**AGENDA**
**REGULAR MONTHLY MEETING OF THE CITY OF SUN VALLEY**
**FINANCE COMMITTEE**
**IN THE COUNCIL CHAMBERS – 81 ELKHORN ROAD**
**CITY OF SUN VALLEY, IDAHO**
**June 30th, 2014 - 1:00 P.M.**

**CALL TO ORDER**

**ROLL CALL**

**PUBLIC COMMENT-** The Finance Committee welcomes comments from the public. Please state your name and address for the record. Public comments may be limited to three (3) minutes.

1. Review and discussion of all recurring payables and payroll from June 2014.

2. Review of non-reoccurring bills on-hand as of June 25, 2014 and recommendation for approval to the City Council at its July 3rd Council Meeting.

3. Approval of June 2nd, 2014 meeting minutes.

**EXECUTIVE SESSION – IF CALLED** Pursuant to Idaho Code 67-2345

**ADJOURNMENT**

Posted City Hall: June 27, 2014 at 10:00 am

*Please Note: The agenda is subject to revisions may be continued should additional time be needed. Any person in need of assistance to attend or participate, should contact Sun Valley City Hall prior to the meeting at 622-4438. Council packet materials are online at www.sunvalley.govoffice.com*

# CITY OF SUN VALLEY
# REPORT TO THE CITY COUNCIL

| | |
|---|---|
| TO: | Finance Committee |
| FROM: | Angela Walls, Treasurer/Finance Manager |
| SUBJECT: | Recurring Payables and Payroll for June 2014 |
| DATE: | June 27, 2014 |

## RECURRING PAYABLES

Recurring payables had no abnormalities. Please see the attached resolution for a list of approved recurring payables.

## PAYROLL

**Legislation** – There were no changes or abnormalities for June.

**Administration** –Payroll was decreased slightly due to the City Clerk position being vacant for half of the month. There were no other changes or abnormalities for June.

**Community Development** –There were no changes or abnormalities for June.

**Police** – There were 20 hours of overtime due to training and half marathon traffic control. The Police Department overtime line item, 10-421-122, is still within budget. There were no other changes or abnormalities for June.

**Fire** – The paid on call firefighters' hours raised from the estimated normal of 180 hours to 285 hours in June. Attached is a letter from Training Officer Taan Robrahn to explain the increase. The Fire Department Paid per Call line item, 10-423-120, is still within budget. There were no other changes or abnormalities for June.

**Street** – There were no changes or abnormalities for June.

CITY of SUN VALLEY
FIRE DEPARTMENT

06/03/2014

Angela,

In reviewing the attached time cards you will notice a large increase in hours worked. We had an extremely busy month with training. We have also implemented the use of paid on call firefighters to help cover some weekend shifts to help relieve the full time staff. Please find below an explanation of activities over the past month.

- During the month of May we had Additional Backcountry rescue drills with Ketchum on Thursdays.
- We hosted and participated in State IFSAC Testing (International Fire Service Accreditation Congress).
- The new hires completed a 24 hour State Certified Wildland Fire Training Class which is required to go on a fire.
- We participated in a Live Fire training exercise with Hailey Fire, Ketchum Fire, Wood River Fire, and Bellevue Fire.

If you have any more questions please feel free to contact me.

Thanks,

Taan Robrahn

Training Officer

| Vendor Name | Invoice # | Description | Account # | Under Budget | Dept. | Amount |
|---|---|---|---|---|---|---|
| AC HOUSTON LUMBER CO | 014-381971 | materials for practice burn of golf clubhouse | 10-423-470 | Yes | FIRE | 34.55 |
| AC HOUSTON LUMBER CO | 014-382667 | materials for practice burn of golf clubhouse | 10-423-470 | Yes | FIRE | 27.98 |
| AC HOUSTON LUMBER CO | 014-383163 | materials for practice burn of golf clubhouse | 10-423-470 | Yes | FIRE | 3.19 |
| AC HOUSTON LUMBER CO | 6538-73699 | cable ties for Oskosh plow truck wiring | 10-431-595 | Yes | STR | 6.08 |
| AK PEST MANAGEMENT | 2762 | mice abatement at City Hall | 10-431-614 | Yes | STR | 287.00 |
| AK PEST MANAGEMENT | 2791 | weed abatement all public ROW's 2nd application per bid | 10-431-621 | Yes | STR | 3,875.00 |
| ANIMAL SHELTER OF WRV | 557 | Quarterly Invoice- March-May 2014 | 10-421-770 | Yes | POLI | 500.00 |
| ARBORCARE RESOURCES, INC. | 30253 | top dressing for City Hall and FD | 10-431-620 | Yes | STR | 460.00 |
| ASSOCIATION OF IDAHO CITIES | 5272876 | 2014 AIC ANNUAL CONF - FRANZ SUHADOLNIK | 10-411-475 | Yes | LEGI | 170.00 |
| BECK, ROB | 3439 | tree trimming Paintbrush/Morningstar intersection | 10-431-780 | Yes | STR | 75.00 |
| BOISE MOBILE EQUIPMENT | 15285 | Repairs to Engine 66 per bid | 10-423-595 | Yes | FIRE | 10,000.00 |
| BUSINESS AS USUAL | 119668 | 3 Binders for Fire Department | 10-423-310 | Yes | FIRE | 32.25 |
| BUSINESS AS USUAL | 119935 | Toner for Mayor Briscoe's printer | 10-415-310 | Yes | ADM | 65.35 |
| CENTRAL DRUG SYSTEM, INC. | 235085 | Random Processing Fee / Drug Screening | 10-415-420 | Yes | ADM | 20.00 |
| CHATEAU DRUG | 060514 | Segway Battery | 10-421-320 | Yes | POLI | 5.99 |
| CLEAR CREEK DISPOSAL | 812279 | Final for portable restroom on training fire | 10-423-470 | Yes | FIRE | 14.71 |
| COP QUEST | 348680 | 6 Tactical Ear gadgets Acoustic Audio tube, 2 Rabbit listen only earpiece, large speaker | 10-421-340 | Yes | POLI | 95.45 |
| COPY & PRINT | 058608 | 1 box of copy paper | 10-415-310 | Yes | ADM | 38.99 |
| COPY & PRINT | 058723 | COPY PAPER & PENS | 10-415-310 | Yes | ADM | 53.28 |
| COPY & PRINT | 058950 | Binder clips and colored paper for supply room | 10-415-310 | Yes | ADM | 30.91 |
| CROTTY, ROBIN | 070114 | Reimbursement for food for Hannah's Stauts going away party | 10-415-476 | Yes | ADM | 60.61 |
| DAVIS EMBROIDERY INC. | 22790 | 5 embroidery customer shirts & 5 names ( Logsdon) | 10-421-665 | Yes | POLI | 86.25 |
| DAVIS EMBROIDERY INC. | 22809 | 12 Embroidered Caps, Flexfit cool& dry silver | 10-421-665 | Yes | POLI | 155.88 |
| DICK YORK'S AUTO SERVICE | 61638 | Unit 1, Clean rims, balance & adjust 4 tires | 10-421-600 | Yes | POLI | 67.41 |
| DICK YORK'S AUTO SERVICE | RO 61722 | Repair Tire, Complete Lube & oil, Air conitioning charge | 10-421-600 | Yes | POLI | 78.02 |
| DICK YORK'S AUTO SERVICE | RO 61808 | Repair Tire, Complete Lube & oil, Air conitioning charge | 10-421-600 | Yes | POLI | 150.49 |
| EAGLE GATE SYSTEMS LLC | 3858 | payed half of expenses for safety improvements ath the Sage Willow barn automatic gate. | 10-431-780 | Yes | STR | 856.00 |
| ELEPHANT'S PERCH | 5.14.2014 | 5 yearly bicycle tune-ups and 1 shift Pod and one Mtn tube | 10-421-320 | Yes | POLI | 402.99 |
| FINI MACHINERY | 7167 | DOT inspections for ENG 60, ENG 64 and ENG 63 | 10-423-600 | Yes | FIRE | 450.00 |
| FIRST RESPONDERS | 42723 | Performance Polo (S)X2-Tuyen, Performance Polo (L)X2 Walt, X2 Jameson, Perfromance Po | 10-421-665 | Yes | POLI | 725.00 |
| FIRST RESPONDERS | 42762 | Name Bar C LOGSDON | 10-421-665 | Yes | POLI | 11.00 |
| FREIGHTLINER OF IDAHO | 152643 | mud flaps for Oshkosh trucks | 10-431-595 | Yes | STR | 124.04 |
| GEM STATE COMMUNICATIONS | 125167 | Gasoline | 10-423-350 | Yes | FIRE | 35.02 |
| GEM STATE COMMUNICATIONS | 125974 | Back up alarm for ENG 65 | 10-423-600 | Yes | FIRE | 106.00 |
| GEM STATE WELDERS SUPPLY INC | 150429 | welding tank rental | 10-431-320 | Yes | STR | 16.12 |
| GEM STATE WELDERS SUPPLY INC | 150576 | welding tank refill | 10-431-320 | Yes | STR | 54.08 |
| GRAINGER | 9456974592 | light bulbs/hand sanitizer city hall | 10-431-614 | Yes | STR | 345.40 |
| HAILEY AUTO CLINIC | 16155 | Diagnose & replace battery positive fuse holder, repair loose connection on fuse box for light | 10-421-600 | Yes | POLI | 167.50 |
| HUGHES FIRE EQUIPMENT | 486367 | Repair CAFS system on Engine 60 | 10-423-600 | Yes | FIRE | 1,909.91 |
| IDAHO MOUNTAIN EXPRESS | 12501849 | 5/21/14 - Legal Ordinance 468 | 10-418-440 | Yes | COM | 289.80 |
| IDAHO MOUNTAIN EXPRESS | 12502034 | 5/21/14 Comp Plan Meeting | 10-418-440 | Yes | COM | 200.88 |
| IDAHO MOUNTAIN EXPRESS | 12502091 | 5/28/14 - Comp Plan Meeting | 10-418-440 | Yes | COM | 200.88 |
| IDAHO MOUNTAIN EXPRESS | 12502164 | June 2 Council Meeting Ad | 10-415-440 | Yes | ADM | 351.54 |
| IDAHO TRAFFIC SAFETY, INC | 16596 | Double Yellow Lines - road striping | 10-431-780 | Yes | STR | 11,808.00 |
| IDAHO TRANSPORTATION DEPT | 9324539 | Transfer fee exempt fire department license plates | 10-423-320 | Yes | FIRE | 5.00 |
| IDEAL H20 | 1241 | Unit Filters for water cooler Patrol room | 10-421-340 | Yes | POLI | 62.86 |

| Vendor Name | Invoice # | Description | Account # | Under Budget | Dept. | Amount |
|---|---|---|---|---|---|---|
| IMPERIAL ASPHALT | 2134 | Crack sealing paths | 10-431-780 | Yes | STR | 19,445.68 |
| INTEGRATED TECHNOLOGIES | 61907A | Magenta Toner for Copy mahcine in copy room | 10-415-540 | Yes | ADM | 130.50 |
| INTEGRATED TECHNOLOGIES | C23009 | copies under contract | 10-415-310 | Yes | ADM | 177.61 |
| INTEGRATED TECHNOLOGIES | C23393 | copier maintenance | 10-421-610 | Yes | POLI | 30.25 |
| INTEGRATED TECHNOLOGIES | C23402 | copier maintenance | 10-415-310 | Yes | ADM | 50.00 |
| INTERSTATE BATTERIES | 40012440 | Battery for Whitey | 10-423-600 | Yes | FIRE | 108.95 |
| JOE'S BACKHOE SERVICE | 16965 | Right of way Silverweed shouldering to address flooding due to not ditch | 10-431-780 | Yes | STR | 4,062.50 |
| KELLER ASSOCIATES | 0000006 | Trans Plan Update- services from 5/1/14 - 5/31/14 | 50-470-820 | Yes | CAPI | 3,990.00 |
| KETCHUM COMPUTERS | 10430 | Computer Support 06/4/14 - 06-11/14 | 10-415-427 | Yes | ADM | 781.25 |
| KING, ADAM ATTORNEY AT LAW | 042414 | Legal Services - Public Matters bill from April | 10-415-425 | Yes | ADM | 1,840.00 |
| KING, ADAM ATTORNEY AT LAW | 6.25.14 | Legal Services - Public Matters | 10-415-425 | Yes | ADM | 1,150.00 |
| KING, ADAM ATTORNEY AT LAW | 6.25.2014 | Legal Services - Confidential Matters | 10-415-425 | Yes | ADM | 5,631.13 |
| L. N. CURTIS & SON | 3147693-02 | Leather Firefighting Gloves- 3 pair | 10-423-576 | Yes | FIRE | 156.00 |
| MOFFATT THOMAS | 198201 | Legal Services and Costs through June 6, 2014 | 10-415-426 | Yes | ADM | 7,188.81 |
| MOSS GARDEN CENTER | 112203 | weed killer | 10-431-621 | Yes | STR | 17.08 |
| NAPA AUTO PARTS | 778358 | Wire connectors | 10-423-320 | Yes | FIRE | 5.00 |
| NAPA AUTO PARTS | 778521 | 2001 F-350 steering parts | 10-431-600 | Yes | STR | 190.69 |
| NAPA AUTO PARTS | 779951 | 2001 F-350 turn signal switch | 10-431-600 | Yes | STR | 94.79 |
| NORCO | 13654698 | Oxygen Cylinder Rental | 10-423-325 | Yes | FIRE | 55.80 |
| OFFICEBRIGHT, INC | 3767 | Office cleaning per proposal June 2014 | 10-415-500 | Yes | ADM | 1,170.00 |
| PETS FIRST ANIMAL CLINIC | 219 | Drug Dog DAX- Cremation | 10-421-780 | Yes | POLI | 268.00 |
| PLATT ELECTRIC | E084072 | Sunrise street light pole | 10-431-780 | Yes | STR | 1,066.00 |
| REPCO MARKETING, INC | 10006 | 12 botttles BAC Simulator Solution ( For Intoxilyzer) | 10-421-320 | Yes | POLI | 100.25 |
| RIVER RUN AUTO | 014-397469 | electrical wiring for Oshkosh plow trucks | 10-431-595 | Yes | STR | 9.08 |
| ROARK LAW FIRM | 10369 | Professional Services 5/30/14 - 5/31/14 | 10-411-429 | Yes | LEGI | 3,945.00 |
| ROARK LAW FIRM | 10374 | Professional Services 6/1/14 - 6/14/14 | 10-411-429 | Yes | LEGI | 3,690.00 |
| S. ERWIN EXCAVATION | 14-350 | juniper berm hydroseeding and tree planting/Sunrise street light concrete base within bid | 10-431-780 | Yes | STR | 9,016.46 |
| SAFE DEPOSIT BOX OPERATIONS | IDFSB00290271 | Safety Deposit Box Annual fee at Wells Fargo Bank - 1 YEAR | 10-415-310 | Yes | ADM | 55.00 |
| SAFETY SUPPLY & SIGN CO. INC. | 143899 | street signs | 10-431-780 | Yes | STR | 671.01 |
| SUN VALLEY CLEANERS, INC | 052714 | Dry clean uniform and add department patches to fire department uniform | 10-423-630 | Yes | FIRE | 18.95 |
| SUN VALLEY CLEANERS, INC | 052714 | Police Dry Cleaning | 10-421-630 | Yes | POLI | 111.05 |
| SUN VALLEY FILM FESTIVAL | 070114 | Payment request for FY14 funding commitment to the Film Festival. | 10-411-699 | Yes | LEGI | 5,000.00 |
| SUN VALLEY MARKETING ALLIANCE | 4534 | August 2014 - per contract 2014 | 10-411-692 | Yes | LEGI | 17,416.67 |
| SUNSEAL ASPHALT MAINTENANCE | 8092 | Hand Painting of path and street markings | 10-431-780 | Yes | STR | 3,574.00 |
| TAJKOWSKI, SEAN | 5.26.14 | Repair of Ethernet cables and connections at Elkhorn fire station | 10-423-510 | Yes | FIRE | 200.00 |
| WITMER PUBLIC SAFETY GROUP | E1216107 | Reflective safety decals for fire helmets | 10-423-320 | Yes | FIRE | 26.95 |
| Grand Totals: | | | | | | 125,960.87 |

Finance Committee Chair, Michelle Griffith: _____ Date : _____

**Minutes of the City of Sun Valley Finance Committee**
**June 2, 2014**

The City of Sun Valley Finance Committee met in regular session in the Council Chambers in Sun Valley City Hall on the 2nd of June at 1:00 p.m.

**Present:** Finance Committee members Chairman Peter Hendricks and Michelle Griffith
**Also Present**: City Administrator Susan Robertson and City Treasurer Angela Walls

**Public Comment:** No one present

1. **Review of non-reoccurring bills on-hand May 28th and recommendation for approval to the City Council at its June 5, 2014 Council Meeting**: The committee questioned whether we should be paying SunSeal Asphalt since the work has not been completed yet. City Administrator Susan Robertson advised staff to look into the contract to see what the conditions of payment are. Peter Hendricks directed staff to remove the Association of Idaho Cities payment from the payables because he already paid this personally. The City will reimburse Peter Hendricks directly for the conference.

   The Committee Members asked for further clarification on a number of items. Further information was provided by City Treasurer Angela Walls and City Administrator Susan Robertson.

2. **Discussion and review of all recurring payables and payroll from May 2014**:
   No questions or comments.

3. Chair, Peter Hendricks moved to approve the minutes of the April 28th 2014 Finance Committee Meeting. Michelle Griffith 2nd the motion. A roll call vote was taken. All in favor. Chairman Peter Hendricks declared the motion approved.

4. **Executive Session:** Committee Member Michelle Griffith made a motion to move into Executive Session Per Idaho Code 67-2345, Section 1, (a) and (b) for discussion of confidential attorney bills; seconded by Peter Hendricks. A roll call vote was taken. All in favor. Chairman Peter Hendricks declared the motion approved.

   The Finance Committee moved into Executive Session at 1:43 p.m.

   Michelle Griffith made a motion to come out of Executive Session at 1:54p.m., 2nd by Chairman Peter Hendricks. A roll call vote was taken. All in favor. Chairman Peter Hendricks declared the motion approved.

5. **Adjournment:** Chair, Peter Hendricks made a motion to adjourn, seconded by Michelle Griffith. The meeting was adjourned at 1:55 p.m. A roll call vote was taken. All in favor. Chairman Peter Hendricks declared the motion approved

   Respectfully Submitted,

   Robin Crotty
   Assistant City Clerk/Assistant Treasurer

_____
Peter Hendricks, Council Member

_____
Date