

DRAFT

**Minutes of the City of Sun Valley Finance Committee
January 4, 2016**

The City of Sun Valley Finance Committee met in regular session in the Council Chambers in Sun Valley City Hall on the 4th of January, 2016 at 3:00 p.m.

CALL TO ORDER

Chair Jane Conard called the meeting to order at 3:00 p.m.

ROLL CALL

Present: Finance Committee Chair Jane Conard and Committee Member Peter Hendricks.

Also Present: Mayor Dewayne Briscoe; City Administrator Susan Robertson; City Treasurer Angela Orr; City Clerk Alissa Weber.

PUBLIC COMMENT

None.

1. Approval of the November 30, 2015 meeting minutes.

Jane Conard moved to accept the November 30, 2015 Finance Committee minutes, seconded by Peter Hendricks. All in favor. The motion carried.

2. Review and discussion of all recurring payables and payroll from December 2015.

Jane Conard stated that while there continues to be overtime for the Fire and Police Departments, it is a busy time of year and this is anticipated. Angela Orr stated those departments are also understaffed.

By unanimous consent, the Finance Committee accepted the report submitted by the Treasurer.

3. Review of non-recurring bills on-hand as of December 30, 2015 and recommendation for approval to the City Council at its January 7, 2016 Council Meeting.

Angela Orr noted she received invoices from City Attorney Adam King that day and requested to add them to the list to be approved by the City Council. She noted two of the bills are privileged. Jane Conard stated she would like to review those in executive session. She also noted that King's bills are often late and asked whether there is any specification in his contract regarding a date by which he must submit them. Susan Robertson stated she did not recall that provision in the contract.

Jane Conard asked whether the charges from Ketchum Computers typically run \$2,000 per month. Peter Hendricks noted the prior month had been about \$2,400 for installation of a new phone system. Angela Orr confirmed and explained the installation continued into the current month. Susan Robertson noted the hourly rate for Ketchum Computers also increased pursuant to the new contract. Peter Hendricks requested Angela Orr provide a total amount for the year that was paid to Ketchum Computers.

Jane Conard asked about three payments to the Sun Valley Marketing Alliance. Angela Orr responded that while the City typically pays monthly, SVMA did not provide invoices for several months. After this there should be just one payment per month.

Peter Hendricks asked about the charge for the Hurtig Shooting Center. Angela Orr responded it was for the Police Department.

Peter Hendricks asked about the various charges for Integrated Technology. Angela Orr explained they include the base contract rate plus a per-copy charge for each department.

Peter Hendricks asked why the charges for Jim Bennion's training were included in the Fire Department. Angela Orr explained Bennion works for both the Fire and Building Departments, and this training was for the Fire Department.

Peter Hendricks asked why the charges from Summit Environmental for radon testing were charged to Workforce Housing. Susan Robertson explained that is where the fire station sleeping quarters is budgeted.

Peter Hendricks asked Angela Orr to provide a total paid to Sun Valley Marketing Alliance in 2014/2015.

Peter Hendricks asked about the charge from Zoll Medical. Angela Orr explained it is for defibrillators. She noted the Street Department did not have one before and the other was a replacement for the Fire Department. Peter Hendricks asked if there are defibrillators in the Police and Fire Department cars. Angela Orr stated there are for Fire but she was not sure about Police.

Peter Hendricks stated that in looking at the City Council meeting packet, he did not see the credit card payment. Angela Orr responded that depending on the date it is paid, it may not be on this report.

Peter Hendricks noted that he plans to make the case to have Adam King submit his bills on time.

Peter Hendricks moved to recommend approval of the non-recurring payables to the City Council, seconded by Jane Conard. All in favor. The motion carried.

EXECUTIVE SESSION

Jane Conard moved to enter Executive Session pursuant to Idaho Code section 74-206 to examine confidential legal matters, seconded by Peter Hendricks. All in favor. The motion carried.

The Finance Committee entered executive session at 3:24 p.m.

The Finance Committee exited executive session at 3:32 p.m.

Jane Conard moved to add the legal bills submitted to today to those recommended for approval to the City Council, seconded by Peter Hendricks. All in favor. The motion carried.

ADJOURNMENT

Peter Hendricks moved to adjourn, seconded by Jane Conard. All in favor. The motion carried.

The Finance Committee meeting adjourned at 3:34 p.m.

Respectfully Submitted,
Alissa Weber / City Clerk

Jane Conard, Chair

Date



**CITY OF SUN VALLEY
REPORT TO THE CITY COUNCIL**

TO: Finance Committee
FROM: Angela Walls, Treasurer/Finance Manager
SUBJECT: Recurring Payables and Payroll for January 2015
DATE: January 28, 2016

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 January.

Administration – There was one payment for the wellness benefit made in the amount of \$150. There were no other changes or abnormalities for January.

Community Development – There was one payment for the wellness benefit made in the amount of \$400. There were no other changes or abnormalities for January.

Police – There was one payment for the wellness benefit made in the amount of \$400. There were 22 hours of overtime due to training and shift coverage. The Police Department overtime line item, 10-421-122, is within budget. There were no other changes or abnormalities for January.

Fire – There were 97 hours of overtime due to shift coverage. The paid on call firefighters' had 461.50 regular hours in January. This was due shift coverage, a structural fire, hydrant shoveling and training. The Fire Department Paid per Call line item, 10-423-120, is within budget. There were no other changes or abnormalities for January.

Street – There were no changes or abnormalities for January.

Vendor Name	Invoice #	Description	Account #	Budgeted	Dept.	Amount
AC HOUSTON LUMBER CO	014-504042	3/8 nap 9" roller for fixing leak in bathroom	10-423-585	Yes	FIRE	8.57
AC HOUSTON LUMBER CO	014-504520	2" black velcro tape for attaching name plates to helmet shields	10-423-320	Yes	FIRE	32.85
AC HOUSTON LUMBER CO	014-524185	Hex bolts, fender washers and swivel casters for bldg. a platform for skid unit	10-423-320	Yes	FIRE	83.18
AC HOUSTON LUMBER CO	014-526565	Orange chalk for marking landings	10-423-320	Yes	FIRE	19.76
AC HOUSTON LUMBER CO	014-531625	2 9v Duracell batteries 4 pack	10-423-320	Yes	FIRE	33.18
AC HOUSTON LUMBER CO	014-533470	Shop supplies - tape, cable ties, extension cords, batteries	10-431-320	Yes	STR	68.49
AC HOUSTON LUMBER CO	014-534481	City Hall toilet repair parts	10-431-614	Yes	STR	4.89
AC HOUSTON LUMBER CO	014-535081	Long handle scoop shovel	10-431-340	Yes	STR	25.99
AC HOUSTON LUMBER CO	A	Shop supplies - anchor screws, drill bits	10-431-320	Yes	STR	12.62
ASSOCIATION OF IDAHO CITIE	110315	2015-2016 Membership Dues - A. Weber, N. Flannigan, A. Orr	10-415-480	Yes	ADM	135.00
B&D ELECTRIC	754	City telecommunications; add pipes in Patrol room	10-415-510	Yes	ADM	2,590.00
BLACK, REID	010616	Per Diem for Reid Black for wildland fires. Route Fire, Rough Fire, Valley Fire	10-423-130	Yes	FIRE	347.70
BLAINE COUNTY	244	RMS/Logisys/Motorola annual maintenance/expense	10-421-347	Yes	POLI	20,443.00
BLAINE COUNTY EMERGENCY	SVFD2016	Yearly fees for 700 MHz radios for the fire department	10-423-480	Yes	FIRE	1,200.00
BLAINE COUNTY EMERGENCY	SVPD2016	Yearly fees for APX6500, XTS2500, XTL2500 radios for the Police department	10-421-348	Yes	POLI	3,840.00
BOISE MOBILE EQUIPMENT	16324	Relm earpiece for radios. Leather cases for radios 4 each. 2 New batteries for Charlie Butterfiel	10-423-620	Yes	FIRE	903.48
BOISE MOBILE EQUIPMENT	16346	Monitor Motor replacement, New engine	10-423-600	Yes	FIRE	496.43
BOISE MOBILE EQUIPMENT	16375	Wilson We Boost Antenna, Code 3 Bracket Whelen Flash Module for Chiefs new vehicle	29-490-751	Yes	EXP	2,644.44
BOISE MOBILE EQUIPMENT	16376	Whelen Light Bar for Chiefs new vehicle	29-490-751	Yes	EXP	1,599.85
CITY OF HAILEY	111840361	1/4 of Airpack Grant	10-423-320	Yes	FIRE	482.14
CLEAR WATER POWER EQUIP	W10223A	Chainsaw repair and chain (3) sharpening	10-431-596	Yes	STR	116.21
COPY & PRINT	69080	Certificate Paper	10-418-310	Yes	COM	5.29
COPY & PRINT	69604	Printer Toner Cartridges	10-418-310	Yes	COM	340.98
COPY & PRINT	69612	Laminated Sun Valley maps for Officers (10)	10-421-310	Yes	POLI	55.00
COPY & PRINT	69630	Desk Calendar	10-418-310	Yes	COM	13.59
COPY & PRINT	69742	2 wall calendars and 1 desk calendar	10-421-310	Yes	POLI	38.37
COPY & PRINT	69756	Printing Final 2015 Comp Plan (50)	10-418-437	Yes	COM	1,305.62
COPY & PRINT	69821	Business cards for Peter Hendricks	10-415-310	Yes	ADM	178.24
COPY & PRINT	69831	Business cards for Brad DuFur	10-415-310	Yes	ADM	54.99
COPY & PRINT	69857	Sheet protectors, colored paper and paper clips	10-415-310	Yes	ADM	34.88
COPY & PRINT	69885	2 book cases (5 shelves) for Sgt. room	10-421-740	Yes	POLI	597.98
COPY & PRINT	69951	File cabinet with lock for Police Department (front office)	10-421-740	Yes	POLI	484.98
COPY & PRINT	69965	Copy paper, w2 kits, dry erase markers and batteries	10-415-310	Yes	ADM	255.32
COPY & PRINT	70014	Ink pads, nameplates and stamps	10-415-310	Yes	ADM	126.13
COPY & PRINT	70024	Label maker tape	10-421-310	Yes	POLI	30.79
DAVIS EMBROIDERY INC.	26223	Embroidery for Charlie Butterfields shirts	10-423-631	Yes	FIRE	130.96
DEE POLLEY	KNAB712	FCC licensing renewal for expired licence and all city licences	10-423-480	Yes	FIRE	75.00
DICK YORK'S AUTO SERVICE	67354	1 tire for Police vehicle (SVPD4 Explorer)	10-421-600	Yes	POLI	296.01
DICK YORK'S AUTO SERVICE	68309	Oil change forPolice vehicle SVPD4	10-421-600	Yes	POLI	53.62
ÉLÉPHANT'S PÉRCH	539924	Hose straps	10-423-320	Yes	FIRE	86.00
FRANCO, MICHAEL	010616	Per Diem for Wildland fires. Route Fire	10-423-130	Yes	FIRE	85.40
GALLS QUARTERMASTER	5400356	White shirts for Charlie Butterfield	10-423-631	Yes	FIRE	106.93
GEM STATE WELDERS SUPPLY	010416	Monthly rental for oxygen and acetylene torch cylinders (2)	10-431-320	Yes	STR	9.88
GO-FER IT EXPRESS INC	53953	Shipping charges for magnesium chloride pump repair parts	10-431-536	Yes	STR	15.00
ICMA	012816	Membership Renewal Invoice for S. Robertson	10-415-480	Yes	ADM	1,042.76
IDABO	4264	IDABO Membership for Jim Bennion	10-418-480	Yes	COM	30.00
IDABO	4264	IDABO Training Seminar for Jim Bennion	10-418-480	Yes	COM	150.00

Vendor Name	Invoice #	Description	Account #	Budgeted	Dept.	Amount
IDAHO MOUNTAIN EXPRESS	113015	Public Noticing and Legal Ads, 11/4 and 11/11	10-418-440	Yes	COM	396.29
IDAHO MOUNTAIN EXPRESS	123115	12/3/15 City Council hearing	10-415-420	Yes	ADM	139.15
IDAHO MOUNTAIN EXPRESS	123115	Firefighter advertisements	10-423-320	Yes	FIRE	498.00
IDAHO MOUNTAIN EXPRESS	123115	Public Hearing Ord. 479	10-418-437	Yes	COM	288.00
IDAHO STATE FIRE MARSHAL	012615	Idaho State Fire Code renewal for R. Black, T. Robrahn, C. Butterfelde and R. Franco	10-423-480	Yes	FIRE	20.00
INTEGRATED TECHNOLOGIES	39969	Magenta Cartridge for CDD Director's printer	10-418-310	Yes	COM	114.00
INTEGRATED TECHNOLOGIES	40924	Contract base rate and copies - Fire Dept	10-423-510	Yes	FIRE	55.00
INTERNATIONAL CODE COUNCIL	3072344	ICC Membership for Bill Dyer	10-418-480	Yes	COM	135.00
INT'L INT OF MUNICIPAL CLERK	121115	Membership renewal for A. Weber and fee for new member N. Flannigan	10-415-480	Yes	ADM	250.00
ITD-SPECIAL PLATES	010616	Fire department Air Trailer plates registration	10-423-600	Yes	FIRE	23.00
JEROME PETERBILT	152277	Hubcap for Peterbilt	10-431-595	Yes	STR	61.29
JOE'S BACKHOE SERVICE	19482	Locate and camera footing drain at Elkhorn Fire Station	10-431-614	Yes	STR	1,047.50
JOE'S BACKHOE SERVICE	20006	Traction sand and salt delivery	10-431-536	Yes	STR	3,365.00
JOE'S BACKHOE SERVICE	20243	Rental for Lodars for snow removal on fire hydrants	10-423-555	Yes	FIRE	1,380.00
JOE'S BACKHOE SERVICE	20366	Traction sand delivery	10-431-536	Yes	STR	780.00
JOE'S BACKHOE SERVICE	20502	Traction sand and salt delivery	10-431-536	Yes	STR	4,820.00
KETCHUM COMPUTERS	12351	Computer Support - 12/16/15-12/31/15	10-415-427	Yes	ADM	1,848.75
KETCHUM COMPUTERS	12415	Computer Support - 1/1/16-1/13/16	10-415-427	Yes	ADM	1,740.00
KING, ADAM ATTORNEY AT LA	92605	Legal Services - Confidential Matters - City Council	10-415-425	Yes	ADM	105.00
KING, ADAM ATTORNEY AT LA	92606	Legal Services - General Matters - Confidential	10-415-425	Yes	ADM	473.72
KING, ADAM ATTORNEY AT LA	92607	Legal Services - P&Z Confidential Matters	10-415-425	Yes	ADM	210.00
KING, ADAM ATTORNEY AT LA	92608	Legal Services - City Council - Non-privileged	10-415-425	Yes	ADM	735.00
KING, ADAM ATTORNEY AT LA	92609	Legal Services - Confidential Matters - Grey Eagle Residence	10-415-425	Yes	ADM	682.50
KING, ADAM ATTORNEY AT LA	92610	Legal Services - P&Z Public Matters	10-415-425	Yes	ADM	650.00
L. N. CURTIS & SON	316370-00	Replacement fan for Eng 60 battery powered	10-423-595	Yes	FIRE	3,683.47
LES SCHWAB	1170028135	New wheels and winter tires for 2016 F-350	29-490-788	Yes	EXP	1,737.92
MASON'S TROPHIES & GIFTS	76630	Plaque for Dewayne Briscoe	10-415-420	Yes	ADM	88.75
MOUNTAIN RIDES	4635	Quarterly Partnership Contribution for FY2016 - 1st qtr.	10-411-694	Yes	LEGI	66,250.00
MUNICIPAL EMERGENCY SERV	00697539_S	Brush Pants for duty crew R. Black, R. Franco, C. Butterfield and D. Bowman	10-423-631	Yes	FIRE	1,525.00
MUNICIPAL EMERGENCY SERV	00700591_S	2 Taclite Long Sleeve Shirts Duty, Reid Black	10-423-631	Yes	FIRE	122.07
MUNICIPAL EMERGENCY SERV	00702236_S	1 X large Shirt for Reid Black long sleeve	10-423-631	Yes	FIRE	47.66
NAPA AUTO PARTS	840342	2004 F-350 maintenance - spark plug replacement	10-431-600	Yes	STR	82.10
NATIONAL FIRE CODES	6612555X	National Fire Code Subscription	10-423-910	Yes	FIRE	1,450.00
NEVINS, JEFF	NEVINS	Lightning Fire Wildland Reimbursement food and POV	10-423-130	Yes	FIRE	740.33
NEVINS, JEFF	NEVINS	Nickowitz Fire.Reimbursement for Wildland Fire Per Diem	10-423-130	Yes	FIRE	668.31
NEVINS, JEFF	NEVINS	Rapid Fire Wildland Fuel reimbursement	10-423-130	Yes	FIRE	89.22
NEVINS, JEFF	NEVINS	Stickpin and Graves Fire Wildland fire Reimbursement for fuel food	10-423-130	Yes	FIRE	176.79
NEVINS, JEFF	NEVINS	Tepee Fire Reimbursement for Per Diem and fuel	10-423-130	Yes	FIRE	226.17
NORCO	010116	Oxygen Cylinder Rental 12/01/2015	10-423-325	Yes	FIRE	59.52
OFFICEBRIGHT, INC	4056	Office cleaning January, 2016	10-415-500	Yes	ADM	1,170.00
OVERHEAD DOOR CO	325391	4 garage door openers for Police Dept.	10-421-610	Yes	POLI	213.00
PIPECO,INC.	S2289799.00	Ice melt for City Hall	10-431-320	Yes	STR	78.40
RIVER RUN AUTO	119336	Windshield wiper arms and spare lightbulbs for pickup trucks	10-431-600	Yes	STR	60.01
RIVER RUN AUTO	119336A	Oil filter for Oshkosh plowtrucks	10-431-595	Yes	STR	22.78
RIVER RUN AUTO	119898	Wiring parts for 2016 F-350 warning lights	29-490-788	Yes	EXP	3.59
RIVER RUN AUTO	120099	Air Filter for 2004 F-350	10-431-600	Yes	STR	12.74
RIVER RUN AUTO	120565	Replacement floor liners for 2006 F-350	10-431-600	Yes	STR	94.95

Vendor Name	Invoice #	Description	Account #	Budgeted	Dept.	Amount
RIVER RUN AUTO	120799	Replacement battery for 2004 F-350	10-431-600	Yes	STR	139.95
RIVER RUN AUTO	120833	Replacement windshield wipers for pickup trucks	10-431-600	Yes	STR	121.95
RIVER RUN AUTO	121336	Hydraulic filter for Oshkosh plow truck	10-431-595	Yes	STR	89.98
RIVER RUN AUTO	121336	Oil filter wrench	10-431-340	Yes	STR	15.59
RIVER RUN AUTO	121820	Oil filter and fuel filter for 2016 Ford F-350	10-431-600	Yes	STR	106.30
RIVER RUN AUTO	122425	Oil filter for 2004 F-350	10-431-600	Yes	STR	11.00
RIVER RUN AUTO	122878	HUS Floor liners for 2016 F-350	10-431-600	Yes	STR	126.95
RIVER RUN AUTO	6538-94161	Air Filter and Serpentine Belt for Bldg Vehicle	10-418-600	Yes	COM	48.99
SAINT ALPHONSUS FOUNDATI	15SMTC-15	Conference Registration for 13 Sun Valley EMT,s	10-423-470	Yes	FIRE	1,430.00
SENTINEL FIRE & SECURITY	R8585	Monitoring Charge Jan 1 2016 to Dec 31st 2016	10-423-480	Yes	FIRE	360.00
SHELTON'S	028737	Road salt - 49 tons	10-431-536	Yes	STR	1,239.50
STANARD & ASSOCIATES, INC.	SA00003010	Police POST tests for new applicants (30 count)	10-421-470	Yes	POLI	482.50
STERLING CODIFIERS, INC.	17619	Code Supplement #14	10-415-420	Yes	ADM	176.00
SUMMIT ENVIRONMENTAL, INC	703-2218	Radon testing for City Hall and Equipment Storage Facility	10-431-614	Yes	STR	618.75
SUN VALLEY CLEANERS, INC	122915	Dry cleaning for Police uniforms	10-421-630	Yes	POLI	300.05
SUN VALLEY CLEANERS, INC	SV-12-00059	Alterations for Charlie Butterfield	10-423-630	Yes	FIRE	5.00
SUN VALLEY COMPANY	32478	Annual antenna site rental on Dollar Mountain	10-423-510	Yes	FIRE	1,200.00
SUN VALLEY GARDEN CENTER	87889	Snow removal for 104 Grey Eagle property (December 2015)	10-431-800	Yes	STR	500.00
SUNDALI, ANJA	010616	Per Diem for Wildland Fire. Route Fire, Rough Fire, Valley Fire	10-423-130	Yes	FIRE	277.55
SUNRISE ENVIRO SCIENTIFIC	58003	Window and Leather cleaner for all fire department vehicles (12 of each)	10-423-350	Yes	FIRE	294.89
TAJKOWSKI, SEAN	COSV12291	Consult with electrical groups on pathway; telecomm. space, etc.	10-415-510	Yes	ADM	1,500.00
TIERNEY, BRIAN	010616	Per Diem for Wildland Fires. Route Fire	10-423-130	Yes	FIRE	70.15
TREASURE VALLEY COFFEE	2160:043290	Coffee for Admin	10-415-310	Yes	ADM	24.04
TREASURE VALLEY COFFEE	2160:043290	Coffee for Community Development Department	10-418-310	Yes	COM	24.04
TREASURE VALLEY COFFEE	2160:043290	Coffee for Fire Department	10-423-310	Yes	FIRE	24.04
TREASURE VALLEY COFFEE	2160:043290	Coffee for Police Department	10-421-310	Yes	POLI	24.04
TREASURE VALLEY COFFEE	2160:043290	Coffee for Streets Department	10-431-310	Yes	STR	24.04
VALLEY CO-OPS OMC/	008837/9	Diesel exhaust fluid (2.5 gallons)	10-431-350	Yes	STR	12.99
VALLEY CO-OPS OMC/	008838/9	Unleaded fuel - Fuel card wouldn't work	10-431-350	Yes	STR	56.05
VALLEY CO-OPS OMC/	009199/9	Tow chain and bulk fuel tank parts for 2016 F-350	29-490-788	Yes	EXP	179.93
WEBB LANDSCAPING	123115	Snow removal Bitterroot foot bridge	10-431-780	Yes	STR	431.58
Grand Totals:						149,027.33

Finance Committee Chair, Jane Conard: _____

Date : _____