

DRAFT
Minutes of the City of Sun Valley Finance Committee
August 31, 2015

The City of Sun Valley Finance Committee met in regular session in the Council Chambers in Sun Valley City Hall on the 31st of August at 1:00 p.m.

CALL TO ORDER

Committee Chair Michelle Griffith called the meeting to order at 1:01 p.m.

ROLL CALL

Present: Finance Committee Chair Michelle Griffith and Member Keith Saks

Also Present: City Council Member Peter Hendricks; City Administrator Susan Robertson; City Treasurer Angela Orr; City Clerk Alissa Weber

PUBLIC COMMENT

There was no public comment.

1. Approval of the August 3, 2015 meeting minutes

Committee Member Keith Saks moved to approve the August 3, 2015 Finance Committee meeting minutes, seconded by Michelle Griffith. All in favor. The motion carried.

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

Keith Saks moved to approve the recurring payables, seconded by Michelle Griffith. All in favor. The motion carried.

3. Review of non-recurring bills on-hand as of August 26, 2015 and recommendation for approval to the City Council at its September 10, 2015 Council Meeting.

Keith Saks asked about the total cost for the Elkhorn Road chip-sealing project and discussed various bills to be paid. He asked whether both bills from Anderson Asphalt Paving were related to the chip seal. Susan Robertson explained the \$1,448 charge was for a different project on Morning Star Road and the \$9,396 charge was not part of the main contract for the project, but was for extra asphalt patching repairs to damaged portions of Elkhorn Road. She noted the work was done prior to the main chip seal project and came out under budget. Keith Saks asked about related bills from Joe's Backhoe Service and Walker Sand and Gravel. Susan Robertson confirmed all charges were within the budget.

Keith Saks asked whether all of the bills for the chip-sealing project were included in the bills for this month. Angela Orr stated that the City expected a few more bills, but all should be in budget.

Keith Saks asked about the charge from Hank Brown Painting, noting he thought the amount seemed high. Susan Robertson stated it was the lowest quote for the work.

Michelle Griffith noted that a charge from Copy and Print for a wrist pad should be charged to Administration rather than the Fire Department.

Michelle Griffith asked whether the two charges from Gym Outfitters were duplicates. Angela Orr stated they were different invoices for different months, but happened to be the same amount. Susan Robertson noted the sub-codes may need to be changed.

Keith Saks asked about pit work and drainage repair by Joe's Backhoe Services. Susan Robertson explained it was for work on drainage ditches along the side of Morning Star Road. Michelle Griffith asked if any of the work took place on Arrowleaf Road. Susan Robertson stated it did not.

Keith Saks asked about the charge for shoulder and drainage repair by Joe's Backhoe Services. Susan Robertson responded it was for cleaning the borrow pit and not related to other work on that road.

Keith Saks asked why the City was purchasing "private drive" signs from Safety Supply & Sign. Susan Robertson stated it was not uncommon for the City to place those signs on private roads. She noted it may not be for a specific street, but rather to fill the City's stock of signs.

Keith Saks asked about the charge from Silver Creek Ford for a new tire. Angela Orr stated it was for the tire, installing it, and the disposal fee for the old tire. Keith Saks suggested that the City consider competitors in the future.

Michelle Griffith asked about charges for replacing carpet in the City-owned condo. Angela Orr stated the entire bill was \$2,269.06, which included 60 yards of carpeting at \$17.37 per yard.

Council Member Peter Hendricks asked about the charges from Webb Landscaping for the Juniper Road berm tree replacement. Susan Robertson stated it was a dead tree that needed replaced. Peter Hendricks asked if the City was still watering the lot. Susan Robertson responded that the City stopped watering most of it aside from a few trees.

Peter Hendricks asked for staff to provide the total cost of the chip-seal project, noting the Council budgeted \$187,000. Susan Robertson stated there were some outstanding costs, such as traffic control. Peter Hendricks asked about charges for restriping the road. Susan Robertson explained that the cost for restriping may have been separate in the budget. She noted the road was restriped in the spring, which was necessary for safety reasons.

Peter Hendricks requested to see the City-owned Elkhorn Springs condos. Susan Robertson stated she would try to arrange for the Councilmembers to see them prior to the September 10 meeting.

Angela Orr noted changes to the non-recurring bills. She stated the United Oil charge would be removed because it is a recurring payment. She also stated a deposit for painting of the Street Department building will be added.

Keith Saks moved to recommend for approval to the City Council all non-recurring payables on hand, including the Street Department painting, seconded by Michelle Griffith. All in favor. The motion carried.

Keith Saks moved to adjourn, seconded by Michelle Griffith. All in favor. The motion carried.

The meeting adjourned at 1:29 p.m.

Respectfully Submitted,
Alissa Weber / City Clerk

Michelle Griffith, Chair

Date

**DRAFT Minutes of the City of Sun Valley Finance Committee
September 16, 2015**

The City of Sun Valley Finance Committee met in regular session in the Council Chambers in Sun Valley City Hall on the 16th of September at 3:45 p.m.

CALL TO ORDER

Chair Michelle Griffith called the meeting to order at 3:45 pm.

ROLL CALL

Present: Finance Committee Chair Michelle Griffith and Member Keith Saks

Also Present: City Administrator Susan Robertson and City Treasurer Angela Orr

PUBLIC COMMENT

There was no public comment.

1. Review of non-recurring bills held from payables at the September 10, 2015 Regular City Council Meeting and recommendation for approval to the City Council at its September 16, 2015 Special City Council Meeting.

EXECUTIVE SESSION

Keith Saks made a motion to enter Executive Session pursuant to Idaho Code 74-206. Michelle Griffith seconded the motion. All in favor. The motion carried.

The Finance Committee entered Executive Session at 3:47 pm.

Keith Saks moved to exit executive session. Michelle Griffith seconded the motion. All in favor. The motion carried.

The Finance Committee exited Executive Session at 3:57 pm.

Michelle Griffith moved to recommend approval of all non-recurring bills to the City Council. Keith Saks seconded the motion. All in favor. The motion carried.

ADJOURNMENT

Keith Saks moved to adjourn. Michelle Griffith seconded the motion. All in favor. The motion carried.

The meeting adjourned at 3:58 pm.

Respectfully Submitted,
Angela Orr
City Treasurer

Michelle Griffith, 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 September 2015
DATE: September 25, 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 September.

Administration - There were no changes or abnormalities for September.

Community Development - There were no changes or abnormalities for September.

Police - There were 48.50 hours of overtime due to training, court, Wagon Days, and missing hiker search. The Police Department overtime line item, 10-421-122, is within budget. There were no other changes or abnormalities for September.

Fire - There were 39.5 hours of overtime due to shift coverage. The paid on call firefighters' had 474.25 regular hours, 793.50 regular wildland fire hours, and 852 overtime wildland fire hours in September. This was due shift coverage, Wagon Days, training, the missing hiker search, and several wildland fires. The wildland fire amounts will be reimbursed to the City by the state. The Fire Department Paid per Call line item, 10-423-120, is within budget. There were no other changes or abnormalities for September.

Street - There were no changes or abnormalities for September.

Vendor Name	Invoice #	Description	Account #	Budgeted	Dept.	Amount
AC HOUSTON LUMBER CO	014-503313	Sheetrock mud for wall at Elkhorn Fire Station	10-423-585	Yes	FIRE	24.59
AC HOUSTON LUMBER CO	014-503313	Training - material for roof training and training on chainsaw	10-423-585	Yes	FIRE	62.34
AC HOUSTON LUMBER CO	014-503313	Trim for radio shelf	10-423-585	Yes	FIRE	3.85
AK PEST MANAGEMENT	3037	Weed abatement	10-431-621	Yes	STR	3,875.00
BISNETT INSURANCE INC	14987	Notary Bond / Errors & Omission Policy - Nancy Flannigan	10-415-310	Yes	ADM	60.00
BOISE MOBILE EQUIPMENT	16119	New batteries for radios and two remote speakers and fittings for radios	10-423-615	Yes	FIRE	602.21
BUSINESS AS USUAL	127612	Notary stamp for Nancy Flannigan	10-423-310	Yes	FIRE	36.95
BUTTERFIELD, CHARLES	091615	Per Diem Reimbursement - Fire Training in Vegas	10-423-470	Yes	FIRE	266.25
BUTTERFIELD, CHARLES	091615	Reimbursement cab fare and to and from hotel and convention	10-423-470	Yes	FIRE	59.18
CALIFORNIA CONTRACTORS S	T1189	Flash lights and tool bag for Plow trucks	10-431-595	Yes	STR	144.60
CHATEAU DRUG	081915	Elkhorn Springs #3 shower curtain rings	42-470-705	Yes	WFH	3.99
CHATEAU DRUG	081915	light bulb/batteries	10-431-320	Yes	STR	49.95
COPY & PRINT	66295	Toner Cartridge (black) Police	10-421-310	Yes	POLI	83.99
COPY & PRINT	67273	1 case of 81/2 x11 paper for fire department	10-423-310	Yes	FIRE	50.37
COPY & PRINT	67542	Business cards for Angela Orr	10-415-310	Yes	ADM	54.99
COPY & PRINT	67753	1 case of 81/2 x11 paper for City Hall	10-423-310	Yes	FIRE	37.99
COPY & PRINT	67862	Hand wipes for fingerprinting station, one box of file folders	10-421-310	Yes	POLI	15.18
E C POWER SYSTEMS OF IDAH	237614	City Hall Generator Service	10-431-614	Yes	STR	371.74
EAGLE ENGRAVING, INC	2015-1641	collar insignia Lieutenant collar insignia Captain	10-423-631	Yes	FIRE	40.95
FIRE ENGINEERING	14519	Fire extinguisher service for Elkhorn Fire Station annual	10-423-585	Yes	FIRE	329.00
FIRE SERVICES OF IDAHO, LLC	14520	Fire extinguisher service for Police Department annual	10-421-345	Yes	POLI	134.00
FIRE SERVICES OF IDAHO, LLC	14521	Fire extinguisher service for City Hall annual	10-423-585	Yes	FIRE	163.00
FIRE SERVICES OF IDAHO, LLC	14523	Fire extinguisher service for Street Dept. annual	10-431-320	Yes	STR	396.00
FLOYD LILLY COMPANY	214090	Mag chloride Pump rebuild	10-431-536	Yes	STR	28.24
FRANCO, RAY	062815	Reimbursement to Ray Franco for wildland Fire costs	10-423-591	Yes	FIRE	225.33
FREIGHTLINER OF IDAHO	176014	Oshkosh air comp. parts	10-431-595	Yes	STR	29.92
FREIGHTLINER OF IDAHO	177076	Oshkosh transfer case oil	10-431-350	Yes	STR	86.45
GEM STATE PAPER	970903-00	Tissues, bath tissue, knives, hand sanitizer, etc.	10-415-310	Yes	ADM	300.63
GYM OUTFITTERS	5591	Clean and service all gym equipment at Elkhorn fire station	10-423-590	Yes	FIRE	80.00
Hill Render Killian Health & Lyma	318720	Evaluating confidential legal matter regarding Ordinance 475	10-415-426	Yes	ADM	930.00
HILL, JEFFREY	062915	Airport Parking 8/29 to 9/4	10-418-470	Yes	COM	80.50
ICRMP	100115.0930	Member Contribution	10-415-465	Yes	ADM	45,311.00
IDAHO DEPT OF LABOR	072015	Unemployment insurance - 2nd quarter of 2015	10-415-280	Yes	ADM	242.03
INREACH	DL08552408	Monthly dues	10-423-480	Yes	FIRE	91.80
INTEGRATED TECHNOLOGIES	30268	Contract base rate and copies - Fire Dept	10-423-510	Yes	FIRE	55.00
INTEGRATED TECHNOLOGIES	30831	Copier ink	10-431-740	Yes	STR	70.00
INTEGRATED TECHNOLOGIES	30937	Contract base rate and copies - City Hall	10-415-540	Yes	ADM	105.03
INTEGRATED TECHNOLOGIES	31893	3 different color cartridges for Police printer/HP laserjet 400 M451nw	10-421-310	Yes	POLI	354.00
JEROME PETERBILT	146408	3 fire fillers for wildland trucks (air fillers on external pumps that are fire resistant)	10-423-595	Yes	FIRE	43.02
JIM FREEMAN LANDSCAPING	090215	Irrigation repair/shoulder work on Morning Star	10-431-780	Yes	STR	101.00
JOE'S BACKHOE SERVICE	19045	Installed valley gutter near the Highlands entrance per bid	10-431-780	Yes	STR	7,100.00
JOE'S BACKHOE SERVICE	19478	Grader/Water tank for chip seal project	52-431-960	Yes	SPF	525.00
KETCHUM COMPUTERS	11966	Computer Support - 8/15/15-8/31/15	10-415-427	Yes	ADM	437.50
KETCHUM COMPUTERS	12011	Computer Support - 9/1/15-9/14/15	10-415-427	Yes	ADM	281.25
KING, ADAM ATTORNEY AT LA	92484	Legal Services - Confidential Matters - City Council	10-415-425	Yes	ADM	647.50
KING, ADAM ATTORNEY AT LA	92485	Legal Services - Confidential Matters - General Matters	10-415-425	Yes	ADM	2,467.50
KING, ADAM ATTORNEY AT LA	92486	Legal Services - Public Matters - City Council	10-415-425	Yes	ADM	1,382.50

Vendor Name	Invoice #	Description	Account #	Budgeted	Dept.	Amount
L. N. CURTIS & SON	3160537-00	1/2 split with Ketchum Titan Litter shield plus mounting bracket	10-423-595	Yes	FIRE	210.00
LEXISNEXIS MATTHEW BENDE	74548727	(2) 2015 crime and traffic books	10-421-340	Yes	POLI	134.48
MOFFATT THOMAS	205102	Legal Services and Costs through August 20, 2015 - Personal & Confidential	10-411-429	Yes	LEGI	660.00
MOORE MEDICAL GROUP	17454276	EMS gloves (M, L, XL), syringes, glucose and epinephrine	10-423-325	Yes	FIRE	421.82
MOORE MEDICAL GROUP	987054941	Epinephrine 1 mg vial, gloves, needles, etc. for EMT jump kits	10-423-325	Yes	FIRE	239.35
MOORE MEDICAL GROUP	987444481	Epinephrine 1 mg vial for EMT jump kits 5	10-423-325	Yes	FIRE	65.45
NAPA AUTO PARTS	826386	Heater/AC parts for 2006 F-350	10-431-600	Yes	STR	45.95
NAPA AUTO PARTS	826719	Heater/AC parts for 2006 F-350	10-431-600	Yes	STR	62.29
NAPA AUTO PARTS	827045	Oshkosh plow truck LED headlamps	10-431-600	Yes	STR	889.60
NORCO	16716153	Oxygen Cylinder Rental for 07/31 to 08/31/2015	10-423-325	Yes	FIRE	119.04
OFFICEBRIGHT, INC	3989	Office cleaning per proposed September 2015	10-415-500	Yes	ADM	1,170.00
OHIO GULCH TRANSFER STATI	010662/0112	Wood Waste disposal	10-431-780	Yes	STR	3.00
OHIO GULCH TRANSFER STATI	010662/0112	Wood Waste disposal/asphalt dirt lumber	10-431-780	Yes	STR	8.40
OHIO GULCH TRANSFER STATI	012452	Clean Wood Waste for the dump	10-431-780	Yes	STR	1.70
OHIO GULCH TRANSFER STATI	012452	Clean Wood Waste for the dump	10-431-780	Yes	STR	2.70
OVERHEAD DOOR CO	334836	Replace rollers on fire bay doors at Elkhorn Fire Station bays 1 and 2 rollers	10-423-585	Yes	FIRE	192.50
PIPECO,INC.	S2238252.00	Plumbing parts for Mag Chloride system	10-431-536	Yes	STR	18.76
RIVER RUN AUTO	112855	Auto fuses	10-431-600	Yes	STR	19.96
RIVER RUN AUTO	112855	sweeper dust control parts	10-431-595	Yes	STR	31.07
RIVER RUN AUTO	113978	Small equipment carburetor cleaner	10-431-596	Yes	STR	35.85
ROAD WORK AHEAD CONSTRU	TS-1298	Chip seal traffic control and sign rental	52-431-960	Yes	SPF	7,384.25
ROAD WORK AHEAD CONSTRU	TS-1330	Chip seal traffic control and sign	52-431-960	Yes	SPF	687.50
ROAD WORK AHEAD CONSTRU	TS-1371	Traffic control and sign rental for chip seal project	52-431-960	Yes	SPF	1,044.25
ROBRAHN, TAAN	99395020	Reimbursement for parts on Engine 66	10-423-600	Yes	FIRE	192.19
SENTINEL FIRE & SECURITY	R4099	Annual Monitoring Fee for Fire and Security at Elkhorn Fire Station	10-423-320	Yes	FIRE	360.00
SHERWIN WILLIAMS	1405-9	Paint for fire hydrants	10-423-555	Yes	FIRE	30.33
SIDWELL COMMUNICATIONS	1146	Phone line repair	10-423-510	Yes	FIRE	130.00
SIRCHIE FINGERPRINT LAB., IN	0222900	Fingerprint supplies: latent print kit, scale, tape, black & white fingerprint lifter	10-421-340	Yes	POLI	361.00
SIRCHIE FINGERPRINT LAB., IN	0222900	Fingerprint supplies: Microscopy Kit	10-421-340	Yes	POLI	22.50
Sun Valley Center for the Arts	CITYOFSV	Sponsorship of the 2015 Sun Valley Center Wine Auction	10-411-699	Yes	LEGI	2,000.00
SUN VALLEY CLEANERS, INC	082515	Dry cleaning Police	10-421-630	Yes	POLI	368.45
SUN VALLEY GARDEN CENTER	RCPT-84530	104 Grey Eagle grass mowing on 8/19/15	10-431-800	Yes	STR	720.00
SUN VALLEY MARKETING ALLI	JUL	July 2015 - per contract 2015	10-411-692	Yes	LEGI	68,001.04
SUNRISE ENVIRO SCIENTIFIC	53177	Grime fighter turn out cleaner	10-423-630	Yes	FIRE	144.10
SUNSEAL ASPHALT MAINTENA	8417	Painting arrows, path crossing, cross walks, etc. on Elkhorn Rd	10-431-592	Yes	STR	674.00
TEAM EAGLE	15693	Oshkosh air valves and solenoid	10-431-595	Yes	STR	766.11
TREASURE VALLEY COFFEE	2160-041938	Coffee for all departments	10-415-310	Yes	ADM	12.05
TREASURE VALLEY COFFEE	2160-041938	Coffee for all departments	10-418-310	Yes	COM	12.05
TREASURE VALLEY COFFEE	2160-041938	Coffee for all departments	10-421-310	Yes	POLI	12.05
TREASURE VALLEY COFFEE	2160-041938	Coffee for all departments	10-423-310	Yes	FIRE	12.05
TREASURE VALLEY COFFEE	2160-041938	Coffee for all departments	10-431-310	Yes	STR	12.05
UL LLC	7202008865	Ladder truck inspection and all ground ladder inspection	10-423-595	Yes	FIRE	2,098.66
VALLEY MAINTENANCE	3684-003	Work force housing deep cleaning	42-470-705	Yes	WFH	785.00
Weidner Fire	109544	Gear bags for turn outs fire clothing for fire fighters (8)	10-423-576	Yes	FIRE	489.70
Weidner Fire	109656	1 1 inch ball valve nozzle and 2 1/2 inch nozzle for foam on engine 63 and 66	10-423-595	Yes	FIRE	933.00
WHITE CLOUD COMMUNICATIO	82328	Narrow band radios for street department - reprogramming	10-423-615	Yes	FIRE	80.00
WIRTH COMPANY, THE	35756	Plow damage repair for 207 Snowbrush Lane	10-431-780	Yes	STR	121.71

Report dates: 10/1/2014-9/29/2015

Vendor Name	Invoice #	Description	Account #	Budgeted	Dept.	Amount
Wood River Land Trust	2015	2015 Trout Friendly Partnership Agreement	10-411-699	Yes	LEGI	200.00
Grand Totals:						<u>159,827.28</u>

Finance Committee Chair, Keith Saks: _____ Date: _____

Report dates: 10/1/2015-10/1/2015

Vendor Name	Invoice #	Description	Account #	Budgeted	Dept.	Amount
ALLINGTON, FREDRICK C.	091815	SEMI-ANNUAL PROSECUTORIAL FEES	10-421-428	Yes	POLI	11,950.50
Grand Totals:						11,950.50

Finance Committee Chair, Keith Saks: _____ Date: _____