

AGENDA
REGULAR MONTHLY MEETING OF THE CITY OF SUN VALLEY
FINANCE COMMITTEE
IN THE COUNCIL CHAMBERS – 81 ELKHORN ROAD
CITY OF SUN VALLEY, IDAHO
January 4, 2016 – 3:00 P.M.

Notice: A possible quorum of the Mayor and City Council may convene at the Finance Committee meeting. However, no City Council business will take place and no binding decisions will be made.

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. Approval November 30, 2015 meeting minutes.
2. Review and discussion of all recurring payables and payroll from December 2015.
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.

EXECUTIVE SESSION – IF CALLED Pursuant to Idaho Code 74-206

ADJOURNMENT

Posted City Hall: December 31, 2015 at 3:00 pm

*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*

**Minutes of the City of Sun Valley Finance Committee
November 30, 2015**

The City of Sun Valley Finance Committee met in regular session in the Council Chambers in Sun Valley City Hall on the 30th of November, 2015 at 1:00 p.m.

CALL TO ORDER

Chair Keith Saks called the meeting to order at 1:02 p.m.

ROLL CALL

Present: Finance Committee Chair Keith Saks and Committee Member Jane Conard.

Also Present: City Administrator Susan Robertson; City Treasurer Angela Orr; City Clerk Alissa Weber

PUBLIC COMMENT

None.

1. Approval November 2, 2015 meeting minutes

Jane Conard moved to approve the November 2, 2015 Finance Committee meeting minutes, seconded by Keith Saks. All in favor. The motion carried unanimously.

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

Angela Orr provided an updated recurring payables report. She explained that a wellness-benefit payment for the Police Department payroll was added to the report. Keith Saks asked Angela Orr if she found the recurring payables to be in order. She stated she did.

3. Review of non-recurring bills on-hand as of November 25, 2015 and recommendation for approval to the City Council at its December 3, 2015 Council Meeting.

Jane Conard asked if the Blaine County Emergency charge was for a full year. Angela Orr stated it was.

Jane Conard asked about the charges for Carl Browning and S. Erwin regarding street sweeper storage. Angela Orr explained the Carl Browning charge is for renting the space and the S. Erwin charge is to transport the sweeper into storage south of Bellevue.

Jane Conard asked about several charges related to parts for an F350, including those from Clear Water Powder and from River Run Auto. Susan Robertson explained they are for different trucks. Jane Conard asked whether all of the charges related to the new F350 snow plow truck were in the budget. Angela Orr responded they were and the total project was budgeted at around \$45,000.

Jane Conard asked about the charges from D&B Supply. Angela Orr explained each Street Department staff member was permitted two new pairs of pants and described the orders in greater detail.

Jane Conard asked what was included in the charge from Davis Embroidery. Angela Orr responded the charge included the purchase of 11 shirts and embroidery for each.

Jane Conard asked about the quarterly dues for Elkhorn Springs, noting they seemed high. Keith Saks explained that his understanding is they include heat, water and air conditioning for the units.

Jane Conard asked why one bill for Ketchum Computers was higher. Angela Orr explained it included the time required to set up the new phone system for City Hall. Susan Robertson noted that the phone work was not yet complete, but it should not require much more time.

Jane Conard asked about the public matters bill from Adam King. Angela Orr stated it was for meeting attendance at two Council meetings and one meeting with the Mayor. Keith Saks asked about the nature of the meeting with the Mayor and Susan Robertson stated she did not know. Keith Saks asked for clarification on the policy of King's attendance at Planning and Zoning meetings. Susan Robertson clarified that Community Development Director Jae Hill does not have authority to authorize King's attendance but that she often consults with Hill about whether it is necessary.

Jane Conard asked about the charges from Road Solutions for mag chloride. Angela Orr stated the City may need to purchase more depending on the severity of the winter.

Jane Conard asked about the payment to the Sun Valley Marketing Alliance. Angela Orr explained that the payment of \$16,383.21 was offset by the "true up" credit of \$4,764.07, so the Alliance would receive \$11,619.14 instead of the full 25% of the LOT for the month.

Keith Saks asked about the charges from Officebright and whether the City had researched competitive prices. Susan Robertson explained that the City had not done that recently, but noted the charges included cleaning City Hall, the Police Station, the Fire Station and parts of the Street Department twice per week. She noted the City could explore alternatives but guessed it would be more expensive.

Keith Saks asked about the charges for River Run Auto. Angela Orr stated the invoice was actually to replace all 16 wiper blades in the fleet.

Angela Orr requested to add one payable to the list for the City holiday party band in the amount of \$750. The Committee members stated they wished to add it to the report.

EXECUTIVE SESSION

Keith Saks moved to enter Executive Session pursuant to Idaho Code 74-206 to examine bills for confidential legal matters, seconded by Jane Conard. All in favor. The motion carried unanimously.

The Finance Committee moved into executive session at 1:27 p.m.

The Finance Committee exited executive session at 1:43 p.m.

Jane Conard moved to recommend approval of the non-recurring payables, with the additional invoice, to City Council, seconded by Keith Saks. All in favor. The motion carried unanimously.

ADJOURNMENT

Keith Saks moved to adjourn, seconded by Jane Conard. All in favor. The motion carried unanimously.

The meeting adjourned at 1:45 p.m.

Respectfully Submitted,
Alissa Weber / City Clerk

Keith Saks, 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 December 2015
DATE: December 31, 2015

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 December.

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

Community Development – There was one payment for the wellness benefit made in the amount of \$94.74. There were no other changes or abnormalities for December.

Police – There were 25.50 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 December.

Fire – There were 37 hours of overtime due to shift coverage. The paid on call firefighters' had 337 regular hours in December. This was due shift coverage, a structural fire, and training. The Fire Department Paid per Call line item, 10-423-120, is within budget. There were no other changes or abnormalities for December.

Street – There were no changes or abnormalities for December.

APPROVAL OF PAYABLES, ON HAND, AS OF DECEMBER 30, 2015
Report dates: 10/1/2015-2/2/2016

TY OF SUN VALLEY

Vendor Name	Invoice #	Description	Account #	Budgeted	Dept.	Amount
HOUSTON LUMBER CO	014-530184	Gloves and poly snow scoop	10-431-780	Yes	STR	56.08
IMAL SHELTER OF WRV	1702	Quarterly Invoices-4th quarter	10-421-770	Yes	POLI	500.00
IMAL SHELTER OF WRV	1853	Quarterly Invoices Q4 2015	10-421-770	Yes	POLI	500.00
ENET, LLC	37946	Gov Office Annual Service Package	10-415-435	Yes	ADM	450.00
NNION, JIM	112015	Reimbursement for room returning from class	10-423-470	Yes	FIRE	128.52
AINE COUNTY	256	GIS Salary and Benefit Payment for Oct.-Dec., 2015	10-418-423	Yes	COM	4,402.09
SINESS AS USUAL	126885	Rack and stepills for Charlie Butterfield office	10-423-310	Yes	FIRE	36.25
NTRAL DRUG SYSTEM, INC.	250923	Annual Administration Fee & Drug Testing	10-415-420	Yes	ADM	313.00
EAR WATER POWER EQUIP	12081510	Snow plow repair parts	10-431-800	Yes	STR	216.00
EAR WATER POWER EQUIP	W10222	Lawn mower repair	10-431-596	Yes	STR	64.55
IPY & PRINT	65797	Bond roll (plotter paper)	10-418-310	Yes	COM	20.69
IPY & PRINT	67382	Ink cartridge (HP72C)	10-418-310	Yes	COM	68.99
IPY & PRINT	67860	Card stock for permits	10-418-310	Yes	COM	41.58
IPY & PRINT	68220	Sheet protectors	10-418-310	Yes	COM	9.99
IPY & PRINT	68996	Wall calendar for City Clerk	10-415-310	Yes	ADM	31.29
IPY & PRINT	69000	Calendars one desk and one book for training officar	10-423-310	Yes	FIRE	47.38
IPY & PRINT	69012	#10 window envelopes	10-415-310	Yes	ADM	69.99
IPY & PRINT	69362	Copyer paper and 2 packs of click pens (1 black, 1 blue)	10-421-310	Yes	POLI	57.97
IPY & PRINT	69373	Copy paper, batteries, pens, mouse pad, sharpies, etc.	10-415-310	Yes	ADM	222.14
IPY & PRINT	99819	Blank certificate forms and labels	10-415-310	Yes	ADM	36.56
VIS EMBROIDERY INC.	25915	Embroidered fire fighter of the year jacket	10-423-631	Yes	FIRE	108.46
VIS EMBROIDERY INC.	25993	4 Hats for fire instructors 2016 class	10-423-631	Yes	FIRE	47.96
YORK'S AUTO SERVICE	67590	New battery for Police Vehicle Unit 3	10-421-600	Yes	POLI	192.95
IE SERVICES OF IDAHO, LLC	14518P	Valve stem for fire extinguisher - Fire Department	10-423-345	Yes	FIRE	332.60
M STATE PAPER	987941-00	Bath tissue, paper towels, forks	10-415-315	Yes	ADM	149.87
M STATE PAPER	999875-00	Paper towels	10-415-315	Yes	ADM	31.27
OCK, INC	100076840	Glock Armorer training class for K. Orchard	10-421-470	Yes	POLI	250.00
RTIG SHOOTING CENTER	2016	Annual Shooting Club Corporate membership/ Ohio Gulch	10-421-480	Yes	POLI	750.00
IHO CHIEFS OF POLICE ASS	120415	Yearly dues for all Officers/Idaho Chief of Police Association	10-421-480	Yes	POLI	250.00
IHO FIRE CHIEFS ASSOCIAT	000272	Renewal application for Cherille Butterfield	10-423-470	Yes	FIRE	170.00
IHO FIRE CHIEFS ASSOCIAT	00294	Renewal application for Ray Franco	10-423-470	Yes	FIRE	110.00
IHO FIRE CHIEFS ASSOCIAT	00370	Renewal application for Reid Black	10-423-470	Yes	FIRE	110.00
IHO FIRE CHIEFS ASSOCIAT	00383	Renewal application for Taran Robrahn	10-423-470	Yes	FIRE	110.00
TEACH	DL08718933	Monthly dues 12/07 to 1/6/2016	10-423-320	Yes	FIRE	103.60
EGRATED TECHNOLOGIES	36703	Contract base rate and copies - City Hall	10-415-540	Yes	ADM	186.02
EGRATED TECHNOLOGIES	36730	Contract base rate and copies - Police Dept	10-421-310	Yes	POLI	28.00
EGRATED TECHNOLOGIES	36842	Contract base rate and copies - Fire Dept.	10-415-540	Yes	ADM	55.00
EGRATED TECHNOLOGIES	38820	Contract base rate and copies - Fire Dept	10-423-510	Yes	FIRE	55.00
EGRATED TECHNOLOGIES	39073	Contract base rate and copies - City Hall	10-415-540	Yes	ADM	114.18
EGRATED TECHNOLOGIES	36088	Contract base rate and copies - Police Dept	10-421-310	Yes	POLI	28.00
ERNATIONAL ASSOC OF AR	62972	Membership for Charlie Butterfield	10-423-470	Yes	FIRE	130.00
ERSTATE BATTERIES	17112750	2 New batteries for back country trailer	10-423-600	Yes	FIRE	357.90
OME PETERBILT	152060	Hydraulic oil filters for Dah Kosh plow trucks	10-431-595	Yes	STR	155.26
ICHUM COMPUTERS	12253	Computer Support - 11/15/15-11/30/15	10-415-427	Yes	ADM	507.50
ICHUM COMPUTERS	12301	Computer Support - 12/1/15-12/16/15/	10-415-427	Yes	ADM	2,136.75
I. CURTIS & SON	3150575-03A	Zephyr spanner and holder for truck 61	10-423-575	Yes	FIRE	137.08
I. CURTIS & SON	3164604	Engineer helmet present for new engineers	10-423-576	Yes	FIRE	35.18

Vendor Name	Invoice #	Description	Account #	Budgeted	Dept.	Amount
LES SCHWAB	1170027961	Maintenance on 4 tires 2004 F-350	10-431-600	Yes	STR	72.00
LES SCHWAB	1170028187	Trailer hitch for NEW 2016 F-350	29-490-788	Yes	EXP	205.29
LOCAL HIGHWAY TECH ASSIST	20415-31	Training class for S. Storey and T. Davitt Roadway safety	10-431-470	Yes	STR	120.00
LUTZ RENTALS	51806-1A	Fuel for sprinkler blow out	10-431-614	Yes	STR	11.09
LUTZ RENTALS	52832-1	Fuel for sprinkler blow out	10-431-614	Yes	STR	14.00
MUNICIPAL EMERGENCY SERV	00898794	Duty pants for Charlie Butterfield, Ray Franco, Taan Robrahn, Reid Black, David Bowman and	10-423-631	Yes	FIRE	663.86
MUNICIPAL EMERGENCY SERV	00890767	2 pair of pants for R. Black, T. Robrahn, C. Butterfield, D. Bowman and R. Franco	10-423-631	Yes	FIRE	356.39
MUNICIPAL EMERGENCY SERV	00682528	1 New hydrant wrench	10-423-575	Yes	FIRE	37.50
MUNICIPAL EMERGENCY SERV	00893944	1 New York 3 feet, 3 hooks at 5 feet 4 hydrant wrenches	10-423-575	Yes	FIRE	559.11
Neopost USA Inc	138488	Ink Cartridge IS330	10-415-370	Yes	ADM	183.98
ORCO	17346895	Oxygen Cylinder Rental 12/01/2015	10-423-325	Yes	FIRE	57.60
OFFICEBRIGHT, INC	4039	Office cleaning December, 2015	10-415-500	Yes	ADM	1,170.00
OLSEN, TRAVIS	120815	Travel and per diem/ Active Shooter Training	10-421-470	Yes	POLI	169.65
O'REILLY AUTO PARTS	4635-200884	F-350 wiper arm	10-431-600	Yes	STR	40.09
O'REILLY AUTO PARTS	4635-201310	Headache/Lighbar for NEW 2016 F-350	29-490-788	Yes	EXP	509.59
O'REILLY AUTO PARTS	4635-201334	Air lift for NEW 2016 F-350	29-490-788	Yes	EXP	137.66
O'REILLY AUTO PARTS	50846A	Credit	10-431-340	Yes	STR	227.29
Parsons Bahle & Leitner	490079	Confidential matter re: ROW	10-416-426	Yes	ADM	3,000.00
PECO INC.	52284324.00	City Hall ice melt	10-431-614	Yes	STR	22.40
PEPCO MARKETING, INC	10712	12 bottles BAC Simulator Solution (For Intoxlyzer)	10-421-595	Yes	POLI	102.25
ROCKY MOUNTAIN INFO NETW	19715	Annual subscription fee/Rocky Mountain Info.	10-421-480	Yes	POLI	50.00
SHELDON'S	0288405	Bulk purchase of road salt	10-431-536	Yes	STR	726.50
SILVER CREEK FORD	125640	Repair vacuum line on 2006 Ford Explorer	10-418-600	Yes	COM	181.50
ST LUKE'S	120615	Random drug testing - Chief Franco	10-415-420	Yes	ADM	94.00
STERLING CODIFIERS, INC.	17206	2016 hosting fee for code on the Internet	10-415-420	Yes	ADM	500.00
SUMMIT ENVIRONMENTAL, INC	703-2215	Air quality testing for fire dept. (Radon kit)	42-470-732	Yes	WFH	2,729.04
SUN VALLEY CLEANERS, INC	112515	Dry cleaning for Police uniforms	10-421-630	Yes	POLI	286.20
SUN VALLEY ELKHORN ASSOC	120115	SVEA Dues for 7004	42-470-705	Yes	WFH	337.00
SUN VALLEY ELKHORN ASSOC	120215	SVEA Dues for 7003	42-470-705	Yes	WFH	337.00
SUN VALLEY MARKETING ALLI	80118	October payment - per 2015 contract	10-411-689	Yes	LEGI	22,916.66
SUN VALLEY MARKETING ALLI	80117	November payment - per 2015 contract	10-411-689	Yes	LEGI	22,916.66
SUN VALLEY MARKETING ALLI	80119	December payment - per 2015 contract	10-411-689	Yes	LEGI	22,916.66
TEASURE VALLEY COFFEE	2160-042943	Coffee for Admin	10-415-310	Yes	ADM	22.84
TEASURE VALLEY COFFEE	2160-042943	Coffee for Community Development Department	10-418-310	Yes	COM	22.84
TEASURE VALLEY COFFEE	2160-042943	Coffee for Fire Department	10-423-310	Yes	FIRE	22.84
TEASURE VALLEY COFFEE	2160-042943	Coffee for Police Department	10-421-310	Yes	POLI	22.84
TEASURE VALLEY COFFEE	2160-042943	Coffee for Streets Department	10-431-310	Yes	STR	22.84
VALLEY CO-OPS OMC/	008762/9	Hydraulic hoses for plow trucks	10-431-595	Yes	STR	33.47
VALLEY CO-OPS OMC/	008936/9	Transfer tank fuel pump NEW 2016 F-350	29-490-788	Yes	EXP	354.59
WEBB LANDSCAPING	SRVCE2868	Blitteroot bridge snow shoveling	10-431-780	Yes	STR	105.00
Weldner Fire	110301	1 55 Gallon drum of Silvax foam for fire fighting	10-423-595	Yes	FIRE	850.00
Weldner Fire	110458	3 coupling for large hose, 1 pelican case for radios	10-423-575	Yes	FIRE	207.03
WOOD RIVER LOCK SHOP	6734	8 car keys for Police vehicles	10-421-320	Yes	POLI	44.00
WOLL MEDICAL CORPORATION	2316146	2 New AEDs, one for Streets Department, and Elkhorn Fire Station	10-423-325	Yes	FIRE	2,650.92

Grand Totals:

99,473.25

APPROVAL OF PAYABLES, ON HAND, AS OF DECEMBER 30, 2015
Report dates: 10/1/2015-2/2/2016

Vendor Name	Invoice #	Description	Account #	Budgeted	Depl.	Amount
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Finance Committee Chair, Jane Conard: _____ Date: _____