

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 31, 2016 at 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 of the May 2, 2016 meeting minutes.
2. Review and discussion of all recurring payables and payroll from May, 2016.
3. Review of non-recurring bills on-hand as of May 26, 2016 and recommendation for approval to the City Council at its June 2, 2016 Council Meeting.
4. Update on scheduling City Council action on the May 2, 2016 Finance Committee request regarding recurring payable abnormalities and credit card payment process.

EXECUTIVE SESSION – IF CALLED Pursuant to Idaho Code §74-206(d) To consider records that are exempt from disclosure as provided in Chapter 1, Title 74, Idaho Code.

ADJOURNMENT

Posted City Hall: May 27, 2016 at 3:00 p.m.

*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

May 2, 2016 Finance Committee Meeting Minutes

The City of Sun Valley Finance Committee met in regular session in the Council Chambers in Sun Valley City Hall on the 2nd of May, 2016 at 1:00 p.m.

CALL TO ORDER

Chair Brad DuFur called the meeting to order at 1:00 p.m.

ROLL CALL

Present: Finance Committee Chair Brad DuFur and Committee Member Michelle Griffith.

Also Present: Mayor Peter Hendricks; City Administrator Susan Robertson; City Clerk Alissa Weber; Assistant Clerk/Assistant Treasurer Nancy Flannigan.

PUBLIC COMMENT

None.

1. Approval of the April 4, 2016 meeting minutes.

Approval of Minutes

Michelle Griffith moved to approve the April 4, 2016 meeting minutes, seconded by Brad DuFur. All in favor. The motion carried.

2. Review and discussion of all recurring payables and payroll from April 2016.

Michelle Griffith asked whether the Finance Committee would receive the Recurring Payables memo going forward. Susan Robertson responded that they will try, but with less staff it is more difficult to do. Michelle Griffith asked what else is included in recurring payables aside from payroll. Susan Robertson responded that it included all payables approved by resolution. Michelle Griffith requested that certain things that had not be considered "irregularities" in the past, such as interest or late payment fees, be included in that report. Brad DuFur suggested also adding an element to the report that details anything that may result in a department going over budget, even if it is down the line. The Finance Committee requested staff place an agenda item on a future City Council meeting agenda item for the entire Council to develop a policy to define what it wants included as an abnormality in the report.

3. Review of Wells Fargo credit card charges for March 15, 2016 payment.

Michelle Griffith asked about the various phone services. Susan Robertson explained that Verizon provided the cell phone service (listed by department, 8x8 provides the phone system, and that Century Link provides the data transmission. Michelle Griffith asked whether staff had the minimum cell service required by their position. Susan Robertson responded the various levels of service. Michelle Griffith asked whether the cell phone charges were ever checked to ensure they were legitimate. Susan Robertson explained the former Treasurer did randomly check them on a regular basis and that the practice would resume after a new Treasurer was hired.

Michelle Griffith asked about training expenses, noting that some trainings seemed expensive. Susan Robertson responded that for some staff training is required to keep certification, and that all training is approved by either the department head or City Administrator. Brad DuFur asked whether some of the training could be done online at less cost. Susan Robertson responded that some can, but some staff expect to attend their annual conferences. The Finance Committee members requested a discussion regarding training expenses during the budget process.

Michelle Griffith if there were finance charges on the credit card. Susan Robertson responded that there were and the Committee held a conversation about why there were charges. Michelle Griffith asked to see those broken out on future reports. Brad DuFur asked how the City incurred the \$1,488 in finance charges over the past year. Nancy Flannigan stated they would look into why there were charges and how the City could pay them. Michelle Griffith asked staff to also look into which Department was charged the fees. The Committee asked staff to add a process discussion about credit card payments to the conversation to be held at the Council meeting in June.

Brad DuFur asked how staff accesses the credit card when traveling. Susan Robertson went over the policy, noting no staff should be traveling with the card. Michelle Griffith reiterated her objection to the previous Treasurer traveling with the card.

4. Review of non-recurring bills on-hand as of April 27, 2016 and recommendation for approval to the City Council at its May 3, 2016 Council Meeting.

Michelle Griffith asked about when charges from CH2M Hill are charged back to the applicant. Susan Robertson responded that the applicant pays the charges when it is something unique to the project that is required for development. Michelle Griffith asked that staff check with Jae Hill about whether this month's charges were reimbursed. The Committee discussed whether there would be a good way to track when charges were reimbursed and how that information could be presented to them.

Michelle Griffith asked whether the charges for the Elkhorn Fire Station were still within budget. Susan Robertson responded that they were. She noted the charges are still included in the workforce housing budget until the budget amendment is passed. Once that is done, the charges will be moved to the new account and a journal entry will be completed for the past charges.

Michelle Griffith asked about the charges for paint from Color Haus. Mayor Peter Hendricks stated that there was a plank broken near the highway on Elkhorn Road, which was thought to be caused by a snow plow. The City moved forward to replace it at the request of the Lane Ranch HOA.

Michelle Griffith asked about a charge from Davis Embroidery for 58 shirts. Susan Robertson responded that it was for two t-shirts for each member of the Fire Department.

Michelle Griffith asked about service on the generator. Susan Robertson responded the generator was not working so it was for repair work. She noted it is still not working, but the Street Department is working on preparing a bid for the new generator.

Michelle Griffith asked about leadership training for Assistant Police Chief Mike Crawford. Susan Robertson responded that the Police Department is focusing on developing staff, especially as it relates to leadership skills.

Michelle Griffith asked about late payment fees for unemployment benefits. Susan Robertson explained that was the duty of the previous Finance Manager.

Michelle Griffith asked the charges from Inreach. Susan Robertson stated it is a GPS communicator for the Fire Department.

Brad DuFur asked about the purchase of new turnouts. Susan Robertson responded that the turnouts were old and needed replaced to comply with safety standards. She stated it was for 5 sets of turnouts.

Michelle Griffith asked about training for Police Officer Monique Ray. Susan Robertson responded that police officers need a certain amount of training per year to keep their certification.

Brad DuFur asked about the per diem for Fire Chief Ray Franco. Susan Robertson responded that staff get a certain amount per day of travel and for mileage. Michelle Griffith asked about the process for approving the per diem. Susan Robertson explained the form used to request travel and the backup needed to prove expenses. Michelle Griffith asked if there is any form that aggregates the total expense for a given trip, not just the per diem. Susan Robertson stated there wasn't. Michelle Griffith asked that the form be changed to account for all training expenses.

Michelle Griffith asked how often street sweeper parts are repaired. Susan Robertson responded that there are more repairs at the beginning of a season.

Michelle Griffith asked about the late payment fee for NORCO. Susan Robertson responded that it was an error in the description.

Michelle Griffith asked about charges for a tune up on the Ford F350. Susan Robertson responded that they were related, but one charge was for valves and the other was for assembly.

Michelle Griffith asked whether the four firefighters that recently received training are still working for the City. Susan Robertson responded that two are full-time staff and two are paid-on-call firefighters.

Michelle Griffith asked about the finance charges from Webb. Susan Robertson responded it was likely from the invoice being paid late due to the timing of Council meetings. She stated the original charge was for shoveling snow from the Bitterroot Bridge.

Brad DuFur moved to recommend approval to the City Council of the non-recurring bills on hand, seconded by Michelle Griffith. All in favor. The motion carried.

ADJOURNMENT

Michelle Griffith moved to adjourn, seconded by Brad DuFur. All in favor. The motion carried.

The meeting adjourned at 2:01 p.m.

Respectfully Submitted,
Alissa Weber / City Clerk

Brad DuFur, Chair

Date

Vendor Name	Invoice #	Invoice Date	Description	Account #	Budgeted	Dept.	Amount
AC HOUSTON LUMBER CO	014-555808	04/22/2016	Work gloves	10-431-780	Yes	STR	30.09
AK PEST MANAGEMENT	2929	05/04/2016	City Hall rodent abatement	10-431-614	Yes	STR	275.00
AK PEST MANAGEMENT	2930	05/04/2016	1st application of weed abatement In City ROW	10-431-621	Yes	STR	3,875.00
ALLINGTON, FREDRICK C.	052516	06/02/2016	Attorney's fees - Public Matters	10-415-425	Yes	ADM	3,010.00
ARMSTRONG, SUSAN	052016	05/20/2016	Refund for overpayment of Permit 2016-010	10-418-390	Yes	COM	237.46
BACKGROUND SOLUTIONS, LP	BS2016-17	05/02/2016	Annual renewal/ background check software. K. Orchard	10-421-480	Yes	POLI	195.00
BBCO	052016	05/20/2016	Refund for overpayment of Permit 2015-091	10-418-390	Yes	COM	35.75
BIG WOOD LANDSCAPE, INC	8700	04/28/2016	Spring cleanup City Hall/Elkhorn FD	10-431-620	Yes	STR	860.00
BULOTTI SERVICES	052016	05/20/2016	Refund for overpayment of Permit 2015-090	10-418-390	Yes	COM	9.01
CENTRAL DRUG SYSTEM, INC.	254985	05/06/2016	Random Processing Fee / Drug Screening	10-415-420	Yes	ADM	3.50
COASTLINE EQUIPMENT	240610	04/21/2016	John Deere loader air seat repair.	10-431-595	Yes	STR	228.57
COLE ARCHITECTS, PLLC	762	04/30/2016	Elkhorn Fire Station architectural services	42-470-732	Yes	WFH	1,922.07
COPY & PRINT	72026	04/26/2016	Document holders	10-431-320	Yes	STR	24.99
COPY & PRINT	72074	05/13/2016	2 reams of speciality paper for LOT flyers	10-415-310	Yes	ADM	27.88
COPY & PRINT	72200	05/17/2016	Boxes of buisness cards for A. Johnson and C. Logsdon (250 Qty each)	10-421-320	Yes	POLI	116.58
COPY & PRINT	72347	05/13/2016	3 reams of colored paper for purchase orders	10-415-310	Yes	ADM	23.97
CUSTOM BROTO MOLDING INC.	090924	05/05/2016	2 - 2,400 gal mag chloryde storage tanks	29-490-789	Yes	EXP	3,396.00
DAVIS EMBROIDERY INC.	26670	04/22/2016	Embroidery Right chest for Hunter Storey	10-423-631	Yes	FIRE	38.00
DOOLEY, MARK	052016	05/20/2016	Release of Landscaping Bond from October 2015	10-418-390	Yes	COM	12,126.35
ELKHORN SPRINGS RESIDENTI	214054	05/02/2016	Quarterly Dues on A03	42-470-705	Yes	WFH	834.51
ELKHORN SPRINGS RESIDENTI	214055	05/02/2016	Quarterly Dues A04	42-470-705	Yes	WFH	834.51
FEDEX	539915932	04/28/2016	Shipping cost for K. Orchard's hand held Police radio. Sent for repair.	10-421-370	Yes	POLI	23.83
FIRST RESPONDERS	54152	04/07/2016	New hire uniforms for Police Officer A. Johnson	10-421-665	Yes	POLI	179.00
FIRST RESPONDERS	54295	04/13/2016	SVPD collar brass. (Qty 3) (extras)	10-421-665	Yes	POLI	96.00
FIRST RESPONDERS	54383	04/19/2016	New hire uniforms for Police Officer A. Johnson	10-421-665	Yes	POLI	329.22
FIRST RESPONDERS	54526	04/27/2016	New hire uniforms for Police Officer A. Johnson	10-421-665	Yes	POLI	22.00
FLANNIGAN, NANCY	051516	05/15/2016	Travel expense reimbursement for payroll training at Caselle in Provo, UT	10-415-470	Yes	ADM	427.50
FOLKINGA, ALEXIS	040416	04/04/2016	Refund of \$250 security deposit for Elkhorn Condo housing	42-311-515	Yes		250.00
FREIGHTLINER OF IDAHO	188531	04/26/2016	Air filter for street sweeper.	10-431-595	Yes	STR	40.08
FREIGHTLINER OF IDAHO	189491	05/10/2016	Street sweeper air filters	10-431-595	Yes	STR	145.80
GEM STATE PAPER	1035370-00	05/06/2016	Garbage can liners	10-415-315	Yes	ADM	41.41
GEM STATE WELDERS SUPPLY	043016	04/30/2016	Monthly rental for oxygen and acetylene torch cylinders (2)	10-431-320	Yes	STR	21.32
GRAINGER	9087668274	04/19/2016	City Halldrinking fountain repair.	10-431-614	Yes	STR	3.43
GRAINGER	9093861343	04/26/2016	Zip ties and fasteners.	10-431-320	Yes	STR	40.27
GRAINGER	9093937911	04/26/2016	Carriage bolts.	10-431-320	Yes	STR	16.46
GRAINGER	9094309466	04/26/2016	Photo cell for City Hall parking lot lights, shop supplies.	10-431-320	Yes	STR	46.94
GRAINGER	9097058375	04/29/2016	City Halldrinking fountain repair/shop supplies.	10-431-614	Yes	STR	90.50
GRAINGER	9097058383	04/29/2016	Water filter for City Hall drinking fountain .	10-431-614	Yes	STR	5.59
HILL, JEFFREY	052016	05/20/2016	APA and AICP annual dues	10-418-480	Yes	COM	598.00
HOBBS, SHIRLEY	052016	05/20/2016	Refund for overpayment of Permit 2015-093	10-418-390	Yes	COM	179.92
ICRMP	404016	04/01/2016	Member Contribution for policy period 15-16 (remaining balance)	10-415-465	Yes	ADM	45,311.00
IDAHO MOUNTAIN EXPRESS	12536713	01/13/2016	Legal Ad 1/14 P&Z Hearing	10-418-440	Yes	COM	96.14
IDAHO MOUNTAIN EXPRESS	12536983	01/20/2016	Ordinance 480 ad on 1/20/16	10-415-420	Yes	ADM	123.28
IDAHO MOUNTAIN EXPRESS	12539394	01/06/2016	Ordinance 479 hearing ad on 1/6/16	10-415-420	Yes	ADM	106.26
IDAHO MOUNTAIN EXPRESS	12541146	04/13/2016	Legal Ad 4/14 P&Z Hearing	10-418-440	Yes	COM	151.80
IDAHO MOUNTAIN EXPRESS	12541592	04/27/2016	Legal Ad 4/28 P&Z Hearing	10-418-440	Yes	COM	123.97
IDAHO MOUNTAIN EXPRESS	12541593	04/27/2016	Ordinance486/amendmend Ordinance 476 ads on 4/27/17	10-415-420	Yes	ADM	172.48

Vendor Name	Invoice #	Invoice Date	Description	Account #	Budgeted	Dept.	Amount
IDAHO STATESMAN	2409806	04/27/2016	Legal Notice Bid Document for Elkhorn Fire Station	10-415-440	Yes	ADM	251.08
INREACH - DELMORE	DL08957985	05/07/2016	Monthly dues 5/07 to 06/06/2016	10-423-480	Yes	FIRE	207.20
INTEGRATED TECHNOLOGIES	46394	05/23/2016	Contract base rate and copies - Police Dept	10-421-310	Yes	POLI	29.00
INTEGRATED TECHNOLOGIES	47879	04/27/2016	Contract base rate and copies - City Hall	10-415-540	Yes	ADM	257.62
INTEGRATED TECHNOLOGIES	47900	04/27/2016	Contract base rate and copies - Police Dept	10-421-310	Yes	POLI	29.00
INTEGRATED TECHNOLOGIES	48071	04/29/2016	Yellow printer cartridge for S. Robertson's printer	10-415-310	Yes	ADM	117.00
INTEGRATED TECHNOLOGIES	48071A	04/29/2016	Magenta printer cartridge for S. Robertson's printer	10-415-310	Yes	ADM	117.00
INTEGRATED TECHNOLOGIES	49392	05/23/2016	Contract base rate and copies - City Hall	10-415-540	Yes	ADM	162.68
INTEGRATED TECHNOLOGIES	49532	05/23/2016	Contract base rate and copies - Fire Dept	10-423-510	Yes	FIRE	55.00
JOE'S BACKHOE SERVICE	20822	04/28/2016	Cleaning ditches and shouldering from last falls project that were not finished because of weathe	10-431-780	Yes	STR	2,102.50
JPS COMMUNICATIONS	1049	05/15/2016	Programing cable for King radio in chiefs vehicles	10-423-615	Yes	FIRE	224.00
LAKESIDE INDUSTRIES	13001133MB	04/30/2016	10 bags of asphalt cold patch.	10-431-780	Yes	STR	145.00
LOCAL HIGHWAY TECH ASSIST	T205111614	05/11/2016	Terence training in contract administration	10-431-470	Yes	STR	60.00
LYTLE SIGNS, INC	DP14559	05/02/2016	Truck vinyl city logo for new engine 64	10-423-600	Yes	FIRE	285.00
MIICOR INC.	14652	05/02/2016	Email Archiever Update - 1 Year Update	10-415-740	Yes	ADM	449.10
MUNICIPAL EMERGENCY SERV	1003758	02/22/2016	Duty pants for David Bowman	10-423-631	Yes	FIRE	58.09
MUNICIPAL EMERGENCY SERV	1003774	02/22/2016	Apex duty pant for Reid Black	10-423-631	Yes	FIRE	57.59
MUNICIPAL EMERGENCY SERV	1006204	02/29/2016	Tactical shirt for Hunter Story	10-423-631	Yes	FIRE	44.89
MUNICIPAL EMERGENCY SERV	1029933	05/12/2016	Summer shirts for Charlie Butterfield and Taan Robrahn Ray Franco	10-423-631	Yes	FIRE	161.20
NAPA AUTO PARTS	070114	05/23/2016	Payment for credit taken twice	10-423-600	Yes	FIRE	72.99
NORCO	043016	04/30/2016	Cylinder rent for the month of 4/01 to 4/31/2016	10-423-325	Yes	FIRE	304.18
OFFICEBRIGHT, INC	4119	05/19/2016	Office cleaning May, 2016	10-415-500	Yes	ADM	1,170.00
POCATELLO INVESTORS TWO	052016	05/20/2016	Refund for overpayment of Permit 2016-007	10-418-390	Yes	COM	213.38
RIVER RUN AUTO	6538-99076	04/29/2016	4 hydraulic door holders and 4 inner air filters for street sweeper	10-431-591	Yes	STR	191.28
ROBBINS, CRAIG	052016	05/20/2016	Refund for overpayment of Permit 2015-094	10-418-390	Yes	COM	131.76
ROBRAHN, TAAN	051016	05/10/2016	Reimbursement for Food Voucher and Baggege fees for Fire class	10-423-470	Yes	FIRE	392.60
SHIVER CONSTRUCTION	052016	05/20/2016	Refund for overpayment of Permit 2015-102	10-418-390	Yes	COM	191.96
SILVER CREEK FORD	126992	03/25/2016	Replace battery, and check transmission issue for Police vehicle SVPD2	10-421-600	Yes	POLI	304.90
ST FRANCIS PET CLINIC	02673	04/23/2016	Stray cat impound/ 1 night of boarding at St. Francis.	10-421-480	Yes	POLI	32.00
SUN VALLEY CLEANERS, INC	042716	04/27/2016	Dry cleaning for Police uniforms	10-421-630	Yes	POLI	325.55
THOMSON REUTERS WEST	834030354	05/04/2016	2016 pocket supplement to Land Use Planning and Dev Reg book- CD Dept	10-418-310	Yes	COM	62.50
TIMES-NEWS	23242	05/12/2016	Fire station remodel bid legal description on 5/15/16	42-470-732	Yes	WFH	235.98
TREASURE VALLEY COFFEE	2160:044697	04/26/2016	Coffee for Admin	10-415-310	Yes	ADM	34.26
TREASURE VALLEY COFFEE	2160:044697	04/26/2016	Coffee for Community Development Department	10-418-310	Yes	COM	34.26
TREASURE VALLEY COFFEE	2160:044697	04/26/2016	Coffee for Fire Department	10-423-310	Yes	FIRE	34.26
TREASURE VALLEY COFFEE	2160:044697	04/26/2016	Coffee for Police Department	10-421-310	Yes	POLI	34.26
TREASURE VALLEY COFFEE	2160:044697	04/26/2016	Coffee for Streets Department	10-431-310	Yes	STR	34.26
TREASURE VALLEY COFFEE	2160:045082	05/24/2016	Coffee for Admin	10-415-310	Yes	ADM	34.26
TREASURE VALLEY COFFEE	2160:045082	05/24/2016	Coffee for Community Development Department	10-418-310	Yes	COM	34.26
TREASURE VALLEY COFFEE	2160:045082	05/24/2016	Coffee for Fire Department	10-423-310	Yes	FIRE	34.26
TREASURE VALLEY COFFEE	2160:045082	05/24/2016	Coffee for Police Department	10-421-310	Yes	POLI	34.26
TREASURE VALLEY COFFEE	2160:045082	05/24/2016	Coffee for Streets Department	10-431-310	Yes	STR	34.26
TRIPP, DENNIS	052016	05/20/2016	Refund for overpayment of Permit 2015-107	10-418-390	Yes	COM	204.00
VALLEY MAINTENANCE	052016	05/20/2016	Overpayment for permit 2016-004	10-418-390	Yes	COM	105.02
VALLEY MAINTENANCE	052016	05/20/2016	Refund for overpayment of permit 2016-003	10-418-390	Yes	COM	115.97
VALLEY MAINTENANCE	052016	05/20/2016	Refund for overpayment of permit 2016-005	10-418-390	Yes	COM	155.84
VERIPIC	042516	04/25/2016	1 year Veripic software license	10-421-426	Yes	POLI	940.00

Vendor Name	Invoice #	Invoice Date	Description	Account #	Budgeted	Dept.	Amount
Grand Totals:							87,051.90

Finance Committee Chair, Brad DuFur: _____ Date : _____