey, ID	33,280			41,600		
	Jackson, WY	33,578			48,649		
	Jerome, ID	31,927			47,890		
	Ketchum, ID	33,677			43,175		
	Mountain Village, CO	39,544			53,500		
	Park City, UT	20,800			33,280		
	Snowmass Village, CO	41,660			54,151		
	Steamboat Springs, CO	40,300			56,300		
	Telluride, CO	39,000			54,600		
	Twin Falls, ID	37,648			54,210		
	Whitefish, MT	42,162			54,579		
	Trimmed Mean of Surveyed Communities	37,490	-5.15%		51,134	-6.22%	
	2016 Sun Valley Salary Range	39,525			54,525		
	2017 Proposed Sun Valley Salary Range	40,320		-7.02%	54,990		-7.01%

CITY OF SUN VALLEY 2016 - 2017 SALARY COMPARISON

POSITION: CHIEF OF POLICE	COMMUNITY	% ABOVE (BELOW)			% ABOVE (BELOW)		
		MINIMUM SALARY	2016		MAXIMUM SALARY	2017	
			% ABOVE (BELOW) SUN VALLEY SALARY	PROPOSED SUN VALLEY SALARY		% ABOVE (BELOW) SUN VALLEY SALARY	PROPOSED SUN VALLEY SALARY
	Aspen, CO	93,516			128,990		
	Avon, CO	98,400			132,508		
	Blaine County, ID	96,156			139,762		
	Boise, ID	<i>not available</i>			<i>not available</i>		
	Breckenridge, CO	91,702			133,068		
	Crested Butte, CO	90,063			117,081		
	Dillon, CO	92,245			129,143		
	Frisco, CO	87,534			122,658		
	Hailey, ID	72,800			95,680		
	Jackson, WY	93,238			135,072		
	Jerome, ID	79,965			119,947		
	Ketchum, ID	68,442			99,469		
	Mountain Village, CO	77,022			103,984		
	Park City, UT	93,434			139,191		
	Snowmass Village, CO	92,866			130,044		
	Steamboat Springs, CO	107,400			171,800		
	Telluride, CO	93,000			139,400		
	Twin Falls, ID	92,820			133,666		
	Whitefish, MT	100,433			100,433		
	Trimmed Mean of Surveyed Communities	90,325	8.11%		125,276	9.55%	
	2016 Sun Valley Salary Range	83,550			114,350		
	2017 Proposed Sun Valley Salary Range	95,080		-5.00%	131,870		-5.00%
*Ketchum's Police Chief is provided by Blaine County							

CITY OF SUN VALLEY 2016 - 2017 SALARY COMPARISON

POSITION: ASSISTANT POLICE CHIEF	COMMUNITY	% ABOVE (BELOW)			% ABOVE (BELOW)		
		MINIMUM SALARY	% ABOVE (BELOW)	2017	MAXIMUM SALARY	% ABOVE (BELOW)	2017
			SUN VALLEY SALARY	PROPOSED SUN VALLEY SALARY		SUN VALLEY SALARY	PROPOSED SUN VALLEY SALARY
	Aspen, CO	76,627			103,126		
	Avon, CO	91,905			119,287		
	Blaine County, ID	85,853			124,787		
	Boise, ID	<i>not available</i>			<i>not available</i>		
	Breckenridge, CO	79,612			112,762		
	Crested Butte, CO	72,593			94,371		
	Dillon, CO	n/a			n/a		
	Frisco, CO	n/a			n/a		
	Hailey, ID	60,320			81,120		
	Jackson, WY	69,092			100,103		
	Jerome, ID	57,217			85,825		
	Ketchum, ID	n/a			n/a		
	Mountain Village, CO	n/a			n/a		
	Park City, UT	69,124			102,879		
	Snowmass Village, CO	n/a			n/a		
	Steamboat Springs, CO	86,500			134,100		
	Telluride, CO	n/a			n/a		
	Twin Falls, ID	73,996			106,548		
	Whitefish, MT	68,744			88,899		
	Ada County, ID	103,834			107,994		
	Meridian, ID	<i>not available</i>			<i>not available</i>		
	Trimmed Mean of Surveyed Communities	75,851	4.73%		104,235	8.52%	
	2016 Sun Valley Salary Range	72,425			96,050		
	2017 Proposed Sun Valley Salary Range	79,840		-5.00%	109,720		-5.00%

CITY OF SUN VALLEY 2016 - 2017 SALARY COMPARISON

POSITION: POLICE SERGEANT	COMMUNITY	% ABOVE (BELOW)			% ABOVE (BELOW)		
		MINIMUM SALARY	% ABOVE (BELOW)	2017	MAXIMUM SALARY	% ABOVE (BELOW)	2017
			SUN VALLEY SALARY	PROPOSED SUN VALLEY SALARY		SUN VALLEY SALARY	PROPOSED SUN VALLEY SALARY
	Aspen, CO	61,339			84,635		
	Avon, CO	71,525			93,095		
	Blaine County, ID	54,561			79,304		
	Boise, ID	82,888			86,694		
	Breckenridge, CO	64,813			90,314		
	Crested Butte, CO	61,187			79,543		
	Dillon, CO	63,275			88,585		
	Frisco, CO	60,510			90,815		
	Hailey, ID	54,080			74,880		
	Jackson, WY	61,266			88,764		
	Jerome, ID	48,881			73,321		
	Ketchum, ID	57,030			73,116		
	Mountain Village, CO	58,702			79,251		
	Park City, UT	59,280			84,427		
	Snowmass Village, CO	74,051			96,276		
	Steamboat Springs, CO	66,600			100,000		
	Telluride, CO	61,200			88,800		
	Twin Falls, ID	51,194			73,736		
	Whitefish, MT	56,555			73,133		
	Ada County, ID	83,512			94,390		
	Meridian, ID	<i>not available</i>			<i>not available</i>		
	Trimmed Mean of Surveyed Communities	62,225	9.07%		84,442	7.64%	
	2016 Sun Valley Salary Range	57,050			78,450		
	2017 Proposed Sun Valley Salary Range	65,500		-5.00%	88,890		-5.00%

CITY OF SUN VALLEY 2016 - 2017 SALARY COMPARISON

POSITION: POLICE OFFICER III (formerly Corporal)	COMMUNITY	% ABOVE (BELOW)			% ABOVE (BELOW)		
		MINIMUM SALARY	2016		MAXIMUM SALARY	2017	
			SUN VALLEY SALARY	PROPOSED SUN VALLEY SALARY		SUN VALLEY SALARY	PROPOSED SUN VALLEY SALARY
	Aspen, CO	60,424			83,387		
	Avon, CO	61,933			80,632		
	Blaine County, ID	48,715			70,807		
	Boise, ID	58,802			71,781		
	Breckenridge, CO	57,179			80,330		
	Crested Butte, CO	n/a			n/a		
	Dillon, CO	n/a			n/a		
	Frisco, CO	n/a			n/a		
	Hailey, ID	49,920			66,560		
	Jackson, WY	51,427			74,510		
	Jerome, ID	41,199			61,798		
	Ketchum, ID	48,715			70,807		
	Mountain Village, CO	n/a			n/a		
	Park City, UT	47,424			70,782		
	Snowmass Village, CO	65,798			85,549		
	Steamboat Springs, CO	54,400			81,600		
	Telluride, CO	51,000			71,400		
	Twin Falls, ID	n/a			n/a		
	Whitefish, MT	51,272			66,352		
	Ada County, ID	41,995			67,205		
	Meridian, ID	65,437			70,092		
	Trimmed Mean of Surveyed Communities	53,500	3.43%		73,303	7.64%	
	2016 Sun Valley Salary Range	51,725			68,100		
	2017 Proposed Sun Valley Salary Range	56,320		-5.01%	77,160		-5.00%

CITY OF SUN VALLEY 2016 - 2017 SALARY COMPARISON

POSITION: POLICE OFFICER II (new classification)	COMMUNITY	% ABOVE (BELOW)			% ABOVE (BELOW)		
		MINIMUM SALARY	2016		MAXIMUM SALARY	2017	
			SUN VALLEY SALARY	PROPOSED SUN VALLEY SALARY		SUN VALLEY SALARY	PROPOSED SUN VALLEY SALARY
	Aspen, CO	57,554			79,414		
	Avon, CO	56,504			73,518		
	Blaine County, ID	46,300			63,221		
	Boise, ID	58,802			58,802		
	Breckenridge, CO	49,525			70,346		
	Crested Butte, CO	47,268			61,448		
	Dillon, CO	54,663			76,528		
	Frisco, CO	47,693			65,378		
	Hailey, ID	41,600			62,400		
	Jackson, WY	48,661			70,502		
	Jerome, ID	39,237			58,855		
	Ketchum, ID	46,300			63,221		
	Mountain Village, CO	47,005			63,458		
	Park City, UT	40,643			60,362		
	Snowmass Village, CO	61,211			79,566		
	Steamboat Springs, CO	51,000			74,000		
	Telluride, CO	51,000			71,400		
	Twin Falls, ID	42,328			60,944		
	Whitefish, MT	48,818			63,232		
	Ada County, ID	41,392			65,998		
	Meridian, ID	46,613			60,258		
	Trimmed Mean of Surveyed Communities	51,237	20.06%		70,249	18.36%	
	2016 Sun Valley Salary Range	42,675			59,350		
	2017 Proposed Sun Valley Salary Range	53,940		-5.01%	73,950		-5.00%

CITY OF SUN VALLEY 2016 - 2017 SALARY COMPARISON

POSITION: POLICE OFFICER I (formerly PATROL OFFICER)	COMMUNITY	% ABOVE (BELOW)			% ABOVE (BELOW)		
		MINIMUM SALARY	% ABOVE (BELOW)	2017	MAXIMUM SALARY	% ABOVE (BELOW)	2017
			SUN VALLEY SALARY	PROPOSED SUN VALLEY SALARY		SUN VALLEY SALARY	PROPOSED SUN VALLEY SALARY
	Aspen, CO	54,808			76,170		
	Avon, CO	42,620			55,385		
	Blaine County, ID	43,076			56,447		
	Boise, ID	46,446			46,446		
	Breckenridge, CO	40,222			58,786		
	Crested Butte, CO	47,268			61,448		
	Dillon, CO	49,694			69,572		
	Frisco, CO	47,693			47,693		
	Hailey, ID	41,600			62,400		
	Jackson, WY	48,661			70,502		
	Jerome, ID	35,506			56,053		
	Ketchum, ID	43,076			56,447		
	Mountain Village, CO	47,005			63,458		
	Park City, UT	40,643			60,362		
	Snowmass Village, CO	50,580			65,746		
	Steamboat Springs, CO	51,000			74,000		
	Telluride, CO	51,000			71,400		
	Twin Falls, ID	39,520			56,914		
	Whitefish, MT	46,488			60,133		
	Ada County, ID	40,789			68,661		
	Meridian, ID	45,053			58,240		
	Trimmed Mean of Surveyed Communities	47,913	12.27%		65,201	9.86%	
	2016 Sun Valley Salary Range	42,675			59,350		
	2017 Proposed Sun Valley Salary Range	50,440		-5.01%	68,630		-5.00%

CITY OF SUN VALLEY 2016 - 2017 SALARY COMPARISON

POSITION: ADMINISTRATIVE ASSISTANT (new classification)	COMMUNITY	% ABOVE (BELOW)			% ABOVE (BELOW)		
		MINIMUM SALARY	2016		MAXIMUM SALARY	2017	
			SUN VALLEY SALARY	PROPOSED SUN VALLEY SALARY		SUN VALLEY SALARY	PROPOSED SUN VALLEY SALARY
	Aspen, CO	35,214			48,610		
	Avon, CO	42,983			53,366		
	Blaine County, ID	38,836			56,447		
	Boise, ID	29,928			44,904		
	Breckenridge, CO	40,290			55,058		
	Crested Butte, CO	39,173			50,925		
	Dillon, CO	43,978			61,569		
	Frisco, CO	45,785			66,420		
	Hailey, ID	35,360			45,760		
	Jackson, WY	38,782			56,191		
	Jerome, ID	32,151			48,226		
	Ketchum, ID	41,581			53,308		
	Mountain Village, CO	36,721			49,680		
	Park City, UT	38,002			56,638		
	Snowmass Village, CO	45,813			59,550		
	Steamboat Springs, CO	39,707			55,500		
	Telluride, CO	39,000			54,600		
	Twin Falls, ID	32,890			47,372		
	Whitefish, MT	34,694			44,928		
	Trimmed Mean of Surveyed Communities	38,538	n/a		52,808	n/a	
	2016 Sun Valley Salary Range	n/a			n/a		
	2017 Proposed Sun Valley Salary Range	40,570		-5.01%	55,590		-5.01%

CITY OF SUN VALLEY 2016 - 2017 SALARY COMPARISON

POSITION: POLICE CLERK	COMMUNITY	MINIMUM SALARY	% ABOVE (BELOW) 2017		MAXIMUM SALARY	% ABOVE (BELOW) 2017	
			% ABOVE (BELOW) 2016	PROPOSED		% ABOVE (BELOW) 2016	PROPOSED
			SUN VALLEY SALARY	SUN VALLEY SALARY		SUN VALLEY SALARY	SUN VALLEY SALARY
	Aspen, CO	43,238			59,669		
	Avon, CO	n/a			n/a		
	Blaine County, ID	35,959			52,265		
	Boise, ID	25,210			37,794		
	Breckenridge, CO	37,128			50,731		
	Crested Butte, CO	39,173			50,925		
	Dillon, CO	43,978			61,569		
	Frisco, CO	32,400			45,360		
	Hailey, ID	35,560			45,760		
	Jackson, WY	35,257			51,083		
	Jerome, ID	32,151			48,226		
	Ketchum, ID	33,677			43,175		
	Mountain Village, CO	36,721			49,680		
	Park City, UT	31,200			46,176		
	Snowmass Village, CO	41,643			54,135		
	Steamboat Springs, CO	40,300			56,300		
	Telluride, CO	44,500			62,400		
	Twin Falls, ID	28,288			40,742		
	Whitefish, MT	40,165			51,979		
	Trimmed Mean of Surveyed Communities	36,677	9.48%		50,486	11.28%	
	2016 Sun Valley Salary Range	33,500			45,367		
	2017 Proposed Sun Valley Salary Range	38,610		-5.01%	53,150		-5.01%

CITY OF SUN VALLEY 2016 - 2017 SALARY COMPARISON

POSITION: FIRE CHIEF	COMMUNITY	% ABOVE (BELOW)			% ABOVE (BELOW)		
		MINIMUM	2016		MAXIMUM	2017	
			SUN VALLEY	PROPOSED		SUN VALLEY	PROPOSED
	<u>SALARY</u>	<u>SALARY</u>	<u>SALARY</u>	<u>SALARY</u>	<u>SALARY</u>	<u>SALARY</u>	<u>SALARY</u>
	Aspen, CO	n/a			n/a		
	Avon, CO	n/a			n/a		
	Blaine County, ID	n/a			n/a		
	Boise, ID	125,008			125,008		
	Breckenridge, CO	n/a			n/a		
	Crested Butte, CO	n/a			n/a		
	Dillon, CO	n/a			n/a		
	Frisco, CO	n/a			n/a		
	Hailey, ID	72,800			106,879		
	Jackson, WY	n/a			n/a		
	Jerome, ID	64,548			96,822		
	Ketchum, ID	107,327			137,592		
	Mountain Village, CO	n/a			n/a		
	Park City, UT	n/a			n/a		
	Snowmass Village, CO	n/a			n/a		
	Steamboat Springs, CO	93,600			145,200		
	Telluride, CO	n/a			n/a		
	Twin Falls, ID	85,410			123,006		
	Whitefish, MT	77,590			77,590		
	Copper Mountain Fire Department, CO	81,482			110,000		
	Crested Butte Fire Protection District, CO	65,000			80,000		
	Eagle River Fire Protection District	112,000			112,000		
	Jackson Hole Fire/EMS, WY	86,080			121,628		
	Park City Fire District, UT	not available			not available		
	Snowmass-Wildcat Fire District, CO	not available			not available		
	Wood River Fire and Rescue, ID	126,476			126,476		
	Trimmed Mean of Surveyed Communities	90,630	3.55%		113,941	2.05%	
	2016 Sun Valley Salary Range	87,525			111,650		
	2017 Proposed Sun Valley Salary Range	90,630		0.00%	113,950		-0.01%

CITY OF SUN VALLEY 2016 - 2017 SALARY COMPARISON

ASSISTANT FIRE CHIEF	COMMUNITY	% ABOVE (BELOW)			% ABOVE (BELOW)	
		MINIMUM SALARY	2016 SUN VALLEY SALARY	2017 PROPOSED SUN VALLEY SALARY	MAXIMUM SALARY	2016 SUN VALLEY SALARY
	Aspen, CO	n/a			n/a	
	Avon, CO	n/a			n/a	
	Blaine County, ID	n/a			n/a	
	Boise, ID	82,236			87,668	
	Breckenridge, CO	n/a			n/a	
	Crested Butte, CO	n/a			n/a	
	Dillon, CO	n/a			n/a	
	Frisco, CO	n/a			n/a	
	Hailey, ID	60,320			81,120	
	Jackson, WY	n/a			n/a	
	Jerome, ID	52,929			79,393	
	Ketchum, ID	70,413			90,279	
	Mountain Village, CO	n/a			n/a	
	Park City, UT	n/a			n/a	
	Snowmass Village, CO	n/a			n/a	
	Steamboat Springs, CO	86,500			134,100	
	Telluride, CO	n/a			n/a	
	Twin Falls, ID	60,804			87,564	
	Whitefish, MT	n/a			n/a	
	Copper Mountain Fire Department, CO	76,090			102,721	
	Crested Butte Fire Protection District, CO	n/a			n/a	
	Eagle River Fire Protection District, CO	77,891			93,847	
	Jackson Hole Fire/EMS, WY	n/a			n/a	
	Park City Fire District, UT	not available			not available	
	Snowmass-Wildcat Fire District, CO	82,919			103,648	
	Wood River Fire and Rescue, ID*	n/a			n/a	
	Trimmed Mean of Surveyed Communities	72,953	0.73%		92,407	5.01%
	2016 Sun Valley Salary Range	72,425			88,000	
	2017 Proposed Sun Valley Salary Range	72,960		-0.01%	92,410	0.00%

\*Assistant Chief services provided by Hailey Fire Chief

CITY OF SUN VALLEY 2016 - 2017 SALARY COMPARISON

POSITION: TRAINING AND OPERATIONS OFFICER	COMMUNITY	% ABOVE (BELOW)			% ABOVE (BELOW)		
		MINIMUM SALARY	2016		MAXIMUM SALARY	2017	
			% ABOVE (BELOW) SUN VALLEY SALARY	PROPOSED SUN VALLEY SALARY		% ABOVE (BELOW) SUN VALLEY SALARY	PROPOSED SUN VALLEY SALARY
Aspen, CO	n/a			n/a			
Avon, CO	n/a			n/a			
Blaine County, ID	n/a			n/a			
Boise, ID	74,391			79,305			
Breckenridge, CO	n/a			n/a			
Crested Butte, CO	n/a			n/a			
Dillon, CO	n/a			n/a			
Frisco, CO	n/a			n/a			
Hailey, ID	n/a			n/a			
Jackson, WY	n/a			n/a			
Jerome, ID	n/a			n/a			
Ketchum, ID	63,366			81,240			
Mountain Village, CO	n/a			n/a			
Park City, UT	n/a			n/a			
Snowmass Village, CO	n/a			n/a			
Steamboat Springs, CO	58,100			87,100			
Telluride, CO	n/a			n/a			
Twin Falls, ID	48,768			70,224			
Whitefish, MT	n/a			n/a			
Copper Mountain Fire Department, CO	n/a			n/a			
Crested Butte Fire Protection District, CO	n/a			n/a			
Eagle River Fire Protection District, CO	77,891			93,847			
Jackson Hole Fire/EMS, WY	67,466			95,299			
Park City Fire District, UT	<i>not available</i>			<i>not available</i>			
Snowmass-Wildcat Fire District, CO	80,900			101,125			
Wood River Fire and Rescue, ID	68,989			93,875			
Trimmed Mean of Surveyed Communities	68,367	13.19%		88,444	21.12%		
2016 Sun Valley Salary Range	60,400			73,025			
2017 Proposed Sun Valley Salary Range	68,370		0.00%	88,450		-0.01%	

CITY OF SUN VALLEY 2016 - 2017 SALARY COMPARISON

POSITION: CAPTAIN (new classification)	COMMUNITY	% ABOVE (BELOW)			% ABOVE (BELOW)		
		MINIMUM	2016		MAXIMUM	2017	
			SUN VALLEY	PROPOSED		SUN VALLEY	PROPOSED
	<u>SALARY</u>	<u>SALARY</u>	<u>SALARY</u>	<u>SALARY</u>	<u>SALARY</u>	<u>SALARY</u>	<u>SALARY</u>
Aspen, CO	n/a			n/a			
Avon, CO	n/a			n/a			
Blaine County, ID	n/a			n/a			
Boise, ID	74,391			79,305			
Breckenridge, CO	n/a			n/a			
Crested Butte, CO	n/a			n/a			
Dillon, CO	n/a			n/a			
Frisco, CO	n/a			n/a			
Hailey, ID	n/a			n/a			
Jackson, WY	n/a			n/a			
Jerome, ID	n/a			n/a			
Ketchum, ID	63,366			81,240			
Mountain Village, CO	n/a			n/a			
Park City, UT	n/a			n/a			
Snowmass Village, CO	n/a			n/a			
Steamboat Springs, CO	58,100			87,100			
Telluride, CO	n/a			n/a			
Twin Falls, ID	48,768			70,224			
Whitefish, MT	71,876			86,153			
Copper Mountain Fire Department, CO, CO	64,513			87,093			
Crested Butte Fire Protection District, CO	n/a			n/a			
Eagle River Fire Protection District, CO	n/a			n/a			
Jackson Hole Fire/EMS, WY	55,488			78,403			
Park City Fire District, UT	<i>not available</i>			<i>not available</i>			
Snowmass-Wildcat Fire District, CO	80,900			101,125			
Wood River Fire and Rescue, ID	68,989			93,875			
Trimmed Mean of Surveyed Communities	65,246	n/a		84,738	n/a		
2016 Sun Valley Salary Range	n/a			n/a			
2017 Proposed Sun Valley Salary Range	65,250		-0.01%	84,740		0.00%	

CITY OF SUN VALLEY 2016 - 2017 SALARY COMPARISON

POSITION: LIEUTENANT (new classification)	COMMUNITY	% ABOVE (BELOW)			% ABOVE (BELOW)		
		MINIMUM	2016		MAXIMUM	2017	
			SUN VALLEY	PROPOSED		SUN VALLEY	PROPOSED
	<u>SALARY</u>	<u>SALARY</u>	<u>SALARY</u>	<u>SALARY</u>	<u>SALARY</u>	<u>SALARY</u>	<u>SALARY</u>
Aspen, CO	n/a			n/a			
Avon, CO	n/a			n/a			
Blaine County, ID	n/a			n/a			
Boise, ID	62,842			66,993			
Breckenridge, CO	n/a			n/a			
Crested Butte, CO	n/a			n/a			
Dillon, CO	n/a			n/a			
Frisco, CO	n/a			n/a			
Hailey, ID	n/a			n/a			
Jackson, WY	n/a			n/a			
Jerome, ID	43,402			65,103			
Ketchum, ID	46,204			59,231			
Mountain Village, CO	n/a			n/a			
Park City, UT	n/a			n/a			
Snowmass Village, CO	n/a			n/a			
Steamboat Springs, CO	n/a			n/a			
Telluride, CO	n/a			n/a			
Twin Falls, ID	n/a			n/a			
Whitefish, MT	n/a			n/a			
Copper Mountain Fire Department, CO	59,171			79,880			
Crested Butte Fire Protection District, CO	n/a			n/a			
Eagle River Fire Protection District	65,138			78,481			
Jackson Hole Fire/EMS, WY	50,329			71,113			
Park City Fire District, UT	<i>not available</i>			<i>not available</i>			
Snowmass-Wildcat Fire District, CO	74,906			93,623			
Wood River Fire and Rescue, ID	58,776			74,630			
Trimmed Mean of Surveyed Communities	57,077	n/a		72,700	n/a		
2016 Sun Valley Salary Range	n/a			n/a			
2017 Proposed Sun Valley Salary Range	57,080		-0.01%	72,700		0.00%	

CITY OF SUN VALLEY 2016 - 2017 SALARY COMPARISON

POSITION: ENGINEER/EMT (new classification)	COMMUNITY	% ABOVE (BELOW)			% ABOVE (BELOW)		
		MINIMUM	2016		MAXIMUM	2017	
			SUN VALLEY	PROPOSED		SUN VALLEY	PROPOSED
	<u>SALARY</u>	<u>SALARY</u>	<u>SALARY</u>	<u>SALARY</u>	<u>SALARY</u>	<u>SALARY</u>	<u>SALARY</u>
Aspen, CO	n/a			n/a			
Avon, CO	n/a			n/a			
Blaine County, ID	n/a			n/a			
Boise, ID	57,255			61,037			
Breckenridge, CO	n/a			n/a			
Crested Butte, CO	n/a			n/a			
Dillon, CO	n/a			n/a			
Frisco, CO	n/a			n/a			
Hailey, ID	n/a			n/a			
Jackson, WY	n/a			n/a			
Jerome, ID	n/a			n/a			
Ketchum, ID	41,581			53,308			
Mountain Village, CO	n/a			n/a			
Park City, UT	n/a			n/a			
Snowmass Village, CO	n/a			n/a			
Steamboat Springs, CO	52,900			71,300			
Telluride, CO	n/a			n/a			
Twin Falls, ID	40,296			58,032			
Whitefish, MT	n/a			n/a			
Copper Mountain Fire Department, CO	52,897			71,411			
Crested Butte Fire Protection District, CO	n/a			n/a			
Eagle River Fire Protection District, CO	54,280			65,399			
Jackson Hole Fire/EMS, WY	n/a			n/a			
Park City Fire District, UT	49,977			67,217			
Snowmass-Wildcat Fire District, CO	n/a			n/a			
Wood River Fire and Rescue, ID	54,113			65,445			
Trimmed Mean of Surveyed Communities	50,958	n/a		64,738	n/a		
2016 Sun Valley Salary Range	n/a			n/a			
2017 Proposed Sun Valley Salary Range	50,960		0.00%	64,740		0.00%	

CITY OF SUN VALLEY 2016 - 2017 SALARY COMPARISON

POSITION: FIRE CODE ENFORCEMENT OFFICER	COMMUNITY	% ABOVE (BELOW)			% ABOVE (BELOW)		
		MINIMUM	2016		MAXIMUM	2017	
			SUN VALLEY	PROPOSED		SUN VALLEY	PROPOSED
		<u>SALARY</u>	<u>SALARY</u>	<u>SALARY</u>	<u>SALARY</u>	<u>SALARY</u>	<u>SALARY</u>
	Aspen, CO	n/a			n/a		
	Avon, CO	n/a			n/a		
	Blaine County, ID	n/a			n/a		
	Boise, ID	38,771			58,157		
	Breckenridge, CO	n/a			n/a		
	Crested Butte, CO	n/a			n/a		
	Dillon, CO	n/a			n/a		
	Frisco, CO	n/a			n/a		
	Hailey, ID	41,600			62,400		
	Jackson, WY	n/a			n/a		
	Jerome, ID	n/a			n/a		
	Ketchum, ID	51,329			65,804		
	Mountain Village, CO	n/a			n/a		
	Park City, UT	53,318			79,366		
	Snowmass Village, CO	n/a			n/a		
	Steamboat Springs, CO	52,900			71,300		
	Telluride, CO	44,500			62,400		
	Twin Falls, ID	30,264			43,576		
	Whitefish, MT	49,214			49,214		
	Copper Mountain Fire Department, CO	62,374			84,205		
	Crested Butte Fire Protection District, CO	45,000			58,000		
	Eagle River Fire Protection District, CO	45,139			57,697		
	Jackson Hole Fire/EMS, WY	45,650			64,502		
	Park City Fire District, UT	n/a			n/a		
	Snowmass-Wildcat Fire District, CO	88,207			107,758		
	Wood River Fire and Rescue, ID*	n/a			n/a		
	Trimmed Mean of Surveyed Communities	48,163	10.47%		64,822	14.68%	
	2016 Sun Valley Salary Range	43,600			56,525		
	2017 Proposed Sun Valley Salary Range	48,650		-1.00%	65,480		-1.00%
	*Fire inspection service provided by City of Hailey fire staff						

CITY OF SUN VALLEY 2016 - 2017 SALARY COMPARISON

POSITION: FIREFIGHTER/EMT	COMMUNITY	% ABOVE (BELOW)			% ABOVE (BELOW)		
		MINIMUM	2016		MAXIMUM	2017	
			SUN VALLEY	PROPOSED		SUN VALLEY	PROPOSED
	<u>SALARY</u>	<u>SALARY</u>	<u>SALARY</u>	<u>SALARY</u>	<u>SALARY</u>	<u>SALARY</u>	<u>SALARY</u>
	Aspen, CO	n/a			n/a		
	Avon, CO	n/a			n/a		
	Blaine County, ID	n/a			n/a		
	Boise, ID	45,869			55,051		
	Breckenridge, CO	n/a			n/a		
	Crested Butte, CO	n/a			n/a		
	Dillon, CO	n/a			n/a		
	Frisco, CO	n/a			n/a		
	Hailey, ID	n/a			n/a		
	Jackson, WY	n/a			n/a		
	Jerome, ID	32,642			48,963		
	Ketchum, ID	41,581			53,308		
	Mountain Village, CO	n/a			n/a		
	Park City, UT	n/a			n/a		
	Snowmass Village, CO	n/a			n/a		
	Steamboat Springs, CO	47,100			63,700		
	Telluride, CO	n/a			n/a		
	Twin Falls, ID	37,668			54,240		
	Whitefish, MT	60,549			76,817		
	Copper Mountain Fire Department, CO	40,746			55,007		
	Crested Butte Fire Protection District, CO	36,000			42,000		
	Eagle River Fire Protection District, CO	42,296			54,985		
	Jackson Hole Fire/EMS, WY	39,432			61,430		
	Park City Fire District, UT	39,144			63,675		
	Snowmass-Wildcat Fire District, CO	54,461			68,077		
	Wood River Fire and Rescue, ID	49,395			57,333		
	Trimmed Mean of Surveyed Communities	43,063	15.76%		57,797	18.07%	
	2016 Sun Valley Salary Range	37,200			48,950		
	2017 Proposed Sun Valley Salary Range	43,500		-1.00%	58,380		-1.00%

**CURRENT AND PROPOSED SALARY RANGES (effective 11/1/16)**

POSITION		2015 - 2016 SALARY RANGE MINIMUM/ MAXIMUM	2016 SALARY SURVEY TRIMMED MEAN (less high/low)	CURRENT SALARY	PROPOSED 2016 - 2017 SALARY RANGE MINIMUM/ MAXIMUM	SALARY AFTER ADJUSTMENT FOR NEW SALARY RANGE (effective 11/1/16)	COST IMPACT FISCAL YEAR 2016 - 2017
<b>City Administrator</b>	minimum maximum	\$122,670 \$134,950	\$134,267 \$148,782	\$130,345	\$134,270 \$148,790	\$134,270	3,598
<b>Finance Manager/ Treasurer</b>	minimum maximum	\$72,400 \$103,250	\$78,362 \$110,210	\$95,538	\$78,370 \$110,210	\$95,538	0
<b>City Clerk</b>	minimum maximum	\$51,800 \$72,000	\$61,889 \$86,330	\$72,000	\$61,900 \$86,330	\$74,115	1,939
<b>Assistant City Clerk/Assistant Treasurer</b>	minimum maximum	\$39,175 \$55,315	\$40,375 \$55,258	\$53,298	\$41,200 \$56,390	\$54,491	1,094
<b>Deputy Clerk</b>	minimum maximum	\$37,400 \$50,500	\$39,205 \$53,580	Unfilled Position	\$39,210 \$53,580	\$0	0
<b>Administrative Receptionist</b>	minimum maximum	\$29,675 \$40,425	\$31,449 \$43,036	Unfilled Position	\$31,450 \$43,040	\$0	0
<b>Community Development Director</b>	minimum maximum	\$79,475 \$111,750	\$86,982 \$121,860	\$103,681	\$87,860 \$123,090	\$105,475	1,645
<b>Building Official</b>	minimum maximum	\$62,075 \$87,975	\$64,174 \$90,144	\$78,263	\$64,820 \$91,060	\$81,220	2,711
<b>Principal Planner</b>	minimum maximum	\$53,550 \$74,425	\$55,990 \$78,859	Unfilled Position	\$56,560 \$79,660	\$0	0
<b>Associate Planner</b>	minimum maximum	\$44,100 \$62,100	\$47,979 \$66,992	\$48,600	\$48,470 \$67,670	\$50,870	2,081
<b>Assistant to the Building Official</b>	minimum maximum	n/a n/a	\$39,656 \$53,782	\$46,660	\$40,060 \$54,300	\$47,180	238
<b>Planning Technician</b>	minimum maximum	\$37,350 \$51,675	\$37,801 \$51,370	\$51,675	\$38,190 \$51,890	\$51,890	99
<b>Street Superintendent</b>	minimum maximum	\$62,950 \$89,614	\$65,472 \$90,972	\$89,614	\$70,400 \$97,820	\$90,965	1,238
<b>Street Supervisor (retitled position)</b>	minimum maximum	\$46,727 \$64,050	\$46,699 \$63,847	\$64,050	\$50,220 \$68,650	\$66,346	2,105
<b>Street Operator II (retitled position)</b>	minimum maximum	\$39,525 \$54,525	\$41,053 \$55,555	\$54,525	\$44,150 \$59,740	\$55,843	1,208
<b>Street Operator I (new classification)</b>	minimum maximum	n/a n/a	\$37,490 \$51,134	Unfilled Position	\$40,320 \$54,990	\$0	0
<b>Director of Public Safety (new classification)</b>	minimum maximum	n/a n/a	n/a n/a	n/a n/a	\$107,080 \$143,870	\$130,074	12,095
<b>Chief of Police</b>	minimum maximum	\$83,550 \$114,350	\$90,325 \$125,276	\$114,350	\$95,080 \$131,870	\$0	0
<b>Assistant Police Chief</b>	minimum maximum	\$72,425 \$96,050	\$75,851 \$104,235	\$96,050	\$79,840 \$109,720	\$98,515	2,260

**CURRENT AND PROPOSED SALARY RANGES (effective 11/1/16)**

POSITION		2015 - 2016 SALARY RANGE MINIMUM/ MAXIMUM	2016 SALARY SURVEY TRIMMED MEAN (less high/low)	CURRENT SALARY	PROPOSED 2016 - 2017 SALARY RANGE MINIMUM/ MAXIMUM	SALARY AFTER ADJUSTMENT FOR NEW SALARY RANGE (effective 11/1/16)	COST IMPACT FISCAL YEAR 2016 - 2017
<b>Sergeant</b>	minimum	\$57,050	\$62,225	\$78,450	\$65,500	\$80,119	1,530
	maximum	\$78,450	\$84,442	\$73,100	\$88,890	\$74,271	1,073
<b>Police Officer III</b> <i>(retitled position)</i>	minimum	\$51,725	\$53,500	\$66,053	\$56,320	\$69,345	3,018
	maximum	\$68,100	\$73,303	\$61,959	\$77,160	\$66,740	4,383
<b>Police Officer II</b> <i>(new classification)</i>	minimum	n/a	\$51,237	\$53,097	\$53,940	\$56,441	3,065
	maximum	n/a	\$70,249	\$48,928	\$73,950	\$56,441	6,887
				\$46,844		\$53,940	6,505
<b>Police Officer I</b> <i>(retitled position)</i>	minimum	\$42,675	\$47,913	\$44,759	\$50,440	\$52,714	7,292
	maximum	\$59,350	\$65,201		\$68,630		
<b>Administrative Assistant</b> <i>(new classification)</i>	minimum	n/a	\$38,538	n/a	\$40,570	\$46,203	3,486
	maximum	n/a	\$52,808	n/a	\$55,590		
<b>Police Clerk</b>	minimum	\$33,500	\$36,667	\$42,400	\$38,610	\$0	0
	maximum	\$45,367	\$50,486		\$53,150		
<b>Fire Chief</b>	minimum	\$87,525	\$90,630	\$108,634	\$90,630	\$111,035	2,201
	maximum	\$111,650	\$113,941		\$113,950		
<b>Assistant Fire Chief</b>	minimum	\$72,425	\$72,953	\$82,159	\$72,960	\$0	0
	maximum	\$88,000	\$92,407	(budgeted; position vacant)	\$92,410		
<b>Training and Operations Officer</b>	minimum	\$60,400	\$68,367	\$65,134	\$68,370	\$68,370	2,966
	maximum	\$73,025	\$88,444		\$88,450		
<b>Captain</b> <i>(new classification)</i>	minimum	n/a	\$65,246	Unfilled	\$65,250	\$0	0
	maximum	n/a	\$84,738	Position	\$84,740		
<b>Lieutenant</b> <i>(new classification)</i>	minimum	n/a	\$57,077	Unfilled	\$57,080	\$0	0
	maximum	n/a	\$72,700	Position	\$72,700		
<b>Engineer/EMT</b> <i>(new classification)</i>	minimum	n/a	\$50,958	Unfilled	\$50,960	\$0	0
	maximum	n/a	\$64,738	Position	\$64,740		
<b>Fire Code Enforcement Officer</b>	minimum	\$43,600	\$48,163	\$51,678	\$48,650	\$52,858	1,082
	maximum	\$56,525	\$64,822		\$65,480		
<b>Firefighter/EMT</b>	minimum	\$37,200	\$43,063	\$40,138	\$43,500	\$47,220	6,492
	maximum	\$48,950	\$57,797	\$38,669	\$58,380	\$43,500	4,428
				\$38,669		\$43,500	4,428

**TOTAL COST: \$91,146**

Police Dept Salary Adjustment (already in 2016-2017 Budget) -29,037

Difference: \$62,109

Vacant Assistant Fire Chief Position Savings -82,159

Difference: -\$20,050

# CITY OF SUN VALLEY

## RESOLUTION NO. 2016-22

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### A RESOLUTION OF THE CITY OF SUN VALLEY ADOPTING THE CITY OF SUN VALLEY 2016 - 2017 SALARY PAY RANGE

WHEREAS, *City of Sun Valley Personnel Policy (Personnel Policy)* in Section IX. (A) states, "... The City desires that its salaries are competitive in regional and resort labor markets for its various needed staff positions. Accordingly, the City uses a competitive Salary Pay Range to determine the salary of its employees"; and

WHEREAS, a Salary Pay Range was most recently amended by the City Council on October 3, 2014; and

WHEREAS, the Salary Pay Range establishes salary minimums and maximums for City of Sun Valley employee positions;

WHEREAS, the City Council has reviewed the most recent market comparison to establish Salary Pay Range minimum and maximum salaries for City positions.

NOW, THEREFORE, BE IT RESOLVED THAT, the City Council hereby adopts the City of Sun Valley Salary Pay Range presented in the attached Exhibit A, which establishes minimum and maximum salaries for all City positions except for the City Attorney.

DATED THIS \_\_\_\_ DAY OF November, 2016

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Peter M. Hendricks, Mayor

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Nancy Flannigan,  
Assistant Clerk/Assistant Treasurer

## **EXHIBIT A**

**CITY OF SUN VALLEY SALARY PAY RANGE**

PROPOSED TO BE EFFECTIVE NOVEMBER 1, 2016

SALARY PAY RANGE/STEPS	MIN	MAX	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
<b>ADMINISTRATION</b>											
CITY ADMINISTRATOR	134,270	148,790	134,270	136,085	137,900	139,715	141,530	143,345	145,160	146,975	148,790
FINANCE MANAGER/TREASURER	78,370	110,210	78,370	82,350	86,330	90,310	95,538	99,394	102,250	106,230	110,210
CITY CLERK	61,900	86,330	61,900	64,954	68,008	71,061	74,115	77,169	80,223	83,276	86,330
ASSISTANT CITY CLERK/ASSISTANT TREASURER	41,200	56,390	41,200	43,099	44,998	46,896	48,795	50,694	52,593	54,491	56,390
DEPUTY CITY CLERK	39,210	53,580	39,210	41,006	42,803	44,599	46,395	48,191	49,988	51,784	53,580
ADMINISTRATIVE RECEPTIONIST	31,450	43,040	31,450	32,899	34,348	35,796	37,245	38,694	40,143	41,591	43,040
<b>COMMUNITY DEVELOPMENT DEPARTMENT</b>											
COMMUNITY DEVELOPMENT DIRECTOR	87,860	123,090	87,860	92,264	96,668	101,071	105,475	109,879	114,283	118,686	123,090
BUILDING OFFICIAL	64,820	91,060	64,820	68,100	71,380	74,660	77,940	81,220	84,500	87,780	91,060
PRINCIPAL PLANNER	56,560	79,660	56,560	59,448	62,335	65,223	68,110	70,998	73,885	76,773	79,660
ASSOCIATE PLANNER	48,470	67,670	48,470	50,870	53,270	55,670	58,070	60,470	62,870	65,270	67,670
ASSISTANT TO THE BUILDING OFFICIAL	40,060	54,300	40,060	41,840	43,620	45,400	47,180	48,960	50,740	52,520	54,300
PLANNING TECHNICIAN	38,190	51,890	38,190	39,903	41,615	43,328	45,040	46,753	48,465	50,178	51,890
<b>STREET DEPARTMENT</b>											
STREET SUPERINTENDENT	70,400	97,820	70,400	73,828	77,255	80,683	84,110	87,538	90,965	94,393	97,820
STREET SUPERVISOR	50,220	68,650	50,220	52,524	54,828	57,131	59,435	61,739	64,043	66,346	68,650
STREET OPERATOR II	44,150	59,740	44,150	46,099	48,048	49,996	51,945	53,894	55,843	57,791	59,740
STREET OPERATOR I	40,320	54,990	40,320	41,769	43,218	44,666	46,115	47,564	49,013	50,461	54,990
<b>PUBLIC SAFETY DIVISION</b>											
PUBLIC SAFETY DIRECTOR	107,080	143,870	107,080	111,679	116,278	120,876	125,475	130,074	134,673	139,271	143,870
<b>POLICE DEPARTMENT</b>											
POLICE CHIEF	95,080	131,870	95,080	99,679	104,278	108,876	113,475	118,074	122,673	127,271	131,870
ASSISTANT POLICE CHIEF	79,840	109,720	79,840	83,575	87,310	91,045	94,780	98,515	102,250	105,985	109,720
POLICE SERGEANT	65,500	88,890	65,500	68,424	71,348	74,271	77,195	80,119	83,043	85,966	88,890
POLICE OFFICER III	56,320	77,160	56,320	58,925	61,530	64,135	66,740	69,345	71,950	74,555	77,160
POLICE OFFICER II	53,940	73,950	53,940	56,441	58,943	61,444	63,945	66,446	68,948	71,449	73,950
POLICE OFFICER I	50,440	68,630	50,440	52,714	54,988	57,261	59,535	61,809	64,083	66,356	68,630
ADMINISTRATIVE ASSISTANT	40,570	55,590	40,570	42,448	44,325	46,203	48,080	49,958	51,835	53,713	55,590
POLICE CLERK	38,610	53,150	38,610	40,428	42,245	44,063	45,880	47,698	49,515	51,333	53,150
<b>FIRE DEPARTMENT</b>											
FIRE CHIEF	90,630	113,950	90,630	93,545	96,460	99,375	102,290	105,205	108,120	111,035	113,950
ASSISTANT FIRE CHIEF	72,960	92,410	72,960	75,391	77,823	80,254	82,685	85,116	87,548	89,979	92,410
TRAINING & OPERATIONS OFFICER	68,370	88,450	68,370	70,880	73,390	75,900	78,410	80,920	83,430	85,940	88,450
CAPTAIN	65,250	84,740	65,250	67,686	70,123	72,559	74,995	77,431	79,868	82,304	84,740
LIEUTENANT	57,080	72,700	57,080	59,033	60,985	62,938	64,890	66,843	68,795	70,748	72,700
ENGINEER/EMT	50,960	64,740	50,960	52,683	54,405	56,128	57,850	59,573	61,295	63,018	64,740
FIRE CODE ENFORCEMENT OFFICER	48,650	65,480	48,650	50,754	52,858	54,961	57,065	59,169	61,273	63,376	65,480
FIREFIGHTER/EMERGENCY MEDICAL TECHNICIAN	43,500	58,380	43,500	45,360	47,220	49,080	50,940	52,800	54,660	56,520	58,380

# WHITE PETERSON

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October 20, 2016

To: Mayor and City Council, City of Sun Valley  
From: Matthew A. Johnson, City Attorney

Re: Procedure for Sale of City-owned Real Property

Dear Mayor and Council,

In follow-up to our discussion at the October City Council meeting, below is an outline of the procedural steps involved in a sale of real property owned by the City. These procedures are detailed in Idaho Code, Title 50, Chapter 14.

### Step 1: Declaration of Intent to Sell and Value of Property

The City must declare the value or minimum price, if any, it intends to receive for the real property. An appraisal may be done to help ascertain value, but is not required. The City may opt to proceed without declaring a minimum price. The declaration must be made on the record at a public meeting.

Step 1 is on the agenda for the November 3, 2016 regular City Council meeting. At this time the City will receive information regarding potential value of the real property, but has not ordered an appraisal. The Council, in its discretion, may take action to declare intent to sell and a minimum value, table to a later date, or take no action.

### Step 2: Publication and Notice

The City Clerk will publish a summary of the action (intent to sell) and a notice of public hearing. This notice must be published at least fourteen days before the hearing. Only one notice is required.

The tentative schedule is these steps would take place between the November and December regular City Council meetings. The City Clerk will have primary responsibility for these steps.

### Step 3: Public Hearing

The City must hold a public hearing, as noticed and published, on the declaration of intent to sell.

The tentative schedule would hold the public hearing at the December regular City Council meeting.

#### Step 4: Disposition

Assuming the City determines to offer the real property for sale, it must be sold at a public auction to the highest bidder so long as the declared minimum value is met. The City has a fair amount of latitude in determining how to advertise and run the public auction. If no bids higher than the minimum are received, the City may then proceed to sell the property as it deems in the City's best interest.

Step 4 could take place immediately after Step 3 at the same meeting (tentatively December 2016). Based on the anticipated value range for these properties, I would recommend the public auction be scheduled for a later date after the City makes a determination as to how to operate the auction.

Terms: The City does have the option to sell for cash or on a contract not exceeding ten years.

Proceeds: The proceeds of any sale must be utilized in a manner consistent with law on the City's regular receipt of revenues. The City will have some discretion if it wants to put its own internal directions on the use of the proceeds.

There are also some additional options if the City were to determine it wants to exchange the property, convey to another governmental entity, or use as security for another transaction or project. Those options are not detailed as that is not anticipated to be the likely course at this time.

MAJ

**ORDINANCE NO. 492**  
**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUN VALLEY, BLAINE COUNTY, STATE OF IDAHO, AMENDING SECTION 3 CHAPTER 5 TITLE 1 - MAYOR AND COUNCIL COMPENSATION TO CLARIFY AND PROVIDE FOR REIMBURSEMENTS AND HEALTH INSURANCE OPTIONS FOR THE MAYOR AND COUNCIL; REPEALING PARTS IN CONFLICT; PROVIDING A SAVINGS CLAUSE; AND PROVIDING AN EFFECTIVE DATE**

WHEREAS, the Sun Valley City has determined, in compliance with Idaho Code § 50-203 to establish the compensation of the Mayor and City Council as set forth herein.

WHEREAS, it is in the best interests of the City and its citizens to further clarify the terms and effective dates of certain compensation items under Sun Valley City Code 1-5-3.

WHEREAS, it has been the policy of the City for more than eight years to provide health insurance benefits to the Mayor and Council, and to provide as an option for reimbursement to the Mayor or Councilmember who opts to maintain alternative health insurance coverage (either on their own or through a family policy) in place of being insured under the City's health insurance plan.

WHEREAS, the City finds that allowing for such option and related reimbursements can achieve significant cost savings for the City.

WHEREAS, the City Council discussed and passed Ordinance 475 on August 12, 2015, such ordinance was not signed or vetoed by the Mayor and therefore is deemed to become law without the mayor's signature per Idaho Code § 50-611, and such ordinance was published in the official newspaper of the City on September 9, 2015.

WHEREAS, the City Council hereby finds that for purposes of Idaho Code § 50-203 that Ordinance 475 is effective for all said officials commencing on January 1, 2018.

WHEREAS, the City Council discussed and approved Resolution 2016-06 on May 4, 2016 authorizing the establishment of a City Health Reimbursement Arrangement/Voluntary Employees' Beneficiary Association (HRA VEBA) plan and that the mayor and Council are eligible employees for purposes of such plan, and whereas this ordinance is not intended to limit or interfere with existing eligibility for use of such plan.

WHEREAS, the City Council hereby finds it in the interest of the City to further clarify and effectuate the intent of the continuing health insurance coverage and reimbursement as part of the compensation of the Mayor and Council with a date for such effective for all said officials as commencing on January 1, 2018.

NOW THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Sun Valley, Idaho as follows:

Section 1. That Sun Valley City Code Title 1, Chapter 5, Section 3 be updated and amended as follows:

**1-5-3: MAYOR AND COUNCIL COMPENSATION:**

Commencing January 1, 2008, the annual salaries of the mayor and council of the city of Sun Valley shall be as follows:

- A. The mayor of the city of Sun Valley shall receive an annual salary in the sum of twenty one thousand dollars (\$21,000.00) to be paid in equal installments once per month.
- B. Each member of the city council of the city of Sun Valley shall receive an annual salary in the sum of twelve thousand dollars (\$12,000.00) to be paid in equal sums once per month.
- C. The mayor and each member of the council shall receive health, dental, retirement, life insurance and wellness benefits commensurate with the benefits afforded city employees. "Commensurate" shall mean equal or similar to something in size, amount, or degree, and does not mean exactly the same as or identical to the benefits afforded City employees. ~~No health reimbursement account annual rollover benefit or vesting shall accrue to the mayor or members of the council.~~
- ~~D. No other compensation shall be afforded to the mayor or council. Reimbursements to the mayor or council shall not be deemed to be "other compensation".~~
- E.D. The mayor and any member of the council may opt to receive reimbursement for their own qualifying health insurance coverage (or coverage under a partner's policy) in lieu of coverage under the city's health insurance plan provided however, that the total amount of such reimbursement does not exceed the amount of premium that would otherwise be paid to the city's health insurance carrier or carriers. Such reimbursement may be made directly or through a voluntary employees beneficiary association (VEBA) plan or similar plan as approved and adopted by resolution of the City Council and to the extent permitted by federal and state law.

Section 2. Repeal of Parts in Conflict.

All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.

Section 3. Savings and Severability Clause

If any part or portion of this ordinance be declared for any reason to be invalid, it is the intent of the City Council that it would have passed all other portions of this ordinance independent of the deletion of any portion as may be declared invalid and that such declaration shall not affect the validity of this ordinance as a whole or any part thereof other than the part declared invalid.

Section 4. Effective Date

This ordinance shall be in full force and effect after its passage, approval, and publication as provided by law. To the extent required by Idaho law this ordinance shall be effective for all said officials commencing on January 1, 2018.

PASSED BY THE CITY COUNCIL FOR THE CITY OF SUN VALLEY, IDAHO AND APPROVED BY THE MAYOR, THIS \_\_\_\_\_ day of \_\_\_\_\_, 2016.

APPROVED:

\_\_\_\_\_  
Peter Hendricks, Mayor  
City of Sun Valley

ATTEST:

\_\_\_\_\_  
Nancy Flannigan, Assistant Clerk/Assistant Treasurer  
City of Sun Valley



Policy was previously amended to change the Vacation Leave Section, changes to the number of months in the Vacation Leave Table to match the number of years were missed in two cases. This change would remedy that situation. The second change that is proposed would enable the Mayor to increase the number of vacation hours that can be carried over to the next year when an employee is unable to use the necessary amount of vacation in a year due to work requirements. This situation can occur due to unanticipated work requirements caused by a vacancy in a position, an unexpected investigation, multiple snowstorms occurring in specific period of time, etc.

#### ELECTRONIC COMMUNICATIONS POLICY

There are two changes proposed to the City's Electronic Communications Policy. The first corrects a spelling error in the title of the policy by changing "Useage" to "Usage". The second changes when a City-owned computer may be left logged on. Currently, the policy provides that employees are prohibited from leaving a City computer unattended while logged on. It is proposed that the word "unattended" be changed to "unsecured." With this change, an employee will be able to lock their computer to prevent access rather than completely logging off. The employee is then able to have their email and documents still open for easy access when they return from lunch or stepping away from their computer for a meeting. The proposed changes may be found in Appendix C in the title and in Section F.7.

# CITY OF SUN VALLEY

## RESOLUTION NO. 2016-23

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### A RESOLUTION OF THE CITY OF SUN VALLEY AMENDING THE CITY OF SUN VALLEY PERSONEL POLICY

WHEREAS, the City Council believes its personnel policies should reflect the needs of the City and meet all applicable state and federal labor laws; and

WHEREAS, the City Council adopted an updated Personnel Policy on or about October 2, 2012 and amended it numerous times since then, the most recent being May 8, 2015; and

WHEREAS, the City Council believes it is in the best interest of the City and its employees to make additional amendments to said Personnel Policy;

NOW, THEREFORE, BE IT RESOLVED THAT, the City Council hereby AMENDS the City of Sun Valley Personnel Policy as set forth in Exhibit A, attached hereto, with an effective date of November 4, 2016.

DATED THIS \_\_\_\_ DAY OF NOVEMBER, 2016.

---

Peter M. Hendricks, Mayor

Attest:

---

Nancy Flannigan,  
Assistant City Clerk/Assistant City Treasurer

## EXHIBIT A

# CITY OF SUN VALLEY PERSONNEL POLICY

EFFECTIVE OCTOBER 1, 2012

## ADOPTED BY

THE SUN VALLEY CITY COUNCIL BY

~~BY~~

Resolution 2012 – 05

October 2, 2012

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## AMENDED BY

THE SUN VALLEY CITY COUNCIL BY

~~BY~~

Resolution 2013 – 02 February 7, 2013,

Resolution 2013 – 06 March 7, 2013,

Resolution 2013 – 08 April 4, 2013,

Resolution 2013 – 22 November 7, 2013,

Resolution 2013 – 29 December 5, 2013;

Resolution 2014 – 21 October 2, 2014;

Resolution 2014 – 26 November 6, 2014; ~~and~~

Resolution 2015 - 13 May 8, 2015; and

Resolution 2016 - 23 November 3, 2016

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WELCOME!

Welcome to the City of Sun Valley. The City of Sun Valley has carefully selected you to be one of its valued employees. The City realizes it can only be successful from the efforts of skilled, committed, sincere and enthusiastic employees who work together as a team to provide the highest level of service to residents and visitors.

All jobs are important at the City of Sun Valley. No matter what your assignment may be, be assured it is important and the degree of efficiency and professionalism you demonstrate will have bearing on the future of the City's organizational success.

CITY OF SUN VALLEY STATEMENT OF SERVICE

We, the employees of the City of Sun Valley, are dedicated to providing a positive environment wherein the quality of life and economic well-being of all who live, visit and work in Sun Valley may be preserved. The success of the City of Sun Valley relies on a sense of stewardship and adherence to excellence in service to its citizens through the contribution of all employees.

PURPOSE

The purpose of the *City of Sun Valley Personnel Policy (Personnel Policy)* is to establish a safe, efficient and cooperative working environment, to establish the responsibilities and level of performance expected of all City employees and to explain benefits provided to City employees.

**PERSONNEL POLICY IS NOT AN EMPLOYMENT CONTRACT**

---

**This *Personnel Policy* is not a contract and is not to be construed as a contract of employment. It is not intended to specify the duration of employment or limit the reasons for which an employee may be discharged. This policy creates no rights, contractual or otherwise, on behalf of employees of the City. Notwithstanding anything said by any representative of the City of Sun Valley, no contract of continued employment shall be implied. Thus, unless an employee has a written contract signed by the Mayor that specifies an employment term or limits the reasons for which the employee can be terminated, or unless otherwise provided by law, employment with the City of Sun Valley is "at will". At-will employment means that either the employee or the City of Sun Valley can terminate the employment relationship at any time with or without cause and with or without notice.**

**PERSONNEL POLICY AMENDMENTS**

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**The City Council may, at its sole discretion, alter or amend this *Personnel Policy* or portions thereof, including benefit offerings established herein, at any time without prior notice to or consent by its employees.**

CITY OF SUN VALLEY PERSONNEL POLICY

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## CITY OF SUN VALLEY PERSONNEL POLICY

### I. GENERAL POLICIES

#### A. GOVERNANCE OF *PERSONNEL POLICY*

Working for the City of Sun Valley may be somewhat different from any employer for which you may have worked for in the past. The City of Sun Valley is a political subdivision of the State of Idaho, though it is not a part of state government. The City Council serves as the governing body of the City of Sun Valley, carrying out local legislative duties and fulfilling other obligations as provided by law. The City Council is the policy making legislative body for the City of Sun Valley, and as such, has primary authority to establish the policy for the terms and conditions of employment with the City of Sun Valley. The policy terms and conditions set forth in this *Personnel Policy*, and in the resolutions and policy statements which support it, cannot be superseded by any other official's pledge, without the express action of the City Council. That is particularly true for terms or conditions that would establish a financial obligation for the City of Sun Valley now or in the future.

#### B. *PERSONNEL POLICY* SUBJECT TO CHANGE WITHOUT PRIOR NOTICE

The rules contained in this *Personnel Policy* are subject to change, without prior notice, at any time in the sole discretion of the City Council. The terms set forth herein reflect City policy at the time of its adoption, but the policy is subject to change at any time, without prior notice, and at the sole discretion of the City Council. Any deviation from these policies must be approved by the City Council.

#### C. DISTRIBUTION OF *PERSONNEL POLICY*

At the time of receiving a written appointment letter or contract from the Mayor, each employee shall be provided a paper or electronic copy of the current *Personnel Policy*. It is the responsibility of the employee. In writing, to acknowledge receipt of the *Personnel Policy* and that he or she has read and understands the *Personnel Policy* by completing the *Acknowledgment of Receipt & Understanding of the City of Sun Valley Personnel Policy* form (see Appendix A) prior to beginning employment with the City.

Periodic updates or changes shall be distributed to all employees either by paper or electronic copy, within five (5) business days and will be acknowledged by each employee of its receipt in writing within ten (10) business days by completing the *Acknowledgment of Receipt & Understanding of the City of Sun Valley Personnel Policy* form. The most current version of the *Personnel Policy* shall be maintained by the City Clerk and shall be made available for inspection or copying by any City of Sun Valley employee.

#### D. ADMINISTRATION OF THE *PERSONNEL POLICY*

While the City Council has authority to establish the policy for the terms and conditions of employment with the City of Sun Valley, the Mayor is the Chief Administrative Official of the City and has the sole authority to establish administrative policies and procedures, which implement the policy of the City Council.

The Mayor may designate in writing other personnel (designee) to help carry out administrative policies and procedures and notify all staff of such designations.

Individual department heads may, with the Mayor or designee's approval, establish work standards and procedures necessary to safely and effectively carry out the functions of the department,

provided such standards and procedures do not diminish the benefits or protections granted to the employee by City policy.

Each employee should recognize that although he or she may serve as an employee supervised by the Mayor, designee or a department head, he or she remains an employee of the City of Sun Valley, not of the official who supervises his or her work.

E. AT-WILL EMPLOYMENT

Except as required by law, or pursuant to a written contract signed by the Mayor that specifies an employment term or limits the reasons for which the employee can be terminated, employment with the City of Sun Valley is "at-will." At-will employment means that either the employee or the City of Sun Valley can terminate the employment relationship at any time with or without cause and with or without notice.

F. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

All selection of City of Sun Valley employees and all employment decisions, including classification, transfer, discipline, and discharge, will be made without regard to race, religion, gender, age, national origin, sexual orientation, gender identity, genetic information or non-job-related disability. No job or class of jobs will be closed to any individual except where a mental or physical attribute, gender, or age is a bona fide occupational qualification. All objections to application of City of Sun Valley policy in this regard shall be brought to the attention of the Mayor or designee, respective department head, or in the case of objection to actions undertaken by that person, taken to the next higher supervisor. As a general rule, objections shall be taken to legal counsel for the City by the supervisor of the employee with the objection.

G. ELECTED OFFICIALS

Elected officials are not considered employees and as such this *Personnel Policy* does not apply to those who are elected to the positions of Mayor or City Councilperson.

II. APPOINTMENT, REMOVAL AND ADMINISTRATIVE SUPERVISION AUTHORITY

A. APPOINTMENT AND REMOVAL AUTHORITY

1. City Officers

Idaho Code 50-204 establishes the Mayor, with the consent of the Council, shall appoint three officers, including a City Clerk, City Treasurer and City Attorney. The affirmative vote of one-half plus one of the members of the full Council shall be required to confirm any nomination by the Mayor. A City Officer may be removed by the Mayor for any cause with the affirmative vote of one-half plus one of the members of the full Council; provided, that the City Council, by the unanimous vote of all its members, may upon its own initiative remove any appointive officer.

2. Other City Officers

The City Council may designate additional appointed officers. The City Council has designated the City Administrator as a City Officer. The process for appointing and removal is the same as for the City Clerk, City Treasurer and City Attorney.

3. Other City Employees

All other personnel employed by the City shall be appointed and removed by the Mayor or designee.

B. ADMINISTRATIVE SUPERVISION AUTHORITY

1. The City Administrator and the City Attorney shall be directly supervised and evaluated by the Mayor.

2. All other personnel, including the City Clerk and City Treasurer, shall be supervised directly and evaluated by the Mayor or Designee.

### III. RECRUITMENT, PREFERENCE FOR HIRING, NEPOTISM LIMITATION AND SELECTION

#### A. RECRUITMENT

The employment hiring process is comprised of the following stages:

1. Vacancies

When a vacancy occurs, a request to fill the vacant position shall be prepared by the respective department head and presented to the Mayor or designee. It shall include information pertinent to the decision of whether or not to fill the vacancy. The Mayor or Mayor's designee shall review the budget to ensure that each vacancy is within its budgeted position allocation. The Mayor or Mayor's designee shall also consider the availability of in-house candidates to fill the vacancy.

2. Recruitment Process

The recruitment process will begin when a request is received and approved by the Mayor or Mayor's designee. The Mayor or Mayor's designee shall determine the recruiting sources to be used and the recruitment time period, taking into account the City's needs, recruitment strategy, and any special requirements of the position.

Notice shall be provided to City employees and the public of the position opening once the recruiting process has been determined. A competitive hiring process will be used in determining the best candidate for the position. A rigorous, comprehensive evaluation of each applicant's qualifications will be completed.

3. Notice of Recruitment

Notice of all City recruitments shall be posted on the City's facilities bulletin boards or other designated locations for a period of at least three (3) business days. This notice shall include the deadline for filing applications.

4. Application Process

All applications for employment shall be made on an official City application form. The form will require information covering a candidate's education, training, experience, and other information deemed pertinent and allowable by law. When the position to be filled requires special educational or professional experience, a resume and other application submittals may be required instead of the official City application being filled out.

#### B. HIRING PREFERENCE

1. PREFERENCE FOR HIRING EQUALLY QUALIFIED CANDIDATES FROM WITHIN

City staff will be notified of all employment opportunities. Qualified individuals who are already employees of the City of Sun Valley may be given preference over outside applicants to fill vacancies in the workforce when his or her qualifications are equal or greater than those of other applicants.

2. VETERAN'S PREFERENCE

The City of Sun Valley shall comply with the reemployment, leave of absence, and other provisions of the uniformed services employment and reemployment rights act ("USERRA"), 38 U.S.C. Section 4301, et. seq. as amended, and with provisions of Idaho Code §65-503 or its successor. These rights can include the right to reinstatement to the same or equivalent job following qualifying military service and the right to termination only for cause for a certain period of time following reinstatement, depending on the length of qualifying military service.

3. NEPOTISM LIMITATION

No person shall be employed by the City of Sun Valley when said employment would result in a violation of provisions found in Idaho Code, including but not limited to Idaho Code § 59-701 et seq., Idaho Code §18-1359 and their successors. Any such appointment made in violation of these sections may be void. The appointment or employment of the following persons is prohibited: (The graphic below depicts the degree of relationships.)

- a. No person related to the Mayor or a City Council member by blood or marriage within the second degree shall be appointed to any office, position, employment or duty; and
- b. No public servant of the City of Sun Valley, including elected officials and employees, shall appoint or vote for the appointment of any person related to him or her by blood or marriage within the second degree to any office, position, employment or duty.

An employee whose relative is subsequently elected may be eligible to retain his or her position and pay increases as allowed in Idaho Code §18-1359(5).

			4 GREAT GREAT GRANDPARENT
		4 GREAT GRAND UNCLE/AUNT	3 GREAT GRANDPARENT
	3 CHILD OF GREAT UNCLE/AUNT	3 GREAT UNCLE/AUNT	2 GRANDPARENT
3 SECOND COUSIN	2 COUSIN	2 UNCLE/AUNT	1 PARENT
3 COUSIN'S CHILD	2 NEPHEW/NIECE	1 SIBLING	1 SPOUSE/SIGNIFICANT OTHER
3 GRAND NEPHEW/NIECE			1 CHILD
			2 GRANDCHILD
			3 GREAT GRANDCHILD

C. SELECTION

1. Applicants for positions shall meet the minimum qualifications of the position for which he or she has applied. Qualifications shall be evaluated on the basis of information provided on the application form, resume, personal interview, and any supplemental documents required by the City, as well as on written and performance test scores, interview scores, references and background investigations.
2. When a candidate has been selected for a position, the Mayor or designee shall prepare an employment offer letter or employment contract. The employment offer letter or employment contract will include, but not be limited to, the following information:
  - a. The position title and effective date of hire;
  - b. The wage/salary which will be offered; and determination whether the position is exempt from overtime under federal labor law;
  - c. The working hours;
  - d. Notice that the appointment is contingent upon successful completion of applicable background checks, a physical examination, if the position is in a classification, which requires such, and other appropriate contingencies as determined by the Mayor or designee;

- e. A copy of the job description;
- f. A copy of the *Personnel Policy* and *Acknowledgment of Receipt & Understanding of the City of Sun Valley Personnel Policy* form;
- g. A signature block for the candidate to sign, indicating that he or she has accepted the position under the above circumstances.
- h. A signature block for the Mayor, and when required, dates of City Council consent for the appointment.

**IV. EMPLOYMENT COMMENCEMENT & RECORDS**

**A. EMPLOYMENT FORMS TO BE COMPLETED**

The following pre-employment forms must be completed before the employee may begin work for the City of Sun Valley:

1. Employment application form, including employee appointments that provided resumes at the time of application for the position.
2. Background check(s).
3. Insurance forms.
4. Immigration form (I-9).
5. Insurance information about dependents (if such coverage is available).
6. Authorization for the City of Sun Valley to issue employee's paycheck by direct deposit.
7. Signed "Acknowledgment of Receipt of the City of Sun Valley *Personnel Policy*" form.
8. Any other benefit forms necessary for employee information.

**B. EMPLOYEE PERSONNEL & PAYROLL FILES**

**1. Personnel Records**

**a. Official Employee Records**

Employee personnel records for the City of Sun Valley will be kept in the office of the Mayor or designee, who serves the City as its human resource administrator. Within these personnel files will be kept all records of employee performance evaluation, employee status, and other relevant materials related to the employee's service with the City of Sun Valley. The employee's supervisor, Mayor or designee or the employee himself or herself may contribute materials to the personnel files deemed relevant to the employee's performance and tenure. Each employee shall have the right to review all materials placed in his or her personnel file at any reasonable time. Copies of materials in an employee's personnel file are available to that employee without charge. Personnel files shall not be removed from the premises except as necessary for City purposes. Employee medical records, if any, shall be filed and kept in full compliance with the requirements of the Health Insurance Portability and Accountability Act (HIPAA).

**b. Access to Personnel Files**

It is the policy of the City of Sun Valley to allow only limited access to an employee's personnel file. Those authorized to evaluate materials in a personnel file include the Mayor or designee, the employee's supervisor, attorney(s) for the City under certain conditions when approved by the Mayor or designee, and the employee himself or herself. Based upon the general confidentiality of personnel files, access of others to such files shall be allowed only with authorization of the supervising official after consultation with the City Attorney. Information regarding personnel matters will only be provided to outside parties with a release from the employee, or when deemed necessary by legal counsel for the City or pursuant to Court Order, or pursuant to a proper subpoena. The City, through the Mayor, reserves the right to disclose the

contents of personnel files to outside state or federal agencies, when the agency provides sufficient documentation for such access; to its insurance carrier or its agents for risk management purposes, including liability or property damage; or when necessary to defend itself against allegations of unlawful conduct.

2. Payroll Records

The Finance Manager will maintain separate employee records in a file to be known as the employee's Payroll Record File, which will include the following originals or copies: the employee's W-2 form; the Employee's Employment Eligibility Verification Form (Form I-9) (required for all employees by the U. S. Department of Justice, Immigration and Naturalization Service); the employee's PERSI application; authorizations for salary deduction for benefits; copies of the employee's selection of benefits; time and attendance records; payroll records; changes to pay rates or salary, wage garnishments and any other records which are not related to the employee's performance.

**V. RULES OF EMPLOYEE CONDUCT**

Violation of any of the rules set forth below shall be grounds for disciplinary action including possible dismissal from employment. This list, however, is not all inclusive and other acts of misconduct not specifically set out below may be grounds for disciplinary action as well. Among these rules, the most important is the rule addressing attitude and cooperative behavior.

**A. PERSONAL PERFORMANCE AND BEHAVIOR**

Each employee of the City of Sun Valley is expected to conduct him or herself in a manner that is respectful, helpful, productive, and that does not reflect adversely upon the City of Sun Valley. Each employee must recognize that public employees are subject to additional public scrutiny in their public and personal lives because the public's business requires the utmost integrity and care. In order to accomplish the goals of the City of Sun Valley as a public institution, each employee is expected to scrupulously avoid personal behaviors that would bring unfavorable public impressions upon the City of Sun Valley and its officials. In order to accomplish this, each employee must comply with the following expectations:

1. Work cooperatively and constructively with fellow workers and members of the public to provide public service of the highest quality and quantity. This is the first priority for all employees.
2. Shall be prompt and regular in attendance at work or other required employer functions.
3. Shall comply with dress standards established in the department for which the employee works. Dress standards shall be set by the managing official, but in the absence of any departmental dress standards, clothing shall be appropriate for the functions performed and shall present a suitable appearance to the public.
4. Shall dedicate primary efforts to the City of Sun Valley employment with secondary employment subject to approval by the appointing official. Each employee must notify the appointing official of any other employment, self-employment or other business interests. Secondary employment should not conflict with duties performed for the City in any meaningful way. Individual department rules may spell out permissible examples of "moonlighting" wherein employees may hold additional positions.
5. Shall avoid conflicts of interests in appointments and working relationships with other employees, contractors and potential contractors in the City of Sun Valley and related agencies. No employee shall engage in conduct which violates the laws of the State of Idaho, including but

not limited to Idaho Code §18-1356 (accepting gifts that exceed a value of \$50.00), Idaho Code §59-701 et seq. (Ethics in Government Act), Idaho Code §59-201 (Prohibitions Against Contracts) and Idaho Code §18-1359 (Using Public Position for Personal Gain).

6. Shall not accept gifts or gratuities in any personal or professional capacity, which is in violation of Idaho Code § 18-1356 and Idaho Code § 18-1357.
  7. Shall not serve on any board, commission or committee that is funded in whole or part by the City or that regulates or otherwise affects the official duties or personal interests of said official or employee in a way that could create disadvantage for other members of the public or advantage for the employee, unless appointed by the City Council to said board, commission or committee.
  8. Shall not release any public record except through the City Clerk, who administers the Public Document Request process for the City, including any order from a court or public agency of competent jurisdiction.
  9. Only the City Clerk may release personnel records for custody of the record and after consulting with legal counsel for the City or with an order from a court or public agency of competent jurisdiction.
  10. Shall not engage in conduct away from work that may reflect adversely upon the City of Sun Valley or its officials or otherwise impair the employee's ability to perform.
  11. Shall not use, sell, purchase, transfer or possess any illegal drugs or be under the influence of any illegal drug or alcohol while in a City of Sun Valley facility, operating a City of Sun Valley vehicle, or while performing City of Sun Valley business. Further, except as provided below, the use of or being under the influence of legally obtained drugs while performing City of Sun Valley business is prohibited to the extent that such use or influence may affect the safety of the employee taking the legal drug, the safety of other City of Sun Valley employees or other third parties, or it effects the employee's ability to perform the essential function of their job or otherwise impedes the efficient operations of the City of Sun Valley business.  
An employee may continue to work, even though under the influence of a legal drug. If the employee does not pose a threat to their own safety or the safety of others, and their job performance is not significantly affected by the legal drug, and the use of the legal drug does not otherwise disrupt the efficient operations of the City of Sun Valley business. Should the City of Sun Valley have a reasonable basis to believe that an employee's use of a legal drug impairs the employee's ability to safely do his or her job, risk the safety of others, or impair the employee's ability to perform the essential functions of his or her job, or otherwise disrupt the efficient operations of the City of Sun Valley business, the employee may be required to attend a medical examination for the purpose of determining answers to those questions, including whether these concerns can be alleviated through a reasonable accommodation.
  12. Shall not engage in workplace or public conduct that is otherwise detrimental to the accomplishment of the goals established by the City Council, the Mayor or the department head for whom he or she works.
- B. WORKPLACE CONDUCT**  
Each employee will be expected to conduct him or herself in the workplace in accordance with the following rules. These rules are not all-inclusive of conduct expected of City of Sun Valley employees. Each employee of the City of Sun Valley shall:
1. Give his or her best efforts to accomplish the work of the City of Sun Valley for public benefit in accordance with policies adopted by the City Council and the procedures established by the Mayor displaying an attitude of cooperation and constructive participation.

2. Be subject to the administrative authority of the officials who supervise the department where the employee works even though the officials may not have been involved in the hiring of the employee.
3. Adhere to any code of ethics in his or her profession and avoid conflicts of interest or using his or her public position for personal gain.
4. Follow all rules for care and use of public property to assure that the public investment in such property is protected and that the safety of the public and other workers is maintained, as specified in these *Personnel Policies*.
5. Abide by all departmental rules whether the rules are written or issued orally by the supervisor. No employee shall be required to follow the directive of a supervisor which violates laws of the City of Sun Valley, any other local jurisdiction or the State, or nation.
6. Abide by all applicable State and federal statutes, and City of Sun Valley rules concerning the dissemination of information to the public about the City of Sun Valley business or the disclosure of a public record maintained by the City of Sun Valley. The decision to release information from the public record or to disclose writings or other information in the hands of a public official belongs to the City Clerk. Therefore, each custodian of a public record maintained by the City of Sun Valley and any employee assisting such custodian must take reasonable measures to ensure the confidential nature of records which are exempt from the public disclosure laws. Any employee that has a question about a public record's request or whether a document or record in the custody or control of the City of Sun Valley is exempt from the public records disclosure laws should contact the City Clerk.
7. Follow all rules and procedures established by the Mayor or Mayor's designee for workplace drug testing.
8. Adhere to defined work schedules and follow procedures for requesting exceptions from normal work schedules. Each employee shall follow the rules regarding the reporting of work hours and obtaining the supervisor's approval for time-keeping records. Failure to follow such rules may be grounds for delayed payment of wages, salaries, or reimbursements or for imposition of appropriate disciplinary penalties.
9. Follow rules regarding breaks and lunch periods, including provisions granting supervisors authority to adjust them. Timing of breaks or lunch periods may be changed to accommodate the completion of necessary work.
10. Report all accidents that occur or are observed on the job. Each employee shall cooperate in the reporting and reconstruction of any job-related accident in order that workplace hazards can be eliminated and that proper consideration can be accorded to injured workers and the public.
11. Report any accidents observed to have happened on City property or involving City property. Each employee shall provide as much information as he or she can from the observations made in the course of activities associated with one's work. Such information should be reported to the employee's immediate supervisor as soon as physically possible and reasonable efforts should be made to assist that in need.
12. Follow all rules regarding safety in the workplace whether established formally by the department or by outside agencies. Employees are encouraged to suggest ways to make the workplace or work procedures safer.
13. Maintain a current driver's license when necessary in the conduct of work for the City of Sun Valley. Each employee must report any state-imposed driving restrictions to his or her

immediate supervisor. Each employee is also obligated to notify his or her supervisor in the event that his or her driving abilities are impaired.

14. Perform such obligations as are necessary to carry out the work of the City of Sun Valley in an efficient and effective manner at minimal costs and with limited risk to the public and fellow workers.

C. PROHIBITED WORKPLACE CONDUCT

Each employee of the City of Sun Valley is prohibited from the following conduct. These rules are not all inclusive of the prohibited conduct of each employee.

1. Be present in the workplace under the influence of drugs, alcohol, illegal substances or other legal substances which would impair the ability of the employee to perform his or her work competently or which would threaten the safety or well being of other workers or the public, except as agreed to after proper evaluation by the City.
2. Engage in abusive conduct to fellow employees or to the public, or use abusive language in the presence of fellow employees or the public. Abusive language shall include profanity and loud or harassing speech.
3. Sleep or be absent from the employee's workstation when on duty. Employees shall be attentive to their work at all times.
4. Engage in malicious gossip and/or spread rumors, engage in behavior designed to create discord and lack of harmony, or willfully interfere with another employee's work output or encourage others to do the same.
5. Use work time for personal business, including the selling of goods or services to the general public and fellow employees.
6. Use work time or public premises to promote religious beliefs to members of the public or fellow employees.
7. Engage in political activities while on duty in public service. This rule shall not apply to elected officials.
8. Provide false or misleading information on employment applications, job performance reports, or any other related personnel documents or papers.
9. Destroy, alter, falsify or steal the whole or any part of a police report or any record kept as part of the official governmental records of the City (IDAHO CODE §§ 18-3201 and 18-3202).
10. Discriminate in the treatment of co-workers or members of the public on the basis of race, religion, gender, age, disability, national origin, sexual orientation, gender identity or genetic information.
11. Smoke, except in designated outdoor smoking areas, if so provided.
12. Abuse employee benefit offerings by taking unjustified sick leave, unearned vacation, or otherwise participate in a scheme or deception designed to create incorrect personnel records or to claim benefits which are not deserved in accordance with City of Sun Valley policy.
13. Violate rules concerning absence from the workplace without proper authorization. Employees must obtain prior permission as required by the City of Sun Valley policy for use of vacation, sick, bereavement, or other types of leave granted by this *Personnel Policy*.
14. Engage in prolonged visits with co-workers, children, friends, or family members who interfere with the course of work in the office or department in which the employee serves.

15. Use phones or computers in the workplace in a manner that violates policy or which disrupts workplace activities.
16. Engage in criminal conduct of any kind while on duty or off. City of Sun Valley employees are expected to behave in a lawful and socially acceptable manner and failure to do so is a violation of the trust placed in such employees by the public and the appointing official.
17. Violate any lawful rule established by the appointing official to maintain order and productivity in the workplace.
18. Unlawfully harass a fellow worker or member of the public at any time while in the City of Sun Valley active service, as outlined in the City's Unlawful Harassment Policy.

#### D. RELATIONSHIP POLICY

1. No employee of the City of Sun Valley shall hire another paid employee who is related to the supervisor within the second degree of affinity or consanguinity Idaho Code §18-1359 or its successor.
2. No employee of the City of Sun Valley shall supervise or otherwise exercise discretion concerning another paid employee who is related to him or her within the second degree of affinity or consanguinity except in the case of an emergency situation.
3. Any supervisor involved in a romantic relationship with a subordinate must immediately notify his or her superior of the existence of any such relationship. Efforts should be made to eliminate supervisory responsibility for one who is romantically involved with a subordinate.

#### E. HOURS OF WORK

City Hall shall be open from 8:00 AM to 5:00 PM Monday through Friday, except holidays. Because City of Sun Valley employees are public servants serving the residents and visitors of the City of Sun Valley, it is expected that each employee complete work assignments at City offices and not at home or other locations, except as necessary to complete their assignments. The hours of work of individual positions may be outside of these open hours, when proposed by the respective department head, in writing, and approved by the Mayor or designee, in order to serve the needs of the City.

#### F. RESIDENCY REQUIREMENTS

1. The Fire Chief, Assistant Fire Chief, Police Chief, Assistant Police Chief and Street Superintendent are required to reside within the incorporated limits of the City of Sun Valley or Ketchum, or when approved by the Mayor, a reasonable travel distance from his or her primary station. The City Council may on an annual basis budget a housing allowance or suitable housing to aid in the additional costs of residency on a case-by-case basis.
2. The Mayor may adopt residency restrictions on travel time and distance requirements for emergency services employees or Fire Department paid on-call employees in order to maintain and ensure rapid employee response times during emergencies.

#### G. VEHICLE USE POLICY – Appendix B

1. City-owned vehicles are intended to be used for City purposes, however, an employee may use a City vehicle for transportation to and from an eating establishment, only if the meal period occurs during the employee's working hours and the employee, due to the particular work assignment, has no access to a private vehicle or needs to respond immediately during the employee's working hours. When employees are required to travel outside the City while on

City business, employees should use a City vehicle, unless the Mayor or designee approves use of a private vehicle.

2. Fire Department personnel, including full-time employees and paid on-call employees may be provided EMS licensure vehicles, subject to the licensure standards set forth in Idaho statute. These City-owned vehicles may be taken home for the purpose of responding to non-transport EMS and other emergency calls in the City and other mutual aid, auto aid jurisdictions and for incident command response. EMS licensure vehicles shall not be used for private purposes or personal use except for meal or break stops taken in the course of employment or *de minimis* personal errands only while traveling between work and home in a manner that does not materially increase the number of miles a vehicle is driven. *De minimis* refers to small, trifling, and insignificant personal use that is incidental to business use.
  3. During winter months, the Street Department personnel may be provided a City-owned truck, equipped with plow and sanding equipment, to respond quickly to road safety needs. Personal use of such vehicles is not authorized except for meal or break stops taken in the course of employment or *de minimis* personal errands only while traveling between work and home in a manner that does not materially increase the number of miles a vehicle is driven. *De minimis* refers to small, trifling, and insignificant personal use that is incidental to business use.
  4. The Mayor or designee shall develop procedures for the use and maintenance of City-owned vehicles. Appendix B provides the current policy for use of the City-owned vehicles.
- H. ELECTRONIC COMMUNICATION DEVICES & SYSTEMS USAGE POLICY – Appendix C  
The Mayor or designee shall develop procedures for the use of electronic communication devices and systems. Appendix C provides the current policy for use of electronic communication devices and systems.
- I. FIRE DEPARTMENT VEHICLE REPAIR BAYS, TOOLS, AND EQUIPMENT USE POLICY  
Fire Department vehicle repair bays, tools, and equipment are intended to be used for City purposes, however, Fire Department off-duty or paid on-call employees may use the equipment and vehicle repair bays between 5:01 p.m. and 7:59 a.m. to wash and do basic maintenance on their personal vehicles. The personal vehicles must be those that are used to attend or participate in City of Sun Valley Fire Department functions or training exercises or to respond to emergency calls. Only those materials, tools, and equipment purchased by the off-duty or paid on-call employees or by the volunteer association may be used.
- J. FIRE DEPARTMENT UNIFORM POLICY  
Fire Department issued uniforms shall not be worn when not on-duty for the City of Sun Valley. Tee shirts and sweatshirts with the Sun Valley Fire logo may be worn when off-duty provided they are not worn at parties or locations where the primary function is the service of alcoholic beverages. No Fire Department uniforms or clothing whether issued by the Department or purchased by an employee may be sold.

## VI. EMPLOYEE CLASSIFICATION FOR POLICY PURPOSES AND COMPENSATION

- A. DETERMINATION OF EMPLOYEE CLASSIFICATION – JOB DESCRIPTION  
Employee classification and status is determined by the employee's job description provided at the time of appointment. The job description will include but is not limited to the position title, statement of duties, required skills, knowledge and abilities, education and experience requirements, and hours of work. The job description will be developed by the department head and approved by the Mayor or designee. The Mayor or designee shall conduct a review of each job

description periodically. The Mayor or designee may from time to time abolish certain job positions or leave the position unfilled based upon the needs of the City.

**B. GENERAL CLASSIFICATION POLICIES**

Employee classification is organized by class or category in order to administer employee policies, benefits and/or other employment issues. It is generally the responsibility of the employee to assure that he or she is properly categorized for purposes of each issue or benefit type. The City will endeavor to assist with such matters, but the employee shall be ultimately responsible to assure that his or her service is properly categorized.

**1. Employee Classification**

Any employee, regardless of designation, and including the City Clerk, City Treasurer, City Attorney and City Administrator, may utilize the opportunity to be heard with regard to allegations of unlawful discrimination and "name-clearing hearing" procedures set out in Section XII of this *Personnel Policy* should he or she believe that an employment action taken against him or her was the result of unlawful discrimination or involves an allegation entitling him or her to a name-clearing hearing.

**2. Paid on-call Firefighters Classification**

City paid on-call firefighters are accepted into the department by the Mayor and may be removed at anytime by the Mayor. Any paid on-call firefighter may utilize the opportunity to be heard with regard to allegations of unlawful discrimination and "name-clearing hearing" procedures set out in Section XII of this *Personnel Policy* should he or she believe that an employment action taken against him or her was the result of unlawful discrimination or involves an allegation entitling him or her to a name-clearing hearing.

**3. Reduction in Force**

Changes in employment status that are the result of budgetary needs, reductions in force, or general changes in the terms or conditions of employment or of benefit offerings may be made at the sole discretion of the City Council. The City Council, therefore, retains full authority, without prior notice, to modify the general terms and conditions of employment. Should an employee believe that any such decision is the result of unlawful discrimination, he or she may utilize the opportunity to be heard procedures set out in Section XII of this *Personnel Policy*.

**C. EMPLOYEE CLASSIFICATION AND BENEFIT ALLOWANCES**

The classification of a position an employee holds with the City of Sun Valley may affect the status of obligations or benefits associated with his or her employment. The primary classes of employees and respective benefits are outlined as follows:

**1. Full-Time Regular Employee**

- a. Employee whose typical work schedule calls for at least 30 hours of scheduled work during a seven (7) calendar day period; Police Department or Fire Department employee whose typical work schedule calls for 80 hours of scheduled work during a fourteen (14) calendar day period; or Fire Department employee whose typical work schedule calls for 212 hours of scheduled work during a twenty-eight calendar day period.
- b. A full-time regular employee shall receive all employee benefits provided by the City as such benefits now exist or may be subsequently changed at any time by action of the City Council.

**2. Part-Time Regular Employee**

- a. Employee whose typical work schedule calls for at least twenty (20) hours, but not more than thirty (30) hours of scheduled work during a seven (7) calendar day period.

- b. A part-time regular employee shall receive employee benefits as follows:
  - i. Health Insurance - 25 or more hours a week must be worked to be eligible for health insurance benefits.
  - ii. Worker's Compensation.
  - iii. PERSI – as provided to other regular employees and proportional to hours worked per week.
  - iv. Vacation and Sick Days – Proportional accruals based upon hours work per week.
  - v. Holidays – If scheduled to work on regular basis on the day a holiday falls, the part-time regular employee shall be paid holiday pay; otherwise, no holiday pay is provided.
- 3. Temporary or Seasonal Employee
  - a. Employee who works on an irregular, seasonal or temporary basis, even though he or she may work more than twenty (20) hours per week.
  - b. A temporary or seasonal employee will receive no benefits provided to regular full-time or regular part-time employees, except those required by law.
- 4. Independent Contractor  
An independent contractor, who provides service(s) to the City on a contractual basis, is not considered a City employee. As such, this *Personnel Policy* does not apply to an independent contractor.
- 5. Paid On-Call Firefighter  
The City of Sun Valley Fire Department welcomes men and women interested in serving as paid on-call firefighters for the community. A Fire Department paid on-call firefighter is an employee who generally works on a part-time basis and may have other part-time or full-time employment outside the City. Paid on-call firefighters receive State workers' compensation coverage and only those other benefits require by law. The Mayor or designee shall develop for City Council approval, a salary plan for Fire Department paid on-call employees.

D. COMPENSATION POLICIES

The City of Sun Valley compensates employees in accord with decisions made by the City Council as budgets are set and tax levies are authorized. Pay for any given position is subject to the annual budgetary process and as such may be subject to increase, reduction, or status quo maintenance for any time period. The Mayor or designee shall maintain a Salary Pay Range (See Section IX below), but the final decision regarding compensation policy rests with the City Council. The City Council reserves the right to make budget adjustments, and consequently pay adjustments, during the course of the budget year in order to manage cash flow or to deal with other circumstances which justify or require change in City expenditures.

- 1. Compliance with State and Federal Pay Acts  
The City of Sun Valley shall comply with all State and Federal Pay Acts respecting the compensation of employees for services performed in the public service.
- 2. Compensation while Serving on Jury Duty or as a Witness in a Court Proceeding  
Leave will be granted and full pay provided to employees called to serve as a court witness in matters specifically related to City operations, who are required to obey a subpoena compelling their appearance before a court or other proceeding, or who are called to serve on jury duty. Employees who are released from jury duty or subpoena during scheduled work hours must immediately report to his or her supervisor and work-site for duty. An employee noticed for jury duty or a proceeding pursuant to a subpoena or other judicial process shall notify his or her

supervisor within three (3) business days after receiving the notice, and, upon being called or summoned for a specific date to serve as juror or appear as a court witness, the employee shall notify his or her supervisor immediately that he or she shall not be at work for such purpose.

3. Military Leave and Re-employment

The City's employment policy will comply with the provisions of Idaho Code § 46-224, et seq., or its successor, as those Code provisions govern leaves of absence for military service and the Uniformed Services Employment and Reemployment Rights Act of 1994, as amended (USERRA). An employee who is a member of the National Guard, or is in a reserve component of the Armed Forces of the United States, or of the Public Health Services, shall be entitled to a leave of absence from City service for a period not exceeding 15 calendar days in any one (1) calendar year period. Such leave shall be granted without loss of time, pay, or other benefits to which the employee is entitled. When an employee receives bona fide orders to temporary active or training duty, such military leave longer than 15 days in any calendar year shall be granted without City pay.

4. Right to Change Compensation and Benefits

The City of Sun Valley reserves the right to change general compensation for any reason deemed appropriate by the Council. Compensation may also be adjusted based upon job performance and the availability of funds to maintain a solvent City budget. Hours worked may be reduced or employees may be laid off as necessary to meet budgetary constraints or as workload changes.

5. Overtime Compensation Policy

In addition to the employee classifications set forth elsewhere in this *Personnel Policy*, all employees are classified as Exempt (salaried) or Nonexempt (hourly) for purposes of complying with the Federal Fair Labor Standards Act (FLSA). FLSA is the federal wage and hour law, which governs the obligation of employers to pay overtime compensation. Certain employees are exempt from operation of FLSA because they perform work that qualifies for the professional, executive administrative, outside sales, or computer/IT employee exemptions. As such, exempt employees are not entitled to receive overtime pay for hours worked beyond the limits provided by the statute.

- a. It is the policy of the City of Sun Valley that non Police and non Fire hourly employees who work over the regular 40 hours paid in each seven-day work period; Police and Fire hourly employees who work over the regular 80 hours paid in each 14-day work period, and Fire hourly employees who work over the regular 212 hours paid in each 28-day work period will be compensated in the appropriate payroll period at 1 ½ times their regular rate of pay for each additional hour worked. For purpose of calculating qualifying overtime hours, the City of Sun Valley's work week shall be Monday through Sunday of each week for all non Police and non Fire hourly employees who work over the regular 40 hours paid in each seven-day work period, Monday through the second following Sunday for all Police and Fire hourly employees who work over the regular 80 hours paid in each 14-day work period, and Monday through the fourth following Sunday for all Fire hourly employees who work over the regular 212 hours paid in each 28-day work period. Additionally, the 40 hour, 80 hour, and 212 hour thresholds for overtime compensation only includes hours actually worked, and not vacation hours, sick leave hours, compensatory time taken, or the like.
- b. An employee may request "compensatory time off without pay" in lieu of receiving overtime pay consistent with the applicable FLSA regulations. It is the policy of the City, however, to pay overtime instead of allowing an employee to accrue compensatory

hours. A compensatory time off request must be made each time overtime hours are worked and should be directed to the employee's supervisor, who may grant the request, if time off would not pose a disruption of operations and the delivery of services, and is acceptable to the Mayor or designee. Compensatory time off will be at the rate of 1 1/2 hours off for each hour of overtime worked.

c. The City Council has set a maximum compensatory time accumulation of 80 hours.

6. Employee Changes in Classification

- a. Promotions: An employee who is promoted to a higher classification shall be placed in the higher salary range and receive an increase not to exceed the maximum rate in the new range. When promoted, an employee will retain his or her original hire date for purposes of calculating annual benefits, but November 1<sup>st</sup>, the annual evaluation date for all employees, will be used for purposes of performance evaluations and merit consideration.
- b. Demotion: An employee who is demoted will be placed in a new job position and his or her salary reduced according to the appropriate pay step for that new position.
- c. Transfers: An employee who transfers laterally to a classification with the same salary range shall retain his or her present salary placement.

**VII. REPORTING AND VERIFYING TIME RECORDS**

A. TIME REPORTS

It is the responsibility of each hourly employee, and each salary employee who is FLSA non-exempt, to properly record hours he or she has worked each pay period. Each time sheet shall bear the signature of the employee with a statement verifying its accuracy and a counter signature by a supervisor indicating the hours claimed were actually worked. These records shall be retained as required by the records retention policy of the City, consistent with State law. Exempt employees may be required to document time worked for accountability and benefit purposes, when requested by the Mayor or designee, but as a usual practice, a FLSA exempt employee does not track or report his or her hours.

Any employee with concerns about his or her compensation, rate of pay, payroll status, deductions, etc. shall communicate such concerns to the Finance Manager as soon as any such concern becomes evident. If the response from the Finance Manager is unsatisfactory, the employee should address the issue to his or her immediate supervisor in order to resolve stated concerns. A written record of such issues may be maintained in the employee's personnel file, at his or her request.

B. PAYROLL PROCEDURES AND PAYDAYS

All employees other than on-call firefighters are paid every other week throughout the year for a total of 26 pay periods. The Finance Manager or his or her assistant will issue paychecks by Direct Deposit, on every other Thursday for all employees other than on-call firefighters. On-call firefighters shall be paid once a month for a total of 12 pay periods. The Finance Manager or his or her assistant will issue paychecks for the on-call firefighters on the first Thursday of each month. Paychecks compensate employees for work performed in the pay period proceeding the week in which the check is issued.

C. PAYROLL DEDUCTIONS

In accord with Idaho Code § 45-609 or its successor, no payroll deductions will be made from an employee's paycheck unless authorized in writing by the employee or as required by law.

It is the obligation of each employee to monitor the accuracy of each paycheck received. Information shown on the employee's paycheck stub is provided for information only. Actual practices respecting the issuance of paychecks and allocation of employee benefits must be consistent with the official policy

of the City. In the event of disagreement between the computer-generated paycheck stub and official policy as interpreted by the Finance Manager, the policy shall prevail. Employees are obligated to call to the City Finance Manager's attention to any discrepancies in payroll practices, whether to the advantage or disadvantage of the employee.

**D. TRAVEL EXPENSE REIMBURSEMENT**

An employee on approved City business shall be reimbursed within 30 days of the submission of an approved expense report for expenses incurred in completing his or her work-related assignment in accord with the procedures established by the Mayor or designee.

**E. ON-THE-JOB INJURIES**

All on-the-job injuries shall be reported to the employee's supervisor as soon as practicable to allow filing of a worker's compensation claim in the proper manner. If an employee is disabled temporarily by an on-the-job accident he or she should be eligible for worker's compensation benefits. Return to employment will be authorized on a case-by-case basis upon consultation with the supervising official and the State Insurance Fund. Concerns associated with injured worker status may be brought before the Mayor or designee. For sworn law enforcement officers, the City will handle worker's compensation claims consistent with Idaho Code, Title 72, Chapter 11.

**VIII. PERFORMANCE EVALUATIONS**

The Mayor or designee serving as the City's human resource manager shall maintain a performance evaluation process, including schedule for evaluations, and criteria to measure employee performance, forms and procedures to evaluate employee performance, including but not limited to tying performance to the City Council's annual priorities and goals of the employee's respective department.

The City of Sun Valley uses a five (5) level system to evaluate employee performance. Performance evaluations are conducted at an initial six months for new employees; and on November 1<sup>st</sup>, the annual evaluation date for all employees. The five (5) performance levels are:

- **EXCEPTIONAL** - Outstanding performance that consistently results in extraordinary and exceptional accomplishments with significant contributions to the objectives of the department and the city.
- **EXCEEDS EXPECTATIONS** – Excellent performance that exceeds position requirements generating results that positively affect the objectives of the department.
- **SATISFACTORY** – Good performance with employee fulfilling all position requirements, and, on occasion, generating results above those expected for the position.
- **NEEDS IMPROVEMENT** – Performance is passable but not up to full expectations for the position. There is room for significant improvement.
- **UNSATISFACTORY** - Performance does not meet expectations. Situation requires prompt attention and an action plan to address deficiencies.

**IX. SALARY PAY RANGE APPROVAL, ADMINISTRATION AND MERIT INCREASES**

**A. MARKET PAY RANGE APPROVAL**

The City's policy is to compensate employees for expected work performed within and beyond the normal work period. The City desires that its salaries are competitive in regional and resort labor markets for its various needed staff positions. Accordingly, the City uses a competitive Salary Pay Range to determine the salary of its employees.

**B. SALARY PAY RANGE ADMINISTRATION**

1. The Salary Pay Range shall be implemented and administered, under the direction of the Mayor or designee, who shall determine the rate of pay for each employee.

2. The Mayor or designee gathers salary data for the Salary Pay Range at least once every three years. The Salary Pay Range shall include all current job positions in the City and shall set forth minimum and maximum salary ranges for those positions. The Salary Pay Range minimum and maximums shall be approved by the City Council prior to implementation.
3. A new employee's starting salary shall be based upon the employee's qualifications, experience and education.

C. MERIT INCREASES

When available in the annual budget, merit increases may be awarded by the Mayor or designee based upon the employee's annual performance evaluation completed on November 1st. Merit pay will be awarded by an increase in the step(s) as set forth in the Salary Range Plan and as determined by the employee's location in the Salary Pay Range.

1. Adjustments will not be automatic, but shall depend upon achieving a performance level satisfactory to the Mayor or designee for consideration of a merit increase upon completion of the annual performance evaluation conducted on November 1<sup>st</sup>.
2. An employee, who has reached the maximum salary approved for his or her respective position in the Salary Pay Range, may be eligible for a one-time bonus for the year based upon his or her annual performance evaluation. The Mayor shall approve any bonus in writing and only if funds are available in the budget's annual merit appropriation, if any.
- 2.3. An employee who has assisted in covering the work of a vacant position for a period of two months or longer may also be awarded a one-time bonus based on their performance performing that work. This bonus is in addition to any step increase or one-time bonus based upon his or her annual performance evaluation and is subject to the terms of Section IX.C.
- 2.4. The Mayor shall report in writing to the City Council the total number of employees receiving merit increases and total amount awarded, within thirty (30) days of making the merit awards.

X. EMPLOYEE BENEFITS

The City of Sun Valley offers a number of employee benefits for regular full-time and part-time employees. These benefit offerings are subject to change or termination at the sole discretion of the City Council.

A. VACATION LEAVE

The explicit purpose of vacation leave is to allow the employee extended rest and rejuvenation. Vacation accrues from the start of employment. Vacation leave is available to full time and part time regular employees who have completed the equivalent of six (6) months of employment. As a general practice, an employee will use all vacation days accrued in a given year within 13 months of the employee's anniversary date (start of annual vacation accrual period). At times, annual vacation accruals may not be used due to the need for an employee to work to meet the City's resort seasons service demands and/or an employee's preference to manage the duration of approved vacation periods. A portion of annual accrued vacation, therefore, may be carried over for future scheduled vacation leave depending on the length of the employee's service. The accrual rates use requirements and allowed carry-over limits are as follows:

<u>Accrual Period</u>	<u>Days</u>	<u>Minimum Vacation to be Used in 13 months</u>	<u>Allowed Carry-over Hours**</u>
1 – 24 months (1 - 2 years)	10*	10	24
25 - <del>99-108</del> months (3 - 9 years)	15	15	40
<del>99-109</del> - 180 months	20	15	80

(10 - 15 years)			
181 months (16+ years)	25	20	120

\*15 days upon approval of the Mayor at the time an employee is hired.

\*\*The number of Carry-over Hours allowed for a specific year may be increased by the Mayor when work requirements prohibit an employee from using their vacation within the allotted time.

Vacation leave is to be scheduled with consent of the responsible department supervisor. Efforts will be made to accommodate the preference of the employee in vacation scheduling, but first priority will be the orderly functioning of the City. Employees may need to regularly schedule vacation during slower periods during the resort year.

Upon separation from employment, up to 80 hours of unused vacation leave, which has been carried-over up to the maximum hourly allowance, will be compensated by lump-sum payment at the then-current hourly or daily rate for employees.

**B. SICK LEAVE**

1. Sick leave benefits are provided to regular full-time employees at the rate of eight (8) hours per every month of employment. Sick leave is a benefit to provide relief to the employee in the event of illness to the employee or his or her immediate family (spouse, domestic partner, parents, grandparents, children, grandchildren, brothers, sisters or any other person for whom the employee is legal guardian). It is to be used only in the event of an illness or injury that prevents the employee from working productively or safely or if an immediate family illness presents no practical alternative or for Bereavement Leave for an additional seven (7) days. Sick leave must be requested at least within two (2) hours of the time when the scheduled work period is to begin, unless circumstances outside the control of the employee prevent such notice. Supervisors asked to approve use of sick leave may, at City of Sun Valley expense, request an independent review of reported illness at any time by a competent medical authority, with the approval of the Mayor or designee.
2. Sick leave may accrue to a maximum of 480 hours. Sick leave benefit recipients receive normal compensation when using sick leave. All unused sick leave will be forfeited without compensation upon separation from employment.
3. **Compassionate Leave Donations to a Sick Bank**  
The Mayor at anytime may allow for the creation of a permanent or temporary Sick Bank to allow an employee with accrued sick days to donate a certain number of hours to a fellow employee to cover time lost due to illness or accident of the employee or an immediate family member of the employee (spouse, domestic partner, parents, grandparents, children, grandchildren, brothers, sisters or any other person for whom the employee is legal guardian). Donated sick leave hours will be converted to a dollar value based on the donating employee's regular hourly rate at the time of donation. This amount will then be divided by the receiving employee's hourly rate to determine the actual number of hours received from the donation. There is no entitlement to a Sick Bank being created or implemented.

**C. HOLIDAYS**

Eleven (11) official holidays are provided for full-time regular employees. An employee who has regular full-time active status on the date of any holiday shall receive compensation for that day even though he or she is not scheduled or expected to work. Holidays which fall on Saturdays shall be observed on the preceding Friday. Those which fall on Sundays shall be observed on the succeeding Monday. The holiday schedule may be changed at any time by the City Council.

Full-time regular non-exempt hourly employees who are scheduled to work on a holiday shall be compensated at a rate of two times the employee's regular rate of pay. Unscheduled emergency work by a non-exempt employee on a holiday shall be compensated at a rate of two times the employee's regular rate of pay. In either case, the employee may choose instead to be compensated at a rate of one times the employee's regular rate of pay and receive an equivalent amount of time off as a floating holiday. The floating holiday must be used within one (1) year of the holiday that was worked by the employee, has no cash value, and, therefore, is not paid out if the employee leaves employment with the City. In order to use a floating holiday, the employee must obtain prior approval from the responsible department supervisor.

Full-time regular exempt employees who are required to work on a holiday shall be provided with an equivalent amount of time off up to a maximum of eight (8) hours. The equivalent amount of time off shall be designated as a floating holiday. The floating holiday must be used within one (1) year of the holiday that was worked by the employee, has no cash value, and, therefore, is not paid out if the employee leaves employment with the City. In order to use a floating holiday, the employee must obtain prior approval from the Mayor or designee.

Recognized Holidays:

New Year's Day	Labor Day
Martin Luther King, Jr. /Human Rights Day	Columbus Day
Presidents' Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Friday after Thanksgiving Day
	Christmas Day

D. BEREAVEMENT LEAVE

Up to three (3) days of paid leave of absence shall be provided for a death in the immediate family (spouse, domestic partner, parents, grandparents, children, grandchildren, brothers, sisters or any other person for whom the employee is legal guardian). Additional leave may be granted from accrued vacation or sick leave or unpaid leave of absence with the approval of the Mayor or designee.

E. PERSONAL LEAVE

FLSA exempt employees shall be provided with three (3) days of paid personal leave each calendar year. An employee that begins employment on July 1<sup>st</sup> or later in the calendar year, shall only be provided with one (1) day of paid personal leave for that calendar year. Personal leave may only be scheduled with the consent of the responsible department supervisor. Personal leave must be used within the year in which it is granted. Unused personal leave is not paid out if the employee leaves employment with the City.

F. LEAVES OF ABSENCE

The Mayor can grant unpaid leave for any reasonable justifiable purpose. Unpaid leave in excess of thirty (30) days shall require written approval of the City Council.

G. INSURANCE COVERAGE AVAILABLE TO EMPLOYEES

Health insurance is available to employees and family members in accordance with the terms and conditions of the City's contract for such services. Other insurance offerings including life insurance, disability insurance, dental insurance, vision insurance and supplemental income protection may be available at employee or City expense. Any such offerings are subject to change at any time.

H. RETIREMENT

The retirement plan of the City of Sun Valley combines benefits of the Public Employees Retirement System of Idaho (PERSI) with Social Security (FICA). PERSI mandates withholding a percentage of an employee's gross salary for pension purposes, which is presently exempt from Federal and State income taxes, and the City of Sun Valley matches this with an additional larger contribution.

**I. MISCELLANEOUS BENEFITS**

In addition to the benefits listed on the previous pages, the following miscellaneous benefits may be available to employees for participation in accordance with the terms of his or her respective policy or agreement:

1. Deferred compensation plans handled by payroll deduction, such as 457 and 401K plans.
2. Credit union participation.
3. Employee-requested deduction programs subject to City policy.
4. Provision of uniforms, tools, equipment allowance, etc.
5. Further training, as deemed necessary by supervisor.
6. Any such offerings are subject to change at the City Council's sole discretion at any time.

**J. TRANSFER OF BENEFITS WITH EMPLOYEE TRANSFER**

Accrued benefits for each employee continue to the benefit of that employee if the employee transfers from one department to another within the City of Sun Valley. Any such transfer will not result in a reduction of benefit offerings separate and apart from those realized by employees similarly situated.

**K. CHANGE IN BENEFITS**

The City of Sun Valley, through its City Council, reserves the right to change, condition, or terminate any benefits set forth in this *Personnel Policy*. No employee shall acquire any rights in any current or future status of benefits except as the law otherwise requires.

**L. DISCRETIONARY LEAVE**

The Mayor may authorize discretionary leave (time off with pay) for an exempt employee in the event of unusual work demands requiring excessive hours of work beyond the employee's normal work schedule. Such discretionary leave shall not exceed four (4) days in a calendar year, be taken within a reasonable time period of the excessive hours of work, has no cash value, and, therefore, is not paid out if the employee leaves employment with the City. In order to use discretionary leave, the employee must obtain prior approval from the Mayor or designee and utilize the discretionary leave in increments no less than one day each.

**XI. EMPLOYEE PERFORMANCE AND DISCIPLINE**

**A. PURPOSE OF DISCIPLINE/PERFORMANCE POLICY**

The purpose underlying the discipline/performance policy of the City of Sun Valley is to establish a consistent procedure for maintaining suitable behavior and a productive working environment in the workplace. These procedures are directory in nature and minor variations of the processes set forth herein shall not affect the validity of any actions taken pursuant to this policy.

**B. DISCIPLINARY/PERFORMANCE SYSTEM FRAMEWORK**

The City of Sun Valley adopts the following framework for actions to be taken in the event that any employee subject to this policy violates employment policies or fails to perform adequately. Progressive steps may be implemented in order to encourage improved performance or attitude, but are not required. The City of Sun Valley reserves the right to take any of the prescribed steps in any order in the event that a supervisor deems a policy violation or action of the employee to be serious enough to warrant a certain step.

**C. DISCIPLINARY ACTIONS AVAILABLE**

The following actions are among the disciplinary steps that may be taken by the supervisor in response to *Personnel Policy* violations:

- Oral warning
- Written warning or reprimand
- Suspension without pay
- Demotion
- Dismissal

D. OPPORTUNITY TO BE HEARD—ASSERTIONS OF UNLAWFUL DISCRIMINATION AND “NAME-CLEARING HEARING”

All City of Sun Valley employees are at-will employees. The City of Sun Valley recognizes, however, at-will employees may from time to time suffer from the adverse consequences of unlawful discrimination. The City of Sun Valley also recognizes a public employee who is being demoted with a reduction in pay or terminated from employment based upon allegations of dishonesty, immorality or criminal misconduct is entitled to a “Name-Clearing” hearing.

Unlawful discrimination addresses actions that are alleged to involve decisions based upon age, sex, race, religion, national origin, sexual orientation, gender identity, genetic information or disability that is not a bona fide occupational qualification. The City of Sun Valley does not condone discrimination on the basis of the foregoing unlawful categories. Failure to pursue this opportunity pursuant to this policy shall constitute a failure to exhaust remedies under this policy. Issues involving job performance or employee attitude are not the proper subjects of this procedure and will not be heard.

The elements of procedure to be followed and undertaken at the direction of the Mayor or designee unless waived by the employee are the following:

1. The employee may, within fourteen (14) days of his or her termination or demotion, submit a written allegation of unlawful discrimination or the basis for entitlement to a “name-clearing hearing,” stating with particularity the basis for the requested meeting. Written allegations filed untimely or failing to state a particular, legally recognized basis will not be granted an opportunity to be heard.
2. An employee alleging unlawful discrimination or the entitlement to a “name-clearing hearing” will be entitled to meet with the designated person, and the meeting will last no longer than two (2) hours unless otherwise approved.
3. There shall be a record maintained, including a tape recording of the meeting.
4. The employee’s supervisor, to the extent of his or her knowledge, may be required to provide a brief written statement in response to the particular allegation of discrimination or “name-clearing” request. The Mayor or designee may request that the employee’s supervisor participate in the meeting.
5. The employee will not be prohibited from having an attorney assist him/her at the employee’s own expense.
6. The employee will be allowed to present oral testimony (or provide written statements) concerning evidence upon which the alleged discrimination or “name-clearing” is based.
7. The Mayor or designee may ask the employee’s witness’s questions for clarification purposes should that be necessary during the discussion process.
8. The employee shall not have the opportunity to question any participants during this process, but may submit written questions for the Mayor or designee to consider.
9. The Idaho Rules of Evidence do not apply to this opportunity to be heard.

The opportunity to be heard shall take place as soon as it can be accommodated by the schedules of those involved. Additional time may be granted at the request of the employee upon a showing that additional time is needed to provide facts necessary to respond to the charges.

After the meeting, the Mayor shall consider the information submitted and such other information as might be in the City's records to arrive at a decision concerning the allegations. Said decision shall set forth the reasons for the determination in writing. If as a result of this opportunity to be heard, the Mayor finds fault with the basis for the City's action, remedial action may be prescribed, including restoration of employment and payment of back pay.

## **XII. DISCRIMINATORY WORKPLACE HARASSMENT POLICY AND COMPLAINT PROCEDURE**

### **A. PURPOSE**

The purpose of this Harassment Policy is to clearly establish the City's commitment to provide a work environment free from discrimination, harassment and retaliation to define discriminatory harassment, and to set forth the procedures for investigating and resolving internal complaints of harassment. Because of the importance of a workplace free from discrimination, harassment and retaliation, this policy should be reviewed with each employee on a regular basis.

It is important that all employees treat all other employees and members of the public with decency and respect. It is the responsibility of each and every employee, supervisor and department head to prevent inappropriate behavior in the workplace. Inappropriate behavior which impacts the workplace, or has the potential to impact the workplace, will not be tolerated.

This Policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, job retention, promotion, disciplinary action, layoff, reinstatement, transfer, leave of absence, compensation and training.

### **B. POLICY**

Harassment of an applicant for employment, a member of the public, or an employee by any employee of the City on the basis of race, color, religion, national origin, sex, age (40 and over), sexual orientation, gender identity, genetic information or disability is in violation of State and/or Federal law and/or the City of Sun Valley Personnel Policy and will not be tolerated by the City of Sun Valley.

Employees found to be participating in any form of employment-related unlawful harassment or retaliating against another employee for filing a complaint or cooperating with an investigation shall be subject to disciplinary action up to and including termination of employment.

### **C. RESPONSIBILITIES**

The City: It is the responsibility of the City to develop this policy, provide training on this policy, keep it up to date, and to ensure that any violation of this policy brought to its attention is dealt with as required by law and according to this Policy.

The Mayor shall designate in writing who will be responsible for following the Complaint Procedures as set out in this policy. The person designated by the Mayor will be referred to as the "Designated Official."

Supervisors: It is the responsibility of supervisors to enforce the policy, to train new employees on the policy, to make a regular review with all employees to ensure they know the policy and to regularly check the workplace to make sure the policy is being followed.

If a supervisor observes that discrimination, harassment or retaliation in violation of federal or state law or these personnel policies is occurring, he or she should take immediate action to address the problem. Such action should include, but is not limited to, speaking directly with the affected person, developing a specific account of the actions, omissions or occurrences that are deemed discriminatory, consulting

with the supervisor, or a department head and taking corrective or disciplinary action as appropriate. If the alleged discrimination, harassment or retaliation is not within the supervisor's area of responsibility or oversight, he or she should notify the department head or other appropriate management employee, who should then take steps within not more than two (2) days to address the allegation.

If harassment in violation of federal or state law or these personnel policies reported or alleged, it must be followed up. No complaining party should be allowed to retract an allegation of harassment without proving that it was made erroneously. If a supervisor receives information that discrimination, harassment or retaliation in violation of federal or state law or these personnel policies might be occurring, he or she should follow the Complaint Procedure as set out in this policy below.

Employees: It is the responsibility of each and every employee to know this policy and to follow it. All City employees share the responsibility of understanding and preventing discrimination and harassment. Ultimately, no satisfactory investigation or resolution of complaints can occur without the initiative and continued cooperation of the affected person. An individual who believes he or she has been discriminated against or harassed in violations of federal or state law or these personnel policies has the primary obligation of informing his or her supervisor, department head, Mayor, Mayor's designee or legal counsel for the City on the act of discrimination, harassment or retaliation, recounting specific actions or occurrences whenever possible. It is imperative that every employee treats every other employee and members of the public with decency and respect so as to facilitate a sound professional work environment.

#### D. DEFINITIONS

For purposes of clarification, harassment in violation of federal or state law or these personnel policies includes but is not limited to the following behaviors:

1. Verbal Harassment – Epithets, derogatory comments, slurs, propositioning, profanity, loud or otherwise offensive words or comments on the basis of race, color, religion, national origin, gender, age (40 and over), sexual orientation, gender identity, genetic information or disability whether made in general, directed to an individual or directed to a group of people regardless of whether the behavior was intended to harass. This includes, but is not limited to, inappropriate sexually oriented comments, including dress or physical features, sexual rumors, code words, and race-oriented stories, as well as jokes of a sexual or discriminatory nature or “kidding” which is oriented towards a prohibited form of harassment.
2. Physical Harassment – Assault, impeding or blocking movement, leering, or the physical interference with normal work, privacy or movement when directed at an individual on the basis of race, color, religion, national origin, gender, age (40 and over), sexual orientation, gender identity, genetic information or disability. This includes pinching, patting, grabbing, inappropriate behavior in or near bathrooms, sleeping facilities and eating areas, or making explicit or implied threats or promises in return for submission to physical acts.
3. Visual Forms of Harassment – Derogatory, prejudicial, stereotypical or otherwise offensive posters, photographs, cartoons, e-mails, notes, bulletins, drawings or pictures on the basis of race, color, religion, national origin, gender, age (40 and over), sexual orientation, gender identity, genetic information or disability. This applies to both posted material and material maintained in or on City of Sun Valley equipment or personal property in the workplace.
4. Sexual Harassment – Any act which is sexual in nature and is made explicitly or implicitly a term or condition of employment, is used as the basis of an employment decision, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

There are two types of sexual harassment:

- a. "Quid pro quo" harassment, where submission to unlawful harassment is used as the basis for employment decisions.

Employee benefits such as raises, promotions, better working hours, job retention, etc., are directly linked to compliance with sexual advances. Therefore, only someone in a supervisory capacity (with the authority to grant such benefits) can engage in quid pro quo harassment. Example: A supervisor promising an employee a raise if the employee goes on a date with the supervisor; a department head telling an employee the employee will be fired if the employee does not have sex with the department head.

- b. "Hostile work environment," where the unlawful harassment creates an offensive and unpleasant working environment.

Hostile work environment can be created by anyone in the work environment, whether it be supervisors, other employees, or in certain circumstances, the public. Hostile environment harassment consists of verbiage of a sexual nature, unwelcome sexual materials, or even unwelcome physical contact as a regular part of the work environment. Cartoons or posters of a sexual nature, vulgar or lewd comments or jokes, or unwanted touching or fondling all fall into this category.

#### E. COMPLAINT PROCEDURE

The following complaint procedure will be followed in order to address a complaint regarding harassment, discrimination, or retaliation:

1. A person who believes he or she has been harassed, discriminated or retaliated against in violation of federal or state law or these personnel policies should report it to his or her supervisor, department head, Mayor, Mayor's designee or legal counsel for the City. If a supervisor becomes aware that harassment or discrimination in violation of federal or state law or these personnel policies is occurring in any City department as a result of an employee coming forward, the supervisor should immediately report it to a designated official pursuant to this policy. Once a complaint of harassment, discrimination or retaliation in violation of federal or state law or these personnel policies has been made, the complaint cannot be withdrawn by the complainant without a determination that is was made erroneously.
2. Within twenty-four (24) hours upon receiving the complaint, the Designated Official should initiate the investigation to determine whether there is a reasonable basis for believing that an alleged violation of these personnel policies occurred.
3. Upon receiving the complaint, or being advised by a supervisor that violation of these personnel policies may be occurring, the Designated Official should review the complaint with the City Attorney, Mayor and/or Mayor's designee.
4. The Designated Official, in conjunction with legal counsel for the City, should engage an appropriate person to investigate the complaint. The investigator should be a neutral party.
5. The investigator will interview the complainant, the respondent, and any relevant witnesses to determine whether the conduct occurred.
6. As soon as practical, the investigator will conclude the investigation and submit a report of his or her findings to the Designated Official, who then will route it as appropriate. The investigator shall report every week to the Designated Official the expected timeframe for completion of the investigation.

7. If it is determined that harassment or discrimination in violation of personnel policies has occurred, the appropriate official will recommend the appropriate course of action to be taken by the City. The appropriate action will depend on the following factors:
  - a. The severity, frequency and pervasiveness of the conduct;
  - b. Prior complaints made by the complainant;
  - c. Prior complaints made against the respondent; and
  - d. The quality of the evidence (first hand knowledge, credible corroboration, etc.).
8. If the investigation is inconclusive or it is determined that there has been no harassment or discrimination in violation of these personnel policies, but some potentially problematic conduct is revealed, corrective action must be taken.
9. Within three (3) business days after the investigation is concluded, the supervisor(s) will meet with the complainant and the respondent separately in order to notify them in person of the findings of the investigation. The supervisor, complainant and respondent shall each document in writing and in separate documents the date and time of the meeting.
10. The complainant and the respondent may submit statements to the supervisor(s) challenging the factual basis of the findings. Any such statement must be submitted no later than five (5) working days after the meeting with the supervisor(s) in which the findings of the investigation is discussed.
11. Within two (2) business days after the supervisor(s) has met with both parties and reviewed the documentation, he or she will decide, after consultation with legal counsel, what action, if any, should be taken.

**F. DISCIPLINARY ACTION**

If harassment or discrimination in violation of these personnel policies is determined to have occurred, the supervisor should take action within not more than two (2) business days and effective remedial action against the harasser or discriminator with the overarching goal of implementing reasonable measures to prevent any further harassment. The action will be commensurate with the severity of the offense, up to and including termination of employment.

**G. RETALIATION**

Retaliation in any manner against a person for filing an harassment or discrimination charge or initiating an harassment or discrimination complaint, testifying in an investigation, providing information or assisting in an investigation, is expressly prohibited and subject to disciplinary action up to and including termination.

**H. CONFIDENTIALITY**

Confidentiality will be maintained in accordance with applicable Federal, State and local law. A complete and thorough investigation of the allegations, however, may require the investigator to inform witnesses of certain aspects of the complaint in order to obtain an accurate account of the actions of the parties involved.

**I. FALSE COMPLAINTS**

Any complaint made by an employee of the City regarding employment-based harassment or discrimination which is based upon a fraudulent statement of fact may be subject to discipline, including termination of employment. This section is not intended to discourage employees from making complaints regarding employment-based harassment or discrimination. However, false complaints adversely impact the workplace and the career of the accused, even when disproved, and will not be tolerated.

**J. DISTRIBUTION**

Access to this policy shall be provided to all employees of the City either by paper or electronic copy. Any questions, concerns or comments related to this policy should be directed to the Mayor or designee or respective department head.

### **XIII. GENERAL PERSONNEL POLICY VIOLATION AND COMPLAINT PROCEDURE**

If an employee believes there is or are a significant violation(s) of this *Personnel Policy* or of local, state or federal law occurring, and not pertaining to Discriminatory Workplace Harassment cover in Section XII. Above, the following complaint procedure will be followed:

- A. The Mayor shall designate in writing who will be responsible for following the Complaint Procedures as set out in this policy. The person designated by the Mayor will be referred to as the "Designated Official."
- B. A person who believes there is or are significant violation(s) of this *Personnel Policy* or of local, state or federal law occurring, should report it to his or her supervisor, department head, Mayor, Mayor's designee or legal counsel for the City. Once a complaint has been made, the complainant cannot withdraw the complaint without a determination that it was made erroneously.
- C. Within twenty-four (24) hours upon receiving the complaint, the Designated Official should initiate the investigation to determine whether there is a reasonable basis for believing that an alleged violation of this Policy occurred.
- D. Upon receiving the complaint, or being advised by a supervisor that violation of this policy may be occurring, the Designated Official should review the complaint with the City Attorney, Mayor and/or Mayor's designee.
- E. The Designated Official, in conjunction with legal counsel for the City, as soon as practicable shall determine the process for determining whether a violation of the Policy has occurred, including but not limited to identifying an appropriate, neutral person to investigate the complaint.
- F. If it is determined that a violation of the City's policy has occurred, the appropriate official will recommend the appropriate course of action to be taken by the City.
- G. Within three (3) business days after the review process is concluded, the supervisor(s) will meet with the complainant and the respondent separately in order to notify them in person of the findings of the investigation. The supervisor, complainant and respondent shall each document in writing and in separate documents the date and time of the meeting.

### **XIV. SEPARATION FROM EMPLOYMENT**

#### **A. REDUCTIONS IN FORCE (RIF)**

When financial circumstances or changes of workload require, the City of Sun Valley reserves the right to reduce forces or reorganize the office in such manner as it deems necessary to maintain the effective functioning of City of Sun Valley services.

#### **B. RETIREMENT POLICY**

The retirement policy of the City of Sun Valley shall comply in all respects with federal and state requirements respecting mandatory retirement and the obligations established by the Public Employee Retirement System of Idaho (PERSI).

#### **C. COBRA BENEFITS**

Employees of the City of Sun Valley who currently receive medical benefits, who separate their employment may be eligible to continue those medical benefits for a limited time in accordance with the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). For questions regarding continuing rights to health coverage after separating from the City of Sun Valley, contact the Finance Manager.

D. EXIT INTERVIEW

Each employee who terminates from employment with the City of Sun Valley is encouraged to participate in an exit interview with the designated representative of the City, or in the event of involuntary termination with the Mayor or designee. In such interview, the employer should notify the employee when certain benefits will terminate, when final pay will be issued and review the process to receive COBRA benefits. The employee will be invited to inform the interviewer about his or her impressions of employment in such interview. An employee exit form may be completed at this point and will be retained in the employee's personnel file.

E. RESIGNATION POLICY

Voluntary resignations will generally be made in writing. If the employee wants their formal records to indicate "voluntary resignation", he or she must do so in writing to his or her supervisor or department head. The department head will document oral resignations in a form determined by the Mayor or designee as human resource director. Evidence of acceptance of a resignation shall be provided to the ex-employee; unless it is determined the ex-employee has no verified contact information where such evidence of acceptance can be delivered. An employee who has an unexcused or unauthorized absence of three (3) working days or more may be considered to have abandoned his or her position and therefore resigned.

APPENDIX A – ACKNOWLEDGEMENT OF RECEIPT OF THE CITY OF SUN VALLEY PERSONNEL POLICY

**CITY OF SUN VALLEY PERSONNEL POLICY**

**ACKNOWLEDGMENT OF RECEIPT & UNDERSTANDING**

**OF THE CITY OF SUN VALLEY PERSONNEL POLICY**

I, \_\_\_\_\_ acknowledge receipt on \_\_\_\_\_ (date) of a paper or electronic copy of this *Acknowledgment of Receipt & Understanding of the City of Sun Valley Personnel Policy* form; and, receipt of a paper or electronic copy of the *City of Sun Valley Personnel Policy*, which was adopted by City Council Resolution 2012-05, on October 2, 2012; and, I understand I am required to return this form not later than \_\_\_\_\_ (date), to the Mayor or designee.

In addition, I verify:

Initials

\_\_\_\_\_ I have read and understand the *Personnel Policy*.

\_\_\_\_\_ I understand this *Personnel Policy* is not a contract and cannot create a contract.

\_\_\_\_\_ I understand I am obligated to perform my duties of employment in conformance with the provisions of this *Personnel Policy* and any additional rules, regulations, policies or procedures imposed by the department in which I work whether or not I choose to read the new *Personnel Policy*.

\_\_\_\_\_ I understand this *Personnel Policy* may be modified without prior notice to me.

\_\_\_\_\_ I understand should this *Personnel Policy* be modified I will be provided with a copy of the modifications in paper format within five (5) business days of modification; and must return this *Acknowledgment of Receipt & Understanding of the City of Sun Valley Personnel Policy* form within ten (10) business days.

DATED this \_\_\_ day of \_\_\_\_\_.

Employee Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

APPENDIX B - VEHICLE USE POLICY

**CITY OF SUN VALLEY PERSONNEL POLICY**

VEHICLE USE POLICY

DEFINITION: Motor vehicle or vehicle shall be defined as any motor vehicle, including road or street and path maintenance equipment.

A. PURPOSE: the purpose of the vehicle use policy is to set the policies and procedures for the use and operation of city of Sun Valley vehicles by its employees. The policy and procedures:

1. Help ensure the safety of city employees.
2. Encourage the efficient and effective use of city resources; and
3. Minimize liability to the city.
4. Establish the understandings, requirements and rules for all employees who drive a motor vehicle in the course of city business.

B. ADMINISTRATION: The Mayor of Sun Valley is the administrative authority issuing this policy. Daily administration is the responsibility of the mayor or designee and department heads.

C. GENERAL POLICIES AND PROCEDURES

1. In order to be authorized to operate a City vehicle, an employee must possess a valid State of Idaho Driver's License of the class required for operation of the particular City vehicle. Driver's Licenses will be filed with the Treasurer/Finance Manager. It is the responsibility of the department head to document and monitor each employee's license in his or her respective department, providing updated copies of renewed licenses to the Treasurer/Finance Manager.
2. In the event an employee's driver's license is suspended for any reason, the employee will promptly notify the department head. The employee will not operate a City vehicle during the term of the suspension.
3. An employee is granted permission to use a City-owned vehicle with the express understanding that the vehicle is for official City business. An employee operating a City vehicle shall not permit persons other than City employees, elected or appointed officials and persons required to be conveyed in the performance of duty or as otherwise authorized to ride as a passenger in their vehicle.
4. The driver and all occupants must wear seat belts at all times when operating any City vehicle.
5. The driver must obey all traffic laws at all times and to drive in a safe and courteous manner.
6. The use of alcohol, illegal drugs, or any drugs or substances that may affect the employee's ability to drive safely are prohibited.
7. An employee's intentional or negligent abuse or misuse of a City vehicle may lead to discipline including, but not limited to the cost of repair or replacement.
8. All City owned vehicles are subject to inspection and/or search at any time by a supervisor. No employee assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.
9. Any employee fueling a City vehicle will follow the instructions on the Fuel Log provided and fully explained and monitored by the department head.

D. VEHICLE CARE

1. Each employee will be responsible for the safekeeping, serviceable condition, proper care, use and replacement of any vehicle assigned or entrusted to them.
2. Before taking the vehicle into service, the Employee will inspect the interior and exterior of any assigned vehicle. Any previously unreported damage, mechanical problem, unauthorized contents or other problems with the vehicle shall be promptly reported to a supervisor and documented as appropriate.
3. The use of damaged or unserviceable vehicles should be discontinued as soon as practical and replaced with a serviceable vehicle as soon as available following notice to the department head.
4. Use will be limited to official purposes and in the capacity for which it was designed. No modifications, additions or deletions of any equipment or accessories shall be made to the vehicle without written permission from a supervisor. In the event that a vehicle becomes damaged or unserviceable no employee shall attempt to repair the vehicle without prior approval of a supervisor.

E. VEHICLE COLLISION OR ACCIDENT

1. When a City owned vehicle is involved in a traffic collision, the involved employee shall promptly notify his or her supervisor.
2. A traffic collision report shall be filed with the agency having jurisdiction. In addition, the City of Sun Valley Traffic Collision Report must be completed.

F. TYPES OF VEHICLE ASSIGNMENTS – Vehicle assignments are established in the *City of Sun Valley Personnel Policy*.

1. Assigned Vehicle for Unrestricted Use: The City does not assign vehicles for unrestricted use.
2. Assigned Vehicle for the Employee's Restricted Use: A City vehicle may be assigned to an employee who needs to respond, at any time, to emergencies or safety needs. The employee may have 24-hour use of an assigned vehicle and may garage it at his or her residence overnight due to the duties of his or her position. Personal use of the City vehicle is prohibited except for meal or break stops taken in the course of employment or *de minimis* personal errands only while traveling between work and home in a manner that does not materially increase the number of miles a vehicle is driven. *De minimis* refers to small, trifling, and insignificant personal use that is incidental to business use.
3. Assigned Vehicle/Work Related Use Only: A City vehicle may be assigned to an employee to allow the employee to respond back to work for work related activities as required. Personal use of the City vehicle is prohibited except for meal or break stops taken in the course of employment or *de minimis* personal errands only while traveling between work and home in a manner that does not materially increase the number of miles a vehicle is driven. *De minimis* refers to small, trifling, and insignificant personal use that is incidental to business use. Vehicles may be garaged overnight at the employee's residence.

APPENDIX C - ELECTRONIC COMMUNICATION DEVICES & SYSTEMS USAGE POLICY

**CITY OF SUN VALLEY PERSONNEL POLICY**

**ELECTRONIC COMMUNICATIONS DEVICES & SYSTEMS ~~USEAGE~~ USAGE POLICY**

- A. **PURPOSE:** The availability of electronic communication devices & systems within the work environment provides many opportunities for enhancement of productivity and effectiveness. These systems also entail the opportunity for rapid transfer and broad dissemination of sensitive material that can have damaging effects on the City of Sun Valley, its employees, and the public, if not managed properly. It is important, therefore, that the City of Sun Valley establish a policy which provides direction to City employees regarding the purchase, lease, license and use of electronic communication devices & systems.
- B. **ADMINISTRATION:** The Mayor or designee shall be responsible for the implementation of the Electronic Communication System Usage Policy.
- C. **DEFINITIONS:**
1. Electronic Communication Devices & Systems include, but are not limited to City-owned computers, cell phones, PDAs, hardware, tablet computers, software, webpage, electronic mail systems (email), voice mail systems, paging systems, electronic bulletin boards, Internet services, fax machines, mobile digital terminals (MDT), and any part of the City of Sun Valley leased or acquired network system(s) of any sort.
  2. Computer - A programmable electronic device that can store, retrieve, and process data, including any computer issued or maintained by the City of Sun Valley, including but not limited to both laptop and desktop versions, or any computer which is attached to or a part of the City of Sun Valley computer network.
  3. Hardware - The physical components of a computer, including the monitor, keyboard, central processing unit, floppy drives, CD-ROM drives, external storage media, and all peripheral accessories, including but not limited to, network connections, printers, scanners, speakers, printer cables and mouse.
  4. License - To permit or authorize the use of.
  5. Network System – The hardware and software which provides for the interconnection of City computers.
  6. Programming - A sequence of coded instructions that can be inserted into a mechanism (such as a computer) to work out a series of instructions.
  7. Shareware - Computer software that can be used and copied without charge. However, shareware is copyrighted and, if the copyright holder requests, a donation or fee must be paid if the software is used regularly.
  8. Software - The entire set of programs, procedures and related documentation associated with a computer system/program.
- D. **PURCHASES, COPYRIGHT AND LICENSES**
1. The purchase, lease, or license of all electronic communication system hardware and software must be approved by the Mayor or designee.
  2. Copying of computer software owned by the City of Sun Valley shall be governed by the copyright agreement.
  3. License agreements will be maintained by the Mayor or designee. The license agreement shall be the ultimate rule governing the use of the software. Any act permitted by this policy, but not permitted by the license agreement of the software program, shall be considered null and void.

4. Software registration must be completed for all software purchased by the City at the time of purchase and shall list the City of Sun Valley as the purchaser and list the Mayor or designee as the contact for inquiries as to the use of the product.

E. GENERAL REQUIREMENTS

1. City Electronic Communication Devices & Systems is to be used for City business purposes only.
  - a. Cell phones and/or PDAs are provided to an employee when the employee's duties:
    1. Include a significant amount of work time out-of-the-office; or
    2. Require the employee be reached as needed at any time for the immediate or emergency needs of the City.
  - b. The Mayor or designee shall approve which employee(s) may have a cell phone or PDA and the respective phone or data service plan, including the provider, terms, hours, coverage and rates.
  - c. The cell phone number will be the cell number given out by the City to reach an employee when working out-of-the-office and the cell phone shall be listed on the City phone roster.
  - e. A City-owned cell phone may be used by the employee for "emergency only", non-City calls. Any usage over an approved number of minutes for the cell phone shall be deducted automatically from the employee's pay after taxes have been deducted.
  - f. The City shall not reimburse any employee for use of his or her personal cell phone for City business.
2. Incidental and occasional personal use of the Internet is allowed from time-to-time during scheduled breaks, including the lunch hour, to check for email on a personal, non-City account(s).
3. All messages or information composed, sent, stored, copied or received via electronic communication devices and systems are the property of the City. These messages and information are not private property of any employee, and no employee should have any expectations of privacy in such messages or information. The Mayor or designee have the right to access, close and/or disclose all messages sent via an electronic communication devices and/or systems or other information stored on an electronic communication device or system that is the property of the City. Employees, therefore, should treat electronic communications with the same degree of propriety and professionalism as official correspondence.
4. The Mayor or designee shall consult with the City's IT provider to regulate the requirements for City password usage. All employees shall change, alter, or modify their passwords as required by the City's IT provider. No employee shall disclose his or her password to any other employee or person.
5. Confidential electronic files must be professionally erased or storage devices containing these files removed from any computer or hardware device prior to the computer or hardware device being removed from the agency for servicing, repairs, or replacement.
6. The Mayor or designee must be notified immediately when --
  - a. Sensitive information is or suspected of being lost or disclosed to unauthorized parties.
  - b. Unauthorized use of the electronic communication devices & systems has taken place, or is suspected of taking place.
  - c. Passwords are lost, stolen or are suspected of being lost, stolen, or disclosed.
  - d. Any unusual system behavior such as missing files, frequent system crashes, misrouted messages, and the like appear because it may indicate a computer virus infection or similar security problem.
7. It is the intent of the City to provide the tools that every employee needs to successfully complete assignments; therefore no employee is allowed to use his or her personal computer, PDA, cell phone or other communication device for City business.

8. The Mayor or designee shall define the network server uses, organizational format, use of folder/file protection, storage and other aspects of network capabilities. Employees have the responsibility to use the network server effectively in meeting these directions.
9. Electronic communications are subject to the provisions of Resolution 2006-05 – Records Retention.
10. The use of electronic communication devices & systems shall be in keeping with applicable Federal, State, local, civil and criminal laws.

F. UNAUTHORIZED ACTIVITIES

1. No personally owned software applications or shareware software may be installed on a City computer, including, but not limited to, games, entertainment software, and screen savers unless written permission is given by the Mayor or designee and it is allowed by the licensing agreement of the software.
2. No employee may tamper with, change, delete, reprogram, copy protected codes, enter into areas of the program reserved for programming, insert additional programming, or rename any computer software program purchased, leased, or licensed for use by the agency, unless it is authorized by the licensing agreement. No employee shall perform any repairs, installations, modifications, removal, or relocation of any computer hardware, peripherals, and associated components without first obtaining authorization by the Mayor or designee.
3. Electronic transfer of files, software, or programs purchased by the City is not authorized unless it is allowed by the licensing agreement of the software product and approved by Mayor or designee.
4. Employees shall not use the email account or password assigned to another individual to send or receive messages.
5. The electronic communication system shall not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non job-related solicitations, or used for any personal commerce or purchases.
6. The electronic communication system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, or proprietary information. Failure to observe copyright or license agreements may result in disciplinary action by the City and/or legal action by the copyright owner.
7. No employee shall utilize or cause any City-owned computer to utilize an automatic log-on. Employees are prohibited from leaving a City computer ~~unattended-unsecured~~ while logged on.
8. The encryption of files and the use of encryption programs are not permitted on any City computer without the prior authorization of the Mayor or designee.
9. No employee shall bypass or modify any installed security systems or menu interfaces without the expressed permission of the Mayor or designee.
10. No employee shall knowingly introduce any computer virus into any part of the electronic communication system operated by the City. Employees must use due care and caution to avoid inadvertently introducing computer viruses into any City computer by any means. Any material received which is suspect, e.g. multiple copies of email with the same subject line information received in rapid succession, should not be opened.
11. Viewing, downloading, communicating and/or transmitting material (for other than law enforcement purposes) that is known to involve the use of obscene language, images, jokes, sexually explicit materials or messages that disparage any person, group, or classification of individuals is strictly prohibited. Any employee who uses the City's equipment or network for these purposes will be subject to an immediate, severe disciplinary response.

12. Employees shall not use photographs or other material depicting City logos, vehicles, etc. on any personal or privately-owned home page. Personal/private home pages shall be clearly identifiable as personal pages.
13. Electronic communication devices & systems are for the exclusive and sole use of City employee for City business and shall not be used at any time by family members, friends or other persons not employed by the City.

**CITY OF SUN VALLEY PERSONNEL POLICY**

**FEDERAL MEDICAL LEAVE ACT (FMLA)**

**A. Eligibility Requirements**

To be eligible for FMLA benefits, prior to any leave request, the employee:

1. must have worked for the employer for at least 12 months;
2. must have worked at least 1,250 hours for the employer during the previous 12 months.

The employee must meet all eligibility requirements before FMLA benefits will be extended him/her.

If your employment situation does not meet all of the qualifications set forth above, the subsequent FMLA policy, which is required by law to be included in our policy, does not apply to employee.

**B. Entitlements**

The Family and Medical Leave Act (FMLA) provides an entitlement of up to 12 weeks of job-protected, unpaid leave during any 12-month period to eligible, covered employees for the following reasons: 1) birth and care of the eligible employee's child, or placement for adoption or foster care of a child with the employee; 2) care of an immediate family member (spouse, child, parent) who has a serious health condition, defined by the Department of Labor as: (1) any period of incapacity due to pregnancy and prenatal care (825.114(a)(2)(ii)); (2) a chronic serious health condition (such as asthma, diabetes, etc., (3) a permanent or long-term condition for which treatment may not be effective (such as Alzheimer's, strokes, terminal diseases; and (4) to receive multiple treatments (including recovery there from) either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment (such as dialysis, chemotherapy, etc.); or 3) care of the employee's own serious health condition. It also requires that the employee's group health benefits be maintained during the leave. The 12-month period is determined using a "rolling" 12-month period measured backward to the date an employee first uses any FMLA leave.

If all eligibility requirements are met, the employee is covered under the FMLA. He or she may request up to 12 weeks of leave where the City of Sun Valley will continue the employee's benefits (employer portion only) during the leave period. If the employee does not return to work for reasons other than their own continued serious health condition or that of an eligible family member, the City of Sun Valley may recover from the employee the premium(s) that were paid for the employee's medical coverage.

Total FMLA leave for employee spouses/parents who both work for the City of Sun Valley is 12 weeks combined if the leave is for reasons other than the employee's own personal serious illness.

Examples where employees of the City of Sun Valley are entitled to leave under FMLA include:

1. To care for a child following a birth or placement of a child with the employee for adoption or foster care.
2. To care for a sick child, spouse or parent who has a "serious health condition."
3. If the employee himself or herself is unable to perform his or her own work responsibilities because of his or her own serious health condition.
4. Leave as provided for in the National Defense Authorization Act, see subsection (g).

C. Concurrent Use of Accrued Leave and Worker's Compensation Required

Employees are required to use any accrued paid vacation and sick leave (if applicable) concurrently with any FMLA leave. If paid leave accruals are less than 12 weeks, the employee may take the remainder of FMLA leave as unpaid leave. An employee will continue to accrue leave while utilizing their paid sick and vacation leave. He or she will cease to accrue vacation and sick leave during the unpaid portion of their leave. If the employee is on Worker's Compensation leave, such leave will also run concurrently with any FMLA leave.

D. Employee Obligations

An employee is required to give 30 days' advance notice or as much time as practical when the need for FMLA leave is foreseeable. The City of Sun Valley reserves the right to request medical certification supporting any leave, and may require second or third opinions (at City of Sun Valley expense). The City of Sun Valley may also require a doctor's fitness for duty report prior to your returning to work. Leave may be denied if these requirements are not met. The decision to allow an employee to return to work will be solely that of the City of Sun Valley in compliance with the provisions of the Family and Medical Leave Act. Should a doctor not find the employee fit to return to duty, the employee will not be allowed to return to work.

When an employee is off work for FMLA leave, the employee will not be allowed to work for any other employer without prior approval from the Mayor. An employee who violates this rule will be subject to disciplinary proceedings up to and including termination from employment.

Contact the Finance Manager to discuss your rights and obligations for continuation of any current benefits you are receiving. Employees must make arrangements for payment of their portion of their benefit costs or discontinuation of those benefits will occur.

To request FMLA leave please contact the Mayor or designee, indicating the reason for requesting FMLA leave and the expected duration of leave. Note: Employee may be required to provide medical certification by your physician or medical practitioner indicating the diagnosis and probable duration of your medical condition or the medical condition of your family member.

E. Intermittent Leave Requests

FMLA leave may be taken intermittently or on a reduced leave schedule to allow the employee to care for a sick family member, or for an employee's own serious health condition with prior written approval from the employee's supervisor or when "medically necessary." In the circumstance of birth or placement of a child for adoption or foster care, intermittent leave is only available by written approval of the City.

F. Employer's Rights and Obligations

The City of Sun Valley has the right to determine whether the employee is or is not an "eligible employee" under the Act. The City of Sun Valley has the right to place an employee on FMLA leave without the employee's consent should the City determine that the employee meets the eligibility requirements under the Act.

The City of Sun Valley will return the employee to the same or an equivalent position after returning from FMLA leave, subject to the terms of the Family and Medical Leave Act. The only exception may be for individuals who, under the provisions of the FMLA, are considered to be a "key employee" whose extended absence would cause "substantial and grievous economic injury".

The City of Sun Valley reserves the right to require periodic notices (determined by the City of Sun Valley) of you, or your family member's FMLA status and your intent to return to work.

G. The National Defense Authorization Act

On January 28, 2008, the National Defense Authorization Act amended the FMLA. This amendment provides an entitlement of up to 26 weeks of unpaid leave during a single 12-month period to an eligible employee who must care for a covered service member—a person who is a spouse, son, daughter, parent or next of kin of the employee and has a serious injury or illness incurred in the line of duty which renders that person unfit to perform his or her duties in the Armed Forces. The City of Sun Valley may require the request for this type of leave be supported by certification that the service member being cared for by the employee has a serious health condition.

The National Defense Authorization Act also provides 12 weeks of FMLA leave to an employee if his or her spouse, son, daughter or parent has been called to active duty with the Armed Forces. No serious medical condition is required for this type of leave. The City of Sun Valley may require the request for this type of leave be supported by certification that the service member has actually been called to active duty. The City of Sun Valley employees shall provide prior notice when the need for this type of leave is foreseeable.

# **CITY OF SUN VALLEY**

## **PERSONNEL POLICY**

### **EFFECTIVE OCTOBER 1, 2012**

ADOPTED BY

THE SUN VALLEY CITY COUNCIL BY

Resolution 2012 – 05

October 2, 2012

AMENDED BY

THE SUN VALLEY CITY COUNCIL BY

Resolution 2013 – 02 February 7, 2013,

Resolution 2013 – 06 March 7, 2013,

Resolution 2013 – 08 April 4, 2013,

Resolution 2013 – 22 November 7, 2013,

Resolution 2013 – 29 December 5, 2013;

Resolution 2014 – 21 October 2, 2014;

Resolution 2014 – 26 November 6, 2014;

Resolution 2015 - 13 May 8, 2015; and

Resolution 2016 - 23 November 3, 2016

WELCOME!

Welcome to the City of Sun Valley. The City of Sun Valley has carefully selected you to be one of its valued employees. The City realizes it can only be successful from the efforts of skilled, committed, sincere and enthusiastic employees who work together as a team to provide the highest level of service to residents and visitors.

All jobs are important at the City of Sun Valley. No matter what your assignment may be, be assured it is important and the degree of efficiency and professionalism you demonstrate will have bearing on the future of the City’s organizational success.

CITY OF SUN VALLEY STATEMENT OF SERVICE

We, the employees of the City of Sun Valley, are dedicated to providing a positive environment wherein the quality of life and economic well-being of all who live, visit and work in Sun Valley may be preserved. The success of the City of Sun Valley relies on a sense of stewardship and adherence to excellence in service to its citizens through the contribution of all employees.

PURPOSE

The purpose of the *City of Sun Valley Personnel Policy (Personnel Policy)* is to establish a safe, efficient and cooperative working environment, to establish the responsibilities and level of performance expected of all City employees and to explain benefits provided to City employees.

**PERSONNEL POLICY IS NOT AN EMPLOYMENT CONTRACT**

**This *Personnel Policy* is not a contract and is not to be construed as a contract of employment. It is not intended to specify the duration of employment or limit the reasons for which an employee may be discharged. This policy creates no rights, contractual or otherwise, on behalf of employees of the City. Notwithstanding anything said by any representative of the City of Sun Valley, no contract of continued employment shall be implied. Thus, unless an employee has a written contract signed by the Mayor that specifies an employment term or limits the reasons for which the employee can be terminated, or unless otherwise provided by law, employment with the City of Sun Valley is “at will”. At-will employment means that either the employee or the City of Sun Valley can terminate the employment relationship at any time with or without cause and with or without notice.**

**PERSONNEL POLICY AMENDMENTS**

**The City Council may, at its sole discretion, alter or amend this *Personnel Policy* or portions thereof, including benefit offerings established herein, at any time without prior notice to or consent by its employees.**

# CITY OF SUN VALLEY PERSONNEL POLICY

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# CITY OF SUN VALLEY

## PERSONNEL POLICY

### I. GENERAL POLICIES

#### A. GOVERNANCE OF *PERSONNEL POLICY*

Working for the City of Sun Valley may be somewhat different from any employer for which you may have worked for in the past. The City of Sun Valley is a political subdivision of the State of Idaho, though it is not a part of state government. The City Council serves as the governing body of the City of Sun Valley, carrying out local legislative duties and fulfilling other obligations as provided by law. The City Council is the policy making legislative body for the City of Sun Valley, and as such, has primary authority to establish the policy for the terms and conditions of employment with the City of Sun Valley. The policy terms and conditions set forth in this *Personnel Policy*, and in the resolutions and policy statements which support it, cannot be superseded by any other official's pledge, without the express action of the City Council. That is particularly true for terms or conditions that would establish a financial obligation for the City of Sun Valley now or in the future.

#### B. *PERSONNEL POLICY* SUBJECT TO CHANGE WITHOUT PRIOR NOTICE

The rules contained in this *Personnel Policy* are subject to change, without prior notice, at any time in the sole discretion of the City Council. The terms set forth herein reflect City policy at the time of its adoption, but the policy is subject to change at any time, without prior notice, and at the sole discretion of the City Council. Any deviation from these policies must be approved by the City Council.

#### C. DISTRIBUTION OF *PERSONNEL POLICY*

At the time of receiving a written appointment letter or contract from the Mayor, each employee shall be provided a paper or electronic copy of the current *Personnel Policy*. It is the responsibility of the employee. In writing, to acknowledge receipt of the *Personnel Policy* and that he or she has read and understands the *Personnel Policy* by completing the *Acknowledgment of Receipt & Understanding of the City of Sun Valley Personnel Policy* form (see Appendix A) prior to beginning employment with the City.

Periodic updates or changes shall be distributed to all employees either by paper or electronic copy, within five (5) business days and will be acknowledged by each employee of its receipt in writing within ten (10) business days by completing the *Acknowledgment of Receipt & Understanding of the City of Sun Valley Personnel Policy* form. The most current version of the *Personnel Policy* shall be maintained by the City Clerk and shall be made available for inspection or copying by any City of Sun Valley employee.

#### D. ADMINISTRATION OF THE *PERSONNEL POLICY*

While the City Council has authority to establish the policy for the terms and conditions of employment with the City of Sun Valley, the Mayor is the Chief Administrative Official of the City and has the sole authority to establish administrative policies and procedures, which implement the policy of the City Council.

The Mayor may designate in writing other personnel (designee) to help carry out administrative policies and procedures and notify all staff of such designations.

Individual department heads may, with the Mayor or designee's approval, establish work standards and procedures necessary to safely and effectively carry out the functions of the department,

provided such standards and procedures do not diminish the benefits or protections granted to the employee by City policy.

Each employee should recognize that although he or she may serve as an employee supervised by the Mayor, designee or a department head, he or she remains an employee of the City of Sun Valley, not of the official who supervises his or her work.

E. AT-WILL EMPLOYMENT

Except as required by law, or pursuant to a written contract signed by the Mayor that specifies an employment term or limits the reasons for which the employee can be terminated, employment with the City of Sun Valley is "at-will." At-will employment means that either the employee or the City of Sun Valley can terminate the employment relationship at any time with or without cause and with or without notice.

F. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

All selection of City of Sun Valley employees and all employment decisions, including classification, transfer, discipline, and discharge, will be made without regard to race, religion, gender, age, national origin, sexual orientation, gender identity, genetic information or non-job-related disability. No job or class of jobs will be closed to any individual except where a mental or physical attribute, gender, or age is a bona fide occupational qualification. All objections to application of City of Sun Valley policy in this regard shall be brought to the attention of the Mayor or designee, respective department head, or in the case of objection to actions undertaken by that person, taken to the next higher supervisor. As a general rule, objections shall be taken to legal counsel for the City by the supervisor of the employee with the objection.

G. ELECTED OFFICIALS

Elected officials are not considered employees and as such this *Personnel Policy* does not apply to those who are elected to the positions of Mayor or City Councilperson.

**II. APPOINTMENT, REMOVAL AND ADMINISTRATIVE SUPERVISION AUTHORITY**

A. APPOINTMENT AND REMOVAL AUTHORITY

1. City Officers

Idaho Code 50-204 establishes the Mayor, with the consent of the Council, shall appoint three officers, including a City Clerk, City Treasurer and City Attorney. The affirmative vote of one-half plus one of the members of the full Council shall be required to confirm any nomination by the Mayor. A City Officer may be removed by the Mayor for any cause with the affirmative vote of one-half plus one of the members of the full Council; provided, that the City Council, by the unanimous vote of all its members, may upon its own initiative remove any appointive officer.

2. Other City Officers

The City Council may designate additional appointed officers. The City Council has designated the City Administrator as a City Officer. The process for appointing and removal is the same as for the City Clerk, City Treasurer and City Attorney.

3. Other City Employees

All other personnel employed by the City shall be appointed and removed by the Mayor or designee.

B. ADMINISTRATIVE SUPERVISION AUTHORITY

1. The City Administrator and the City Attorney shall be directly supervised and evaluated by the Mayor.

2. All other personnel, including the City Clerk and City Treasurer, shall be supervised directly and evaluated by the Mayor or Designee.

### III. RECRUITMENT, PREFERENCE FOR HIRING, NEPOTISM LIMITATION AND SELECTION

#### A. RECRUITMENT

The employment hiring process is comprised of the following stages:

1. Vacancies

When a vacancy occurs, a request to fill the vacant position shall be prepared by the respective department head and presented to the Mayor or designee. It shall include information pertinent to the decision of whether or not to fill the vacancy. The Mayor or Mayor's designee shall review the budget to ensure that each vacancy is within its budgeted position allocation. The Mayor or Mayor's designee shall also consider the availability of in-house candidates to fill the vacancy.

2. Recruitment Process

The recruitment process will begin when a request is received and approved by the Mayor or Mayor's designee. The Mayor or Mayor's designee shall determine the recruiting sources to be used and the recruitment time period, taking into account the City's needs, recruitment strategy, and any special requirements of the position.

Notice shall be provided to City employees and the public of the position opening once the recruiting process has been determined. A competitive hiring process will be used in determining the best candidate for the position. A rigorous, comprehensive evaluation of each applicant's qualifications will be completed.

3. Notice of Recruitment

Notice of all City recruitments shall be posted on the City's facilities bulletin boards or other designated locations for a period of at least three (3) business days. This notice shall include the deadline for filing applications.

4. Application Process

All applications for employment shall be made on an official City application form. The form will require information covering a candidate's education, training, experience, and other information deemed pertinent and allowable by law. When the position to be filled requires special educational or professional experience, a resume and other application submittals may be required instead of the official City application being filled out.

#### B. HIRING PREFERENCE

1. PREFERENCE FOR HIRING EQUALLY QUALIFIED CANDIDATES FROM WITHIN

City staff will be notified of all employment opportunities. Qualified individuals who are already employees of the City of Sun Valley may be given preference over outside applicants to fill vacancies in the workforce when his or her qualifications are equal or greater than those of other applicants.

2. VETERAN'S PREFERENCE

The City of Sun Valley shall comply with the reemployment, leave of absence, and other provisions of the uniformed services employment and reemployment rights act ("USERRA"), 38 U.S.C. Section 4301, et. seq. as amended, and with provisions of Idaho Code §65-503 or its successor. These rights can include the right to reinstatement to the same or equivalent job following qualifying military service and the right to termination only for cause for a certain period of time following reinstatement, depending on the length of qualifying military service.

**3. NEPOTISM LIMITATION**

No person shall be employed by the City of Sun Valley when said employment would result in a violation of provisions found in Idaho Code, including but not limited to Idaho Code § 59-701 et seq., Idaho Code §18-1359 and their successors. Any such appointment made in violation of these sections may be void. The appointment or employment of the following persons is prohibited: (The graphic below depicts the degree of relationships.)

- a. No person related to the Mayor or a City Council member by blood or marriage within the second degree shall be appointed to any office, position, employment or duty; and
- b. No public servant of the City of Sun Valley, including elected officials and employees, shall appoint or vote for the appointment of any person related to him or her by blood or marriage within the second degree to any office, position, employment or duty.

An employee whose relative is subsequently elected may be eligible to retain his or her position and pay increases as allowed in Idaho Code §18-1359(5).

			4 GREAT GREAT GRANDPARENT
		4 GREAT GRAND UNCLE/AUNT	3 GREAT GRANDPARENT
	3 CHILD OF GREAT UNCLE/AUNT	3 GREAT UNCLE/AUNT	2 GRANDPARENT
3 SECOND COUSIN	2 COUSIN	2 UNCLE/AUNT	1 PARENT
3 COUSIN'S CHILD	2 NEPHEW/NIECE	1 SIBLING	1 SPOUSE/SIGNIFICANT OTHER
3 GRAND NEPHEW/NIECE			1 CHILD
			2 GRANDCHILD
			3 GREAT GRANDCHILD

**C. SELECTION**

1. Applicants for positions shall meet the minimum qualifications of the position for which he or she has applied. Qualifications shall be evaluated on the basis of information provided on the application form, resume, personal interview, and any supplemental documents required by the City, as well as on written and performance test scores, interview scores, references and background investigations.
2. When a candidate has been selected for a position, the Mayor or designee shall prepare an employment offer letter or employment contract. The employment offer letter or employment contract will include, but not be limited to, the following information:
  - a. The position title and effective date of hire;
  - b. The wage/salary which will be offered; and determination whether the position is exempt from overtime under federal labor law;
  - c. The working hours;
  - d. Notice that the appointment is contingent upon successful completion of applicable background checks, a physical examination, if the position is in a classification, which requires such, and other appropriate contingencies as determined by the Mayor or designee;

- e. A copy of the job description;
- f. A copy of the *Personnel Policy and Acknowledgment of Receipt & Understanding of the City of Sun Valley Personnel Policy* form;
- g. A signature block for the candidate to sign, indicating that he or she has accepted the position under the above circumstances.
- h. A signature block for the Mayor, and when required, dates of City Council consent for the appointment.

#### IV. EMPLOYMENT COMMENCEMENT & RECORDS

##### A. EMPLOYMENT FORMS TO BE COMPLETED

The following pre-employment forms must be completed before the employee may begin work for the City of Sun Valley:

- 1. Employment application form, including employee appointments that provided resumes at the time of application for the position.
- 2. Background check(s).
- 3. Insurance forms.
- 4. Immigration form (I-9).
- 5. Insurance information about dependents (if such coverage is available).
- 6. Authorization for the City of Sun Valley to issue employee's paycheck by direct deposit.
- 7. Signed "Acknowledgment of Receipt of the City of Sun Valley *Personnel Policy*" form.
- 8. Any other benefit forms necessary for employee information.

##### B. EMPLOYEE PERSONNEL & PAYROLL FILES

###### 1. Personnel Records

###### a. Official Employee Records

Employee personnel records for the City of Sun Valley will be kept in the office of the Mayor or designee, who serves the City as its human resource administrator. Within these personnel files will be kept all records of employee performance evaluation, employee status, and other relevant materials related to the employee's service with the City of Sun Valley. The employee's supervisor, Mayor or designee or the employee himself or herself may contribute materials to the personnel files deemed relevant to the employee's performance and tenure. Each employee shall have the right to review all materials placed in his or her personnel file at any reasonable time. Copies of materials in an employee's personnel file are available to that employee without charge. Personnel files shall not be removed from the premises except as necessary for City purposes. Employee medical records, if any, shall be filed and kept in full compliance with the requirements of the Health Insurance Portability and Accountability Act (HIPAA).

###### b. Access to Personnel Files

It is the policy of the City of Sun Valley to allow only limited access to an employee's personnel file. Those authorized to evaluate materials in a personnel file include the Mayor or designee, the employee's supervisor, attorney(s) for the City under certain conditions when approved by the Mayor or designee, and the employee himself or herself. Based upon the general confidentiality of personnel files, access of others to such files shall be allowed only with authorization of the supervising official after consultation with the City Attorney. Information regarding personnel matters will only be provided to outside parties with a release from the employee, or when deemed necessary by legal counsel for the City or pursuant to Court Order, or pursuant to a proper subpoena. The City, through the Mayor, reserves the right to disclose the

contents of personnel files to outside state or federal agencies, when the agency provides sufficient documentation for such access; to its insurance carrier or its agents for risk management purposes, including liability or property damage; or when necessary to defend itself against allegations of unlawful conduct.

## 2. Payroll Records

The Finance Manager will maintain separate employee records in a file to be known as the employee's Payroll Record File, which will include the following originals or copies: the employee's W-2 form; the Employee's Employment Eligibility Verification Form (Form I-9) (required for all employees by the U. S. Department of Justice, Immigration and Naturalization Service); the employee's PERSI application; authorizations for salary deduction for benefits; copies of the employee's selection of benefits; time and attendance records; payroll records; changes to pay rates or salary, wage garnishments and any other records which are not related to the employee's performance.

## V. RULES OF EMPLOYEE CONDUCT

Violation of any of the rules set forth below shall be grounds for disciplinary action including possible dismissal from employment. This list, however, is not all inclusive and other acts of misconduct not specifically set out below may be grounds for disciplinary action as well. Among these rules, the most important is the rule addressing attitude and cooperative behavior.

### A. PERSONAL PERFORMANCE AND BEHAVIOR

Each employee of the City of Sun Valley is expected to conduct him or herself in a manner that is respectful, helpful, productive, and that does not reflect adversely upon the City of Sun Valley. Each employee must recognize that public employees are subject to additional public scrutiny in their public and personal lives because the public's business requires the utmost integrity and care. In order to accomplish the goals of the City of Sun Valley as a public institution, each employee is expected to scrupulously avoid personal behaviors that would bring unfavorable public impressions upon the City of Sun Valley and its officials. In order to accomplish this, each employee must comply with the following expectations:

1. Work cooperatively and constructively with fellow workers and members of the public to provide public service of the highest quality and quantity. This is the first priority for all employees.
2. Shall be prompt and regular in attendance at work or other required employer functions.
3. Shall comply with dress standards established in the department for which the employee works. Dress standards shall be set by the managing official, but in the absence of any departmental dress standards, clothing shall be appropriate for the functions performed and shall present a suitable appearance to the public.
4. Shall dedicate primary efforts to the City of Sun Valley employment with secondary employment subject to approval by the appointing official. Each employee must notify the appointing official of any other employment, self-employment or other business interests. Secondary employment should not conflict with duties performed for the City in any meaningful way. Individual department rules may spell out permissible examples of "moonlighting" wherein employees may hold additional positions.
5. Shall avoid conflicts of interests in appointments and working relationships with other employees, contractors and potential contractors in the City of Sun Valley and related agencies. No employee shall engage in conduct which violates the laws of the State of Idaho, including but

not limited to Idaho Code §18-1356 (accepting gifts that exceed a value of \$50.00), Idaho Code §59-701 et seq. (Ethics in Government Act), Idaho Code §59-201 (Prohibitions Against Contracts) and Idaho Code §18-1359 (Using Public Position for Personal Gain).

6. Shall not accept gifts or gratuities in any personal or professional capacity, which is in violation of Idaho Code § 18-1356 and Idaho Code § 18-1357.
7. Shall not serve on any board, commission or committee that is funded in whole or part by the City or that regulates or otherwise affects the official duties or personal interests of said official or employee in a way that could create disadvantage for other members of the public or advantage for the employee, unless appointed by the City Council to said board, commission or committee.
8. Shall not release any public record except through the City Clerk, who administers the Public Document Request process for the City, including any order from a court or public agency of competent jurisdiction.
9. Only the City Clerk may release personnel records for custody of the record and after consulting with legal counsel for the City or with an order from a court or public agency of competent jurisdiction.
10. Shall not engage in conduct away from work that may reflect adversely upon the City of Sun Valley or its officials or otherwise impair the employee's ability to perform.
11. Shall not use, sell, purchase, transfer or possess any illegal drugs or be under the influence of any illegal drug or alcohol while in a City of Sun Valley facility, operating a City of Sun Valley vehicle, or while performing City of Sun Valley business. Further, except as provided below, the use of or being under the influence of legally obtained drugs while performing City of Sun Valley business is prohibited to the extent that such use or influence may affect the safety of the employee taking the legal drug, the safety of other City of Sun Valley employees or other third parties, or it effects the employee's ability to perform the essential function of their job or otherwise impedes the efficient operations of the City of Sun Valley business.  
An employee may continue to work, even though under the influence of a legal drug. If the employee does not pose a threat to their own safety or the safety of others, and their job performance is not significantly affected by the legal drug, and the use of the legal drug does not otherwise disrupt the efficient operations of the City of Sun Valley business. Should the City of Sun Valley have a reasonable basis to believe that an employee's use of a legal drug impairs the employee's ability to safely do his or her job, risk the safety of others, or impair the employee's ability to perform the essential functions of his or her job, or otherwise disrupt the efficient operations of the City of Sun Valley business, the employee may be required to attend a medical examination for the purpose of determining answers to those questions, including whether these concerns can be alleviated through a reasonable accommodation.
12. Shall not engage in workplace or public conduct that is otherwise detrimental to the accomplishment of the goals established by the City Council, the Mayor or the department head for whom he or she works.

**B. WORKPLACE CONDUCT**

Each employee will be expected to conduct him or herself in the workplace in accordance with the following rules. These rules are not all-inclusive of conduct expected of City of Sun Valley employees. Each employee of the City of Sun Valley shall:

1. Give his or her best efforts to accomplish the work of the City of Sun Valley for public benefit in accordance with policies adopted by the City Council and the procedures established by the Mayor displaying an attitude of cooperation and constructive participation.

2. Be subject to the administrative authority of the officials who supervise the department where the employee works even though the officials may not have been involved in the hiring of the employee.
3. Adhere to any code of ethics in his or her profession and avoid conflicts of interest or using his or her public position for personal gain.
4. Follow all rules for care and use of public property to assure that the public investment in such property is protected and that the safety of the public and other workers is maintained, as specified in these *Personnel Policies*.
5. Abide by all departmental rules whether the rules are written or issued orally by the supervisor. No employee shall be required to follow the directive of a supervisor which violates laws of the City of Sun Valley, any other local jurisdiction or the State, or nation.
6. Abide by all applicable State and federal statutes, and City of Sun Valley rules concerning the dissemination of information to the public about the City of Sun Valley business or the disclosure of a public record maintained by the City of Sun Valley. The decision to release information from the public record or to disclose writings or other information in the hands of a public official belongs to the City Clerk. Therefore, each custodian of a public record maintained by the City of Sun Valley and any employee assisting such custodian must take reasonable measures to ensure the confidential nature of records which are exempt from the public disclosure laws. Any employee that has a question about a public record's request or whether a document or record in the custody or control of the City of Sun Valley is exempt from the public records disclosure laws should contact the City Clerk.
7. Follow all rules and procedures established by the Mayor or Mayor's designee for workplace drug testing.
8. Adhere to defined work schedules and follow procedures for requesting exceptions from normal work schedules. Each employee shall follow the rules regarding the reporting of work hours and obtaining the supervisor's approval for time-keeping records. Failure to follow such rules may be grounds for delayed payment of wages, salaries, or reimbursements or for imposition of appropriate disciplinary penalties.
9. Follow rules regarding breaks and lunch periods, including provisions granting supervisors authority to adjust them. Timing of breaks or lunch periods may be changed to accommodate the completion of necessary work.
10. Report all accidents that occur or are observed on the job. Each employee shall cooperate in the reporting and reconstruction of any job-related accident in order that workplace hazards can be eliminated and that proper consideration can be accorded to injured workers and the public.
11. Report any accidents observed to have happened on City property or involving City property. Each employee shall provide as much information as he or she can from the observations made in the course of activities associated with one's work. Such information should be reported to the employee's immediate supervisor as soon as physically possible and reasonable efforts should be made to assist that in need.
12. Follow all rules regarding safety in the workplace whether established formally by the department or by outside agencies. Employees are encouraged to suggest ways to make the workplace or work procedures safer.
13. Maintain a current driver's license when necessary in the conduct of work for the City of Sun Valley. Each employee must report any state-imposed driving restrictions to his or her

immediate supervisor. Each employee is also obligated to notify his or her supervisor in the event that his or her driving abilities are impaired.

14. Perform such obligations as are necessary to carry out the work of the City of Sun Valley in an efficient and effective manner at minimal costs and with limited risk to the public and fellow workers.

### C. PROHIBITED WORKPLACE CONDUCT

Each employee of the City of Sun Valley is prohibited from the following conduct. These rules are not all inclusive of the prohibited conduct of each employee.

1. Be present in the workplace under the influence of drugs, alcohol, illegal substances or other legal substances which would impair the ability of the employee to perform his or her work competently or which would threaten the safety or well being of other workers or the public, except as agreed to after proper evaluation by the City.
2. Engage in abusive conduct to fellow employees or to the public, or use abusive language in the presence of fellow employees or the public. Abusive language shall include profanity and loud or harassing speech.
3. Sleep or be absent from the employee's workstation when on duty. Employees shall be attentive to their work at all times.
4. Engage in malicious gossip and/or spread rumors, engage in behavior designed to create discord and lack of harmony, or willfully interfere with another employee's work output or encourage others to do the same.
5. Use work time for personal business, including the selling of goods or services to the general public and fellow employees.
6. Use work time or public premises to promote religious beliefs to members of the public or fellow employees.
7. Engage in political activities while on duty in public service. This rule shall not apply to elected officials.
8. Provide false or misleading information on employment applications, job performance reports, or any other related personnel documents or papers.
9. Destroy, alter, falsify or steal the whole or any part of a police report or any record kept as part of the official governmental records of the City (IDAHO CODE §§ 18-3201 and 18-3202).
10. Discriminate in the treatment of co-workers or members of the public on the basis of race, religion, gender, age, disability, national origin, sexual orientation, gender identity or genetic information.
11. Smoke, except in designated outdoor smoking areas, if so provided.
12. Abuse employee benefit offerings by taking unjustified sick leave, unearned vacation, or otherwise participate in a scheme or deception designed to create incorrect personnel records or to claim benefits which are not deserved in accordance with City of Sun Valley policy.
13. Violate rules concerning absence from the workplace without proper authorization. Employees must obtain prior permission as required by the City of Sun Valley policy for use of vacation, sick, bereavement, or other types of leave granted by this *Personnel Policy*.
14. Engage in prolonged visits with co-workers, children, friends, or family members who interfere with the course of work in the office or department in which the employee serves.

15. Use phones or computers in the workplace in a manner that violates policy or which disrupts workplace activities.
16. Engage in criminal conduct of any kind while on duty or off. City of Sun Valley employees are expected to behave in a lawful and socially acceptable manner and failure to do so is a violation of the trust placed in such employees by the public and the appointing official.
17. Violate any lawful rule established by the appointing official to maintain order and productivity in the workplace.
18. Unlawfully harass a fellow worker or member of the public at any time while in the City of Sun Valley active service, as outlined in the City's Unlawful Harassment Policy.

#### D. RELATIONSHIP POLICY

1. No employee of the City of Sun Valley shall hire another paid employee who is related to the supervisor within the second degree of affinity or consanguinity Idaho Code §18-1359 or its successor.
2. No employee of the City of Sun Valley shall supervise or otherwise exercise discretion concerning another paid employee who is related to him or her within the second degree of affinity or consanguinity except in the case of an emergency situation.
3. Any supervisor involved in a romantic relationship with a subordinate must immediately notify his or her superior of the existence of any such relationship. Efforts should be made to eliminate supervisory responsibility for one who is romantically involved with a subordinate.

#### E. HOURS OF WORK

City Hall shall be open from 8:00 AM to 5:00 PM Monday through Friday, except holidays. Because City of Sun Valley employees are public servants serving the residents and visitors of the City of Sun Valley, it is expected that each employee complete work assignments at City offices and not at home or other locations, except as necessary to complete their assignments. The hours of work of individual positions may be outside of these open hours, when proposed by the respective department head, in writing, and approved by the Mayor or designee, in order to serve the needs of the City.

#### F. RESIDENCY REQUIREMENTS

1. The Fire Chief, Assistant Fire Chief, Police Chief, Assistant Police Chief and Street Superintendent are required to reside within the incorporated limits of the City of Sun Valley or Ketchum, or when approved by the Mayor, a reasonable travel distance from his or her primary station. The City Council may on an annual basis budget a housing allowance or suitable housing to aid in the additional costs of residency on a case-by-case basis.
2. The Mayor may adopt residency restrictions on travel time and distance requirements for emergency services employees or Fire Department paid on-call employees in order to maintain and ensure rapid employee response times during emergencies.

#### G. VEHICLE USE POLICY – Appendix B

1. City-owned vehicles are intended to be used for City purposes, however, an employee may use a City vehicle for transportation to and from an eating establishment, only if the meal period occurs during the employee's working hours and the employee, due to the particular work assignment, has no access to a private vehicle or needs to respond immediately during the employee's working hours. When employees are required to travel outside the City while on

City business, employees should use a City vehicle, unless the Mayor or designee approves use of a private vehicle.

2. Fire Department personnel, including full-time employees and paid on-call employees may be provided EMS licensure vehicles, subject to the licensure standards set forth in Idaho statute. These City-owned vehicles may be taken home for the purpose of responding to non-transport EMS and other emergency calls in the City and other mutual aid, auto aid jurisdictions and for incident command response. EMS licensure vehicles shall not be used for private purposes or personal use except for meal or break stops taken in the course of employment or *de minimis* personal errands only while traveling between work and home in a manner that does not materially increase the number of miles a vehicle is driven. *De minimis* refers to small, trifling, and insignificant personal use that is incidental to business use.
3. During winter months, the Street Department personnel may be provided a City-owned truck, equipped with plow and sanding equipment, to respond quickly to road safety needs. Personal use of such vehicles is not authorized except for meal or break stops taken in the course of employment or *de minimis* personal errands only while traveling between work and home in a manner that does not materially increase the number of miles a vehicle is driven. *De minimis* refers to small, trifling, and insignificant personal use that is incidental to business use.
4. The Mayor or designee shall develop procedures for the use and maintenance of City-owned vehicles. Appendix B provides the current policy for use of the City-owned vehicles.

H. ELECTRONIC COMMUNICATION DEVICES & SYSTEMS USAGE POLICY – Appendix C

The Mayor or designee shall develop procedures for the use of electronic communication devices and systems. Appendix C provides the current policy for use of electronic communication devices and systems.

I. FIRE DEPARTMENT VEHICLE REPAIR BAYS, TOOLS, AND EQUIPMENT USE POLICY

Fire Department vehicle repair bays, tools, and equipment are intended to be used for City purposes, however, Fire Department off-duty or paid on-call employees may use the equipment and vehicle repair bays between 5:01 p.m. and 7:59 a.m. to wash and do basic maintenance on their personal vehicles. The personal vehicles must be those that are used to attend or participate in City of Sun Valley Fire Department functions or training exercises or to respond to emergency calls. Only those materials, tools, and equipment purchased by the off-duty or paid on-call employees or by the volunteer association may be used.

J. FIRE DEPARTMENT UNIFORM POLICY

Fire Department issued uniforms shall not be worn when not on-duty for the City of Sun Valley. Tee shirts and sweatshirts with the Sun Valley Fire logo may be worn when off-duty provided they are not worn at parties or locations where the primary function is the service of alcoholic beverages. No Fire Department uniforms or clothing whether issued by the Department or purchased by an employee may be sold.

**VI. EMPLOYEE CLASSIFICATION FOR POLICY PURPOSES AND COMPENSATION**

A. DETERMINATION OF EMPLOYEE CLASSIFICATION – JOB DESCRIPTION

Employee classification and status is determined by the employee's job description provided at the time of appointment. The job description will include but is not limited to the position title, statement of duties, required skills, knowledge and abilities, education and experience requirements, and hours of work. The job description will be developed by the department head and approved by the Mayor or designee. The Mayor or designee shall conduct a review of each job

description periodically. The Mayor or designee may from time to time abolish certain job positions or leave the position unfilled based upon the needs of the City.

## B. GENERAL CLASSIFICATION POLICIES

Employee classification is organized by class or category in order to administer employee policies, benefits and/or other employment issues. It is generally the responsibility of the employee to assure that he or she is properly categorized for purposes of each issue or benefit type. The City will endeavor to assist with such matters, but the employee shall be ultimately responsible to assure that his or her service is properly categorized.

### 1. Employee Classification

Any employee, regardless of designation, and including the City Clerk, City Treasurer, City Attorney and City Administrator, may utilize the opportunity to be heard with regard to allegations of unlawful discrimination and “name-clearing hearing” procedures set out in Section XII of this *Personnel Policy* should he or she believe that an employment action taken against him or her was the result of unlawful discrimination or involves an allegation entitling him or her to a name-clearing hearing.

### 2. Paid on-call Firefighters Classification

City paid on-call firefighters are accepted into the department by the Mayor and may be removed at anytime by the Mayor. Any paid on-call firefighter may utilize the opportunity to be heard with regard to allegations of unlawful discrimination and “name-clearing hearing” procedures set out in Section XII of this *Personnel Policy* should he or she believe that an employment action taken against him or her was the result of unlawful discrimination or involves an allegation entitling him or her to a name-clearing hearing.

### 3. Reduction in Force

Changes in employment status that are the result of budgetary needs, reductions in force, or general changes in the terms or conditions of employment or of benefit offerings may be made at the sole discretion of the City Council. The City Council, therefore, retains full authority, without prior notice, to modify the general terms and conditions of employment. Should an employee believe that any such decision is the result of unlawful discrimination, he or she may utilize the opportunity to be heard procedures set out in Section XII of this *Personnel Policy*.

## C. EMPLOYEE CLASSIFICATION AND BENEFIT ALLOWANCES

The classification of a position an employee holds with the City of Sun Valley may affect the status of obligations or benefits associated with his or her employment. The primary classes of employees and respective benefits are outlined as follows:

### 1. Full-Time Regular Employee

- a. Employee whose typical work schedule calls for at least 30 hours of scheduled work during a seven (7) calendar day period; Police Department or Fire Department employee whose typical work schedule calls for 80 hours of scheduled work during a fourteen (14) calendar day period; or Fire Department employee whose typical work schedule calls for 212 hours of scheduled work during a twenty-eight calendar day period.
- b. A full-time regular employee shall receive all employee benefits provided by the City as such benefits now exist or may be subsequently changed at any time by action of the City Council.

### 2. Part-Time Regular Employee

- a. Employee whose typical work schedule calls for at least twenty (20) hours, but not more than thirty (30) hours of scheduled work during a seven (7) calendar day period.

- b. A part-time regular employee shall receive employee benefits as follows:
      - i. Health Insurance - 25 or more hours a week must be worked to be eligible for health insurance benefits.
      - ii. Worker's Compensation.
      - iii. PERSI – as provided to other regular employees and proportional to hours worked per week.
      - iv. Vacation and Sick Days – Proportional accruals based upon hours work per week.
      - v. Holidays – If scheduled to work on regular basis on the day a holiday falls, the part-time regular employee shall be paid holiday pay; otherwise, no holiday pay is provided.
- 3. Temporary or Seasonal Employee
  - a. Employee who works on an irregular, seasonal or temporary basis, even though he or she may work more than twenty (20) hours per week.
  - b. A temporary or seasonal employee will receive no benefits provided to regular full-time or regular part-time employees, except those required by law.
- 4. Independent Contractor
 

An independent contractor, who provides service(s) to the City on a contractual basis, is not considered a City employee. As such, this *Personnel Policy* does not apply to an independent contractor.
- 5. Paid On-Call Firefighter
 

The City of Sun Valley Fire Department welcomes men and women interested in serving as paid on-call firefighters for the community. A Fire Department paid on-call firefighter is an employee who generally works on a part-time basis and may have other part-time or full-time employment outside the City. Paid on-call firefighters receive State workers' compensation coverage and only those other benefits require by law. The Mayor or designee shall develop for City Council approval, a salary plan for Fire Department paid on-call employees.

D. COMPENSATION POLICIES

The City of Sun Valley compensates employees in accord with decisions made by the City Council as budgets are set and tax levies are authorized. Pay for any given position is subject to the annual budgetary process and as such may be subject to increase, reduction, or status quo maintenance for any time period. The Mayor or designee shall maintain a Salary Pay Range (See Section IX below), but the final decision regarding compensation policy rests with the City Council. The City Council reserves the right to make budget adjustments, and consequently pay adjustments, during the course of the budget year in order to manage cash flow or to deal with other circumstances which justify or require change in City expenditures.

- 1. Compliance with State and Federal Pay Acts
 

The City of Sun Valley shall comply with all State and Federal Pay Acts respecting the compensation of employees for services performed in the public service.
- 2. Compensation while Serving on Jury Duty or as a Witness in a Court Proceeding
 

Leave will be granted and full pay provided to employees called to serve as a court witness in matters specifically related to City operations, who are required to obey a subpoena compelling their appearance before a court or other proceeding, or who are called to serve on jury duty. Employees who are released from jury duty or subpoena during scheduled work hours must immediately report to his or her supervisor and work-site for duty. An employee noticed for jury duty or a proceeding pursuant to a subpoena or other judicial process shall notify his or her

supervisor within three (3) business days after receiving the notice, and, upon being called or summoned for a specific date to serve as juror or appear as a court witness, the employee shall notify his or her supervisor immediately that he or she shall not be at work for such purpose.

3. Military Leave and Re-employment

The City's employment policy will comply with the provisions of Idaho Code § 46-224, et seq., or its successor, as those Code provisions govern leaves of absence for military service and the Uniformed Services Employment and Reemployment Rights Act of 1994, as amended (USERRA). An employee who is a member of the National Guard, or is in a reserve component of the Armed Forces of the United States, or of the Public Health Services, shall be entitled to a leave of absence from City service for a period not exceeding 15 calendar days in any one (1) calendar year period. Such leave shall be granted without loss of time, pay, or other benefits to which the employee is entitled. When an employee receives bona fide orders to temporary active or training duty, such military leave longer than 15 days in any calendar year shall be granted without City pay.

4. Right to Change Compensation and Benefits

The City of Sun Valley reserves the right to change general compensation for any reason deemed appropriate by the Council. Compensation may also be adjusted based upon job performance and the availability of funds to maintain a solvent City budget. Hours worked may be reduced or employees may be laid off as necessary to meet budgetary constraints or as workload changes.

5. Overtime Compensation Policy

In addition to the employee classifications set forth elsewhere in this *Personnel Policy*, all employees are classified as Exempt (salaried) or Nonexempt (hourly) for purposes of complying with the Federal Fair Labor Standards Act (FLSA). FLSA is the federal wage and hour law, which governs the obligation of employers to pay overtime compensation. Certain employees are exempt from operation of FLSA because they perform work that qualifies for the professional, executive administrative, outside sales, or computer/IT employee exemptions. As such, exempt employees are not entitled to receive overtime pay for hours worked beyond the limits provided by the statute.

- a. It is the policy of the City of Sun Valley that non Police and non Fire hourly employees who work over the regular 40 hours paid in each seven-day work period; Police and Fire hourly employees who work over the regular 80 hours paid in each 14-day work period, and Fire hourly employees who work over the regular 212 hours paid in each 28-day work period will be compensated in the appropriate payroll period at 1 ½ times their regular rate of pay for each additional hour worked. For purpose of calculating qualifying overtime hours, the City of Sun Valley's work week shall be Monday through Sunday of each week for all non Police and non Fire hourly employees who work over the regular 40 hours paid in each seven-day work period, Monday through the second following Sunday for all Police and Fire hourly employees who work over the regular 80 hours paid in each 14-day work period, and Monday through the fourth following Sunday for all Fire hourly employees who work over the regular 212 hours paid in each 28-day work period. Additionally, the 40 hour, 80 hour, and 212 hour thresholds for overtime compensation only includes hours actually worked, and not vacation hours, sick leave hours, compensatory time taken, or the like.
- b. An employee may request "compensatory time off without pay" in lieu of receiving overtime pay consistent with the applicable FLSA regulations. It is the policy of the City, however, to pay overtime instead of allowing an employee to accrue compensatory

hours. A compensatory time off request must be made each time overtime hours are worked and should be directed to the employee's supervisor, who may grant the request, if time off would not pose a disruption of operations and the delivery of services, and is acceptable to the Mayor or designee. Compensatory time off will be at the rate of 1 1/2 hours off for each hour of overtime worked.

c. The City Council has set a maximum compensatory time accumulation of 80 hours.

6. Employee Changes in Classification

- a. Promotions: An employee who is promoted to a higher classification shall be placed in the higher salary range and receive an increase not to exceed the maximum rate in the new range. When promoted, an employee will retain his or her original hire date for purposes of calculating annual benefits, but November 1<sup>st</sup>, the annual evaluation date for all employees, will be used for purposes of performance evaluations and merit consideration.
- b. Demotion: An employee who is demoted will be placed in a new job position and his or her salary reduced according to the appropriate pay step for that new position.
- c. Transfers: An employee who transfers laterally to a classification with the same salary range shall retain his or her present salary placement.

**VII. REPORTING AND VERIFYING TIME RECORDS**

**A. TIME REPORTS**

It is the responsibility of each hourly employee, and each salary employee who is FLSA non-exempt, to properly record hours he or she has worked each pay period. Each time sheet shall bear the signature of the employee with a statement verifying its accuracy and a counter signature by a supervisor indicating the hours claimed were actually worked. These records shall be retained as required by the records retention policy of the City, consistent with State law. Exempt employees may be required to document time worked for accountability and benefit purposes, when requested by the Mayor or designee, but as a usual practice, a FLSA exempt employee does not track or report his or her hours.

Any employee with concerns about his or her compensation, rate of pay, payroll status, deductions, etc. shall communicate such concerns to the Finance Manager as soon as any such concern becomes evident. If the response from the Finance Manager is unsatisfactory, the employee should address the issue to his or her immediate supervisor in order to resolve stated concerns. A written record of such issues may be maintained in the employee's personnel file, at his or her request.

**B. PAYROLL PROCEDURES AND PAYDAYS**

All employees other than on-call firefighters are paid every other week throughout the year for a total of 26 pay periods. The Finance Manager or his or her assistant will issue paychecks by Direct Deposit, on every other Thursday for all employees other than on-call firefighters. On-call firefighters shall be paid once a month for a total of 12 pay periods. The Finance Manager or his or her assistant will issue paychecks for the on-call firefighters on the first Thursday of each month. Paychecks compensate employees for work performed in the pay period proceeding the week in which the check is issued.

**C. PAYROLL DEDUCTIONS**

In accord with Idaho Code § 45-609 or its successor, no payroll deductions will be made from an employee's paycheck unless authorized in writing by the employee or as required by law.

It is the obligation of each employee to monitor the accuracy of each paycheck received. Information shown on the employee's paycheck stub is provided for information only. Actual practices respecting the issuance of paychecks and allocation of employee benefits must be consistent with the official policy

of the City. In the event of disagreement between the computer-generated paycheck stub and official policy as interpreted by the Finance Manager, the policy shall prevail. Employees are obligated to call to the City Finance Manager's attention to any discrepancies in payroll practices, whether to the advantage or disadvantage of the employee.

**D. TRAVEL EXPENSE REIMBURSEMENT**

An employee on approved City business shall be reimbursed within 30 days of the submission of an approved expense report for expenses incurred in completing his or her work-related assignment in accord with the procedures established by the Mayor or designee.

**E. ON-THE-JOB INJURIES**

All on-the-job injuries shall be reported to the employee's supervisor as soon as practicable to allow filing of a worker's compensation claim in the proper manner. If an employee is disabled temporarily by an on-the-job accident he or she should be eligible for worker's compensation benefits. Return to employment will be authorized on a case-by-case basis upon consultation with the supervising official and the State Insurance Fund. Concerns associated with injured worker status may be brought before the Mayor or designee. For sworn law enforcement officers, the City will handle worker's compensation claims consistent with Idaho Code, Title 72, Chapter 11.

**VIII. PERFORMANCE EVALUATIONS**

The Mayor or designee serving as the City's human resource manager shall maintain a performance evaluation process, including schedule for evaluations, and criteria to measure employee performance, forms and procedures to evaluate employee performance, including but not limited to tying performance to the City Council's annual priorities and goals of the employee's respective department.

The City of Sun Valley uses a five (5) level system to evaluate employee performance. Performance evaluations are conducted at an initial six months for new employees; and on November 1<sup>st</sup>, the annual evaluation date for all employees. The five (5) performance levels are:

- EXCEPTIONAL - Outstanding performance that consistently results in extraordinary and exceptional accomplishments with significant contributions to the objectives of the department and the city.
- EXCEEDS EXPECTATIONS – Excellent performance that exceeds position requirements generating results that positively affect the objectives of the department.
- SATISFACTORY – Good performance with employee fulfilling all position requirements, and, on occasion, generating results above those expected for the position.
- NEEDS IMPROVEMENT – Performance is passable but not up to full expectations for the position. There is room for significant improvement.
- UNSATISFACTORY - Performance does not meet expectations. Situation requires prompt attention and an action plan to address deficiencies.

**IX. SALARY PAY RANGE APPROVAL, ADMINISTRATION AND MERIT INCREASES**

**A. MARKET PAY RANGE APPROVAL**

The City's policy is to compensate employees for expected work performed within and beyond the normal work period. The City desires that its salaries are competitive in regional and resort labor markets for its various needed staff positions. Accordingly, the City uses a competitive Salary Pay Range to determine the salary of its employees.

**B. SALARY PAY RANGE ADMINISTRATION**

1. The Salary Pay Range shall be implemented and administered, under the direction of the Mayor or designee, who shall determine the rate of pay for each employee.

2. The Mayor or designee gathers salary data for the Salary Pay Range at least once every three years. The Salary Pay Range shall include all current job positions in the City and shall set forth minimum and maximum salary ranges for those positions. The Salary Pay Range minimum and maximums shall be approved by the City Council prior to implementation.
3. A new employee's starting salary shall be based upon the employee's qualifications, experience and education.

**C. MERIT INCREASES**

When available in the annual budget, merit increases may be awarded by the Mayor or designee based upon the employee's annual performance evaluation completed on November 1st. Merit pay will be awarded by an increase in the step(s) as set forth in the Salary Range Plan and as determined by the employee's location in the Salary Pay Range.

1. Adjustments will not be automatic, but shall depend upon achieving a performance level satisfactory to the Mayor or designee for consideration of a merit increase upon completion of the annual performance evaluation conducted on November 1<sup>st</sup>.
2. An employee, who has reached the maximum salary approved for his or her respective position in the Salary Pay Range, may be eligible for a one-time bonus for the year based upon his or her annual performance evaluation. The Mayor shall approve any bonus in writing and only if funds are available in the budget's annual merit appropriation, if any.
3. An employee who has assisted in covering the work of a vacant position for a period of two months or longer may also be awarded a one-time bonus based on their performance performing that work. This bonus is in addition to any step increase or one-time bonus based upon his or her annual performance evaluation and is subject to the terms of Section IX.C.
4. The Mayor shall report in writing to the City Council the total number of employees receiving merit increases and total amount awarded, within thirty (30) days of making the merit awards.

**X. EMPLOYEE BENEFITS**

The City of Sun Valley offers a number of employee benefits for regular full-time and part-time employees. These benefit offerings are subject to change or termination at the sole discretion of the City Council.

**A. VACATION LEAVE**

The explicit purpose of vacation leave is to allow the employee extended rest and rejuvenation. Vacation accrues from the start of employment. Vacation leave is available to full time and part time regular employees who have completed the equivalent of six (6) months of employment. As a general practice, an employee will use all vacation days accrued in a given year within 13 months of the employee's anniversary date (start of annual vacation accrual period). At times, annual vacation accruals may not be used due to the need for an employee to work to meet the City's resort seasons service demands and/or an employee's preference to manage the duration of approved vacation periods. A portion of annual accrued vacation, therefore, may be carried over for future scheduled vacation leave depending on the length of the employee's service. The accrual rates use requirements and allowed carry-over limits are as follows:

<u>Accrual Period</u>	<u>Days</u>	<u>Minimum Vacation to be Used in 13 months</u>	<u>Allowed Carry-over Hours**</u>
1 – 24 months (1 - 2 years)	10*	10	24
25 - 108 months (3 - 9 years)	15	15	40
109 - 180 months	20	15	80

(10 - 15 years)			
181 months (16+ years)	25	20	120

\*15 days upon approval of the Mayor at the time an employee is hired.

\*\*The number of Carry-over Hours allowed for a specific year may be increased by the Mayor when work requirements prohibit an employee from using their vacation within the allotted time.

Vacation leave is to be scheduled with consent of the responsible department supervisor. Efforts will be made to accommodate the preference of the employee in vacation scheduling, but first priority will be the orderly functioning of the City. Employees may need to regularly schedule vacation during slower periods during the resort year.

Upon separation from employment, up to 80 hours of unused vacation leave, which has been carried-over up to the maximum hourly allowance, will be compensated by lump-sum payment at the then-current hourly or daily rate for employees.

**B. SICK LEAVE**

1. Sick leave benefits are provided to regular full-time employees at the rate of eight (8) hours per every month of employment. Sick leave is a benefit to provide relief to the employee in the event of illness to the employee or his or her immediate family (spouse, domestic partner, parents, grandparents, children, grandchildren, brothers, sisters or any other person for whom the employee is legal guardian). It is to be used only in the event of an illness or injury that prevents the employee from working productively or safely or if an immediate family illness presents no practical alternative or for Bereavement Leave for an additional seven (7) days. Sick leave must be requested at least within two (2) hours of the time when the scheduled work period is to begin, unless circumstances outside the control of the employee prevent such notice. Supervisors asked to approve use of sick leave may, at City of Sun Valley expense, request an independent review of reported illness at any time by a competent medical authority, with the approval of the Mayor or designee.
2. Sick leave may accrue to a maximum of 480 hours. Sick leave benefit recipients receive normal compensation when using sick leave. All unused sick leave will be forfeited without compensation upon separation from employment.
3. Compassionate Leave Donations to a Sick Bank  
The Mayor at anytime may allow for the creation of a permanent or temporary Sick Bank to allow an employee with accrued sick days to donate a certain number of hours to a fellow employee to cover time lost due to illness or accident of the employee or an immediate family member of the employee (spouse, domestic partner, parents, grandparents, children, grandchildren, brothers, sisters or any other person for whom the employee is legal guardian). Donated sick leave hours will be converted to a dollar value based on the donating employee's regular hourly rate at the time of donation. This amount will then be divided by the receiving employee's hourly rate to determine the actual number of hours received from the donation. There is no entitlement to a Sick Bank being created or implemented.

**C. HOLIDAYS**

Eleven (11) official holidays are provided for full-time regular employees. An employee who has regular full-time active status on the date of any holiday shall receive compensation for that day even though he or she is not scheduled or expected to work. Holidays which fall on Saturdays shall be observed on the preceding Friday. Those which fall on Sundays shall be observed on the succeeding Monday. The holiday schedule may be changed at any time by the City Council.

Full-time regular non-exempt hourly employees who are scheduled to work on a holiday shall be compensated at a rate of two times the employee's regular rate of pay. Unscheduled emergency work by a non-exempt employee on a holiday shall be compensated at a rate of two times the employee's regular rate of pay. In either case, the employee may choose instead to be compensated at a rate of one times the employee's regular rate of pay and receive an equivalent amount of time off as a floating holiday. The floating holiday must be used within one (1) year of the holiday that was worked by the employee, has no cash value, and, therefore, is not paid out if the employee leaves employment with the City. In order to use a floating holiday, the employee must obtain prior approval from the responsible department supervisor.

Full-time regular exempt employees who are required to work on a holiday shall be provided with an equivalent amount of time off up to a maximum of eight (8) hours. The equivalent amount of time off shall be designated as a floating holiday. The floating holiday must be used within one (1) year of the holiday that was worked by the employee, has no cash value, and, therefore, is not paid out if the employee leaves employment with the City. In order to use a floating holiday, the employee must obtain prior approval from the Mayor or designee.

Recognized Holidays:

New Year's Day	Labor Day
Martin Luther King, Jr. /Human Rights Day	Columbus Day
Presidents' Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Friday after Thanksgiving Day
	Christmas Day

D. BEREAVEMENT LEAVE

Up to three (3) days of paid leave of absence shall be provided for a death in the immediate family (spouse, domestic partner, parents, grandparents, children, grandchildren, brothers, sisters or any other person for whom the employee is legal guardian). Additional leave may be granted from accrued vacation or sick leave or unpaid leave of absence with the approval of the Mayor or designee.

E. PERSONAL LEAVE

FLSA exempt employees shall be provided with three (3) days of paid personal leave each calendar year. An employee that begins employment on July 1<sup>st</sup> or later in the calendar year, shall only be provided with one (1) day of paid personal leave for that calendar year. Personal leave may only be scheduled with the consent of the responsible department supervisor. Personal leave must be used within the year in which it is granted. Unused personal leave is not paid out if the employee leaves employment with the City.

F. LEAVES OF ABSENCE

The Mayor can grant unpaid leave for any reasonable justifiable purpose. Unpaid leave in excess of thirty (30) days shall require written approval of the City Council.

G. INSURANCE COVERAGE AVAILABLE TO EMPLOYEES

Health insurance is available to employees and family members in accordance with the terms and conditions of the City's contract for such services. Other insurance offerings including life insurance, disability insurance, dental insurance, vision insurance and supplemental income protection may be available at employee or City expense. Any such offerings are subject to change at any time.

H. RETIREMENT

The retirement plan of the City of Sun Valley combines benefits of the Public Employees Retirement System of Idaho (PERSI) with Social Security (FICA). PERSI mandates withholding a percentage of an employee's gross salary for pension purposes, which is presently exempt from Federal and State income taxes, and the City of Sun Valley matches this with an additional larger contribution.

**I. MISCELLANEOUS BENEFITS**

In addition to the benefits listed on the previous pages, the following miscellaneous benefits may be available to employees for participation in accordance with the terms of his or her respective policy or agreement:

1. Deferred compensation plans handled by payroll deduction, such as 457 and 401K plans.
2. Credit union participation.
3. Employee-requested deduction programs subject to City policy.
4. Provision of uniforms, tools, equipment allowance, etc.
5. Further training, as deemed necessary by supervisor.
6. Any such offerings are subject to change at the City Council's sole discretion at any time.

**J. TRANSFER OF BENEFITS WITH EMPLOYEE TRANSFER**

Accrued benefits for each employee continue to the benefit of that employee if the employee transfers from one department to another within the City of Sun Valley. Any such transfer will not result in a reduction of benefit offerings separate and apart from those realized by employees similarly situated.

**K. CHANGE IN BENEFITS**

The City of Sun Valley, through its City Council, reserves the right to change, condition, or terminate any benefits set forth in this *Personnel Policy*. No employee shall acquire any rights in any current or future status of benefits except as the law otherwise requires.

**L. DISCRETIONARY LEAVE**

The Mayor may authorize discretionary leave (time off with pay) for an exempt employee in the event of unusual work demands requiring excessive hours of work beyond the employee's normal work schedule. Such discretionary leave shall not exceed four (4) days in a calendar year, be taken within a reasonable time period of the excessive hours of work, has no cash value, and, therefore, is not paid out if the employee leaves employment with the City. In order to use discretionary leave, the employee must obtain prior approval from the Mayor or designee and utilize the discretionary leave in increments no less than one day each.

**XI. EMPLOYEE PERFORMANCE AND DISCIPLINE**

**A. PURPOSE OF DISCIPLINE/PERFORMANCE POLICY**

The purpose underlying the discipline/performance policy of the City of Sun Valley is to establish a consistent procedure for maintaining suitable behavior and a productive working environment in the workplace. These procedures are directory in nature and minor variations of the processes set forth herein shall not affect the validity of any actions taken pursuant to this policy.

**B. DISCIPLINARY/PERFORMANCE SYSTEM FRAMEWORK**

The City of Sun Valley adopts the following framework for actions to be taken in the event that any employee subject to this policy violates employment policies or fails to perform adequately. Progressive steps may be implemented in order to encourage improved performance or attitude, but are not required. The City of Sun Valley reserves the right to take any of the prescribed steps in any order in the event that a supervisor deems a policy violation or action of the employee to be serious enough to warrant a certain step.

**C. DISCIPLINARY ACTIONS AVAILABLE**

The following actions are among the disciplinary steps that may be taken by the supervisor in response to *Personnel Policy* violations:

- Oral warning
- Written warning or reprimand
- Suspension without pay
- Demotion
- Dismissal

D. OPPORTUNITY TO BE HEARD—ASSERTIONS OF UNLAWFUL DISCRIMINATION AND “NAME-CLEARING HEARING”

All City of Sun Valley employees are at-will employees. The City of Sun Valley recognizes, however, at-will employees may from time to time suffer from the adverse consequences of unlawful discrimination. The City of Sun Valley also recognizes a public employee who is being demoted with a reduction in pay or terminated from employment based upon allegations of dishonesty, immorality or criminal misconduct is entitled to a “Name-Clearing” hearing.

Unlawful discrimination addresses actions that are alleged to involve decisions based upon age, sex, race, religion, national origin, sexual orientation, gender identity, genetic information or disability that is not a bona fide occupational qualification. The City of Sun Valley does not condone discrimination on the basis of the foregoing unlawful categories. Failure to pursue this opportunity pursuant to this policy shall constitute a failure to exhaust remedies under this policy. Issues involving job performance or employee attitude are not the proper subjects of this procedure and will not be heard.

The elements of procedure to be followed and undertaken at the direction of the Mayor or designee unless waived by the employee are the following:

1. The employee may, within fourteen (14) days of his or her termination or demotion, submit a written allegation of unlawful discrimination or the basis for entitlement to a “name-clearing hearing,” stating with particularity the basis for the requested meeting. Written allegations filed untimely or failing to state a particular, legally recognized basis will not be granted an opportunity to be heard.
2. An employee alleging unlawful discrimination or the entitlement to a “name-clearing hearing” will be entitled to meet with the designated person, and the meeting will last no longer than two (2) hours unless otherwise approved.
3. There shall be a record maintained, including a tape recording of the meeting.
4. The employee’s supervisor, to the extent of his or her knowledge, may be required to provide a brief written statement in response to the particular allegation of discrimination or “name-clearing” request. The Mayor or designee may request that the employee’s supervisor participate in the meeting.
5. The employee will not be prohibited from having an attorney assist him/her at the employee’s own expense.
6. The employee will be allowed to present oral testimony (or provide written statements) concerning evidence upon which the alleged discrimination or “name-clearing” is based.
7. The Mayor or designee may ask the employee’s witness’s questions for clarification purposes should that be necessary during the discussion process.
8. The employee shall not have the opportunity to question any participants during this process, but may submit written questions for the Mayor or designee to consider.
9. The Idaho Rules of Evidence do not apply to this opportunity to be heard.

The opportunity to be heard shall take place as soon as it can be accommodated by the schedules of those involved. Additional time may be granted at the request of the employee upon a showing that additional time is needed to provide facts necessary to respond to the charges.

After the meeting, the Mayor shall consider the information submitted and such other information as might be in the City's records to arrive at a decision concerning the allegations. Said decision shall set forth the reasons for the determination in writing. If as a result of this opportunity to be heard, the Mayor finds fault with the basis for the City's action, remedial action may be prescribed, including restoration of employment and payment of back pay.

## **XII. DISCRIMINATORY WORKPLACE HARASSMENT POLICY AND COMPLAINT PROCEDURE**

### **A. PURPOSE**

The purpose of this Harassment Policy is to clearly establish the City's commitment to provide a work environment free from discrimination, harassment and retaliation to define discriminatory harassment, and to set forth the procedures for investigating and resolving internal complaints of harassment. Because of the importance of a workplace free from discrimination, harassment and retaliation, this policy should be reviewed with each employee on a regular basis.

It is important that all employees treat all other employees and members of the public with decency and respect. It is the responsibility of each and every employee, supervisor and department head to prevent inappropriate behavior in the workplace. Inappropriate behavior which impacts the workplace, or has the potential to impact the workplace, will not be tolerated.

This Policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, job retention, promotion, disciplinary action, layoff, reinstatement, transfer, leave of absence, compensation and training.

### **B. POLICY**

Harassment of an applicant for employment, a member of the public, or an employee by any employee of the City on the basis of race, color, religion, national origin, sex, age (40 and over), sexual orientation, gender identity, genetic information or disability is in violation of State and/or Federal law and/or the City of Sun Valley Personnel Policy and will not be tolerated by the City of Sun Valley.

Employees found to be participating in any form of employment-related unlawful harassment or retaliating against another employee for filing a complaint or cooperating with an investigation shall be subject to disciplinary action up to and including termination of employment.

### **C. RESPONSIBILITIES**

The City: It is the responsibility of the City to develop this policy, provide training on this policy, keep it up to date, and to ensure that any violation of this policy brought to its attention is dealt with as required by law and according to this Policy.

The Mayor shall designate in writing who will be responsible for following the Complaint Procedures as set out in this policy. The person designated by the Mayor will be referred to as the "Designated Official."

Supervisors: It is the responsibility of supervisors to enforce the policy, to train new employees on the policy, to make a regular review with all employees to ensure they know the policy and to regularly check the workplace to make sure the policy is being followed.

If a supervisor observes that discrimination, harassment or retaliation in violation of federal or state law or these personnel policies is occurring, he or she should take immediate action to address the problem. Such action should include, but is not limited to, speaking directly with the affected person, developing a specific account of the actions, omissions or occurrences that are deemed discriminatory, consulting

with the supervisor, or a department head and taking corrective or disciplinary action as appropriate. If the alleged discrimination, harassment or retaliation is not within the supervisor's area of responsibility or oversight, he or she should notify the department head or other appropriate management employee, who should then take steps within not more than two (2) days to address the allegation.

If harassment in violation of federal or state law or these personnel policies reported or alleged, it must be followed up. No complaining party should be allowed to retract an allegation of harassment without proving that it was made erroneously. If a supervisor receives information that discrimination, harassment or retaliation in violation of federal or state law or these personnel policies might be occurring, he or she should follow the Complaint Procedure as set out in this policy below.

Employees: It is the responsibility of each and every employee to know this policy and to follow it. All City employees share the responsibility of understanding and preventing discrimination and harassment. Ultimately, no satisfactory investigation or resolution of complaints can occur without the initiative and continued cooperation of the affected person. An individual who believes he or she has been discriminated against or harassed in violations of federal or state law or these personnel policies has the primary obligation of informing his or her supervisor, department head, Mayor, Mayor's designee or legal counsel for the City on the act of discrimination, harassment or retaliation, recounting specific actions or occurrences whenever possible. It is imperative that every employee treats every other employee and members of the public with decency and respect so as to facilitate a sound professional work environment.

#### D. DEFINITIONS

For purposes of clarification, harassment in violation of federal or state law or these personnel policies includes but is not limited to the following behaviors:

1. Verbal Harassment – Epithets, derogatory comments, slurs, propositioning, profanity, loud or otherwise offensive words or comments on the basis of race, color, religion, national origin, gender, age (40 and over), sexual orientation, gender identity, genetic information or disability whether made in general, directed to an individual or directed to a group of people regardless of whether the behavior was intended to harass. This includes, but is not limited to, inappropriate sexually oriented comments, including dress or physical features, sexual rumors, code words, and race-oriented stories, as well as jokes of a sexual or discriminatory nature or “kidding” which is oriented towards a prohibited form of harassment.
2. Physical Harassment – Assault, impeding or blocking movement, leering, or the physical interference with normal work, privacy or movement when directed at an individual on the basis of race, color, religion, national origin, gender, age (40 and over), sexual orientation, gender identity, genetic information or disability. This includes pinching, patting, grabbing, inappropriate behavior in or near bathrooms, sleeping facilities and eating areas, or making explicit or implied threats or promises in return for submission to physical acts.
3. Visual Forms of Harassment – Derogatory, prejudicial, stereotypical or otherwise offensive posters, photographs, cartoons, e-mails, notes, bulletins, drawings or pictures on the basis of race, color, religion, national origin, gender, age (40 and over), sexual orientation, gender identity, genetic information or disability. This applies to both posted material and material maintained in or on City of Sun Valley equipment or personal property in the workplace.
4. Sexual Harassment – Any act which is sexual in nature and is made explicitly or implicitly a term or condition of employment, is used as the basis of an employment decision, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

There are two types of sexual harassment:

- a. "Quid pro quo" harassment, where submission to unlawful harassment is used as the basis for employment decisions.

Employee benefits such as raises, promotions, better working hours, job retention, etc., are directly linked to compliance with sexual advances. Therefore, only someone in a supervisory capacity (with the authority to grant such benefits) can engage in quid pro quo harassment.

Example: A supervisor promising an employee a raise if the employee goes on a date with the supervisor; a department head telling an employee the employee will be fired if the employee does not have sex with the department head.

- b. "Hostile work environment," where the unlawful harassment creates an offensive and unpleasant working environment.

Hostile work environment can be created by anyone in the work environment, whether it be supervisors, other employees, or in certain circumstances, the public. Hostile environment harassment consists of verbiage of a sexual nature, unwelcome sexual materials, or even unwelcome physical contact as a regular part of the work environment. Cartoons or posters of a sexual nature, vulgar or lewd comments or jokes, or unwanted touching or fondling all fall into this category.

#### E. COMPLAINT PROCEDURE

The following complaint procedure will be followed in order to address a complaint regarding harassment, discrimination, or retaliation:

1. A person who believes he or she has been harassed, discriminated or retaliated against in violation of federal or state law or these personnel policies should report it to his or her supervisor, department head, Mayor, Mayor's designee or legal counsel for the City. If a supervisor becomes aware that harassment or discrimination in violation of federal or state law or these personnel policies is occurring in any City department as a result of an employee coming forward, the supervisor should immediately report it to a designated official pursuant to this policy. Once a complaint of harassment, discrimination or retaliation in violation of federal or state law or these personnel policies has been made, the complaint cannot be withdrawn by the complainant without a determination that it was made erroneously.
2. Within twenty-four (24) hours upon receiving the complaint, the Designated Official should initiate the investigation to determine whether there is a reasonable basis for believing that an alleged violation of these personnel policies occurred.
3. Upon receiving the complaint, or being advised by a supervisor that violation of these personnel policies may be occurring, the Designated Official should review the complaint with the City Attorney, Mayor and/or Mayor's designee.
4. The Designated Official, in conjunction with legal counsel for the City, should engage an appropriate person to investigate the complaint. The investigator should be a neutral party.
5. The investigator will interview the complainant, the respondent, and any relevant witnesses to determine whether the conduct occurred.
6. As soon as practical, the investigator will conclude the investigation and submit a report of his or her findings to the Designated Official, who then will route it as appropriate. The investigator shall report every week to the Designated Official the expected timeframe for completion of the investigation.

7. If it is determined that harassment or discrimination in violation of personnel policies has occurred, the appropriate official will recommend the appropriate course of action to be taken by the City. The appropriate action will depend on the following factors:
  - a. The severity, frequency and pervasiveness of the conduct;
  - b. Prior complaints made by the complainant;
  - c. Prior complaints made against the respondent; and
  - d. The quality of the evidence (first hand knowledge, credible corroboration, etc.).
8. If the investigation is inconclusive or it is determined that there has been no harassment or discrimination in violation of these personnel policies, but some potentially problematic conduct is revealed, corrective action must taken.
9. Within three (3) business days after the investigation is concluded, the supervisor(s) will meet with the complainant and the respondent separately in order to notify them in person of the findings of the investigation. The supervisor, complainant and respondent shall each document in writing and in separate documents the date and time of the meeting.
10. The complainant and the respondent may submit statements to the supervisor(s) challenging the factual basis of the findings. Any such statement must be submitted no later than five (5) working days after the meeting with the supervisor(s) in which the findings of the investigation is discussed.
11. Within two (2) business days after the supervisor(s) has met with both parties and reviewed the documentation, he or she will decide, after consultation with legal counsel, what action, if any, should be taken.

#### F. DISCIPLINARY ACTION

If harassment or discrimination in violation of these personnel policies is determined to have occurred, the supervisor should take action within not more than two (2) business days and effective remedial action against the harasser or discriminator with the overarching goal of implementing reasonable measures to prevent any further harassment. The action will be commensurate with the severity of the offense, up to and including termination of employment.

#### G. RETALIATION

Retaliation in any manner against a person for filing an harassment or discrimination charge or initiating an harassment or discrimination complaint, testifying in an investigation, providing information or assisting in an investigation, is expressly prohibited and subject to disciplinary action up to and including termination.

#### H. CONFIDENTIALITY

Confidentiality will be maintained in accordance with applicable Federal, State and local law. A complete and thorough investigation of the allegations, however, may require the investigator to inform witnesses of certain aspects of the complaint in order to obtain an accurate account of the actions of the parties involved.

#### I. FALSE COMPLAINTS

Any complaint made by an employee of the City regarding employment-based harassment or discrimination which is based upon a fraudulent statement of fact may be subject to discipline, including termination of employment. This section is not intended to discourage employees from making complaints regarding employment-based harassment or discrimination. However, false complaints adversely impact the workplace and the career of the accused, even when disproved, and will not be tolerated.

#### J. DISTRIBUTION

Access to this policy shall be provided to all employees of the City either by paper or electronic copy. Any questions, concerns or comments related to this policy should be directed to the Mayor or designee or respective department head.

### **XIII. GENERAL PERSONNEL POLICY VIOLATION AND COMPLAINT PROCEDURE**

If an employee believes there is or are a significant violation(s) of this *Personnel Policy* or of local, state or federal law occurring, and not pertaining to Discriminatory Workplace Harassment cover in Section XII. Above, the following complaint procedure will be followed:

- A. The Mayor shall designate in writing who will be responsible for following the Complaint Procedures as set out in this policy. The person designated by the Mayor will be referred to as the "Designated Official."
- B. A person who believes there is or are significant violation(s) of this *Personnel Policy* or of local, state or federal law occurring, should report it to his or her supervisor, department head, Mayor, Mayor's designee or legal counsel for the City. Once a complaint has been made, the complainant cannot withdraw the complaint without a determination that it was made erroneously.
- C. Within twenty-four (24) hours upon receiving the complaint, the Designated Official should initiate the investigation to determine whether there is a reasonable basis for believing that an alleged violation of this Policy occurred.
- D. Upon receiving the complaint, or being advised by a supervisor that violation of this policy may be occurring, the Designated Official should review the complaint with the City Attorney, Mayor and/or Mayor's designee.
- E. The Designated Official, in conjunction with legal counsel for the City, as soon as practicable shall determine the process for determining whether a violation of the Policy has occurred, including but not limited to identifying an appropriate, neutral person to investigate the complaint.
- F. If it is determined that a violation of the City's policy has occurred, the appropriate official will recommend the appropriate course of action to be taken by the City.
- G. Within three (3) business days after the review process is concluded, the supervisor(s) will meet with the complainant and the respondent separately in order to notify them in person of the findings of the investigation. The supervisor, complainant and respondent shall each document in writing and in separate documents the date and time of the meeting.

### **XIV. SEPARATION FROM EMPLOYMENT**

#### **A. REDUCTIONS IN FORCE (RIF)**

When financial circumstances or changes of workload require, the City of Sun Valley reserves the right to reduce forces or reorganize the office in such manner as it deems necessary to maintain the effective functioning of City of Sun Valley services.

#### **B. RETIREMENT POLICY**

The retirement policy of the City of Sun Valley shall comply in all respects with federal and state requirements respecting mandatory retirement and the obligations established by the Public Employee Retirement System of Idaho (PERSI).

#### **C. COBRA BENEFITS**

Employees of the City of Sun Valley who currently receive medical benefits, who separate their employment may be eligible to continue those medical benefits for a limited time in accordance with the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). For questions regarding continuing rights to health coverage after separating from the City of Sun Valley, contact the Finance Manager.

D. EXIT INTERVIEW

Each employee who terminates from employment with the City of Sun Valley is encouraged to participate in an exit interview with the designated representative of the City, or in the event of involuntary termination with the Mayor or designee. In such interview, the employer should notify the employee when certain benefits will terminate, when final pay will be issued and review the process to receive COBRA benefits. The employee will be invited to inform the interviewer about his or her impressions of employment in such interview. An employee exit form may be completed at this point and will be retained in the employee's personnel file.

E. RESIGNATION POLICY

Voluntary resignations will generally be made in writing. If the employee wants their formal records to indicate "voluntary resignation", he or she must do so in writing to his or her supervisor or department head. The department head will document oral resignations in a form determined by the Mayor or designee as human resource director. Evidence of acceptance of a resignation shall be provided to the ex-employee; unless it is determined the ex-employee has no verified contact information where such evidence of acceptance can be delivered. An employee who has an unexcused or unauthorized absence of three (3) working days or more may be considered to have abandoned his or her position and therefore resigned.

**CITY OF SUN VALLEY PERSONNEL POLICY**

**ACKNOWLEDGMENT OF RECEIPT & UNDERSTANDING**

**OF THE CITY OF SUN VALLEY PERSONNEL POLICY**

I, \_\_\_\_\_ acknowledge receipt on \_\_\_\_\_ (date) of a paper or electronic copy of this *Acknowledgment of Receipt & Understanding of the City of Sun Valley Personnel Policy* form; and, receipt of a paper or electronic copy of the *City of Sun Valley Personnel Policy*, which was adopted by City Council Resolution 2012-05, on October 2, 2012; and, I understand I am required to return this form not later than \_\_\_\_\_ (date), to the Mayor or designee.

In addition, I verify:

Initials

\_\_\_\_\_ I have read and understand the *Personnel Policy*.

\_\_\_\_\_ I understand this *Personnel Policy* is not a contract and cannot create a contract.

\_\_\_\_\_ I understand I am obligated to perform my duties of employment in conformance with the provisions of this *Personnel Policy* and any additional rules, regulations, policies or procedures imposed by the department in which I work whether or not I choose to read the new *Personnel Policy*.

\_\_\_\_\_ I understand this *Personnel Policy* may be modified without prior notice to me.

\_\_\_\_\_ I understand should this *Personnel Policy* be modified I will be provided with a copy of the modifications in paper format within five (5) business days of modification; and must return this *Acknowledgment of Receipt & Understanding of the City of Sun Valley Personnel Policy* form within ten (10) business days.

DATED this \_\_\_ day of \_\_\_\_\_.

Employee Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

**CITY OF SUN VALLEY PERSONNEL POLICY**

**VEHICLE USE POLICY**

**DEFINITION:** Motor vehicle or vehicle shall be defined as any motor vehicle, including road or street and path maintenance equipment.

A. **PURPOSE:** the purpose of the vehicle use policy is to set the policies and procedures for the use and operation of city of Sun Valley vehicles by its employees. The policy and procedures:

1. Help ensure the safety of city employees.
2. Encourage the efficient and effective use of city resources; and
3. Minimize liability to the city.
4. Establish the understandings, requirements and rules for all employees who drive a motor vehicle in the course of city business.

B. **ADMINISTRATION:** The Mayor of Sun Valley is the administrative authority issuing this policy. Daily administration is the responsibility of the mayor or designee and department heads.

**C. GENERAL POLICIES AND PROCEDURES**

1. In order to be authorized to operate a City vehicle, an employee must possess a valid State of Idaho Driver's License of the class required for operation of the particular City vehicle. Driver's Licenses will be filed with the Treasurer/Finance Manager. It is the responsibility of the department head to document and monitor each employee's license in his or her respective department, providing updated copies of renewed licenses to the Treasurer/Finance Manager.
2. In the event an employee's driver's license is suspended for any reason, the employee will promptly notify the department head. The employee will not operate a City vehicle during the term of the suspension.
3. An employee is granted permission to use a City-owned vehicle with the express understanding that the vehicle is for official City business. An employee operating a City vehicle shall not permit persons other than City employees, elected or appointed officials and persons required to be conveyed in the performance of duty or as otherwise authorized to ride as a passenger in their vehicle.
4. The driver and all occupants must wear seat belts at all times when operating any City vehicle.
5. The driver must obey all traffic laws at all times and to drive in a safe and courteous manner.
6. The use of alcohol, illegal drugs, or any drugs or substances that may affect the employee's ability to drive safely are prohibited.
7. An employee's intentional or negligent abuse or misuse of a City vehicle may lead to discipline including, but not limited to the cost of repair or replacement.
8. All City owned vehicles are subject to inspection and/or search at any time by a supervisor. No employee assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.
9. Any employee fueling a City vehicle will follow the instructions on the Fuel Log provided and fully explained and monitored by the department head.

D. VEHICLE CARE

1. Each employee will be responsible for the safekeeping, serviceable condition, proper care, use and replacement of any vehicle assigned or entrusted to them.
2. Before taking the vehicle into service, the Employee will inspect the interior and exterior of any assigned vehicle. Any previously unreported damage, mechanical problem, unauthorized contents or other problems with the vehicle shall be promptly reported to a supervisor and documented as appropriate.
3. The use of damaged or unserviceable vehicles should be discontinued as soon as practical and replaced with a serviceable vehicle as soon as available following notice to the department head.
4. Use will be limited to official purposes and in the capacity for which it was designed. No modifications, additions or deletions of any equipment or accessories shall be made to the vehicle without written permission from a supervisor. In the event that a vehicle becomes damaged or unserviceable no employee shall attempt to repair the vehicle without prior approval of a supervisor.

E. VEHICLE COLLISION OR ACCIDENT

1. When a City owned vehicle is involved in a traffic collision, the involved employee shall promptly notify his or her supervisor.
2. A traffic collision report shall be filed with the agency having jurisdiction. In addition, the City of Sun Valley Traffic Collision Report must be completed.

F. TYPES OF VEHICLE ASSIGNMENTS – Vehicle assignments are established in the *City of Sun Valley Personnel Policy*.

1. Assigned Vehicle for Unrestricted Use: The City does not assign vehicles for unrestricted use.
2. Assigned Vehicle for the Employee's Restricted Use: A City vehicle may be assigned to an employee who needs to respond, at any time, to emergencies or safety needs. The employee may have 24-hour use of an assigned vehicle and may garage it at his or her residence overnight due to the duties of his or her position. Personal use of the City vehicle is prohibited except for meal or break stops taken in the course of employment or *de minimis* personal errands only while traveling between work and home in a manner that does not materially increase the number of miles a vehicle is driven. *De minimis* refers to small, trifling, and insignificant personal use that is incidental to business use.
3. Assigned Vehicle/Work Related Use Only: A City vehicle may be assigned to an employee to allow the employee to respond back to work for work related activities as required. Personal use of the City vehicle is prohibited except for meal or break stops taken in the course of employment or *de minimis* personal errands only while traveling between work and home in a manner that does not materially increase the number of miles a vehicle is driven. *De minimis* refers to small, trifling, and insignificant personal use that is incidental to business use. Vehicles may be garaged overnight at the employee's residence.

**CITY OF SUN VALLEY PERSONNEL POLICY**

**ELECTRONIC COMMUNICATIONS DEVICES & SYSTEMS USAGE POLICY**

- A. **PURPOSE:** The availability of electronic communication devices & systems within the work environment provides many opportunities for enhancement of productivity and effectiveness. These systems also entail the opportunity for rapid transfer and broad dissemination of sensitive material that can have damaging effects on the City of Sun Valley, its employees, and the public, if not managed properly. It is important, therefore, that the City of Sun Valley establish a policy which provides direction to City employees regarding the purchase, lease, license and use of electronic communication devices & systems.
  
- B. **ADMINISTRATION:** The Mayor or designee shall be responsible for the implementation of the Electronic Communication System Usage Policy.
  
- C. **DEFINITIONS:**
  - 1. Electronic Communication Devices & Systems include, but are not limited to City-owned computers, cell phones, PDAs, hardware, tablet computers, software, webpage, electronic mail systems (email), voice mail systems, paging systems, electronic bulletin boards, Internet services, fax machines, mobile digital terminals (MDT), and any part of the City of Sun Valley leased or acquired network system(s) of any sort.
  - 2. Computer - A programmable electronic device that can store, retrieve, and process data, including any computer issued or maintained by the City of Sun Valley, including but not limited to both laptop and desktop versions, or any computer which is attached to or a part of the City of Sun Valley computer network.
  - 3. Hardware - The physical components of a computer, including the monitor, keyboard, central processing unit, floppy drives, CD-ROM drives, external storage media, and all peripheral accessories, including but not limited to, network connections, printers, scanners, speakers, printer cables and mouse.
  - 4. License - To permit or authorize the use of.
  - 5. Network System – The hardware and software which provides for the interconnection of City computers.
  - 6. Programming - A sequence of coded instructions that can be inserted into a mechanism (such as a computer) to work out a series of instructions.
  - 7. Shareware - Computer software that can be used and copied without charge. However, shareware is copyrighted and, if the copyright holder requests, a donation or fee must be paid if the software is used regularly.
  - 8. Software - The entire set of programs, procedures and related documentation associated with a computer system/program.
  
- D. **PURCHASES, COPYRIGHT AND LICENSES**
  - 1. The purchase, lease, or license of all electronic communication system hardware and software must be approved by the Mayor or designee.
  - 2. Copying of computer software owned by the City of Sun Valley shall be governed by the copyright agreement.
  - 3. License agreements will be maintained by the Mayor or designee. The license agreement shall be the ultimate rule governing the use of the software. Any act permitted by this policy, but not permitted by the license agreement of the software program, shall be considered null and void.

4. Software registration must be completed for all software purchased by the City at the time of purchase and shall list the City of Sun Valley as the purchaser and list the Mayor or designee as the contact for inquiries as to the use of the product.

E. GENERAL REQUIREMENTS

1. City Electronic Communication Devices & Systems is to be used for City business purposes only.
  - a. Cell phones and/or PDAs are provided to an employee when the employee's duties:
    1. Include a significant amount of work time out-of-the-office; or
    2. Require the employee be reached as needed at any time for the immediate or emergency needs of the City.
  - b. The Mayor or designee shall approve which employee(s) may have a cell phone or PDA and the respective phone or data service plan, including the provider, terms, hours, coverage and rates.
  - c. The cell phone number will be the cell number given out by the City to reach an employee when working out-of-the-office and the cell phone shall be listed on the City phone roster.
  - e. A City-owned cell phone may be used by the employee for "emergency only", non-City calls. Any usage over an approved number of minutes for the cell phone shall be deducted automatically from the employee's pay after taxes have been deducted.
  - f. The City shall not reimburse any employee for use of his or her personal cell phone for City business.
2. Incidental and occasional personal use of the Internet is allowed from time-to-time during scheduled breaks, including the lunch hour, to check for email on a personal, non-City account(s).
3. All messages or information composed, sent, stored, copied or received via electronic communication devices and systems are the property of the City. These messages and information are not private property of any employee, and no employee should have any expectations of privacy in such messages or information. The Mayor or designee have the right to access, close and/or disclose all messages sent via an electronic communication devices and/or systems or other information stored on an electronic communication device or system that is the property of the City. Employees, therefore, should treat electronic communications with the same degree of propriety and professionalism as official correspondence.
4. The Mayor or designee shall consult with the City's IT provider to regulate the requirements for City password usage. All employees shall change, alter, or modify their passwords as required by the City's IT provider. No employee shall disclose his or her password to any other employee or person.
5. Confidential electronic files must be professionally erased or storage devices containing these files removed from any computer or hardware device prior to the computer or hardware device being removed from the agency for servicing, repairs, or replacement.
6. The Mayor or designee must be notified immediately when --
  - a. Sensitive information is or suspected of being lost or disclosed to unauthorized parties.
  - b. Unauthorized use of the electronic communication devices & systems has taken place, or is suspected of taking place.
  - c. Passwords are lost, stolen or are suspected of being lost, stolen, or disclosed.
  - d. Any unusual system behavior such as missing files, frequent system crashes, misrouted messages, and the like appear because it may indicate a computer virus infection or similar security problem.
7. It is the intent of the City to provide the tools that every employee needs to successfully complete assignments; therefore no employee is allowed to use his or her personal computer, PDA, cell phone or other communication device for City business.

8. The Mayor or designee shall define the network server uses, organizational format, use of folder/file protection, storage and other aspects of network capabilities. Employees have the responsibility to use the network server effectively in meeting these directions.
9. Electronic communications are subject to the provisions of Resolution 2006-05 – Records Retention.
10. The use of electronic communication devices & systems shall be in keeping with applicable Federal, State, local, civil and criminal laws.

F. UNAUTHORIZED ACTIVITIES

1. No personally owned software applications or shareware software may be installed on a City computer, including, but not limited to, games, entertainment software, and screen savers unless written permission is given by the Mayor or designee and it is allowed by the licensing agreement of the software.
2. No employee may tamper with, change, delete, reprogram, copy protected codes, enter into areas of the program reserved for programming, insert additional programming, or rename any computer software program purchased, leased, or licensed for use by the agency, unless it is authorized by the licensing agreement. No employee shall perform any repairs, installations, modifications, removal, or relocation of any computer hardware, peripherals, and associated components without first obtaining authorization by the Mayor or designee.
3. Electronic transfer of files, software, or programs purchased by the City is not authorized unless it is allowed by the licensing agreement of the software product and approved by Mayor or designee.
4. Employees shall not use the email account or password assigned to another individual to send or receive messages.
5. The electronic communication system shall not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non job-related solicitations, or used for any personal commerce or purchases.
6. The electronic communication system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, or proprietary information. Failure to observe copyright or license agreements may result in disciplinary action by the City and/or legal action by the copyright owner.
7. No employee shall utilize or cause any City-owned computer to utilize an automatic log-on. Employees are prohibited from leaving a City computer unsecured while logged on.
8. The encryption of files and the use of encryption programs are not permitted on any City computer without the prior authorization of the Mayor or designee.
9. No employee shall bypass or modify any installed security systems or menu interfaces without the expressed permission of the Mayor or designee.
10. No employee shall knowingly introduce any computer virus into any part of the electronic communication system operated by the City. Employees must use due care and caution to avoid inadvertently introducing computer viruses into any City computer by any means. Any material received which is suspect, e.g. multiple copies of email with the same subject line information received in rapid succession, should not be opened.
11. Viewing, downloading, communicating and/or transmitting material (for other than law enforcement purposes) that is known to involve the use of obscene language, images, jokes, sexually explicit materials or messages that disparage any person, group, or classification of individuals is strictly prohibited. Any employee who uses the City's equipment or network for these purposes will be subject to an immediate, severe disciplinary response.

12. Employees shall not use photographs or other material depicting City logos, vehicles, etc. on any personal or privately-owned home page. Personal/private home pages shall be clearly identifiable as personal pages.
13. Electronic communication devices & systems are for the exclusive and sole use of City employee for City business and shall not be used at any time by family members, friends or other persons not employed by the City.

**CITY OF SUN VALLEY PERSONNEL POLICY**

**FEDERAL MEDICAL LEAVE ACT (FMLA)**

A. Eligibility Requirements

To be eligible for FMLA benefits, prior to any leave request, the employee:

1. must have worked for the employer for at least 12 months;
2. must have worked at least 1,250 hours for the employer during the previous 12 months.

The employee must meet all eligibility requirements before FMLA benefits will be extended him/her.

If your employment situation does not meet all of the qualifications set forth above, the subsequent FMLA policy, which is required by law to be included in our policy, does not apply to employee.

B. Entitlements

The Family and Medical Leave Act (FMLA) provides an entitlement of up to 12 weeks of job-protected, unpaid leave during any 12-month period to eligible, covered employees for the following reasons: 1) birth and care of the eligible employee's child, or placement for adoption or foster care of a child with the employee; 2) care of an immediate family member (spouse, child, parent) who has a serious health condition, defined by the Department of Labor as: (1) any period of incapacity due to pregnancy and prenatal care (825.114(a)(2)(ii)); (2) a chronic serious health condition (such as asthma, diabetes, etc., (3) a permanent or long-term condition for which treatment may not be effective (such as Alzheimer's, strokes, terminal diseases; and (4) to receive multiple treatments (including recovery there from) either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment (such as dialysis, chemotherapy, etc.); or 3) care of the employee's own serious health condition. It also requires that the employee's group health benefits be maintained during the leave. The 12-month period is determined using a "rolling" 12-month period measured backward to the date an employee first uses any FMLA leave.

If all eligibility requirements are met, the employee is covered under the FMLA. He or she may request up to 12 weeks of leave where the City of Sun Valley will continue the employee's benefits (employer portion only) during the leave period. If the employee does not return to work for reasons other than their own continued serious health condition or that of an eligible family member, the City of Sun Valley may recover from the employee the premium(s) that were paid for the employee's medical coverage.

Total FMLA leave for employee spouses/parents who both work for the City of Sun Valley is 12 weeks combined if the leave is for reasons other than the employee's own personal serious illness.

Examples where employees of the City of Sun Valley are entitled to leave under FMLA include:

1. To care for a child following a birth or placement of a child with the employee for adoption or foster care.
2. To care for a sick child, spouse or parent who has a "serious health condition."
3. If the employee himself or herself is unable to perform his or her own work responsibilities because of his or her own serious health condition.
4. Leave as provided for in the National Defense Authorization Act, see subsection (g).

C. Concurrent Use of Accrued Leave and Worker's Compensation Required

Employees are required to use any accrued paid vacation and sick leave (if applicable) concurrently with any FMLA leave. If paid leave accruals are less than 12 weeks, the employee may take the remainder of FMLA leave as unpaid leave. An employee will continue to accrue leave while utilizing their paid sick and vacation leave. He or she will cease to accrue vacation and sick leave during the unpaid portion of their leave. If the employee is on Worker's Compensation leave, such leave will also run concurrently with any FMLA leave.

D. Employee Obligations

An employee is required to give 30 days' advance notice or as much time as practical when the need for FMLA leave is foreseeable. The City of Sun Valley reserves the right to request medical certification supporting any leave, and may require second or third opinions (at City of Sun Valley expense). The City of Sun Valley may also require a doctor's fitness for duty report prior to your returning to work. Leave may be denied if these requirements are not met. The decision to allow an employee to return to work will be solely that of the City of Sun Valley in compliance with the provisions of the Family and Medical Leave Act. Should a doctor not find the employee fit to return to duty, the employee will not be allowed to return to work.

When an employee is off work for FMLA leave, the employee will not be allowed to work for any other employer without prior approval from the Mayor. An employee who violates this rule will be subject to disciplinary proceedings up to and including termination from employment.

Contact the Finance Manager to discuss your rights and obligations for continuation of any current benefits you are receiving. Employees must make arrangements for payment of their portion of their benefit costs or discontinuation of those benefits will occur.

To request FMLA leave please contact the Mayor or designee, indicating the reason for requesting FMLA leave and the expected duration of leave. Note: Employee may be required to provide medical certification by your physician or medical practitioner indicating the diagnosis and probable duration of your medical condition or the medical condition of your family member.

E. Intermittent Leave Requests

FMLA leave may be taken intermittently or on a reduced leave schedule to allow the employee to care for a sick family member, or for an employee's own serious health condition with prior written approval from the employee's supervisor or when "medically necessary." In the circumstance of birth or placement of a child for adoption or foster care, intermittent leave is only available by written approval of the City.

F. Employer's Rights and Obligations

The City of Sun Valley has the right to determine whether the employee is or is not an "eligible employee" under the Act. The City of Sun Valley has the right to place an employee on FMLA leave without the employee's consent should the City determine that the employee meets the eligibility requirements under the Act.

The City of Sun Valley will return the employee to the same or an equivalent position after returning from FMLA leave, subject to the terms of the Family and Medical Leave Act. The only exception may be for individuals who, under the provisions of the FMLA, are considered to be a "key employee" whose extended absence would cause "substantial and grievous economic injury".

The City of Sun Valley reserves the right to require periodic notices (determined by the City of Sun Valley) of you, or your family member's FMLA status and your intent to return to work.

G. The National Defense Authorization Act

On January 28, 2008, the National Defense Authorization Act amended the FMLA. This amendment provides an entitlement of up to 26 weeks of unpaid leave during a single 12-month period to an eligible employee who must care for a covered service member—a person who is a spouse, son, daughter, parent or next of kin of the employee and has a serious injury or illness incurred in the line of duty which renders that person unfit to perform his or her duties in the Armed Forces. The City of Sun Valley may require the request for this type of leave be supported by certification that the service member being cared for by the employee has a serious health condition.

The National Defense Authorization Act also provides 12 weeks of FMLA leave to an employee if his or her spouse, son, daughter or parent has been called to active duty with the Armed Forces. No serious medical condition is required for this type of leave. The City of Sun Valley may require the request for this type of leave be supported by certification that the service member has actually been called to active duty. The City of Sun Valley employees shall provide prior notice when the need for this type of leave is foreseeable.