

AGENDA
REGULAR MONTHLY MEETING OF THE CITY OF SUN VALLEY
FINANCE COMMITTEE
IN THE COUNCIL CHAMBERS – 81 ELKHORN ROAD
CITY OF SUN VALLEY, IDAHO
May 4, 2015 - 1:00 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 March 27, 2015 meeting minutes.
2. Review and discussion of all recurring payables and payroll from April 2015.
3. Review of non-reoccurring bills on-hand as of April 28 2015 and recommendation for approval to the City Council at its May 7, 2015 Council Meeting.

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

ADJOURNMENT

Posted City Hall: May 1, 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*

DRAFT

**Minutes of the City of Sun Valley Finance Committee
March 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 March at 1:00 p.m.

CALL TO ORDER

Chair Peter Hendricks called the meeting to order at 1:00 p.m.

ROLL CALL

Present: Finance Committee Chair Peter Hendricks and Committee Member Michelle Griffith.
Also Present: City Administrator Susan Robertson; City Treasurer Angela Walls; City Clerk Alissa Weber; Sun Valley resident Jim Bronson.

PUBLIC COMMENT

Jim Bronson, Sun Valley resident, stated his concern about bills from City Attorney Adam King. He said he submitted a public records request for the contract between Adam King and the City and received a contract that was adopted in 2009 and stated an hourly rate of \$205. He noted the City could not produce written documentation of an increase in that rate to \$230 per hour. He stated his belief that the City Attorney had been overbilling the City and, as a taxpayer, wanted the City Attorney to reimburse the City for that difference.

Mr. Bronson handed out a portion of the City Code regarding compensation for Mayor and Council. He stated he received information through a public records request that since 2011 over \$40,000 had been paid to Council members in excess of the salary they receive in health insurance benefits.

1. Approval March 2, 2015 meeting minutes

Committee Member Michelle Griffith asked about whether the previous month's Finance Committee members should review and approve the minutes. Chair Peter Hendricks agreed and suggested the Committee and staff consider a procedure for those members to review the minutes before approval.

Michelle Griffith stated she received an email from Council President Keith Saks asking why the Committee did not approve the confidential bills in the March 2, 2015 minutes. Susan Robertson stated the Finance Committee does not approve bills, it recommends approval to the Council.

Peter Hendricks moved to approve the minutes. Michelle Griffith seconded the motion. All in favor. The motion carried.

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

Peter Hendricks moved to approve all recurring payables and payroll from March 2015. Michelle Griffith seconded the motion. All in favor. The motion carried.

3. Review of non-reoccurring bills on-hand as of March 20, 2015 and recommendation for approval to the City Council at its April 2, 2015 Council Meeting.

City Treasurer Angela Walls stated she received an invoice from City prosecutor Frederick Allington that morning and would add it to the list for the Finance Committee to review. Chair Peter Hendricks agreed.

City Treasurer Angela Walls addressed questions sent from City Council President Keith Saks. With regards to the David's Embroidery charge, she noted the City received five shirts. She explained that Fire Chief Ray Franco was reimbursed for his out-of-pocket expenses for a wild fire trip, for which the City already received compensation from the state. She also reported that the Fire Department received six small skirts from L.N. Curtis and two helmets for the Witmer Public Safety Group charge. She noted that the City of Sun Valley pays for the helmets and gets reimbursed by the City of Ketchum.

Michelle Griffith asked about the finance charges from O'Reilly Auto Parts. Angela Walls explained that the City's pay cycle often leads to finance charges, and this vendor does not waive those. Susan Robertson explained that with some vendors the City saves money even with finance charges if the cost of the goods is low enough. Peter Hendricks asked Angela Walls to request O'Reilly waive the finance charges, and if they will not, look for an alternate vendor.

Michelle Griffith asked about City Attorney Adam King's bill for public matters and the Committee discussed them.

Michelle Griffith asked about the air pack repair charges from LN Curtis, given the City had just purchased new air packs. City Administrator Susan Robertson explained the City has both older and new air packs and that six of the older ones needed repaired.

Michelle Griffith asked about the charges from Lakeside Industries. Susan Robertson explained it was for 15 bags of cold asphalt to patch pot holes.

Michelle Griffith asked about the charge from Pipeco for the Elkhorn Fire Station bay. Angela Walls stated she believed it was a standard repair but would confirm with Assistant Fire Chief Butterfield.

Michelle Griffith asked about the status of building inspections in relation to the charges for the Building Official position advertisement. Susan Robertson explained that the state acts as the City's building official for the White Clouds development, the Community School and Sun Valley Lodge construction. She stated the state will continue to oversee those projects after a building official is hired. Peter Hendricks asked about payment to the state for that work. Susan Robertson explained that the state is paid from the building permit fees. Peter Hendricks suggested looking into whether an intern would be beneficial to assist and/or shadow the new building official.

Michelle Griffith asked about charges from Silver Creek Ford for the new police vehicle and whether it was in the budget. Angela Walls responded that it was budgeted and there would likely be additional budgeted expenses related to the new vehicle.

Michelle Griffith asked about the charges from Woodside RV Center regarding snowmobile repairs. Susan Robertson responded that repairing a snow mobile is less expensive than buying a new one. Angela Walls stated that there have not been many repair charges for the snow mobiles.

Peter Hendricks asked about the charges from Idaho Hydro Jetting for jetting frozen culverts. Susan Robertson explained that the charges were typical for this type of work. Peter Hendricks requested staff look into a more permanent fix for this problem, noting that the culvert on Sunrise had recently been completely blocked with ice.

Peter Hendricks asked about charges from the Sun Valley Company for the radio tower. Angela Walls responded that it was for one of the emergency repeaters shared with Ketchum and the rural fire district. Peter Hendricks suggested the City discussion reducing the cost with the Sun Valley Company considering it is a public safety requirement.

EXECUTIVE SESSION

Michelle Griffith moved to enter Executive Session to review the privileged and confidential bills. Peter Hendricks seconded the motion. All in favor. The motion carried. The Finance Committee entered Executive Session at 1:38 p.m.

Michelle Griffith moved to leave Executive Session. Peter Hendricks seconded the motion. All in favor. The motion carried. The Finance Committee exited Executive Session at 2:16 p.m.

Peter Hendricks made a motion to recommend for approval by City Council all of the non-reoccurring bills except the personal and confidential bills from City Attorney Adam King and law firm Moffatt Thomas. Michelle Griffith seconded the motion. All in favor. The motion carried.

ADJOURNMENT

Michelle Griffith moved to adjourn. Peter Hendricks seconded the motion. All in favor. The motion carried.

The Finance Committee meeting adjourned at 2:20 p.m.

Respectfully Submitted,
Alissa Weber
City Clerk

Peter Hendricks, 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 April 2014
DATE: May 1, 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 April.

Administration – There were no changes or abnormalities for April.

Community Development – There were no changes or abnormalities for April.

Police – There were 40 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 April.

Fire – There were 68 hours of overtime due to shift coverage. The paid on call firefighters' had 313 hours in April. This was due to shift coverage, and Academy training. The Fire Department Paid per Call line item, 10-423-120, is within budget. There were no other changes or abnormalities for April.

Street – There were no changes or abnormalities for April.

Vendor Name	Invoice #	Description	Account #	Budgeted	Dept.	Amount
AC HOUSTON LUMBER CO	014-459549	nuts and bolts	10-423-340	Yes	FIRE	4.60
AC HOUSTON LUMBER CO	014-461986	Building Inspector on site safety protection-hard hat	10-418-310	Yes	COM	11.99
AC HOUSTON LUMBER CO	014-468284	Work Gloves	10-431-345	Yes	STR	24.09
AC HOUSTON LUMBER CO	014-468284	Work Gloves	10-431-345	Yes	STR	30.09
BENNION, JIM	24606	Reimbursement for Building Department uniform (hats)	10-418-310	Yes	COM	25.98
BLAINE COUNTY EMERGENCY	SVFD2015	yearly fees for 700 MHz radios for the fire department	10-423-615	Yes	FIRE	1,200.00
BLAINE COUNTY HOUSING AU	033115	Fiscal Year 2015 - Fee for Service - Second Half	42-470-703	Yes	WFH	9,000.00
BLS Rules	539	7 CPR/AED cards	10-421-480	Yes	POLI	42.00
BLS Rules	540	CPR cards x 4	10-423-470	Yes	FIRE	24.00
BUCK'S BAGS, INC	0099651	wildland packs for 2015 season (6)	10-423-635	Yes	FIRE	1,147.00
CESCO	P52128	Wear Blades for loader bucket	10-431-595	Yes	STR	390.85
CHATEAU DRUG	1367412	rechargeable batteries for Elkhorn training room	10-423-310	Yes	FIRE	11.99
COPY & PRINT	62468	2 cassette tapes for label makers	10-415-310	Yes	ADM	33.38
COPY & PRINT	62629	2 cases of DVD+RW	10-421-310	Yes	POLI	53.98
COPY & PRINT	64216	Binder tabs	10-421-310	Yes	POLI	35.70
COPY & PRINT	64216	Sheet Protectors - General Supply	10-415-310	Yes	ADM	12.29
COPY & PRINT	64418	checks for accounts payable and payroll	10-415-310	Yes	ADM	159.61
COPY & PRINT	64489	2 cases of copy paper	10-415-310	Yes	ADM	75.98
COPY & PRINT	64602	Note pads, tape	10-415-310	Yes	ADM	14.55
COPY & PRINT	64812	1 box file folders for building permit files	10-418-310	Yes	COM	16.99
COPY & PRINT	64831	1 case of copy paper	10-421-310	Yes	POLI	37.99
DAVIS EMBROIDERY INC.	24568	Whitesell and Storey work shirts (12)	10-431-631	Yes	STR	250.80
DAVIS EMBROIDERY INC.	24596	Embroidery on shirts for Reid Black, David Bowman, and Anja Sundali	10-423-631	Yes	FIRE	69.00
DICK YORK'S AUTO SERVICE	64706	Vehicle Battery	10-421-600	Yes	POLI	188.50
E C POWER SYSTEMS OF IDAHO	236323	City Hall Generator Service	10-431-614	Yes	STR	200.20
EASY PACK	174719	Shipping car parts for new police vehicle	29-490-761	Yes	EXP	49.23
ELEPHANT'S PERCH	1000521147	Wildland boots for Ray Franco	10-423-635	Yes	FIRE	225.00
ESRI	92952492	Annual ArcGIS single use primary maintenance for the CD Dept GIS software	10-418-310	Yes	COM	400.00
EVERGREEN LANDSCAPING	31479	Juniper berm irrigation	10-431-780	Yes	STR	102.27
FIRE SERVICES OF IDAHO, LLC	30005902	Book for Charile Butterfield needed for class	10-423-470	Yes	FIRE	96.87
FIREMAN'S SUPPLY, INC.	18746	1000 feet of 1 3/4 inch hose for replacement on eng 60 61 62	10-423-595	Yes	FIRE	4,390.00
FLOYD LILLY COMPANY	210752	Mag tank hose and fittings	10-431-536	Yes	STR	223.04
FREIGHTLINER OF IDAHO	167403	sweeper- inner air filters	10-431-591	Yes	STR	43.76
FREIGHTLINER OF IDAHO	168849	sweeper - outer air filters	10-431-591	Yes	STR	80.16
GEM STATE COMMUNICATION	131434	radio repair and service for hand held radio	10-423-615	Yes	FIRE	294.00
GEM STATE PAPER	933639-00	soap for restrooms	10-415-310	Yes	ADM	24.22
GEM STATE PAPER	934339-00	paper goods for City Hall	10-415-310	Yes	ADM	346.04
GEM STATE WELDERS SUPPLY	156584	welding tank rental	10-431-320	Yes	STR	16.12
GEM STATE WELDERS SUPPLY	156736	welding tank rental	10-431-320	Yes	STR	54.08
GRAINGER	9697230705	cone pallet swivel	10-431-780	Yes	STR	72.90
HASTINGS, ANN	031715	Police uniform alterations - Ray	10-421-665	Yes	POLI	90.00
ICRMP	040115	Member Contribution payment 2 or 2	10-415-465	Yes	ADM	36,883.50
IDAHO MOUNTAIN EXPRESS	12515075	Display ad public notice for January 6, 2015 CC meeting	10-418-440	Yes	COM	301.32
IDAHO MOUNTAIN EXPRESS	12518236	Ad for Building Official employment opportunity	10-418-440	Yes	COM	193.00
IDAHO MOUNTAIN EXPRESS	12518236	Building Official Ad	10-418-440	Yes	COM	193.00
IDAHO MOUNTAIN EXPRESS	12519623	Display ad public notice April 9, 2015 P&Z meeting	10-418-440	Yes	COM	359.10
IDAHO TRANSPORTATION DEP	9327186	Plates for new Patrol vehicle	29-490-761	Yes	EXP	28.00

Vendor Name	Invoice #	Description	Account #	Budgeted	Dept.	Amount
INREACH	DL08353784	monthly dues back country rescue equipment	10-423-595	Yes	FIRE	93.16
INREACH	DL08383349	monthly dues	10-423-510	Yes	FIRE	93.16
INTEGRATED TECHNOLOGIES	18590	Contract base rate and copies 2/17/15 - 03/16/15	10-423-310	Yes	FIRE	72.07
INTEGRATED TECHNOLOGIES	18607	Black Toner and Magenta Printer Cartridge CD	10-418-310	Yes	COM	115.50
INTEGRATED TECHNOLOGIES	18607	Yellow printer cartridge for Treasurer office	10-415-310	Yes	ADM	118.00
INTEGRATED TECHNOLOGIES	18636	Yellow printer cartridge CB542A CD	10-418-310	Yes	COM	54.00
INTEGRATED TECHNOLOGIES	19763	Contract base rate and copies 2/27/15-3/26/15	10-415-310	Yes	ADM	134.44
INTEGRATED TECHNOLOGIES	19776	Contract base rate and copies 2/27/15-3/26/15	10-415-310	Yes	ADM	28.00
INTEGRATED TECHNOLOGIES	20924	Contract base rate and copies 03/17/ to 04/16/2015	10-423-310	Yes	FIRE	64.00
INTEGRATED TECHNOLOGIES	21202	Toner for Administrator's printer	10-415-310	Yes	ADM	117.00
JACKSON GOUP PETERBILT	142889	#82 oshkosh steering sensor	10-431-595	Yes	STR	13.58
JACKSON GOUP PETERBILT	144695	Oshkosh headlight switch	10-431-595	Yes	STR	99.91
KETCHUM COMPUTERS	11459	Computer Support - 03/16/15-03/31/15	10-415-427	Yes	ADM	1,343.75
KETCHUM COMPUTERS	11524	Computer Support - 04/02/15-04/15/15	10-415-427	Yes	ADM	1,218.75
KING, ADAM ATTORNEY AT LA	92343-92347	Legal Services - Confidential Matters	10-415-425	Yes	ADM	2,614.00
KING, ADAM ATTORNEY AT LA	92348-92349	Legal Services - Public Matters	10-415-425	Yes	ADM	557.52
KUSTOM SIGNALS INC	511492	2 ACC-Cable Antenna - new vehicle	29-490-761	Yes	EXP	95.00
L. N. CURTIS & SON	3156318-00	turnout pants for brenda Johnson	10-423-576	Yes	FIRE	820.00
L. N. CURTIS & SON	3157856-00	replacement helmets as for NFPA guidelines (12)	10-423-576	Yes	FIRE	3,720.00
L. N. CURTIS & SON	3157856-01	6 new tips for nozzles on eng 60 62 and truck 61	10-423-595	Yes	FIRE	463.00
L. N. CURTIS & SON	3157935-00	smoke fluid for training with smoke machine	10-423-595	Yes	FIRE	196.86
L. N. CURTIS & SON	3157935-01	gloves for fire fighters (8 sets)	10-423-576	Yes	FIRE	487.58
L. N. CURTIS & SON	3158742-00	1 nozzle stream straightener for hose pack eng 60	10-423-595	Yes	FIRE	80.17
L. N. CURTIS & SON	3159157-00	1 pair gloves XL 1 pair gloves LG 1 pair 10.5 boots 1 pair 12 boots 1 7.5 boots	10-423-576	Yes	FIRE	883.32
LIZANO, FABRIZIO	000002	CPR class for Fire department 7 EMT	10-423-470	Yes	FIRE	136.00
MAGIC VALLEY PROTECTIVE C	5323	Oshkosh fuel tanks & steps - rino lined	10-431-595	Yes	STR	330.00
MOFFATT THOMAS	202740	Legal Services and Costs through March 20, 2015 - Personal & Confidential	10-411-429	Yes	LEGI	192.50
MOUNTAIN RIDES	4207	Quarterly Partnership Contribution	10-411-694	Yes	LEGI	62,500.00
MUNICIPAL EMERGENCY SERV	00327014-2	Work Boots for Assistant Building Inspector	10-418-310	Yes	COM	63.38
MUNICIPAL EMERGENCY SERV	00583985	pants, shirts, uniform for David Bowman, Charlie Butterfield, Reid Black, Anja Sundali, and Ta	10-423-631	Yes	FIRE	803.85
MUNICIPAL EMERGENCY SERV	00613460	(1) Taclite pro shirt for Anja Sundali	10-423-631	Yes	FIRE	52.42
MUNICIPAL EMERGENCY SERV	620976-SNV	1 med duty shirt for David Bowman	10-423-631	Yes	FIRE	52.42
NAPA AUTO PARTS	808152	Air gauge for tire filling station at Elkhorn station	10-423-595	Yes	FIRE	53.99
NORCO	15671495	Oxygen Cylinder Rental	10-423-325	Yes	FIRE	59.52
OFFICEBRIGHT, INC	3910	Office cleaning per proposal April 2015	10-415-500	Yes	ADM	1,170.00
OHIO GULCH TRANSFER STATI	1678	dump fee for trees	10-431-780	Yes	STR	2.10
OHIO GULCH TRANSFER STATI	1678	dump fee for trees	10-431-780	Yes	STR	3.70
OPTIONS	15-0593	Business Card order for Rachel Wayt	10-421-310	Yes	POLI	98.16
PIPECO,INC.	S2071543.00	City Hall - Sprinkler System Parts, spares	10-431-614	Yes	STR	10.75
PIPECO,INC.	S2074628.00	Irrigation Sprinklers - spring startup/repair	10-431-614	Yes	STR	115.60
PLATT ELECTRIC	G328218	(3) light bulbs for eng 60	10-423-600	Yes	FIRE	28.28
PRESSLEY CONSULTING, INC.	042915	Police database maintenance	10-421-320	Yes	POLI	595.00
PROFORCE LAW ENFORCEME	231847	Taser batteries and cartridges	10-421-340	Yes	POLI	430.15
RIVER RUN AUTO	6538-83418	Parts for backcountry trailer antenna fix	10-423-340	Yes	FIRE	51.48
RIVER RUN AUTO	6538-83639	shock absorbers	10-431-600	Yes	STR	99.98
RIVER RUN AUTO	6538-84020	street sweeper parts	10-431-591	Yes	STR	81.93
RIVER RUN AUTO	6538-84212	sweeper flashers x2	10-431-591	Yes	STR	46.78

Vendor Name	Invoice #	Description	Account #	Budgeted	Dept.	Amount
RIVER RUN AUTO	6538-84749	Dump Trailer wiring	10-431-595	Yes	STR	28.78
ROBERTSON, SUSAN	040115	reimbursement for advertising fees for Community Dev. Dir. Position	10-418-440	Yes	COM	25.00
ROCKY MOUNTAIN APPLIANCE	21402	Appliance service at 115 Angani Way #3 & 4	42-470-705	Yes	WFH	75.00
SAWTOOTH WOOD PRODUCTS	89075	Chain saw maintenance	10-431-596	Yes	STR	164.99
SILVER CREEK FORD	122046	Water pump/Power control undate/Oil change - Unit 1	10-421-600	Yes	POLI	757.84
SIRCHIE FINGERPRINT LAB., IN	0203900-IN	Evidence room supplies. Ink pad, DNA kit, envelopes, tubes, gloves	10-421-340	Yes	POLI	139.20
SUN VALLEY CLEANERS, INC	3.25.15	Dry cleaning Police	10-421-630	Yes	POLI	233.75
SUN VALLEY ELKHORN ASSOC	143	- Fire Station	10-423-480	Yes	FIRE	325.00
SUN VALLEY ELKHORN ASSOC	1544..1	- condo	42-470-705	Yes	WFH	325.00
SUN VALLEY ELKHORN ASSOC	1545	- condo	42-470-705	Yes	WFH	325.00
SUN VALLEY FILM FESTIVAL	042815	Refund for special event	10-411-699	Yes	LEGI	4,500.00
SUN VALLEY GARDEN CENTER	042215	Landscape services	10-431-800	Yes	STR	2,340.00
SUN VALLEY SKI EDUCATION F	041515	Funding for Special Event	10-411-699	Yes	LEGI	3,500.00
TASER TRAINING ACADEMY	TASE25053	Taser Training for Kim Orchard	10-421-470	Yes	POLI	200.00
TERRITORIAL SUPPLIES INC	12376	LED - flashing lights for new patrol vehicle	29-490-761	Yes	EXP	183.95
TREASURE VALLEY COFFEE	03991484	Coffee for all departments	10-415-310	Yes	ADM	27.86
TREASURE VALLEY COFFEE	03991484	Coffee for all departments	10-418-310	Yes	COM	27.86
TREASURE VALLEY COFFEE	03991484	Coffee for all departments	10-421-310	Yes	POLI	27.86
TREASURE VALLEY COFFEE	03991484	Coffee for all departments	10-423-310	Yes	FIRE	27.86
TREASURE VALLEY COFFEE	03991484	Coffee for all departments	10-431-320	Yes	STR	27.86
TREASURE VALLEY COFFEE	216:0402431	Coffee for all departments	10-415-310	Yes	ADM	24.01
TREASURE VALLEY COFFEE	216:0402431	Coffee for all departments	10-418-310	Yes	COM	24.01
TREASURE VALLEY COFFEE	216:0402431	Coffee for all departments	10-421-310	Yes	POLI	24.01
TREASURE VALLEY COFFEE	216:0402431	Coffee for all departments	10-423-310	Yes	FIRE	24.01
TREASURE VALLEY COFFEE	216:0402431	Coffee for all departments	10-431-320	Yes	STR	24.01
VALLEY CO-OPS OMC/	3835	stainless steel bolts for oshkosh plows	10-431-595	Yes	STR	37.50
VALLEY COUNTRY STORE	42815	Caster for the Utility Trailer	10-431-596	Yes	STR	54.99
VALLEY COUNTRY STORE	42815	Transport Chain/Binders	10-431-320	Yes	STR	113.96
VALLEY COUNTRY STORE	42815	Weed killer fabric	10-431-621	Yes	STR	93.78
WINDY CITY ARTS, INC.	2015-337	Decal for new police vehicle	29-490-761	Yes	EXP	501.32

Grand Totals:

152,172.34

Finance Committee Chair, Peter Hendricks: _____ Date : _____