

AGENDA
REGULAR COUNCIL MEETING OF THE MAYOR AND CITY COUNCIL
IN THE COUNCIL CHAMBERS – 81 ELKHORN ROAD
CITY OF SUN VALLEY, IDAHO
January 9, 2014 – 4:00 P.M.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT - *The Mayor and Council welcome comments from the public on any subject. Please state your name and address for the record. Public comments may be limited to three (3) minutes. Please note this is the only time during this meeting that public comment time will be provided.*

MAYOR AND COUNCIL RESPONSE TO PUBLIC COMMENT (5 min.)

COUNCIL COMMENT (8 min.)

MAYOR COMMENT (5 min.)

- Letter of resignation from Commissioner Keith Saks from the Planning and Zoning Commission; 1

QUESTIONS FROM THE PRESS (3 min.)

CONSENT AGENDA (5 min.) *All items listed under the Consent Agenda will be approved in one motion without discussion unless any Council Member requests that the item be removed for individual discussion and possible action.*

1. Approval of Council Minutes of December 5 and 18, 2013 and the emergency City Council meeting held on August 16, 2013;..... 3
2. Receive and File Financials:
 - a. December, 2013 Paid Invoice Report 23
 - b. November, 2013 Financial Report..... 33
3. Authorize payment of bills and payroll (recurring per Resolution 2012-07) for January, 2014, when due; (no documents).....
4. Authorize payment of bills (non-recurring) on-hand due after December 27, 2013 and recommended for approval by the Finance Committee;..... 59
5. Adoption of Resolution 2014-1 revising the resolution authorizing the Treasurer to pay recurring payables and payroll prior to Council approval (5 min.); 65

SWEARING IN OF NEW COUNCIL MEMBERS (15 min.)

6. Farewell and thank you to Council President Bob Youngman and Council Member Nils Ribi for their service to the City (5 min.) (no documents) 69
7. Swearing in and Oaths of Office for new City Council Members (5 min.) (no documents) 70
8. Council appointment of new City Council President (5 min.) (no documents)..... 71

PRESENTATIONS (20 min.)

9. Sun Valley Youth Council presentation (5 min.) (no documents) 72

*Please Note: The agenda is subject to revisions.
Anyone needing assistance to attend or participate should contact Sun Valley City Hall prior to the meeting at 622-4438.
Council packets are available online at www.sunvalley.gov/office.com.*

10. Sun Valley Marketing Alliance Quarterly Report, Arlene Schieven (15 min.); 73

PUBLIC HEARING (20 min.)

- 11. Weld and Sun Valley Company Plat Amendment Application No. SUBPA 2013-08 to eliminate a common driveway and grading easement on Lot 8 in favor of Lot 7 and to eliminate an access easement over Parcel N of the White Clouds Corrected PUD Subdivision (10 min.);..... 93
- 12. Review and adoption of Resolution 2014-2 "Establishing a Fee Schedule for Public Records Requests" (updating Resolution 2006-06) (5 min.); 117
- 13. First reading of Ordinance No. 466 Updates to the City Code (bank depository and misdemeanor fine) (5 min.); 127

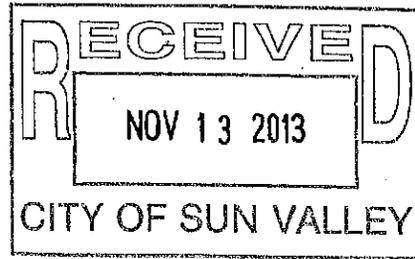
BREAK (5 min.)

ACTION/DISCUSSION (1 hr. 55 min.)

- 14. Review of options and action regarding Sinclair Path wall stabilization (20 min.); 133
- 15. Approval of legal summary for Ordinance No. 466 for the purposes of publication (5 min.); 151
- 16. Review and consideration of revised Fiscal Year 2014 contract for services with Fly Sun Valley Alliance (10 min.); 153
- 17. Update and discussion regarding proposed Fire Department East Wing remodel for sleeping quarters (20 min.) (no documents) 163
- 18. Mayoral appointments and Council confirmation where required to City board and liaison positions (10 min.);..... 164
- 19. Review and adoption of Resolution 2014-3 "Authorizing the Destruction of City Records" [building plan files, temporary accounts payables and payroll documents (pre-2005), miscellaneous City Clerk files] (10 min.);..... 167
- 20. Discussion and action regarding continuation of Granicus (meeting audio broadcasting and recording) (15 min.) (no documents) 197

EXECUTIVE SESSION – Pursuant to Idaho Code 67-2345 sections (a), (b) and (f).

ADJOURNMENT - Meeting will conclude after the completion of agenda items or at the latest 9:00 p.m. Any item under discussion or consideration at 9:00 p.m. will be completed. Any remaining items on the agenda will be scheduled for another meeting



NOVEMBER 14, 2013

HON. DEWAYNE BRISCOE
MAYOR OF SUN VALLEY
CITY HALL, SUN VALLEY, ID. 83353

HAND DELIVERED

RE: SUN VALLEY PLANNING AND ZONING COMMISSION

DEAR MAYOR BRISCOE:

IN ACCORDANCE WITH APPLICABLE IDAHO LAW, I AM RESIGNING MY OFFICE AS A SUN VALLEY PLANNING & ZONING COMMISSIONER EFFECTIVE UPON MY TAKING A SEAT ON THE CITY COUNCIL.

WHILE I AM LOOKING FORWARD TO SERVING THE CITY IN THIS NEW CAPACITY, I ALSO REGRET HAVING TO LEAVE THE P&Z, WHICH HAS BEEN VERY REWARDING FOR ME. THE P&Z MEMBERS HAVE ALWAYS BEEN RESPECTFUL OF OPPOSING VIEWS ON ANY GIVEN MATTER, AND THERE HAS BEEN A GOOD RAPPORT AMONG THE COMMISSIONERS REGARDLESS OF HOW ANYONE VOTED. AT ALL TIMES I HAVE FOUND THAT THE P&Z HAS PUT THE INTERESTS OF THE RESIDENTS ABOVE ANY OTHER CONSIDERATIONS.

VERY TRULY YOURS,

A handwritten signature in black ink, appearing to read "Keith W. Saks". The signature is stylized with a large, sweeping flourish that extends to the right.

KEITH W. SAKS

DRAFT
**COUNCIL MEETING OF THE MAYOR AND CITY COUNCIL
IN THE COUNCIL CHAMBERS - 81 ELKHORN ROAD
CITY OF SUN VALLEY, IDAHO
DECEMBER 5, 2013 AT 3:00 P.M.**

The Mayor and the City Council of Sun Valley, Blaine County, State of Idaho, met in a Council Meeting in the Sun Valley City Hall Council Chambers on December 5, 2013 at 3:00 p.m.

CALL TO ORDER

Mayor Dewayne Briscoe called the meeting to order at 3:00 p.m.
Council President Bob Youngman attended the meeting by telephone.

ROLL CALL

PRESENT: Mayor Dewayne Briscoe, Council President Bob Youngman, Council Member Michelle Griffith, Council Member Nils Ribi, and Council Member Franz Suhadolnik.

ABSENT: None

PLEDGE OF ALLEGIANCE- led by Jim Bronson.

PUBLIC COMMENT

Sun Valley resident Jim Bronson made comments.

MAYOR AND COUNCIL RESPONSE TO PUBLIC COMMENT

Council Member Michelle Griffith responded to Jim Bronson's comments.
Mayor Dewayne Briscoe responded to Jim Bronson's comments.

COUNCIL COMMENT

Council Member Franz Suhadolnik made comments thanking Council President Bob Youngman and Council Member Nils Ribi for serving on the City Council.
Council Member Franz Suhadolnik made a comment regarding City Administrator Susan Robertson's acknowledgement in Public Management magazine.
Council Member Franz Suhadolnik shared information he learned while attending the Blaine County Water Symposium.
Council Member Michelle Griffith thanked Council President Bob Youngman and Council Member Nils Ribi for their service on the City Council.

Council Member Nils Ribi made comments regarding liaison reports and updated the Council on the updated Mountain Rides schedule.

Council Member Nils Ribi made comments regarding the Blaine County Regional Transportation Committee.

Community Development Director Mark Hofman made a comment.

Council Member Nils Ribi made a comment.

Mayor Dewayne Briscoe thanked Council President Bob Youngman and Council Member Nils Ribi for their time on the Council.

MAYOR COMMENT

Mayor Dewayne Briscoe introduced the new Assistant Fire Chief Charlie Butterfield.

Assistant Chief Charlie Butterfield made comments.

Mayor Dewayne Briscoe made a comment regarding the Comprehensive Plan Update Steering Committee request for additional time.

Mayor Dewayne Briscoe made a comment regarding efforts associated with the Fire Department and referenced the 2007 McGrath Report.

Mayor Dewayne Briscoe made a comment regarding the project at Juniper and Elkhorn Road.

QUESTIONS FROM THE PRESS

None.

CONSENT AGENDA

1. Approval of Council meeting minutes from:
 - a. November 7, 2013 and November 20, 2013;
2. Receive and File Financials:
 - a. November, 2013 Paid Invoice Report;
 - b. October, 2013 Financial Report;
 - c. Local Option Tax Summary Report;
3. Authorize payment of bills and payroll (recurring per Resolution 2012-07) for December, 2013 when due;
4. Authorize payment of bills (non-recurring) on-hand as of November 21, 2013 and recommended for approval by the Finance Committee;

Council Member Nils Ribi made a comment.

Council Member Franz Suhadolnik made a comment.

Council Member Nils Ribi made a comment.

MOTION

Council Member Nils Ribi moved to approve the Consent Agenda, seconded by Council Member Franz Suhadolnik.

AYES: Council President Bob Youngman, Council Member Michelle Griffith,

Council Member Nils Ribi, and Council Member Franz Suhadolnik.

NAYS: None

The Mayor declared the motion approved.

Council President Bob Youngman made a comment.

Council Member Nils Ribi made a comment.

Mayor Dewayne Briscoe made a comment.

Council Member Michelle Griffith made a comment.

Mayor Dewayne Briscoe made a comment.

Council Member Franz Suhadolnik made a comment.

PRESENTATIONS

5. Sun Valley Youth Council presentation;

Sun Valley Youth Council President Taylor Adler presented.

6. Blaine County Housing Authority Annual Report, David Patrie;

Blaine County Housing Authority Executive Director David Patrie presented.

Council Member Franz Suhadolnik made a comment.

Blaine County Housing Authority Executive Director David Patrie made a comment.

Council Member Nils Ribi made a comment.

Blaine County Housing Authority Executive Director David Patrie made a comment.

Mayor Dewayne Briscoe moved up the Action/Discussion section of the agenda as land use issues were not noticed to begin until 5:00 p.m.

ACTION/DISCUSSION

11. Third reading of Ordinance 456, Increase Local Option Tax by 1%, approved by the Sun Valley voters in November 2012;

City Attorney Adam King made a comment.

Council Member Michelle Griffith asked a question.

City Attorney Adam King responded.

MOTION

Council Member Nils Ribi moved to waive the third reading and to approve Ordinance No. 456, and to read by title only, seconded by Council Member Michelle Griffith.

Council Member Franz Suhadolnik made a comment.

Council Member Nils Ribi made a comment.

Mayor Dewayne Briscoe called for a roll call vote.

AYES: Council President Bob Youngman, Council Member Michelle Griffith, Council Member Nils Ribí, and Council Member Franz Suhadolnik.

NAYS: None

The Mayor declared the motion approved.

Mayor Dewayne Briscoe made a comment.

Council Member Franz Suhadolnik asked a question.

Fly Sun Valley Alliance Executive Director Carol Waller responded.

12. Approval of legal summary of Ordinance 456 for publication;

MOTION

Council Member Nils Ribí moved to approve the legal summary of Ordinance 456 for the purposes of publication as presented, seconded by Council Member Franz Suhadolnik. A roll call vote was taken.

AYES: Council President Bob Youngman, Council Member Michelle Griffith, Council Member Nils Ribí, and Council Member Franz Suhadolnik.

NAYS: None

The Mayor declared the motion approved.

13. Review and adoption of Resolution 2013-26 "Setting the City Council Meeting Dates for 2014" and Resolution 2013-27 "Setting the Finance Committee Meeting Dates for 2014";

Mayor Dewayne Briscoe made a comment.

MOTION

Council Member Nils Ribí moved to adopt Resolution 2013-26 "Setting the City Council Meeting Dates for 2014" and Resolution 2013-27 "Setting the Finance Committee Meeting Dates for 2014", seconded by Council Member Michelle Griffith. A voice vote was taken.

AYES: Council President Bob Youngman, Council Member Michelle Griffith, Council Member Nils Ribí, and Council Member Franz Suhadolnik.

NAYS: None

The Mayor declared the motion approved.

14. Review and approval of revised Memorandum of Understanding with Blaine County for Non-Area of City Impact Areas;

Community Development Director Mark Hofman presented.

Council Member Nils Ribí made a comment.

Council Member Michelle Griffith asked a question.

Council Member Nils Ribí responded.

Council Member Franz Suhadolnik asked a question.

Community Development Director Mark Hofman responded.

A discussion was held between Council Member Franz Suhadolnik and Community Development Director Mark Hofman regarding the enforceability of the Memorandum of Understanding.

Council President Bob Youngman made a comment.

MOTION

Council Member Nils Ribí moved to authorize the Mayor to enter into the Memorandum of Understanding between the City and Blaine County, seconded by Council Member Michelle Griffith.

Council Member Michelle Griffith made a comment.

Mayor Dewayne Briscoe called for a roll call vote.

AYES: Council President Bob Youngman, Council Member Michelle Griffith,
Council Member Nils Ribí, and Council Member Franz Suhadolnik.

NAYS: None

The Mayor declared the motion approved.

15. Review and discussion regarding draft architectural plans for proposed Elkhorn Fire Station remodel for sleeping quarters;

Mayor Dewayne Briscoe made a comment.

Architect Nick Latham, with Ruscitto, Latham and Blanten, presented.

Mayor Dewayne Briscoe made a comment.

Architect Nick Latham made comments.

Mayor Dewayne Briscoe made a comment.

Architect Nick Latham made comments.

Council Member Michelle Griffith asked a question.

Architect Nick Latham responded.

Council Member Michelle Griffith asked a question.

Fire Chief Ray Franco responded.

Mayor Dewayne Briscoe made a comment.

Assistant Fire Chief Charlie Butterfield made comments.

Council Member Michelle Griffith asked a question.

Assistant Fire Chief Charlie Butterfield responded.

A discussion was held between Council Member Michelle Griffith and Fire Chief Ray Franco regarding fire department response times.

Mayor Dewayne Briscoe made a comment.

Council Member Michelle Griffith made a comment.

Mayor Dewayne Briscoe made a comment.

Council Member Nils Ribi made a comment.
Fire Chief Ray Franco made a comment.
Council Member Franz Suhadolnik made a comment.
Council Member Michelle Griffith made a comment.
Council Member Nils Ribi made a comment.
Council Member-elect Keith Saks made comments.
Council Member-elect Peter Hendricks made comments.
Mayor Dewayne Briscoe made a comment.
Council Member Michelle Griffith asked a question.
Architect Nick Latham responded.

MOTION

Council Member Nils Ribi moved to authorize the Mayor and staff to work with the architect to develop working drawings, an estimate, and bid process for the proposed Elkhorn Fire Station remodel for sleeping quarters to be brought back to the Council for discussion, seconded by Council Member Franz Suhadolnik. A roll call vote was taken.

AYES: Council President Bob Youngman, Council Member Nils Ribi, and
Council Member Franz Suhadolnik.

NAYS: Council Member Michelle Griffith.

The Mayor declared the motion approved.

BREAK

The Mayor called for a break at 5:05 p.m.

The meeting was reconvened at 5:12 p.m.

Mayor Dewayne Briscoe moved to the public hearing section of the agenda.

PUBLIC HEARINGS

7. Third reading and action on Ordinance No. 462 for vacation of a portion of City right-of-way on Prospector Road;

Community Development Director Mark Hofman made a comment.

Council Member Michelle Griffith asked a question.

Mayor Dewayne Briscoe opened the public hearing for comments. There being no comments, he closed the public hearing.

MOTION

Council Member Nils Ribi moved to waive the third reading and to approve Ordinance No. 462, seconded by Council Member Michelle Griffith.

Council Member Franz Suhadolnik asked a question.

Community Development Director Mark Hofman responded.
Council Member Franz Suhadolnik made a comment.
Community Development Director Mark Hofman responded.

Mayor Dewayne Briscoe called for a roll call vote.

AYES: Council President Bob Youngman, Council Member Michelle Griffith,
Council Member Nils Ribí, and Council Member Franz Suhadolnik.

NAYS: None

The Mayor declared the motion approved.

8. Public hearing and action on the White Clouds Parcel E Townhomes Phase IV Final Plat for Sublots 5, 7 and 8;

Community Development Director Mark Hofman made a comment.

Mayor Dewayne Briscoe asked a question.

Community Development Director Mark Hofman responded.

Mayor Dewayne Briscoe opened the public hearing for comments. There being no comments, he closed the public hearing.

Council Member Michelle Griffith asked a question.

Attorney Evan Robertson, representing Sun Valley Company, responded.

Council Member Nils Ribí asked a question.

Community Development Director Mark Hofman responded.

Council Member Nils Ribí made a comment.

Community Development Director Mark Hofman responded.

Council Member Franz Suhadolnik asked a question.

Community Development Director Mark Hofman responded.

City Attorney Adam King made a comment.

Council Member Nils Ribí made a comment.

City Attorney Adam King made a comment.

Mayor Dewayne Briscoe made a comment.

MOTION

Council Member Michelle Griffith moved to approve the final plat application for White Clouds Parcel E Townhomes Phase IV, Sublots 5, 7 and 8, seconded by Council Member Franz Suhadolnik.

AYES: Council President Bob Youngman, Council Member Michelle Griffith,
Council Member Nils Ribí, and Council Member Franz Suhadolnik.

NAYS: None

The Mayor declared the motion approved.

Council Member Nils Ribi asked a question.
Community Development Director Mark Hofman responded.

9. Sun Valley Saddle Subdivision Plat Amendment Application No. SUBPA 2013-07 to adjust the property line between existing Tax Lots 3523 and 3524 to reflect existing landscaping and fencing on the properties;

Community Development Director Mark Hofman made a comment.

Mayor Dewayne Briscoe opened the public hearing for comments.
Bruce Smith, Alpine Enterprises, made a comment on behalf of the applicants.
Mayor Dewayne Briscoe closed the public hearing.

Council Member Nils Ribi asked a question.
Community Development Director Mark Hofman responded.
Mayor Dewayne Briscoe made a comment.

MOTION

Council Member Michelle Griffith moved to adopt Sun Valley Saddle Subdivision Plat Amendment Application No. SUBPA 2013-07 to adjust the property line between existing Tax Lots 3523 and 3524 to reflect the existing landscaping and fencing on the properties, seconded by Council Member Nils Ribi. A roll call vote was taken.

AYES: Council President Bob Youngman, Council Member Michelle Griffith,
Council Member Nils Ribi, and Council Member Franz Suhadolnik.

NAYS: None

The Mayor declared the motion approved.

10. Lot 11 Fairway Loop Plat Amendment Application No. SUBPA 2013-06 to adjust the rear property line shared with Tax Lot 5381 to add 266 square feet to the lot size;

Mayor Dewayne Briscoe recused himself from the meeting due to his conflict of interest with the application. City Attorney Adam King took his place at the dais to assist with the interaction with Council President Bob Youngman.

City Attorney Adam King made a comment.

Council President Bob Youngman opened the public hearing.
Council Member Nils Ribi made a comment.
Sun Valley resident Chris Grathwohl made comments.
Council Member Nils Ribi made a comment.
Council President Bob Youngman closed the public hearing.

Community Development Director Mark Hofman made a comment.

Council Member Nils Ribi made a comment.

Attorney Evan Robertson made a comment regarding the fact that Mayor Dewayne Briscoe will be purchasing this property at fair market value from the Sun Valley Company.

MOTION

Council Member Michelle Griffith moved to approve Plat Amendment Application No. SUBPA 2013-06 to adjust the rear property line shared with Tax Lot 5381 to add 266 square feet to the lot size, seconded by Council Member Nils Ribi.

Council Member Franz Suhadolnik asked a question.

Council Member Nils Ribi asked a question.

Community Development Director Mark Hofman responded.

Council President Bob Youngman called for a roll call vote.

AYES: Council President Bob Youngman, Council Member Michelle Griffith,
Council Member Nils Ribi, and Council Member Franz Suhadolnik.

NAYS: None

Council President Bob Youngman declared the motion approved.

Mayor Dewayne Briscoe returned to the dais and called for a five minute break.

BREAK

The Mayor called for a break at 5:49 p.m.

The meeting was reconvened at 5:55 p.m.

16. Discussion regarding continuation of Granicus services (meeting audio broadcasting and recording);

Mayor Dewayne Briscoe made a comment.

City Clerk Hannah Stauts made a comment.

A discussion was held between City Clerk Hannah Stauts and the Council regarding the current use of the Granicus services and possible alternatives to the service.

The Council requested that City Clerk Hannah Stauts research the range of alternatives and associated expenses for discussion at the January meeting.

ACTION/DISCUSSION CONTINUED

17. Review and adoption of Resolution 2013-30 "Authorizing the Mayor to Execute an Engagement Letter for Auditing Services for Fiscal Years 2013, 2014, and 2015";

Mayor Dewayne Briscoe made a comment.

Council Member Nils Ribi made a comment.

Mayor Dewayne Briscoe made a comment.

City Administrator Susan Robertson made a comment.
Mayor Dewayne Briscoe made a comment.
Council Member Michelle Griffith made a comment.
Council Member Franz Suhadolnik made a comment.
City Administrator Susan Robertson made a comment.
Council Member Franz Suhadolnik made a comment.
Council Member Nils Ribi made a comment.
Council President Bob Youngman made a comment.
City Administrator Susan Robertson made a comment.
Mayor Dewayne Briscoe made a comment.
Council Member Franz Suhadolnik made a comment.
Council Member Nils Ribi made a comment.

MOTION

Council Member Nils Ribi moved to adopt Resolution 2013-30 "Authorizing the Mayor to Execute an Engagement Letter for Auditing Services for Fiscal Years 2013, 2014, and 2015", seconded by Council Member Michelle Griffith.

Council Member Michelle Griffith made a comment.
Mayor Dewayne Briscoe called for a roll call vote.

AYES: Council President Bob Youngman, Council Member Michelle Griffith,
Council Member Nils Ribi, and Council Member Franz Suhadolnik.

NAYS: Council President Bob Youngman.
The Mayor declared the motion approved.

Mayor Dewayne Briscoe made a comment.

18. Review and adoption of Resolution 2013-28 "Adopting the City of Sun Valley Salary Plan Range";

City Administrator Susan Robertson made a comment.
Mayor Dewayne Briscoe made a comment.
Council Member Nils Ribi made a comment.
City Administrator Susan Robertson made a comment.
Council Member Nils Ribi made a comment.
City Administrator Susan Robertson made a comment.
Mayor Dewayne Briscoe made a comment.
Council Member Franz Suhadolnik made a comment.
Council President Bob Youngman made a comment.
Mayor Dewayne Briscoe made a comment.
Council President Bob Youngman made a comment.
Mayor Dewayne Briscoe made a comment.
Council Member Michelle Griffith made a comment.

City Administrator Susan Robertson made a comment.
Council Member Michelle Griffith made a comment.
City Administrator Susan Robertson made a comment.
Council Member Michelle Griffith asked a question.
City Administrator Susan Robertson responded.
Council Member Michelle Griffith made a comment.
City Administrator Susan Robertson made a comment.
A discussion was held between Council Member Michelle Griffith and City Administrator Susan Robertson regarding the various approaches municipalities use for setting salary ranges.
Mayor Dewayne Briscoe made a comment.
Council Member Nils Ribi made a comment.
Mayor Dewayne Briscoe made a comment.
Council President Bob Youngman made a comment.

MOTION

Council Member Franz Suhadolnik moved to adopt Resolution 2013-28 "Adopting the City of Sun Valley Salary Plan Range", seconded by Council Member Nils Ribi. A roll call vote was taken.

AYES: Council Member Nils Ribi and Council Member Franz Suhadolnik.

NAYS: Council Member Michelle Griffith.

ABSTENTION: Council President Bob Youngman.

The Mayor declared the motion approved.

19. Review and adoption of Resolution 2013-29 "Amending the 2012 City of Sun Valley Personnel Policy";

City Administrator Susan Robertson made a comment.
Mayor Dewayne Briscoe made a comment.
City Administrator Susan Robertson made a comment.
Council Member Nils Ribi made a comment.
City Administrator Susan Robertson made a comment.
Council Member Nils Ribi made a comment.
City Administrator Susan Robertson made a comment.
Council Member Michelle Griffith made a comment.
Council Member Nils Ribi made a comment.
City Administrator Susan Robertson made a comment.
Council Member Nils Ribi made a comment.
City Administrator Susan Robertson made a comment.
Council President Bob Youngman made a comment.
Council Member Michelle Griffith made a comment.
Mayor Dewayne Briscoe made a comment.

MOTION

Council Member Nils Ribi moved to adopt Resolution 2013-29 "Amending the 2012 City of Sun Valley Personnel Policy" with the following language additions: to section 10-B (3): to include that the pro-ration of hours to employees be based on salaries; and to section 10-L "discretionary leave" to require that the leave be taken in relative succession to the excess of hours worked, seconded by Council Member Michelle Griffith. A roll call vote was taken.

AYES: Council Member Nils Ribi and Council Member Franz Suhadolnik.
NAYS: Council Member Michelle Griffith.
ABSTENTION: Council President Bob Youngman.
The Mayor declared the motion approved.

20. Discussion and action regarding Special Event Funding Application and granting procedure;

- Council Member Michelle Griffith made a comment.
- Council Member Franz Suhadolnik made a comment.
- Council Member Michelle Griffith made a comment.
- Council Member Nils Ribi made a comment.
- Council Member Michelle Griffith made a comment.
- Council Member Franz Suhadolnik made a comment.
- Council Member Nils Ribi made a comment.
- Council Member Michelle Griffith made a comment.
- Mayor Dewayne Briscoe made a comment.
- Council Member Michelle Griffith made a comment.
- Mayor Dewayne Briscoe made a comment.
- Council Member Michelle Griffith made a comment.
- Council Member Nils Ribi made a comment.
- Mayor Dewayne Briscoe made a comment.
- Council Member Franz Suhadolnik made a comment.

MOTION

Council Member Michelle Griffith moved to postpone evaluating the form until a date certain in March and to have staff reach out to organizations to come forward under the old format in January, seconded by Council Member Franz Suhadolnik. A roll call vote was taken.

AYES: Council Member Michelle Griffith, Council Member Nils Ribi, Council President Bob Youngman, and Council Member Franz Suhadolnik.
NAYS: None
The Mayor declared the motion approved.

21. Discussion regarding Planning and Zoning Commission appointments and residency requirements (City Code Section 2-1-1);

Mayor Dewayne Briscoe made a comment.
Council Member Nils Ribi made a comment.
Community Development Director Mark Hofman made a comment.
Mayor Dewayne Briscoe made a comment.
City Attorney Adam King made a comment.
Council Member Nils Ribi made a comment.
Council Member Franz Suhadolnik made a comment.
Community Development Director Mark Hofman made a comment.
Council Member Franz Suhadolnik made a comment.
Council Member Nils Ribi made a comment.
Council Member Michelle Griffith made a comment.
Mayor Dewayne Briscoe made a comment.
There was no decision made. The City Council decided they did not want to go forward with considering a revision to the City Code.

22. Discussion and direction regarding Sinclair Path wall stabilization;

City Administrator Susan Robertson made a comment.
Council Member Franz Suhadolnik made a comment.
Council Member Nils Ribi made a comment.
Community Development Director Mark Hofman made a comment.
Council Member Franz Suhadolnik made a comment.
City Attorney Adam King made a comment.
Community Development Director Mark Hofman made a comment.
Council Member Franz Suhadolnik made a comment.
Community Development Director Mark Hofman made a comment.
City Administrator Susan Robertson made a comment.
Council Member Nils Ribi asked a question.
City Administrator Susan Robertson responded.
Community Development Director Mark Hofman made a comment.

MOTION

Council Member Nils Ribi moved to direct the Mayor and staff to work with CH2MHill to modify their proposal of June 2013 into two projects, a dry stack wall and modular wall; to incorporate Steve Butler's recommendations; and to report back to the City Council with recommendations following the project proposals, seconded by Council Member Michelle Griffith.

Council President Bob Youngman made a comment.
Mayor Dewayne Briscoe made a comment.
Council President Bob Youngman made a comment.
Council Member Nils Ribi made a comment.
Council President Bob Youngman made a comment.
Council Member Nils Ribi made a comment.
Council President Bob Youngman made a comment.

Council Member Nils Ribi moved to amend his motion to include a crib wall as a third project proposal, Council Member Michelle Griffith agreed as the seconder of the motion.

Community Development Director Mark Hofman made a comment.
Council Member Michelle Griffith made a comment.

Mayor Dewayne Briscoe called for a voice vote.

AYES: Council Member Michelle Griffith, Council Member Nils Ribi, Council President Bob Youngman, and Council Member Franz Suhadolnik.

NAYS: None

The Mayor declared the motion approved.

Mayor Dewayne Briscoe made a comment.

EXECUTIVE SESSION

Council Member Franz Suhadolnik made a comment.

Council Member Michelle Griffith made a comment.

Council President Bob Youngman made a comment.

Mayor Dewayne Briscoe made a comment.

Council Member Nils Ribi made a comment.

MOTION

Council Member Franz Suhadolnik moved to go into Executive Session pursuant to Idaho Code 67-2345 Section 1 (b), seconded by Council Member Nils Ribi. A roll call vote was taken.

AYES: Council Member Michelle Griffith, Council Member Nils Ribi, Council President Bob Youngman, and Council Member Franz Suhadolnik.

NAYS: None

The Mayor declared the motion approved.

The Council moved into Executive Session at 8:25 p.m.

The Council came out of Executive Session at 8:47 p.m.

ADJOURNMENT

MOTION

Council Member Franz Suhadolnik moved to adjourn, seconded by Council Member Michelle Griffith. A roll call vote was taken.

AYES: Council Member Michelle Griffith, Council Member Nils Ribi, Council President Bob Youngman, and Council Member Franz Suhadolnik.

NAYS: None

The Mayor declared the motion approved.

The meeting was adjourned at 8:48 pm.

Dewayne Briscoe, Mayor

Hannah L. Stauts, City Clerk

DRAFT
SPECIAL COUNCIL MEETING OF THE MAYOR AND CITY COUNCIL
IN THE COUNCIL CHAMBERS - 81 ELKHORN ROAD
CITY OF SUN VALLEY, IDAHO
DECEMBER 18, 2013 AT 5:00 P.M.

The Mayor and the City Council of Sun Valley, Blaine County, State of Idaho, met in a Special Council Meeting in the Sun Valley City Hall Council Chambers on December 18, 2013 at 5:00 p.m.

CALL TO ORDER

Mayor Dewayne Briscoe called the meeting to order at 5:15 p.m.

ROLL CALL

PRESENT: Mayor Dewayne Briscoe, Council Member Michelle Griffith, Council Member Nils Ribi*, and Council Member Franz Suhadolnik.

ABSENT: Council President Bob Youngman.

**Council Member Nils Ribi was on the telephone.*

Mayor Briscoe declared a quorum was present to conduct business.

ACTION/DISCUSSION

- 1. Discussion and action regarding rescinding approval of Regence Blue Shield health insurance early renewal, made on October 21, 2013, due to recent changes in federal requirements;**

Mayor Briscoe and Treasurer/Finance Manager Angela Walls reviewed for the Council the reason why a meeting on the City's health insurance plan was necessary. Staff had been notified by the City's health insurance provider that the Federal requirements under the Affordable Care Act were being delayed for small businesses. Small businesses no longer need to participate in healthcare reform at this time, and providers are allowing small businesses to go back to their old plans. The recommendation from staff is to return to the previous health insurance plan, which would result in no increase cost to City employees. In order to return to the previous plan, the Council needed to rescind their action taken at the October 21, 2013 meeting where they adopted the revised health insurance plan under the Affordable Care Act.

City Administrator Susan Robertson stated that the normal renewal date for the health insurance plan is April 1st, and that the provider has indicated that the same rates will be available until April 2015. City Administrator Robertson said the City will likely still need to take another formal action in April of 2014 to sign another agreement to lock in the rates until April of 2015.

Council Member Michelle Griffith asked what the threshold was for small businesses under the Affordable Care Act. Treasurer Walls responded that small businesses are comprised of less than 50 employees.

Mayor Briscoe asked for a motion to rescind the action taken to approve the health insurance plan renewal.

MOTION

Council Member Michelle Griffith moved to rescind the action taken at the special City Council meeting held on October 21, 2013 authorizing the City to move to a new insurance plan, seconded by Council Member Franz Suhadolnik. A roll call vote was taken. All were in favor, none opposed.

ADJOURNMENT

Council Member Nils Ribi moved to adjourn, seconded by Council Member Franz Suhadolnik. A roll call vote was taken. All were in favor, none opposed.
The meeting was adjourned at 5:22 p.m.

Dewayne Briscoe, Mayor

Hannah L. Stauts, City Clerk

DRAFT
**EMERGENCY COUNCIL MEETING
OF THE CITY COUNCIL
AT ELKHORN FIRE STATION -100 ARROWLEAF
CITY OF SUN VALLEY, IDAHO
AUGUST 16, 2013 AT 1:30 P.M.**

The City Council of Sun Valley, Blaine County, State of Idaho, met in an Emergency Council Meeting at the Elkhorn Fire Station on August 16, 2013 at 1:30 p.m.

CALL TO ORDER

Council President Robert Bob Youngman called the meeting to order at 1:30 p.m.

ROLL CALL

PRESENT: Council President Bob Youngman, Council Member Franz Suhadolnik, Council Member Michelle Griffith, and Council Member Nils Ribi.

ABSENT: Mayor Dewayne Briscoe.

Also present: Fire Chief Ray Franco and Assistant Police Chief Mike Crawford.

Council Member Nils Ribi commented the reason for the emergency meeting was the Beaver Creek Fire is starting to burn close to the City of Sun Valley. At the Forest Service Incident Command meeting this morning, we were requested to prepare and update an evacuation plan for the City and return it to the Incident Commander this afternoon. On such short notice and because of the impending emergency to the City, with a major wildfire creating a substantial likelihood of loss of life and property, it was therefore impractical to notice this emergency meeting of the Council to discuss the development of an appropriate evacuation plan for this approaching fire.

ACTION/DISCUSSION

Development of Evacuation Plan for City of Sun Valley Residents and Visitors

The Council, Fire Chief and Assistant Police Chief discussed various scenarios for the orderly evacuation of the residents and visitors of Sun Valley based on the Beaver Creek Fire approaching the City from different directions, based on trigger points that would affect staged evacuations, if necessary.

A plan was completed and the Fire Chief delivered it to the Forest Service Incident Command immediately after the meeting.

ADJOURNMENT

Council President Bob Youngman declared the meeting adjourned at 2:15 p.m.

Bob Youngman, Council President

Hannah L. Stauts, City Clerk

| Inv No | Invoice No | Description | Inv Date | Invoice Amt | Disc Amt | Check Amt | Check No | Chk Date |
|------------|-----------------------------|---|------------|-------------|----------|-----------|----------|------------|
| 1095 | AFLAC | | | | | | | |
| | 738550 | Supplement Insurance | 12/16/2013 | 739.43 | .00 | 739.43 | 48721 | 12/27/2013 |
| Total 1095 | | | | 739.43 | .00 | 739.43 | | |
| 1145 | ARBORCARE RESOURCES, INC. | | | | | | | |
| | 29458 | Fall tree and shrub maint. at City Hall /Elkhor | 10/30/2013 | 694.75 | .00 | 694.75 | 48637 | 12/06/2013 |
| Total 1145 | | | | 694.75 | .00 | 694.75 | | |
| 1185 | ASSOCIATION OF IDAHO CITIES | | | | | | | |
| | 11.2013 | Membership dues for Susan Robertson, Har | 11/11/2013 | 135.00 | .00 | 135.00 | 48638 | 12/06/2013 |
| Total 1185 | | | | 135.00 | .00 | 135.00 | | |
| 1325 | BLUE HERON WORKSHOP | | | | | | | |
| | 12806 | Poster board and fit for 2 zoning maps | 11/13/2013 | 142.56 | .00 | 142.56 | 48641 | 12/06/2013 |
| Total 1325 | | | | 142.56 | .00 | 142.56 | | |
| 1430 | CASELLE, INC | | | | | | | |
| | 53756 | Contract Suport & Maintenance 1/1/14 - 1/3 | 12/01/2005 | 483.67 | .00 | 483.67 | 48702 | 12/13/2013 |
| Total 1430 | | | | 483.67 | .00 | 483.67 | | |
| 1440 | CENTRAL DRUG SYSTEM, INC. | | | | | | | |
| | 228173 | Company Fee - Quarterly / Random Process | 11/07/2013 | 3.50 | .00 | 3.50 | 48645 | 12/06/2013 |
| Total 1440 | | | | 3.50 | .00 | 3.50 | | |
| 1455 | CH2M HILL | | | | | | | |
| | 3863085 | Sinclair Path wall review and solution/ITD Gr | 04/30/2013 | 3,916.67 | .00 | 3,318.17 | 48646 | 12/06/2013 |
| | 3867750 | City Eng. Work through 9/30/13 for final plat. | 11/11/2013 | 1,688.15 | .00 | 1,688.15 | 48646 | 12/06/2013 |
| Total 1455 | | | | 5,604.82 | .00 | 5,006.32 | | |
| 1465 | CHIEF SUPPLY INC | | | | | | | |
| | 340104 | Pants, belt (walt) | 11/07/2013 | 34.99 | .00 | 34.99 | 48647 | 12/06/2013 |
| Total 1465 | | | | 34.99 | .00 | 34.99 | | |
| 1469 | CLEARWATER EQUIPMENT, INC | | | | | | | |
| | W5914 | Service plow, change oil and new power corc | 10/22/2013 | 209.31 | .00 | 209.31 | 48648 | 12/06/2013 |
| Total 1469 | | | | 209.31 | .00 | 209.31 | | |
| 1535 | COX COMMUNICATIONS | | | | | | | |
| | 12.2013 | Internet - Fire Station | 12/04/2013 | 276.79 | .00 | 276.79 | 48703 | 12/13/2013 |

| Vendor No | Invoice No | Description | Inv Date | Invoice Amt | Disc Amt | Check Amt | Check No | Chk Date |
|-----------------------------------|------------|--|------------|-------------|----------|-----------|----------|------------|
| Total 1535 | | | | 276.79 | .00 | 276.79 | | |
| 1605 DAVIS EMBROIDERY INC. | | | | | | | | |
| | 21796 | Bill Whitesell 7 t shirts/2 sweatshirts 2 button | 10/30/2013 | 388.53 | .00 | 388.53 | 48651 | 12/06/2013 |
| | 21868 | Carhart vest /Slater | 11/15/2013 | 66.68 | .00 | 66.68 | 48651 | 12/06/2013 |
| Total 1605 | | | | 455.21 | .00 | 455.21 | | |
| 1610 DAVITT, TERENCE | | | | | | | | |
| | 11.2013 | Clothing Reimbursement | 05/03/2013 | 111.27 | .00 | 111.27 | 48652 | 12/06/2013 |
| Total 1610 | | | | 111.27 | .00 | 111.27 | | |
| 1681 EAGLE ENGRAVING & FIRE GIFTS | | | | | | | | |
| | 2013.2462 | Firefighter ID tags for fire ground accountabil | 11/11/2013 | 63.80 | .00 | 63.80 | 48653 | 12/06/2013 |
| Total 1681 | | | | 63.80 | .00 | 63.80 | | |
| 1793 FIRE SERVICES OF IDAHO, LLC | | | | | | | | |
| | 088131 | Service Fire extinguishers | 07/27/2013 | .00 | .00 | .00 | 48655 | 12/18/2013 |
| | 088134 | Service Fire extinguishers | 12/18/2013 | .00 | .00 | .00 | 48655 | 12/18/2013 |
| | 88135 | 23 Fire extinguishers for the city serviced wit | 07/27/2013 | .00 | .00 | .00 | 48655 | 12/18/2013 |
| Total 1793 | | | | .00 | .00 | .00 | | |
| 1840 GEM STATE PAPER | | | | | | | | |
| | 494649 | C-fold towels/paper towels | 10/01/2013 | 85.20 | .00 | 85.20 | 48657 | 12/06/2013 |
| Total 1840 | | | | 85.20 | .00 | 85.20 | | |
| 1850 GEM STATE WELDERS SUPPLY INC | | | | | | | | |
| | 146054 | Welding tank rental | 10/31/2013 | 16.12 | .00 | 16.12 | 48658 | 12/06/2013 |
| Total 1850 | | | | 16.12 | .00 | 16.12 | | |
| 1851 GLASS MASTERS, INC | | | | | | | | |
| | 73896 | Replace 3 windows in Street facility that lost : | 10/22/2013 | 386.96 | .00 | 386.96 | 48659 | 12/06/2013 |
| Total 1851 | | | | 386.96 | .00 | 386.96 | | |
| 1865 GRAINGER | | | | | | | | |
| | 9270875611 | Plumbing parts | 10/16/2013 | 37.40 | .00 | 37.40 | 48660 | 12/06/2013 |
| | 9270882732 | Deicer system repair | 10/16/2013 | 22.92 | .00 | 22.92 | 48660 | 12/06/2013 |
| Total 1865 | | | | 60.32 | .00 | 60.32 | | |
| 1911 HAWLEY GRAPHICS | | | | | | | | |
| | 8108 | 2013 Fire Fighters poster for City Fire Depart | 11/20/2013 | 517.40 | .00 | 517.40 | 48661 | 12/06/2013 |

| Inv No | Invoice No | Description | Inv Date | Invoice Amt | Disc Amt | Check Amt | Check No | Chk Date |
|--------|---------------------------|--|------------|-------------|----------|-----------|----------|------------|
| Total | 1911 | | | 517.40 | .00 | 517.40 | | |
| 1950 | AC HOUSTON LUMBER CO | | | | | | | |
| | 344497 | vehicle coolant storage | 10/07/2013 | 22.14 | .00 | 22.14 | 48635 | 12/06/2013 |
| | 348235 | Chain tightener | 10/21/2013 | 15.19 | .00 | 15.19 | 48635 | 12/06/2013 |
| Total | 1950 | | | 37.33 | .00 | 37.33 | | |
| 2055 | IDAHO POWER | | | | | | | |
| | 11.22.2013 | 100 Arrowleaf/208 E Sun Valley 81 Elkhorn | 11/22/2013 | 1,094.41 | .00 | 1,094.41 | 48664 | 12/06/2013 |
| | 12.2013 | Juniper & Elkhorn Light | 12/04/2013 | 5.19 | .00 | 5.19 | 48705 | 12/13/2013 |
| Total | 2055 | | | 1,099.60 | .00 | 1,099.60 | | |
| 2125 | INTERMOUNTAIN GAS COMPANY | | | | | | | |
| | 12.2013 | December - 100 Arrowleaf | 12/18/2013 | 906.18 | .00 | 906.18 | 48707 | 12/13/2013 |
| Total | 2125 | | | 906.18 | .00 | 906.18 | | |
| 2153 | INT'L CODE COUNCIL, INC. | | | | | | | |
| | 360230 | 2012 Bldg. Code Change Summary in Eleccr | 11/05/2013 | 29.50 | .00 | 29.50 | 48668 | 12/06/2013 |
| Total | 2153 | | | 29.50 | .00 | 29.50 | | |
| 2215 | JOE'S BACKHOE SERVICE | | | | | | | |
| | 15933 | Piles of sand | 11/08/2013 | 3,095.00 | .00 | 3,095.00 | 48669 | 12/06/2013 |
| | 15935 | Dump truck | 11/08/2013 | 85.00 | .00 | 85.00 | 48669 | 12/06/2013 |
| Total | 2215 | | | 3,180.00 | .00 | 3,180.00 | | |
| 2285 | KUSTOM SIGNALS INC | | | | | | | |
| | 487920 | Radar Unit Repairs | 11/08/2013 | 115.84 | .00 | 115.84 | 48672 | 12/06/2013 |
| Total | 2285 | | | 115.84 | .00 | 115.84 | | |
| 2330 | LES SCHWAB | | | | | | | |
| | 11700108945 | New tires for 2002 Ford Explorer Code Offici | 11/11/2013 | 763.32 | .00 | 763.32 | 48674 | 12/06/2013 |
| Total | 2330 | | | 763.32 | .00 | 763.32 | | |
| 2355 | LUTZ RENTALS | | | | | | | |
| | 30194 | Sprinkler blowout at City Hall/Elkhorn/Festive | 10/22/2013 | 130.31 | .00 | 130.31 | 48675 | 12/06/2013 |
| Total | 2355 | | | 130.31 | .00 | 130.31 | | |
| 2370 | INTEGRATED TECHNOLOGIES | | | | | | | |
| | C1V579 | Copier Main / Black & White and color copier | 11/25/2013 | 50.00 | .00 | 50.00 | 48666 | 12/06/2013 |

| Vendor No | Invoice No | Description | Inv Date | Invoice Amt | Disc Amt | Check Amt | Check No | Chk Date |
|------------|------------------------------|--|------------|-------------|----------|-----------|----------|------------|
| Total 2370 | | | | 50.00 | .00 | 50.00 | | |
| 2453 | METLIFE - GROUP BENEFITS | | | | | | | |
| | KM05580942 | DENTAL INS - CITY - January | 12/20/2013 | 2,198.18 | .00 | 2,198.18 | 48725 | 12/27/2013 |
| Total 2453 | | | | 2,198.18 | .00 | 2,198.18 | | |
| 2535 | NAPA AUTO PARTS | | | | | | | |
| | 721648 | Door supports for eng. 62 door | 01/28/2013 | 63.58 | .00 | 63.58 | 48677 | 12/06/2013 |
| | 755086 | DEF diesel additive for new eng 65 | 10/17/2013 | 8.78 | .00 | 8.78 | 48677 | 12/06/2013 |
| Total 2535 | | | | 72.36 | .00 | 72.36 | | |
| 2555 | NCPERS GROUP LIFE INSURANCE | | | | | | | |
| | C7161213 | Life Insurance - Dec. 2013 | 11/25/2013 | 64.00 | .00 | 64.00 | 48709 | 12/13/2013 |
| Total 2555 | | | | 64.00 | .00 | 64.00 | | |
| 2570 | NORCO | | | | | | | |
| | 12368229 | Cylinder rent fo 0/2 bottles | 11/11/2013 | 55.80 | .00 | 55.80 | 48679 | 12/06/2013 |
| Total 2570 | | | | 55.80 | .00 | 55.80 | | |
| 2600 | OHIO GULCH TRANSFER STATION | | | | | | | |
| | 354046 | Tree trimming disposal | 10/02/2013 | 3.90 | .00 | 3.90 | 48681 | 12/06/2013 |
| Total 2600 | | | | 3.90 | .00 | 3.90 | | |
| 2635 | OVERHEAD DOOR CO | | | | | | | |
| | 270465 | Service all garage doors/ replace damaged p | 11/08/2013 | 926.50 | .00 | 926.50 | 48682 | 12/06/2013 |
| Total 2635 | | | | 926.50 | .00 | 926.50 | | |
| 2730 | PRESSLEY CONSULTING, INC. | | | | | | | |
| | 11.04.2013 | update police activity database software for r | 11/04/2013 | 975.00 | .00 | 975.00 | 48683 | 12/06/2013 |
| Total 2730 | | | | 975.00 | .00 | 975.00 | | |
| 2805 | REGENCE BLUE SHIELD OF IDAHO | | | | | | | |
| | 134700003056 | HEALTH INS - CITY | 12/12/2013 | 23,551.50 | .00 | 23,551.50 | 48726 | 12/27/2013 |
| | 133470062354 | Cobra - City | 12/12/2013 | 2,328.50 | .00 | 2,328.50 | 48726 | 12/27/2013 |
| Total 2805 | | | | 25,880.00 | .00 | 25,880.00 | | |
| 2865 | ROBERTS ELECTRIC, INC | | | | | | | |
| | 186167 | Repair Sunset Dr. street light | 11/10/2013 | 220.66 | .00 | 220.66 | 48685 | 12/06/2013 |

| or No | Invoice No | Description | Inv Date | Invoice Amt | Disc Amt | Check Amt | Check No | Chk Date |
|------------------------------------|------------|---|------------|-------------|----------|-----------|----------|------------|
| Total 2865 | | | | 220.66 | .00 | 220.66 | | |
| 2880 S. ERWIN EXCAVATION | | | | | | | | |
| | 13-619 | Juniper Berm Project | 11/15/2013 | 20,096.50 | .00 | 20,096.50 | 48686 | 12/06/2013 |
| | 13-629 | Clean barrow ditch, relocate street sign pole | 11/08/2013 | 282.50 | .00 | 282.50 | 48686 | 12/06/2013 |
| Total 2880 | | | | 20,379.00 | .00 | 20,379.00 | | |
| 2891 SAFETY & SUPPLY CO. | | | | | | | | |
| | 140775 | 10 metal street sign posts | 12/18/2013 | .00 | .00 | .00 | 48687 | 12/18/2013 |
| Total 2891 | | | | .00 | .00 | .00 | | |
| 2892 SAFETY SUPPLY & SIGN CO. INC. | | | | | | | | |
| | 140775 | 10 Metal Street Sign Posts | 01/08/2013 | 443.38 | .00 | 443.38 | 48710 | 12/13/2013 |
| Total 2892 | | | | 443.38 | .00 | 443.38 | | |
| 2999 SNAKE RIVER TIRE FACTORY | | | | | | | | |
| | 1-15693 | Repair 2 Oshkosh snow plow tires | 10/29/2013 | 222.50 | .00 | 222.50 | 48719 | 12/18/2013 |
| Total 2999 | | | | 222.50 | .00 | 222.50 | | |
| 3030 STATE INSURANCE FUND | | | | | | | | |
| | 8436419 | Payroll Premium | 12/05/2013 | 2,821.00 | .00 | 2,821.00 | 48711 | 12/13/2013 |
| Total 3030 | | | | 2,821.00 | .00 | 2,821.00 | | |
| 3075 SUN VALLEY CLEANERS, INC | | | | | | | | |
| | 10.2013 | Dry cleaning of Police uniforms | 10/28/2013 | 133.10 | .00 | 133.10 | 48692 | 12/06/2013 |
| Total 3075 | | | | 133.10 | .00 | 133.10 | | |
| 3100 SUN VALLEY WATER & SEWER DIST | | | | | | | | |
| | 2.1041.01 | Dec/Jan/Feb - SV City Hall and RD Bid | 12/01/2013 | 311.24 | .00 | 311.24 | 48712 | 12/13/2013 |
| | 2.2013 | Dec/Jan/Feb - Bike Path - North | 12/01/2013 | 257.35 | .00 | 257.35 | 48712 | 12/13/2013 |
| | 2.2014 | Dec/Jan/Feb - Arts Center Parcel | 12/01/2013 | 1,402.38 | .00 | 1,402.38 | 48712 | 12/13/2013 |
| | 3.8162.01 | W&S usage fees to SVW&SD for 104 Grey E | 12/04/2013 | 1,142.28 | .00 | 1,142.28 | 48727 | 12/27/2013 |
| Total 3100 | | | | 3,113.25 | .00 | 3,113.25 | | |
| 3253 UNITED OIL | | | | | | | | |
| | 369428 | Diesel additive for all fire engines for the year | 12/10/2013 | 61.68 | .00 | 61.68 | 48728 | 12/27/2013 |
| | 749605 | Fuel for Police Vehicles 11/24/13 - 11/30/13 | 11/30/2013 | 405.85 | .00 | 405.85 | 48713 | 12/13/2013 |
| | 749606 | Fuel for Fire Dept - 11/16/13 - 11/24/13 | 12/04/2013 | 297.69 | .00 | 297.69 | 48713 | 12/13/2013 |
| | 749607 | FUEL Purchase 11/25 - 11/26/13 | 11/30/2013 | 129.89 | .00 | 129.89 | 48713 | 12/13/2013 |
| | 749608 | Fuel for Building Dept - November 25,2013 | 11/30/2013 | 66.08 | .00 | 66.08 | 48713 | 12/13/2013 |
| | 750939 | Fuel for Police Vehicles - 12/05/13 - 12/15/13 | 12/15/2013 | 480.19 | .00 | 480.19 | 48728 | 12/27/2013 |
| | 750940 | Fuel for All fire Dept. Vehicles 12/1/13-12/15/13 | 12/23/2013 | 372.72 | .00 | 372.72 | 48728 | 12/27/2013 |

| Vendor No | Invoice No | Description | Inv Date | Invoice Amt | Disc Amt | Check Amt | Check No | Chk Date |
|------------|--------------------------------|---|------------|-------------|----------|-----------|----------|------------|
| Total 3253 | | | | 1,814.10 | .00 | 1,814.10 | | |
| 3285 | UTILITY TRAILER SALES OF BOISE | | | | | | | |
| | MS15020 | Snow plow replacement 2 Oshkosh plows FV | 10/29/2013 | 28,657.50 | .00 | 28,657.50 | 48696 | 12/06/2013 |
| Total 3285 | | | | 28,657.50 | .00 | 28,657.50 | | |
| 3355 | WELLS FARGO BANK, N.A. | | | | | | | |
| | 12.2013 | Credit card charges | 12/01/2013 | 6,046.32 | .00 | 6,046.32 | 48630 | 12/03/2013 |
| Total 3355 | | | | 6,046.32 | .00 | 6,046.32 | | |
| 3450 | WOODSIDE RV CENTER | | | | | | | |
| | 151637 | annual fall tune up for 2 snow machines and | 10/29/2013 | 203.35 | .00 | 203.35 | 48701 | 12/06/2013 |
| | 151638 | annual fall tune up for 2 snow machines and | 10/29/2013 | 60.21 | .00 | 60.21 | 48701 | 12/06/2013 |
| | 151639 | annual fall tune up for 2 snow machines and | 10/29/2013 | 191.18 | .00 | 191.18 | 48701 | 12/06/2013 |
| Total 3450 | | | | 454.74 | .00 | 454.74 | | |
| 3961 | FASTENAL | | | | | | | |
| | IDJER44996 | Batteries for hand held radios and head lam | 11/14/2013 | 23.97 | .00 | 23.97 | 48654 | 12/06/2013 |
| Total 3961 | | | | 23.97 | .00 | 23.97 | | |
| 3979 | LARSEN FIRE APPARATUS SERVICES | | | | | | | |
| | 985 | Annual pump testing for fire trucks Eng. 60 a | 11/12/2013 | 510.00 | .00 | 510.00 | 48673 | 12/06/2013 |
| Total 3979 | | | | 510.00 | .00 | 510.00 | | |
| 4069 | SNAKE RIVER HYDRAULICS, INC | | | | | | | |
| | 1-15693 | Repair - Oshkosh snow plow tires | 12/18/2013 | .00 | .00 | .00 | 48691 | 12/18/2013 |
| Total 4069 | | | | .00 | .00 | .00 | | |
| 4080 | OFFICEBRIGHT, INC | | | | | | | |
| | 3663 | Office cleaning per proposal - November 201 | 11/21/2013 | 1,170.00 | .00 | 1,170.00 | 48680 | 12/06/2013 |
| Total 4080 | | | | 1,170.00 | .00 | 1,170.00 | | |
| 4133 | COPY & PRINT | | | | | | | |
| | 0000635-001 | Three large scale year calendars for Commu | 10/31/2013 | 32.97 | .00 | 32.97 | 48649 | 12/06/2013 |
| | 054700 | 1000 stationary envelopes | 10/30/2013 | 129.98 | .00 | 129.98 | 48649 | 12/06/2013 |
| | 52339 | Case of copy paper for Fire Department | 11/20/2013 | 36.99 | .00 | 36.99 | 48649 | 12/06/2013 |
| | 54724 | Rubber Stamp for Hannah Stauts, City Clerk | 11/11/2013 | 37.25 | .00 | 37.25 | 48649 | 12/06/2013 |
| | 54923 | Wall Planner for Hannah Stauts | 11/18/2013 | 30.99 | .00 | 30.99 | 48649 | 12/06/2013 |
| | 54988 | Sheet protectors/pens/file folders/2 cassette | 11/20/2013 | 26.44 | .00 | 26.44 | 48649 | 12/06/2013 |
| | 54992 | 3 - 2014 wall calendars | 11/14/2013 | 59.97 | .00 | 59.97 | 48649 | 12/06/2013 |
| | 614-001 | Stapler for Police Department | 10/28/2013 | 90.56 | .00 | 90.56 | 48649 | 12/06/2013 |
| | 624-001 | Colored paper and sharpie markers | 10/30/2013 | 12.98 | .00 | 12.98 | 48649 | 12/06/2013 |
| | 629-001 | Staples, stapler and sharples for Jim Bennioi | 10/30/2013 | 47.93 | .00 | 47.93 | 48649 | 12/06/2013 |

| or No | Invoice No | Description | Inv Date | Invoice Amt | Disc Amt | Check Amt | Check No | Chk Date |
|-------------------------------------|-------------|---|------------|-------------|----------|-----------|----------|------------|
| Total 4133 | | | | 506.06 | .00 | 506.06 | | |
| 4135 NATIONAL BENEFITS ADMINISTRATI | | | | | | | | |
| | 436706 | HRA Plan Admin/FSA Plan Admin - Noveml | 11/30/2013 | 106.25 | .00 | 106.25 | 48708 | 12/13/2013 |
| | CP-0113858 | HRA - Contribution - October | 10/31/2013 | 2,510.16 | .00 | 2,510.16 | 48708 | 12/13/2013 |
| | CP-113916 | HRA - Contribution - November | 11/30/2013 | 1,300.88 | .00 | 1,300.88 | 48708 | 12/13/2013 |
| Total 4135 | | | | 3,917.29 | .00 | 3,917.29 | | |
| 4243 KETCHUM COMPUTERS | | | | | | | | |
| | 9628 | Computer consultant fees for June | 09/04/2013 | 562.50 | .00 | 562.50 | 48670 | 12/06/2013 |
| | 9747 | Computer Support for the month of Novemb | 11/01/2013 | 2,376.70 | .00 | 2,376.70 | 48670 | 12/06/2013 |
| | 9778 | Computer Support 11/6 - 11/14/13 | 11/18/2013 | 1,431.24 | .00 | 1,431.24 | 48670 | 12/06/2013 |
| Total 4243 | | | | 4,370.44 | .00 | 4,370.44 | | |
| 4257 SHELTON'S | | | | | | | | |
| | 25774 | Winter road salt for season depending on sn | 10/28/2013 | 742.00 | .00 | 742.00 | 48689 | 12/06/2013 |
| Total 4257 | | | | 742.00 | .00 | 742.00 | | |
| 4265 REPCO MARKETING, INC | | | | | | | | |
| | 9743 | Intollyzer solution 6.080 BAC Simulator Solut | 10/24/2013 | 99.50 | .00 | 99.50 | 48684 | 12/06/2013 |
| Total 4265 | | | | 99.50 | .00 | 99.50 | | |
| 4278 WHITEHEAD LANDSCAPING & SNOW | | | | | | | | |
| | 38148 | North Village Way culvert cleaning | 10/31/2013 | 422.26 | .00 | 422.26 | 48700 | 12/06/2013 |
| Total 4278 | | | | 422.26 | .00 | 422.26 | | |
| 4293 KING, ADAM ATTORNEY AT LAW | | | | | | | | |
| | 91906-91910 | Confidential Matters | 11/20/2013 | 2,277.00 | .00 | 2,277.00 | 48671 | 12/06/2013 |
| | 91911-91912 | Professional Services/public matters | 11/20/2013 | 1,518.00 | .00 | 1,518.00 | 48671 | 12/06/2013 |
| Total 4293 | | | | 3,795.00 | .00 | 3,795.00 | | |
| 4336 INTERSTATE BATTERIES | | | | | | | | |
| | 40008732 | 3 batteries for power back up on dollar min. | 11/11/2013 | 659.85 | .00 | 659.85 | 48667 | 12/06/2013 |
| Total 4336 | | | | 659.85 | .00 | 659.85 | | |
| 4364 AK PEST MANAGEMENT | | | | | | | | |
| | 2728 | City Hall/Elkhorn Fire Station mice control | 11/06/2013 | 345.00 | .00 | 345.00 | 48636 | 12/06/2013 |
| Total 4364 | | | | 345.00 | .00 | 345.00 | | |
| 4402 SUSTAIN BLAINE, INC | | | | | | | | |
| | 39 | Oct 1 - Sept 30, 3014 - per contract | 10/21/2013 | 5,000.00 | .00 | 5,000.00 | 48694 | 12/06/2013 |

| Vendor No | Invoice No | Description | Inv Date | Invoice Amt | Disc Amt | Check Amt | Check No | Chk Date |
|-----------|-------------------------------|--|------------|-------------|----------|-----------|----------|------------|
| Total | 4402 | | | 5,000.00 | .00 | 5,000.00 | | |
| 4403 | GREAT AMERICA FINANCIAL SVCS | | | | | | | |
| | 14430568 | Sharp MX-5001N - Copier Lease Admin | 11/04/2013 | 234.00 | .00 | 234.00 | 48720 | 12/23/2013 |
| | 14506208 | Sharp MX-5001N - Copier Lease Admin | 12/04/2013 | 121.00 | .00 | 121.00 | 48704 | 12/13/2013 |
| | 14560581 | Dec & Jan Sharp Copier | 12/03/2013 | 468.00 | .00 | 468.00 | 48704 | 12/13/2013 |
| Total | 4403 | | | 823.00 | .00 | 823.00 | | |
| 4431 | VISION SERVICE PLAN | | | | | | | |
| | 11.21.2013 | Cobra vision insurance | 11/21/2013 | 439.07 | .00 | 439.07 | 48697 | 12/06/2013 |
| Total | 4431 | | | 439.07 | .00 | 439.07 | | |
| 4439 | LIFEMAP ASSURANCE COMPANY | | | | | | | |
| | 1.2014 | Life Insurance - January | 12/16/2013 | 108.69 | .00 | 108.69 | 48724 | 12/27/2013 |
| Total | 4439 | | | 108.69 | .00 | 108.69 | | |
| 4467 | SUN VALLEY MARKETING ALLIANCE | | | | | | | |
| | 426 | City of Sun Valley Contract - December 2013 | 12/01/2013 | 17,416.67 | .00 | 17,416.67 | 48693 | 12/06/2013 |
| Total | 4467 | | | 17,416.67 | .00 | 17,416.67 | | |
| 4485 | BLAINE COUNTY EMERGENCY COMM | | | | | | | |
| | 216 | RMS/LOSISYS/MOTOROLA ANNUAL MAIN | 11/14/2013 | 20,443.00 | .00 | 20,443.00 | 48640 | 12/06/2013 |
| Total | 4485 | | | 20,443.00 | .00 | 20,443.00 | | |
| 4503 | CENTURYLINK | | | | | | | |
| | 12.2013 | Frame Relay, Sun Valley Police , BI Cty Sher | 12/01/2013 | 257.86 | .00 | 257.86 | 48722 | 12/27/2013 |
| Total | 4503 | | | 257.86 | .00 | 257.86 | | |
| 4535 | CHILD SUPPORT SERVICES | | | | | | | |
| | 12.06.2013 | c001086568 | 12/06/2013 | 445.38 | .00 | 445.38 | 48631 | 12/06/2013 |
| | 12.2013 | c001086568 | 12/18/2013 | 445.38 | .00 | 445.38 | 48717 | 12/18/2013 |
| | 123113 | c001086568 | 12/31/2013 | 445.38 | .00 | 445.38 | 48729 | 12/31/2013 |
| Total | 4535 | | | 1,336.14 | .00 | 1,336.14 | | |
| 4563 | NAYLOR & HALES, P.C. | | | | | | | |
| | 11.18.2013 | Professional Services | 11/18/2013 | 3,274.00 | .00 | 3,274.00 | 48678 | 12/06/2013 |
| Total | 4563 | | | 3,274.00 | .00 | 3,274.00 | | |
| 4567 | IDAHO STATE TAX COMMISSION | | | | | | | |
| | 11.2013 | Monthly Tax - November | 12/01/2013 | 5,499.00 | .00 | 5,499.00 | 48706 | 12/13/2013 |

| Inv No | Invoice No | Description | Inv Date | Invoice Amt | Disc Amt | Check Amt | Check No | Chk Date |
|--------|------------------------------|--|------------|-------------|----------|-----------|----------|------------|
| Total | 4567 | | | 5,499.00 | .00 | 5,499.00 | | |
| 4572 | WHITE CLOUD COMMUNICATIO | | | | | | | |
| | 75121 | 24 volt power supply and new power supply f | 11/11/2013 | 190.00 | .00 | 190.00 | 48699 | 12/06/2013 |
| Total | 4572 | | | 190.00 | .00 | 190.00 | | |
| 4591 | ISTC - CENTRAL COLLECTIONS | | | | | | | |
| | 12.06.2013 | 518720203 | 12/06/2013 | 300.00 | .00 | 300.00 | 48632 | 12/06/2013 |
| | 12.2013 | 518720203 | 12/18/2013 | 300.00 | .00 | 300.00 | 48718 | 12/18/2013 |
| | 123113 | 518720203 | 12/31/2013 | 300.00 | .00 | 300.00 | 48730 | 12/31/2013 |
| Total | 4591 | | | 900.00 | .00 | 900.00 | | |
| 4598 | TREASURE VALLEY COFFEE | | | | | | | |
| | 3389981 | Coffee for all City Departments | 11/12/2013 | 55.50 | .00 | 55.50 | 48695 | 12/06/2013 |
| Total | 4598 | | | 55.50 | .00 | 55.50 | | |
| 4607 | BIRD AND COMPANY/KELLRINA B | | | | | | | |
| | 40007974 | Badge, gifts, frames for Cam Daggett and Cr | 10/10/2013 | 251.97 | .00 | 251.97 | 48639 | 12/06/2013 |
| Total | 4607 | | | 251.97 | .00 | 251.97 | | |
| 4612 | MUNICIPAL EMERGENCY SERVICES | | | | | | | |
| | 398952 | EMS tactical pants for Mal Prio, Reid Black, * | 10/10/2013 | 336.96 | .00 | 336.96 | 48676 | 12/06/2013 |
| Total | 4612 | | | 336.96 | .00 | 336.96 | | |
| 4613 | W.S. DARLEY & CO | | | | | | | |
| | 17097201 | Rubber hose for new engine 65 and shipping | 11/11/2013 | 983.94 | .00 | 983.94 | 48698 | 12/06/2013 |
| Total | 4613 | | | 983.94 | .00 | 983.94 | | |
| 4628 | FIRST RESPONDERS | | | | | | | |
| | 39214 | 4 streamlight battery sticks - rechargeable | 10/14/2013 | 186.50 | .00 | 186.50 | 48656 | 12/06/2013 |
| | 393940 | 3 Blauer rayon blend grey heather shirts & 3 | 10/21/2013 | 346.00 | .00 | 346.00 | 48656 | 12/06/2013 |
| | 39410 | Tactical boot 10.5 Waterproof - insulated for | 10/23/2013 | 140.00 | .00 | 140.00 | 48656 | 12/06/2013 |
| | 39658 | 5.11 tacite pro pant-black 36/36 (officer Asle | 11/04/2013 | 174.22 | .00 | 174.22 | 48656 | 12/06/2013 |
| | 69859 | Jackets for Tuyen and Jameson | 11/12/2013 | 584.96 | .00 | 584.96 | 48656 | 12/06/2013 |
| Total | 4628 | | | 1,431.68 | .00 | 1,431.68 | | |
| 4631 | INREACH | | | | | | | |
| | DL241394 | 4 DeLorme units monthly service charge | 11/14/2013 | 45.90 | .00 | 45.90 | 48665 | 12/06/2013 |
| Total | 4631 | | | 45.90 | .00 | 45.90 | | |
| 4643 | C - WARD CONSTRUCTION | | | | | | | |

| | | | | | | | |
|---------------|---|------------|------------|-----|------------|-------|------------|
| 13-037 | Trim and Facla repair of City Hall | 09/21/2013 | 240.00 | .00 | 240.00 | 48643 | 12/06/2013 |
| Total 4643 | | | 240.00 | .00 | 240.00 | | |
| 4644 | BUILDING MATERIAL THRIFT STORE | | | | | | |
| 103721 | Sink for street facility restroom | 10/06/2013 | 20.00 | .00 | 20.00 | 48642 | 12/06/2013 |
| Total 4644 | | | 20.00 | .00 | 20.00 | | |
| 4645 | Crotty, Robin - Petty Cash | | | | | | |
| 11.2013 | Reund Petty cash for Police | 11/26/2013 | 8.27 | .00 | 8.27 | 48650 | 12/06/2013 |
| Total 4645 | | | 8.27 | .00 | 8.27 | | |
| 4646 | HENDRICKS, PETER | | | | | | |
| 11.2013 | Reimbursement for AIC Academy Registratic | 11/26/2013 | 25.00 | .00 | 25.00 | 48662 | 12/06/2013 |
| Total 4646 | | | 25.00 | .00 | 25.00 | | |
| 4647 | SAKS, KEITH | | | | | | |
| 11.2013 | Reimbursement for AIC Academy Registratic | 11/26/2013 | 25.00 | .00 | 25.00 | 48688 | 12/06/2013 |
| Total 4647 | | | 25.00 | .00 | 25.00 | | |
| 4648 | Shock Inc. | | | | | | |
| 13-1248 | New Cabinet for new AED at City Hall | 11/20/2013 | 250.00 | .00 | 250.00 | 48690 | 12/06/2013 |
| Total 4648 | | | 250.00 | .00 | 250.00 | | |
| 4649 | IDAHO DEPARTMENT OF LANDS | | | | | | |
| 320-8677 | Shirts/pants/gloves for fire dept. wld land Inv | 06/07/2013 | 1,364.18 | .00 | 1,364.18 | 48663 | 12/06/2013 |
| Total 4649 | | | 1,364.18 | .00 | 1,364.18 | | |
| 4650 | A.W. ENTERPRISES, INC. | | | | | | |
| 155042 | 6 Motorola compatible radio holder brackets | 10/31/2013 | 131.63 | .00 | 131.63 | 48634 | 12/06/2013 |
| Total 4650 | | | 131.63 | .00 | 131.63 | | |
| 4651 | CARLSON, GARY | | | | | | |
| 112713 | Band for Holiday Party | 11/27/2013 | 600.00 | .00 | 600.00 | 48644 | 12/06/2013 |
| Total 4651 | | | 600.00 | .00 | 600.00 | | |
| Grand Totals: | | | 188,833.30 | .00 | 188,234.80 | | |

Monthly LOT Comparison for October 2013 Receipts

| | 2008/2009 | 2009/2010 | 2010/2011 | 2011/2012 | 2012/2013 | 2013/2014 | Increase/ Decrease of FY14 as FY13 Compared |
|---------|-----------|-----------|-----------|-----------|-----------|-----------|---|
| Retail | 41,629 | 40,952 | 46,790 | 26,180 | 30,436 | 31,543 | 4% |
| Lodging | 25,475 | 23,982 | 24,627 | 19,946 | 21,712 | 22,585 | 4% |
| Liquor | 3,085 | 4,499 | 4,126 | 3,721 | 4,112 | 4,403 | 7% |
| Totals | 70,188 | 69,432 | 75,542 | 49,847 | 56,260 | 58,531 | 4% |

Detail Summary of Comparative YTD Receipts for the months of October - September.

| | 2008/2009 | 2009/2010 | 2010/2011 | 2011/2012 | 2012/2013 | 2013/2014 | Increase/ Decrease of FY14 as FY13 Compared |
|---|-----------|-----------|-----------|-----------|-----------|-----------|---|
| October | 70,188 | 69,432 | 75,542 | 49,847 | 56,260 | 58,531 | 4% |
| November | 40,073 | 50,477 | 34,116 | 46,298 | 41,355 | | -100% |
| December | 101,370 | 97,420 | 106,190 | 114,930 | 126,671 | | -100% |
| January | 97,176 | 96,559 | 89,043 | 82,380 | 95,770 | | -100% |
| February | 116,838 | 101,944 | 115,014 | 101,797 | 113,281 | | -100% |
| March | 98,814 | 91,122 | 110,729 | 90,809 | 113,200 | | -100% |
| April | 44,149 | 46,747 | 37,056 | 42,642 | 38,852 | | -100% |
| May | 50,306 | 40,743 | 47,475 | 52,181 | 44,172 | | -100% |
| June | 87,956 | 94,222 | 92,378 | 101,367 | 98,969 | | -100% |
| July | 195,673 | 196,552 | 229,127 | 215,845 | 228,946 | | -100% |
| August | 195,416 | 204,474 | 192,799 | 229,256 | 168,716 | | -100% |
| September | 88,485 | 106,162 | 117,748 | 95,516 | 122,331 | | -100% |
| Fiscal Year Total | 1,186,445 | 1,195,854 | 1,247,217 | 1,222,868 | 1,248,522 | 58,531 | |
| Year-To-Date Receipts Comparison (October - September) | 70,188 | 69,432 | 75,542 | 49,847 | 56,260 | 58,531 | 4% |

Local Option Tax receipts for the month of October 2013 totaled \$58,531 representing a 4% increase in receipts in October 2012.

CITY OF SUN VALLEY

LOT Retail Receipts Figures

| | 2008/2009 | 2009/2010 | 2010/2011 | 2011/2012 | 2012/2013 | 2013/2014 | Increase/ Decrease of FY14 as Compared to FY13 |
|--|-----------|-----------|-----------|-----------|-----------|-----------|--|
| October | 41,629 | 40,952 | 46,790 | 26,180 | 30,436 | 31,543 | 4% |
| November | 26,136 | 21,218 | 22,367 | 29,001 | 25,537 | | -100% |
| December | 52,776 | 56,371 | 62,823 | 65,920 | 71,156 | | -100% |
| January | 43,349 | 46,260 | 47,097 | 41,884 | 47,746 | | -100% |
| February | 47,931 | 46,369 | 57,260 | 50,924 | 51,566 | | -100% |
| March | 41,979 | 40,818 | 51,052 | 41,019 | 53,430 | | -100% |
| April | 30,284 | 28,670 | 21,899 | 26,465 | 27,301 | | -100% |
| May | 38,409 | 29,790 | 39,678 | 37,816 | 31,877 | | -100% |
| June | 51,429 | 58,265 | 56,498 | 62,166 | 57,884 | | -100% |
| July | 105,898 | 106,899 | 121,472 | 112,979 | 121,980 | | -100% |
| August | 106,555 | 108,495 | 97,834 | 122,555 | 93,909 | | -100% |
| September | 52,960 | 61,140 | 61,763 | 57,049 | 74,778 | | -100% |
| Fiscal Year Total | 639,334 | 645,246 | 686,532 | 673,960 | 687,600 | 31,543 | |
| Year-To-Date Receipts Comparison- (October - September) | 41,629 | 40,952 | 46,790 | 26,180 | 30,436 | 31,543 | 4% |

CITY OF SUN VALLEY

LOT Lodging Receipts Figures

| | 2008/2009 | 2009/2010 | 2010/2011 | 2011/2012 | 2012/2013 | 2013/2014 | Increase/ Decrease of FY14 as Compared to FY13 |
|---|-----------|-----------|-----------|-----------|-----------|-----------|--|
| October | 25,475 | 23,982 | 24,627 | 19,946 | 21,712 | 22,585 | 4% |
| November | 10,878 | 7,134 | 9,462 | 14,358 | 13,014 | | -100% |
| December | 40,639 | 34,593 | 36,247 | 40,756 | 46,347 | | -100% |
| January | 46,473 | 43,833 | 35,394 | 34,636 | 41,194 | | -100% |
| February | 60,536 | 48,303 | 50,052 | 43,826 | 54,235 | | -100% |
| March | 49,522 | 44,285 | 55,640 | 43,588 | 52,824 | | -100% |
| April | 12,159 | 15,948 | 12,695 | 13,948 | 9,715 | | -100% |
| May | 9,179 | 8,728 | 6,205 | 12,456 | 9,152 | | -100% |
| June | 29,676 | 32,176 | 31,711 | 34,758 | 36,811 | | -100% |
| July | 80,683 | 82,858 | 95,637 | 92,511 | 96,446 | | -100% |
| August | 78,399 | 84,923 | 76,779 | 93,537 | 70,471 | | -100% |
| September | 30,907 | 39,534 | 44,818 | 32,872 | 45,171 | | -100% |
| Fiscal Year Total | 474,526 | 466,296 | 479,267 | 477,191 | 497,094 | 22,585 | |
| Year-To-Date Receipts Comparison (October - September) | 25,475 | 23,982 | 24,627 | 19,946 | 21,712 | 22,585 | 4% |

CITY OF SUN VALLEY

LOT Liquor Receipts Figures

| | 2008/2009 | 2009/2010 | 2010/2011 | 2011/2012 | 2012/2013 | 2013/2014 | Increase/ Decrease of FY14 as Compared to FY13 |
|---|-----------|-----------|-----------|-----------|-----------|-----------|--|
| October | 3,085 | 4,499 | 4,126 | 3,721 | 4,112 | 4,403 | 7% |
| November | 3,059 | 22,125 | 2,287 | 2,939 | 2,804 | | -100% |
| December | 7,955 | 6,456 | 7,120 | 8,254 | 9,167 | | -100% |
| January | 7,354 | 6,466 | 6,552 | 5,860 | 6,830 | | -100% |
| February | 8,372 | 7,272 | 7,702 | 7,046 | 7,479 | | -100% |
| March | 7,313 | 6,019 | 4,036 | 6,202 | 6,946 | | -100% |
| April | 1,705 | 2,129 | 2,462 | 2,229 | 1,837 | | -100% |
| May | 2,718 | 2,224 | 1,592 | 1,909 | 3,142 | | -100% |
| June | 6,851 | 3,781 | 4,170 | 4,443 | 4,273 | | -100% |
| July | 9,092 | 6,795 | 12,019 | 10,355 | 10,520 | | -100% |
| August | 10,462 | 11,057 | 11,499 | 13,164 | 4,336 | | -100% |
| September | 4,618 | 5,488 | 17,854 | 5,595 | 2,381 | | -100% |
| Fiscal Year Total | 72,585 | 84,312 | 81,418 | 71,717 | 63,828 | | |
| Year-To-Date Receipts Comparison (October - September) | 3,085 | 4,499 | 4,126 | 3,721 | 4,112 | 4,403 | 7% |

CITY OF SUN VALLEY
COMBINED CASH INVESTMENT
NOVEMBER 30, 2013

COMBINED CASH ACCOUNTS

| | |
|--|----------------|
| 01-102-000 CASH-CHECKING-GEN-WELLS FARGO | (449,121.16) |
| TOTAL COMBINED CASH | (449,121.16) |
| 01-101-000 CASH ALLOCATED TO OTHER FUNDS | 449,121.16 |
| TOTAL UNALLOCATED CASH | .00 |

CASH ALLOCATION RECONCILIATION

| | |
|--|----------------|
| 10 ALLOCATION TO GENERAL FUND | (437,079.09) |
| 29 ALLOCATION TO FIXED ASSET REPLACEMENT FUND | (4,769.27) |
| 42 ALLOCATION TO WORKFORCE HOUSING FUND | (7,272.80) |
| TOTAL ALLOCATIONS TO OTHER FUNDS | (449,121.16) |
| ALLOCATION FROM COMBINED CASH FUND - 01-101000 | 449,121.16 |
| ZERO PROOF IF ALLOCATIONS BALANCE | .00 |

CITY OF SUN VALLEY
 BALANCE SHEET
 NOVEMBER 30, 2013

GENERAL FUND

ASSETS

| | | |
|---------------------------------|----------------|----------------|
| 10-101-000 CASH - COMBINED FUND | (437,079.09) | |
| TOTAL ASSETS | | (437,079.09) |

LIABILITIES AND EQUITY

LIABILITIES

| | | |
|---|---------------|---------------|
| 10-203-000 ACCOUNTS PAYABLE | (29,854.89) | |
| 10-213-000 SALES TAX PAYABLE | 18,080.62 | |
| 10-217-300 STATE WITHHOLDING PAYABLE | (1.00) | |
| 10-217-400 WORKERS COMPENSATION PAYABLE | 1,723.78 | |
| 10-217-450 RETIREMENT (PERS) PAYABLE | 4,380.84 | |
| 10-217-550 HEALTH INSURANCE PAYABLE | (17,843.80) | |
| 10-217-600 LIFE INSURANCE PAYABLE | 197.06 | |
| 10-217-750 EVENT PERMIT DEPOSIT PAYABLE | 100.00 | |
| TOTAL LIABILITIES | | (23,217.39) |

FUND EQUITY

| | | |
|---|----------------|----------------|
| UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD | (413,861.70) | |
| BALANCE - CURRENT DATE | (413,861.70) | |
| TOTAL FUND EQUITY | | (413,861.70) |
| TOTAL LIABILITIES AND EQUITY | | (437,079.09) |

CITY OF SUN VALLEY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING NOVEMBER 30, 2013

GENERAL FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PCNT |
|---|------------------|-------------------|---------------------|---------------------|-------------|
| <u>GENERAL PROPERTY TAXES</u> | | | | | |
| 10-311-100 GENERAL PROPERTY TAXES REAL | 4,331.99 | 8,737.23 | 2,389,998.00 | 2,381,260.77 | .4 |
| 10-311-200 GEN PROP TAX - NEW CONSTRUCT | .00 | .00 | 10,000.00 | 10,000.00 | .0 |
| 10-311-300 PROPERTY TAXES INEREST&PENALTY | 699.38 | 1,314.92 | 10,000.00 | 8,685.08 | 13.2 |
| TOTAL GENERAL PROPERTY TAXES | 5,031.37 | 10,052.15 | 2,409,998.00 | 2,399,945.85 | .4 |
| <u>LOCAL OPTION TAXES</u> | | | | | |
| 10-313-100 LOCAL OPTION TAX - LIQUOR 3% | 4,402.74 | 6,783.97 | 65,000.00 | 58,216.03 | 10.4 |
| 10-313-200 LOCAL OPTION TAX - LODGING 3% | 22,584.59 | 67,756.02 | 470,000.00 | 402,243.98 | 14.4 |
| 10-313-300 LOCAL OPTION TAX - RETAIL 3% | 31,543.24 | 106,321.61 | 650,000.00 | 543,678.39 | 16.4 |
| TOTAL LOCAL OPTION TAXES | 58,530.57 | 180,861.60 | 1,185,000.00 | 1,004,138.40 | 15.3 |
| <u>BUSINESS & FRANCHISE TAXES</u> | | | | | |
| 10-316-110 GAS FRANCHISE | .00 | 5,272.54 | 80,000.00 | 74,727.46 | 6.6 |
| 10-316-120 CABLE FRANCHISE | 13,355.25 | 13,355.25 | 44,380.00 | 31,024.75 | 30.1 |
| TOTAL BUSINESS & FRANCHISE TAXES | 13,355.25 | 18,627.79 | 124,380.00 | 105,752.21 | 15.0 |
| <u>BUSINESS LICENSES & PERMITS</u> | | | | | |
| 10-321-100 BEER, LIQUOR & WINE LICENSES | .00 | .00 | 2,000.00 | 2,000.00 | .0 |
| 10-321-200 MUNICIPAL TAX PERMITS | 20.00 | 50.00 | 300.00 | 250.00 | 16.7 |
| 10-321-300 TEMP MUNICIPAL TAX PERMITS | .00 | .00 | 2,000.00 | 2,000.00 | .0 |
| TOTAL BUSINESS LICENSES & PERMITS | 20.00 | 50.00 | 4,300.00 | 4,250.00 | 1.2 |
| <u>NON-BUSINESS LICENSES & PERMIT</u> | | | | | |
| 10-322-110 BUILDING PERMITS | 1,163.55 | 26,459.80 | 150,000.00 | 123,540.20 | 17.6 |
| TOTAL NON-BUSINESS LICENSES & PERMIT | 1,163.55 | 26,459.80 | 150,000.00 | 123,540.20 | 17.6 |
| <u>STATE OF IDAHO SHARED REVENUES</u> | | | | | |
| 10-335-100 STATE LIQUOR APPORTIONMENT | .00 | .00 | 6,000.00 | 6,000.00 | .0 |
| 10-335-500 STATE SALES TAX | .00 | .00 | 678,952.00 | 678,952.00 | .0 |
| TOTAL STATE OF IDAHO SHARED REVENUES | .00 | .00 | 684,952.00 | 684,952.00 | .0 |

CITY OF SUN VALLEY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING NOVEMBER 30, 2013

GENERAL FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PCNT |
|--|-------------------|-------------------|---------------------|---------------------|-------------|
| <u>GENERAL GOVERNMENT</u> | | | | | |
| 10-341-100 ENGINEERING REIMBURSABLES | 455.00 | 2,740.00 | 10,000.00 | 7,260.00 | 27.4 |
| 10-341-110 APPLICATION FEES | .00 | .00 | 10,000.00 | 10,000.00 | .0 |
| 10-341-120 PUBLIC NOTICE REIMBURSABLES | .00 | .00 | 3,000.00 | 3,000.00 | .0 |
| TOTAL GENERAL GOVERNMENT | 455.00 | 2,740.00 | 23,000.00 | 20,260.00 | 11.9 |
| <u>FINES</u> | | | | | |
| 10-361-901 TRAFFIC FINES | .00 | 39.00 | 500.00 | 461.00 | 7.8 |
| 10-361-902 MOTOR VEHICLE TAX | 300.15 | 400.50 | 6,000.00 | 5,599.50 | 6.7 |
| TOTAL FINES | 300.15 | 439.50 | 6,500.00 | 6,060.50 | 6.8 |
| <u>INTEREST EARNINGS</u> | | | | | |
| 10-371-100 INTEREST REVENUES | .00 | .00 | 3,000.00 | 3,000.00 | .0 |
| TOTAL INTEREST EARNINGS | .00 | .00 | 3,000.00 | 3,000.00 | .0 |
| <u>MISCELLANEOUS</u> | | | | | |
| 10-379-150 NEXTEL LEASE | 2,160.00 | 6,480.00 | 21,600.00 | 15,120.00 | 30.0 |
| 10-379-252 POLICE TRUST ACCOUNT | .00 | 8,500.00 | 5,000.00 | (3,500.00) | 170.0 |
| 10-379-260 FIRE TRUST ACCOUNT | .00 | 7,500.00 | 7,500.00 | .00 | 100.0 |
| 10-379-300 OTHER REVENUES | 472.86 | 537.38 | 20,000.00 | 19,462.62 | 2.7 |
| 10-379-301 WILDLAND REIMBURSEMENTS | 31,651.00 | 44,888.17 | 20,000.00 | (24,888.17) | 224.4 |
| TOTAL MISCELLANEOUS | 34,283.86 | 67,905.55 | 74,100.00 | 6,194.45 | 91.6 |
| <u>TRANSFER FROM RESERVES</u> | | | | | |
| 10-381-001 TRANS FROM FUND BALANCE | .00 | .00 | 92,080.00 | 92,080.00 | .0 |
| TOTAL TRANSFER FROM RESERVES | .00 | .00 | 92,080.00 | 92,080.00 | .0 |
| TOTAL FUND REVENUE | 113,139.75 | 307,136.39 | 4,757,310.00 | 4,450,173.61 | 6.5 |

CITY OF SUN VALLEY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING NOVEMBER 30, 2013

GENERAL FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|---|---------------|------------|------------|------------|------|
| <u>LEGISLATIVE</u> | | | | | |
| 10-411-110 SALARIES AND WAGES | 5,750.00 | 11,500.00 | 69,000.00 | 57,500.00 | 16.7 |
| 10-411-210 FICA CONTRIBUTION | 404.67 | 828.34 | 5,279.00 | 4,450.66 | 15.7 |
| 10-411-220 RETIREMENT CONTRIBUTION | 650.90 | 1,301.80 | 7,811.00 | 6,509.20 | 16.7 |
| 10-411-240 WORKERS COMPENSATION | 14.38 | 28.76 | 235.00 | 206.24 | 12.2 |
| 10-411-250 HEALTH INSURANCE | 2,784.00 | 3,770.51 | 59,428.00 | 55,657.49 | 6.3 |
| 10-411-429 PROFESSIONAL FEES | 3,274.00 | 11,505.38 | 77,200.00 | 65,694.62 | 14.9 |
| 10-411-474 TRAVEL FOR LEGAL PROCEEDINGS | .00 | .00 | 5,000.00 | 5,000.00 | .0 |
| 10-411-475 MEETINGS, CONVENTIONS & CONF. | 50.00 | 50.00 | 5,000.00 | 4,950.00 | 1.0 |
| 10-411-476 CITY FUNCTIONS | .00 | .00 | 2,700.00 | 2,700.00 | .0 |
| 10-411-692 ECONOMIC DEV/CULTURAL INFO SER | 17,416.67 | 52,250.01 | 245,250.00 | 192,999.99 | 21.3 |
| 10-411-694 PUBLIC TRANSIT SERVICES | .00 | 62,500.00 | 250,000.00 | 187,500.00 | 25.0 |
| 10-411-699 ECON DEVEL-SPECIAL EVENT FUND | .00 | 3,750.00 | 25,000.00 | 21,250.00 | 15.0 |
| 10-411-740 OFFICE FURNITURE & EQUIPMENT | .00 | 1,051.58 | 3,500.00 | 2,448.42 | 30.1 |
| | | | | | |
| TOTAL LEGISLATIVE | 30,344.62 | 148,536.38 | 755,403.00 | 606,866.62 | 19.7 |

CITY OF SUN VALLEY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING NOVEMBER 30, 2013

GENERAL FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|---|------------------|-------------------|-------------------|-------------------|-------------|
| <u>ADMINISTRATION</u> | | | | | |
| 10-415-110 SALARIES AND WAGES | 22,761.55 | 44,707.09 | 317,365.00 | 272,657.91 | 14.1 |
| 10-415-120 MERIT INCREASES ALL CLASS EMPL | .00 | .00 | 32,000.00 | 32,000.00 | .0 |
| 10-415-210 FICA CONTRIBUTION | 1,734.89 | 3,407.36 | 24,278.00 | 20,870.64 | 14.0 |
| 10-415-220 RETIREMENT CONTRIBUTION | 2,629.26 | 5,166.15 | 35,926.00 | 30,759.85 | 14.4 |
| 10-415-240 WORKERS COMPENSATION | 210.44 | 416.38 | 2,100.00 | 1,683.62 | 19.8 |
| 10-415-250 HEALTH INSURANCE | 2,578.65 | 6,276.11 | 42,155.00 | 35,878.89 | 14.9 |
| 10-415-260 LIFE INSURANCE | 112.69 | 112.69 | 2,160.00 | 2,047.31 | 5.2 |
| 10-415-280 STATE UNEMPLOYMENT | .00 | 8.12 | 11,115.00 | 11,106.88 | .1 |
| 10-415-310 OFFICE SUPPLIES | 371.68 | 649.07 | 12,500.00 | 11,850.93 | 5.2 |
| 10-415-315 JANITORIAL SUPPLIES | .00 | .00 | 1,500.00 | 1,500.00 | .0 |
| 10-415-350 MOTOR FUELS & LUBRICANTS | .00 | .00 | 200.00 | 200.00 | .0 |
| 10-415-370 POSTAGE | .00 | .00 | 1,600.00 | 1,600.00 | .0 |
| 10-415-420 PROFESSIONAL FEES | 3.50 | 3.50 | 4,000.00 | 3,996.50 | .1 |
| 10-415-421 AUDIT | .00 | .00 | 16,000.00 | 16,000.00 | .0 |
| 10-415-425 ATTORNEY FEES | 10,714.27 | 17,633.54 | 60,000.00 | 42,366.46 | 29.4 |
| 10-415-426 ATTORNEY FEES-SPECIAL COUNSEL | .00 | .00 | 20,000.00 | 20,000.00 | .0 |
| 10-415-427 COMPUTER CONSULTANTS | 4,370.44 | 8,526.69 | 17,500.00 | 8,973.31 | 48.7 |
| 10-415-435 WEBSITE | .00 | .00 | 500.00 | 500.00 | .0 |
| 10-415-440 ADVERTISING & LEGAL PUBLISHING | .00 | .00 | 4,500.00 | 4,500.00 | .0 |
| 10-415-465 INSURANCE - LIABILITY FUND | .00 | .00 | 78,767.00 | 78,767.00 | .0 |
| 10-415-470 TRAVEL, TRAINING & MEETINGS | .00 | 599.41 | 8,000.00 | 7,400.59 | 7.5 |
| 10-415-476 CITY FUNCTIONS | 600.00 | 600.00 | 7,500.00 | 6,900.00 | 8.0 |
| 10-415-480 DUES/SUBSCRIPTIONS/MEMBERSHIPS | 618.67 | 2,939.84 | 8,000.00 | 5,060.16 | 36.8 |
| 10-415-500 CUSTODIAL & CLEANING SERVICES | 1,170.00 | 2,340.00 | 16,000.00 | 13,660.00 | 14.6 |
| 10-415-510 TELEPHONE & COMMUNICATIONS | 91.13 | 1,482.36 | 10,000.00 | 8,517.64 | 14.8 |
| 10-415-521 UTILITIES | 1,663.41 | 2,460.40 | 30,000.00 | 27,539.60 | 8.2 |
| 10-415-540 RENTAL - OFFICE FURN & EQUIP | 426.05 | 1,094.10 | 3,900.00 | 2,805.90 | 28.1 |
| 10-415-580 REPAIR/MAINT - OFFICE FURN/EQ | .00 | .00 | 2,500.00 | 2,500.00 | .0 |
| 10-415-585 REPAIR & MAINT - BUILDINGS | .00 | .00 | 2,000.00 | 2,000.00 | .0 |
| 10-415-590 REPAIR/MAINT - GROUNDS | .00 | .00 | 500.00 | 500.00 | .0 |
| 10-415-600 REPAIR/MAINT - AUTOMOTIVE EQ | .00 | .00 | 500.00 | 500.00 | .0 |
| 10-415-680 BANK CHARGES | .00 | .00 | 3,600.00 | 3,600.00 | .0 |
| 10-415-740 OFFICE EQPMT, COMPUTER EQPMT | .00 | 6,029.62 | 10,255.00 | 4,225.38 | 58.8 |
| TOTAL ADMINISTRATION | 50,056.63 | 104,452.43 | 786,921.00 | 682,468.57 | 13.3 |

CITY OF SUN VALLEY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING NOVEMBER 30, 2013

GENERAL FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|---|------------------|------------------|-------------------|-------------------|-------------|
| <u>COMMUNITY DEVELOPMENT</u> | | | | | |
| 10-418-110 SALARIES AND WAGES | 14,976.30 | 32,278.32 | 222,043.00 | 189,764.68 | 14.5 |
| 10-418-140 SALARIES AND WAGES-TEMP EMPLOY | 1,321.80 | 2,643.60 | 17,183.00 | 14,539.40 | 15.4 |
| 10-418-210 FICA CONTRIBUTION | 1,262.27 | 2,686.30 | 18,301.00 | 15,614.70 | 14.7 |
| 10-418-220 RETIREMENT CONTRIBUTION | 1,670.26 | 3,603.78 | 25,135.00 | 21,531.22 | 14.3 |
| 10-418-240 WORKERS COMPENSATION | 202.79 | 410.89 | 3,700.00 | 3,289.11 | 11.1 |
| 10-418-250 HEALTH INSURANCE | 769.90 | 1,571.62 | 17,518.00 | 15,946.38 | 9.0 |
| 10-418-285 EXPENSE REIMBURSEMENT | 800.00 | 1,400.00 | 21,000.00 | 19,600.00 | 6.7 |
| 10-418-290 PLANNING BUS EXP | .00 | .00 | 1,500.00 | 1,500.00 | .0 |
| 10-418-310 OFFICE SUPPLIES | 216.13 | 324.42 | 4,500.00 | 4,175.58 | 7.2 |
| 10-418-350 MOTOR FUELS & LUBRICANTS | 77.45 | 77.45 | 3,000.00 | 2,922.55 | 2.6 |
| 10-418-420 PROFESSIONAL FEES | .00 | .00 | 11,000.00 | 11,000.00 | .0 |
| 10-418-422 ENGINEERING | 472.15 | 472.15 | 10,000.00 | 9,527.85 | 4.7 |
| 10-418-423 CONTRACT LABOR | .00 | 3,930.75 | 15,000.00 | 11,069.25 | 26.2 |
| 10-418-437 COMP PLAN | .00 | .00 | 5,000.00 | 5,000.00 | .0 |
| 10-418-440 ADVERTISING & LEGAL PUBLISHING | .00 | .00 | 9,000.00 | 9,000.00 | .0 |
| 10-418-470 TRAVEL, TRAINING & MEETINGS | .00 | 387.86 | 7,000.00 | 6,612.14 | 5.5 |
| 10-418-480 DUES/SUBSCRIPTIONS/MEMBERSHIPS | .00 | .00 | 1,750.00 | 1,750.00 | .0 |
| 10-418-510 TELEPHONE & COMMUNICATIONS | .00 | .00 | 1,500.00 | 1,500.00 | .0 |
| 10-418-600 REPAIR/MAINT - AUTOMOTIVE EQ | .00 | .00 | 3,000.00 | 3,000.00 | .0 |
| 10-418-740 OFFICE FURNITURE & EQUIPMENT | .00 | .00 | 1,500.00 | 1,500.00 | .0 |
| TOTAL COMMUNITY DEVELOPMENT | 21,769.05 | 49,787.14 | 398,630.00 | 348,842.86 | 12.5 |
| <u>OTHER GENERAL GOVERNMENT</u> | | | | | |
| 10-419-800 CONTINGENCY | 550.20 | 550.20 | 100,000.00 | 99,449.80 | .6 |
| 10-419-951 TRANSFERS OUT TO CIPF | .00 | .00 | 25,000.00 | 25,000.00 | .0 |
| 10-419-952 TRANSFERS OUT TO FIXED ASSET F | .00 | .00 | 206,938.00 | 206,938.00 | .0 |
| TOTAL OTHER GENERAL GOVERNMENT | 550.20 | 550.20 | 331,938.00 | 331,387.80 | .2 |

CITY OF SUN VALLEY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING NOVEMBER 30, 2013

GENERAL FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|---|------------------|-------------------|---------------------|-------------------|-------------|
| <u>POLICE DEPARTMENT</u> | | | | | |
| 10-421-110 SALARIES AND WAGES | 44,132.82 | 92,902.81 | 613,609.00 | 520,706.19 | 15.1 |
| 10-421-122 OVERTIME SALARIES | 2,127.43 | 4,026.76 | 34,650.00 | 30,623.24 | 11.6 |
| 10-421-130 OVERTIME SALARIES - SHARED | .00 | .00 | 10,000.00 | 10,000.00 | .0 |
| 10-421-210 FICA CONTRIBUTION | 3,357.32 | 7,052.51 | 50,357.00 | 43,304.49 | 14.0 |
| 10-421-220 RETIREMENT CONTRIBUTION | 4,926.05 | 9,788.25 | 76,753.00 | 66,964.75 | 12.8 |
| 10-421-240 WORKERS COMPENSATION | 1,405.10 | 2,956.89 | 23,000.00 | 20,043.11 | 12.9 |
| 10-421-250 HEALTH INSURANCE | 5,865.96 | 12,122.85 | 110,134.00 | 98,011.15 | 11.0 |
| 10-421-310 OFFICE SUPPLIES | 78.36 | 317.62 | 800.00 | 482.38 | 39.7 |
| 10-421-315 JANITORIAL SUPPLIES | .00 | .00 | 800.00 | 800.00 | .0 |
| 10-421-320 OPERATING SUPPLIES | 1,577.20 | 1,720.40 | 4,000.00 | 2,279.60 | 43.0 |
| 10-421-321 POLICE TRUST ACCOUNT | 251.97 | 251.97 | 5,000.00 | 4,748.03 | 5.0 |
| 10-421-340 MINOR EQUIPMENT | 247.47 | 223.59 | 8,000.00 | 7,776.41 | 2.8 |
| 10-421-345 SAFETY EQUIPMENT | .00 | .00 | 500.00 | 500.00 | .0 |
| 10-421-347 RECORDS MGT SYSEM-POL/FIRE | 20,443.00 | 20,443.00 | 20,443.00 | .00 | 100.0 |
| 10-421-348 COMM-POLICE/FIRE DISPATCH | .00 | 88,280.00 | 95,480.00 | 7,200.00 | 92.5 |
| 10-421-350 MOTOR FUELS & LUBRICANTS | 1,459.40 | 1,930.77 | 17,500.00 | 15,569.23 | 11.0 |
| 10-421-370 POSTAGE | .00 | .00 | 100.00 | 100.00 | .0 |
| 10-421-424 MEDICAL SERVICES | .00 | .00 | 500.00 | 500.00 | .0 |
| 10-421-426 INVESTIGATIVE EXPERT SERVICES | .00 | .00 | 2,500.00 | 2,500.00 | .0 |
| 10-421-428 PROSECUTION OF MISDEMEANORS | .00 | 11,602.05 | 23,205.00 | 11,602.95 | 50.0 |
| 10-421-470 TRAVEL, TRAINING & MEETINGS | 123.83 | 123.83 | 10,000.00 | 9,876.17 | 1.2 |
| 10-421-475 TRAINING - SHARED EXPENSE | .00 | .00 | 4,000.00 | 4,000.00 | .0 |
| 10-421-480 DUES/SUBSCRIPTIONS/MEMBERSHIPS | .00 | .00 | 3,155.00 | 3,155.00 | .0 |
| 10-421-493 PHYSICAL EXAMINATIONS | .00 | .00 | 500.00 | 500.00 | .0 |
| 10-421-510 TELEPHONE & COMMUNICATIONS | 257.86 | 682.86 | 3,500.00 | 2,817.14 | 19.5 |
| 10-421-595 REPAIR & MAINT - EQUIPMENT | .00 | .00 | 1,000.00 | 1,000.00 | .0 |
| 10-421-600 REPAIR/MAINT - AUTOMOTIVE EQ | .00 | .00 | 5,500.00 | 5,500.00 | .0 |
| 10-421-610 REPAIR/MAINT - OTHER | .00 | 27.50 | 2,000.00 | 1,972.50 | 1.4 |
| 10-421-615 REPAIR/MAINT - RADIO SERVICE | .00 | .00 | 3,000.00 | 3,000.00 | .0 |
| 10-421-630 LAUNDRY | 133.10 | 133.10 | 2,250.00 | 2,116.90 | 5.9 |
| 10-421-665 UNIFORMS - POLICE | 1,280.17 | 1,280.17 | 4,500.00 | 3,219.83 | 28.5 |
| 10-421-695 VEHICLE TOWING | .00 | .00 | 250.00 | 250.00 | .0 |
| 10-421-740 OFFICE FURNITURE & EQUIPMENT | .00 | 5,257.90 | 11,665.00 | 6,407.10 | 45.1 |
| 10-421-745 EQUIPMENT - SHARED | .00 | .00 | 2,000.00 | 2,000.00 | .0 |
| 10-421-753 RADIOS-HANDHELD | .00 | .00 | 5,418.00 | 5,418.00 | .0 |
| 10-421-770 ANIMAL CONTROL | 1,000.00 | 1,000.00 | 2,000.00 | 1,000.00 | 50.0 |
| 10-421-780 DRUG DOG PROGRAM | .00 | 248.73 | 2,500.00 | 2,251.27 | 10.0 |
| TOTAL POLICE DEPARTMENT | 88,667.04 | 262,373.56 | 1,160,569.00 | 898,195.44 | 22.6 |

CITY OF SUN VALLEY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING NOVEMBER 30, 2013

WAGES - WILDLAND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|---|---------------|------------|------------|------------|------|
| <u>FIRE DEPARTMENT</u> | | | | | |
| 10-423-110 SALARIES AND WAGES - FTE | 10,354.18 | 21,025.37 | 268,524.00 | 247,498.63 | 7.8 |
| 10-423-120 WAGES - ON CALL FF | 2,689.50 | 6,052.99 | 87,050.00 | 80,997.01 | 7.0 |
| 10-423-130 WAGES- WILDLAND | .00 | 242.60 | 10,000.00 | 9,757.40 | 2.4 |
| 10-423-140 WAGES-TEMP EMPLOYEE | 8,095.43 | 16,264.68 | 49,046.00 | 32,781.32 | 33.2 |
| 10-423-210 FICA CONTRIBUTION | 1,864.44 | 3,410.24 | 32,376.00 | 28,965.76 | 10.5 |
| 10-423-220 RETIREMENT CONTRIBUTION | 2,240.32 | 4,484.55 | 32,313.00 | 27,828.45 | 13.9 |
| 10-423-240 WORKERS COMP & SUPPLMTL ACCDT | 738.79 | 6,245.76 | 16,000.00 | 9,754.24 | 39.0 |
| 10-423-250 HEALTH INSURANCE | 2,213.05 | 4,443.18 | 54,765.00 | 50,321.82 | 8.1 |
| 10-423-310 OFFICE SUPPLIES | 37.75 | 66.05 | 2,200.00 | 2,133.95 | 3.0 |
| 10-423-315 JANITORIAL SUPPLIES | .00 | .00 | 1,500.00 | 1,500.00 | .0 |
| 10-423-320 OPERATING SUPPLIES | 493.96 | 808.96 | 10,000.00 | 9,191.04 | 8.1 |
| 10-423-325 MEDICAL SAFETY SUPPLIES | 55.80 | 55.80 | 5,500.00 | 5,444.20 | 1.0 |
| 10-423-340 MINOR TOOLS | .00 | .00 | 3,200.00 | 3,200.00 | .0 |
| 10-423-350 MOTOR FUELS & LUBRICANTS | 1,081.87 | 1,704.84 | 12,000.00 | 10,295.16 | 14.2 |
| 10-423-360 MOTOR FUELS & LUBRICANTS - WLF | .00 | .00 | 5,000.00 | 5,000.00 | .0 |
| 10-423-470 TRAVEL, TRAINING & MEETINGS | .00 | 583.00 | 31,600.00 | 31,017.00 | 1.8 |
| 10-423-480 DUES/SUBSCRIPTIONS/MEMBERSHIPS | 517.40 | 614.33 | 5,200.00 | 4,585.67 | 11.8 |
| 10-423-510 TELEPHONE & COMMUNICATIONS | .00 | .00 | 8,100.00 | 8,100.00 | .0 |
| 10-423-555 RENTAL - EQUIPMENT | .00 | .00 | 2,500.00 | 2,500.00 | .0 |
| 10-423-570 RENTAL - OTHER | .00 | .00 | 1,500.00 | 1,500.00 | .0 |
| 10-423-576 TURNOUTS- REPLACEMENT & MAINT. | .00 | .00 | 5,400.00 | 5,400.00 | .0 |
| 10-423-585 REPAIR/MAINT - BUILDINGS | .00 | .00 | 5,000.00 | 5,000.00 | .0 |
| 10-423-590 REPAIR/MAINT - GROUNDS | .00 | 321.86 | 7,000.00 | 6,678.14 | 4.6 |
| 10-423-595 REPAIR & MAINT - EQUIPMENT | 1,949.06 | 1,949.06 | 23,500.00 | 21,550.94 | 8.3 |
| 10-423-600 REPAIR/MAINT - AUTOMOTIVE EQ | 1,281.64 | 1,281.64 | 24,900.00 | 23,618.36 | 5.2 |
| 10-423-615 REPAIR/MAINT - RADIO SERVICE | 895.75 | 1,215.75 | 3,500.00 | 2,284.25 | 34.7 |
| 10-423-630 LAUNDRY | .00 | .00 | 1,500.00 | 1,500.00 | .0 |
| 10-423-631 UNIFORMS | 400.76 | 400.76 | 8,000.00 | 7,599.24 | 5.0 |
| 10-423-635 COM AT RISK FIRE GRANT PROJECT | .00 | .00 | 5,000.00 | 5,000.00 | .0 |
| 10-423-740 OFFICE FURNITURE & EQUIPMENT | .00 | 2,103.16 | 3,766.00 | 1,662.84 | 55.9 |
| 10-423-910 TRAVEL & TRAINING - CE | .00 | 289.75 | 4,000.00 | 3,710.25 | 7.2 |
| 10-423-920 OFC/OPERATING SUPPLIES - CE | .00 | .00 | 1,165.00 | 1,165.00 | .0 |
| 10-423-930 TOOLS & SUPPLIES - CE | .00 | .00 | 250.00 | 250.00 | .0 |
| 10-423-940 OFC FURNITURE & EQUIPMENT - CE | .00 | .00 | 2,935.00 | 2,935.00 | .0 |
| | | | | | |
| TOTAL FIRE DEPARTMENT | 34,709.70 | 73,564.33 | 734,290.00 | 660,725.67 | 10.0 |

CITY OF SUN VALLEY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING NOVEMBER 30, 2013

GENERAL FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|---|-----------------------|-----------------------|---------------------|---------------------|-------------|
| <u>STREET DEPARTMENT</u> | | | | | |
| 10-431-110 SALARIES AND WAGES | 14,512.84 | 28,836.68 | 194,193.00 | 165,356.32 | 14.9 |
| 10-431-120 SALARIES & WAGES - PART TIME | .00 | .00 | 7,000.00 | 7,000.00 | .0 |
| 10-431-210 FICA CONTRIBUTION | 1,133.22 | 2,261.34 | 16,049.00 | 13,787.66 | 14.1 |
| 10-431-220 RETIREMENT CONTRIBUTION | 1,690.96 | 3,360.56 | 22,958.00 | 19,595.44 | 14.6 |
| 10-431-240 WORKERS COMPENSATION | 800.72 | 1,589.60 | 14,000.00 | 12,410.40 | 11.4 |
| 10-431-250 HEALTH INSURANCE | 2,601.73 | 5,188.07 | 47,311.00 | 42,122.93 | 11.0 |
| 10-431-315 JANITORIAL SUPPLIES & LAUNDRY | .00 | .00 | 300.00 | 300.00 | .0 |
| 10-431-320 OPERATING SUPPLIES | 144.22 | 375.18 | 3,500.00 | 3,124.82 | 10.7 |
| 10-431-340 TOOLS & EQUIPMENT | .00 | .00 | 500.00 | 500.00 | .0 |
| 10-431-345 SAFETY EQUIPMENT | .00 | .00 | 350.00 | 350.00 | .0 |
| 10-431-350 MOTOR FUELS & LUBRICANTS | 1,910.59 | 2,514.08 | 24,000.00 | 21,485.92 | 10.5 |
| 10-431-440 ADVERTISING & LEGAL PUBLISHING | .00 | .00 | 500.00 | 500.00 | .0 |
| 10-431-470 TRAVEL, TRAINING & MEETINGS | .00 | .00 | 4,000.00 | 4,000.00 | .0 |
| 10-431-510 TELEPHONE SERVICE | .00 | .00 | 1,000.00 | 1,000.00 | .0 |
| 10-431-536 SANDING/MAG CHLORIDE | 3,095.00 | 3,095.00 | 15,000.00 | 11,905.00 | 20.6 |
| 10-431-555 RENTAL - EQUIPMENT | .00 | .00 | 500.00 | 500.00 | .0 |
| 10-431-570 RENT/LEASE - SNOW REMOVAL EQ. | .00 | .00 | 1,000.00 | 1,000.00 | .0 |
| 10-431-591 REPAIR/MAINT/CLEANING-STREETS | .00 | .00 | 2,500.00 | 2,500.00 | .0 |
| 10-431-592 STRIPING | .00 | .00 | 27,000.00 | 27,000.00 | .0 |
| 10-431-595 REPAIR/MAINT - LARGE EQUIPMENT | 320.15 | 1,700.66 | 8,000.00 | 6,299.34 | 21.3 |
| 10-431-596 REPAIR/MAINT - SMALL EQUIP. | .00 | .00 | 500.00 | 500.00 | .0 |
| 10-431-800 REPAIR/MAINT - AUTO EQUIP | 8.78 | 239.78 | 2,500.00 | 2,260.22 | 9.6 |
| 10-431-610 REPAIR/MAINT - MISC | .00 | .00 | 1,000.00 | 1,000.00 | .0 |
| 10-431-614 REPAIR/MAINT-BUILDING | 2,048.77 | 2,824.46 | 11,000.00 | 8,175.54 | 25.7 |
| 10-431-620 LANDSCAPE SERVICES | 694.75 | 699.54 | 2,500.00 | 1,800.46 | 28.0 |
| 10-431-621 NOXIOUS WEED CONTROL | .00 | .00 | 12,500.00 | 12,500.00 | .0 |
| 10-431-631 UNIFORMS | 566.48 | 634.42 | 1,000.00 | 365.58 | 63.4 |
| 10-431-740 OFFICE FURNITURE & EQUIPMENT | .00 | 2,103.26 | 2,400.00 | 296.74 | 87.6 |
| 10-431-780 ROADS & PATHS MAINT. PROGRAM | 26,280.17 | 26,311.42 | 165,000.00 | 138,688.58 | 16.0 |
| 10-431-790 LAND MAINTENANCE 5 ACRE PARCEL | .00 | .00 | 1,500.00 | 1,500.00 | .0 |
| TOTAL STREET DEPARTMENT | 55,808.38 | 81,734.05 | 589,559.00 | 507,824.95 | 13.9 |
| TOTAL FUND EXPENDITURES | 281,905.62 | 720,998.09 | 4,757,310.00 | 4,036,311.91 | 15.2 |
| NET REVENUE OVER EXPENDITURES | (168,765.87) | (413,861.70) | .00 | 413,861.70 | .0 |

CITY OF SUN VALLEY
BALANCE SHEET
NOVEMBER 30, 2013

FIXED ASSET REPLACEMENT FUND

ASSETS

| | | | | |
|------------|----------------------|---|-------------------|--------------------------|
| 29-101-000 | CASH - COMBINED FUND | (| <u>4,769.27</u>) | |
| | TOTAL ASSETS | | (| <u><u>4,769.27</u></u>) |

LIABILITIES AND EQUITY

FUND EQUITY

| | | | | |
|--|---------------------------------|---|-------------------|--------------------------|
| | UNAPPROPRIATED FUND BALANCE: | | | |
| | REVENUE OVER EXPENDITURES - YTD | (| <u>4,769.27</u>) | |
| | BALANCE - CURRENT DATE | (| <u>4,769.27</u>) | |
| | TOTAL FUND EQUITY | | (| <u>4,769.27</u>) |
| | TOTAL LIABILITIES AND EQUITY | | (| <u><u>4,769.27</u></u>) |

CITY OF SUN VALLEY
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING NOVEMBER 30, 2013

FIXED ASSET REPLACEMENT FUND

| | <u>PERIOD ACTUAL</u> | <u>YTD ACTUAL</u> | <u>BUDGET</u> | <u>UNEARNED</u> | <u>PCNT</u> |
|--|----------------------|-------------------|---------------|-----------------|-------------|
| <u>GENERAL PROPERTY TAXES</u> | | | | | |
| 29-399-500 TRANSFER FROM GENERAL FUND | .00 | .00 | 206,938.00 | 206,938.00 | .0 |
| 29-399-501 TRANS FR FIXED ASSET FUND BAL | .00 | .00 | 87,950.00 | 87,950.00 | .0 |
| TOTAL GENERAL PROPERTY TAXES | .00 | .00 | 294,888.00 | 294,888.00 | .0 |
| | | | | | |
| TOTAL FUND REVENUE | .00 | .00 | 294,888.00 | 294,888.00 | .0 |

CITY OF SUN VALLEY
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING NOVEMBER 30, 2013

FIXED ASSET REPLACEMENT FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|---|---------------|---------------------|-------------------|-------------------|------------|
| <u>EXPENDITURES</u> | | | | | |
| 29-490-750 MUNICIPAL ENG 62 | .00 | .00 | 75,000.00 | 75,000.00 | .0 |
| 29-490-752 CHIEF 2 | .00 | .00 | 45,000.00 | 45,000.00 | .0 |
| 29-490-753 RADIOS | .00 | .00 | 28,000.00 | 28,000.00 | .0 |
| 29-490-756 AERIAL TOWER | .00 | .00 | 118,773.00 | 118,773.00 | .0 |
| 29-490-790 TRANSFER TO FA FUND BALANCE | .00 | .00 | 22,200.00 | 22,200.00 | .0 |
| 29-490-802 CITY NETWORK HARDWARE/SOFTWARE | .00 | 4,769.27 | 5,915.00 | 1,145.73 | 80.6 |
| TOTAL EXPENDITURES | .00 | 4,769.27 | 294,888.00 | 290,118.73 | 1.6 |
| TOTAL FUND EXPENDITURES | .00 | 4,769.27 | 294,888.00 | 290,118.73 | 1.6 |
| NET REVENUE OVER EXPENDITURES | .00 | (4,769.27) | .00 | 4,769.27 | .0 |

CITY OF SUN VALLEY
BALANCE SHEET
NOVEMBER 30, 2013

WORKFORCE HOUSING FUND

ASSETS

42-101-000 CASH- WORKFORCE HOUSING FUND

(7,272.80)

TOTAL ASSETS

(7,272.80)

LIABILITIES AND EQUITY

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:

REVENUE OVER EXPENDITURES - YTD

(7,272.80)

BALANCE - CURRENT DATE

(7,272.80)

TOTAL FUND EQUITY

(7,272.80)

TOTAL LIABILITIES AND EQUITY

(7,272.80)

CITY OF SUN VALLEY
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING NOVEMBER 30, 2013

REVENUE

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PCNT |
|--|---------------|------------|-----------|-----------|------|
| <u>GENERAL PROPERTY TAXES</u> | | | | | |
| 42-311-515 RENTS | 574.50 | 1,340.50 | 15,600.00 | 14,259.50 | 8.6 |
| TOTAL GENERAL PROPERTY TAXES | 574.50 | 1,340.50 | 15,600.00 | 14,259.50 | 8.6 |
| <u>REVENUES</u> | | | | | |
| 42-399-500 TRANSFER FROM WKFC FUND BAL | .00 | .00 | 27,200.00 | 27,200.00 | .0 |
| TOTAL REVENUES | .00 | .00 | 27,200.00 | 27,200.00 | .0 |
| TOTAL FUND REVENUE | 574.50 | 1,340.50 | 42,800.00 | 41,459.50 | 3.1 |

CITY OF SUN VALLEY
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING NOVEMBER 30, 2013

EXPENDITURES

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|--|---------------|--------------|-----------|------------|------|
| <u>WFH PROJECTS</u> | | | | | |
| 42-470-701 TRANSFER TO WFH FUND BALANCE | .00 | .00 | 5,600.00 | 5,600.00 | .0 |
| 42-470-702 EMPLOYEE HOUSING ALLOWANCE | 1,433.32 | 2,983.30 | 17,200.00 | 14,216.70 | 17.3 |
| 42-470-703 COMMUNITY HOUSING SERVICES | .00 | 5,000.00 | 10,000.00 | 5,000.00 | 50.0 |
| 42-470-705 CITY OWNED UNITS/UTIL & MAINT | .00 | 630.00 | 10,000.00 | 9,370.00 | 6.3 |
| | | | | | |
| TOTAL WFH PROJECTS | 1,433.32 | 8,613.30 | 42,800.00 | 34,186.70 | 20.1 |
| | | | | | |
| TOTAL FUND EXPENDITURES | 1,433.32 | 8,613.30 | 42,800.00 | 34,186.70 | 20.1 |
| | | | | | |
| NET REVENUE OVER EXPENDITURES | (858.82) | (7,272.80) | .00 | 7,272.80 | .0 |

CITY OF SUN VALLEY
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING NOVEMBER 30, 2013

CAPITAL IMPROVEMENT FUND

| | <u>PERIOD ACTUAL</u> | <u>YTD ACTUAL</u> | <u>BUDGET</u> | <u>UNEARNED</u> | <u>PCNT</u> |
|---------------------------------------|----------------------|-------------------|------------------|------------------|-------------|
| <u>OPERATING TRANSFERS IN</u> | | | | | |
| 50-399-100 TRANSFER FROM CIF FUND BAL | .00 | .00 | 50,000.00 | 50,000.00 | .0 |
| 50-399-500 TRANSFER FROM GENERAL FUND | .00 | .00 | 25,000.00 | 25,000.00 | .0 |
| TOTAL OPERATING TRANSFERS IN | .00 | .00 | 75,000.00 | 75,000.00 | .0 |
| | | | | | |
| TOTAL FUND REVENUE | .00 | .00 | 75,000.00 | 75,000.00 | .0 |

CITY OF SUN VALLEY
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING NOVEMBER 30, 2013

CAPITAL IMPROVEMENT FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|---------------------------------------|---------------|------------|-----------|------------|------|
| <u>CAPITAL PROJECTS</u> | | | | | |
| 50-470-820 TRANSPORTATION PLAN UPDATE | .00 | .00 | 75,000.00 | 75,000.00 | .0 |
| TOTAL CAPITAL PROJECTS | .00 | .00 | 75,000.00 | 75,000.00 | .0 |
| TOTAL FUND EXPENDITURES | .00 | .00 | 75,000.00 | 75,000.00 | .0 |
| NET REVENUE OVER EXPENDITURES | .00 | .00 | .00 | .00 | .0 |

CITY OF SUN VALLEY
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING NOVEMBER 30, 2013

STREET FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PCNT |
|---------------------------------------|---------------|------------|------------|------------|------|
| <u>GENERAL PROPERTY TAXES</u> | | | | | |
| 52-311-200 PROPERTY TAX-GENERAL | .00 | .00 | 265,555.00 | 265,555.00 | .0 |
| TOTAL GENERAL PROPERTY TAXES | .00 | .00 | 265,555.00 | 265,555.00 | .0 |
| <u>STATE OF IDAHO SHARED REVENUES</u> | | | | | |
| 52-335-200 STATE HIGHWAY USER | .00 | .00 | 45,842.00 | 45,842.00 | .0 |
| TOTAL STATE OF IDAHO SHARED REVENUES | .00 | .00 | 45,842.00 | 45,842.00 | .0 |
| TOTAL FUND REVENUE | .00 | .00 | 311,397.00 | 311,397.00 | .0 |

CITY OF SUN VALLEY
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING NOVEMBER 30, 2013

STREET FUND

| | <u>PERIOD ACTUAL</u> | <u>YTD ACTUAL</u> | <u>BUDGET</u> | <u>UNEXPENDED</u> | <u>PCNT</u> |
|---|----------------------|-------------------|-------------------|-------------------|-------------|
| <u>ROADS & GROUNDS</u> | | | | | |
| 52-431-780 ROADS & PATHS MAINT. PROGRAM | .00 | .00 | 170,000.00 | 170,000.00 | .0 |
| 52-431-960 TRANSFER TO S&P FUND | .00 | .00 | 141,397.00 | 141,397.00 | .0 |
| TOTAL ROADS & GROUNDS | <u>.00</u> | <u>.00</u> | <u>311,397.00</u> | <u>311,397.00</u> | <u>.0</u> |
| TOTAL FUND EXPENDITURES | <u>.00</u> | <u>.00</u> | <u>311,397.00</u> | <u>311,397.00</u> | <u>.0</u> |
| NET REVENUE OVER EXPENDITURES | <u>.00</u> | <u>.00</u> | <u>.00</u> | <u>.00</u> | <u>.0</u> |



CITY OF SUN VALLEY
REPORT TO THE CITY COUNCIL

TO: Honorable Mayor and City Council
FROM: Angela Walls, Treasurer/Finance Manager *AW*
SUBJECT: Treasurer's Oath for Accounts Payable
DATE: January 3, 2014

After review, I have determined that the attached "Approval of Payables, On Hand, As Of December 27th, 2013" report is correct as to payee and amount, and are for a proper and authorized purpose, except as otherwise explained below.

Exceptions: None OR See Below (circle one)

Angela Walls Signed
Treasurer/Finance Manager Title
January 3, 2014 Date

CITY OF SUN VALLEY
APPROVAL OF PAYABLES, ON HAND, AS OF DECEMBER 27TH, 2013

| # | Vendor Name | Invoice # | Description | Account # | In Line Item | Line Item Over-spent | Withdn Dept- Budget | Dept. | Amount |
|----|---------------------------------|-------------|---|------------|--------------|----------------------|---------------------|-------|-------------|
| 1 | Air St Luke's | 2013-12 | Two new employee memberships | 10-415-480 | Y | N | Y | AD | \$ 70.00 |
| 2 | Association of Idaho Cities | 5272518 | 2013 AIC Academy - Robertson/Stauts/Suhadnik | 10-415-480 | Y | N | Y | AD | \$ 75.00 |
| 3 | Avenet, LLC | 34011 | Website Annual Fee | 10-415-435 | Y | N | Y | AD | \$ 450.00 |
| 4 | Blueprinting | N/A | Blueprint copying for the CD Department to reproduce the SV Resort Master Parking Plan for the Pavilion from a copy at the Police Department. Two (2) sheets of full color reproduction. | 10-418-310 | Y | N | Y | CD | \$ 35.00 |
| 5 | Browning, Carl | 301 | Street sweeper storage/winter for 4 months. | 10-431-591 | Y | N | Y | SD | \$ 1,000.00 |
| 6 | CH2M Hill | 3870180 | City Engineering work through October 25, 2013 for: 1.) preliminary plat application review for Sun Valley Saddle Subdivision; 2.) preliminary plat application review for Briscoe lot line shift; 3.) delivery charge for White Clouds Townhomes mylar with City Engineer signature; and, 4.) engineering review of the Lane Ranch North private street as-built drawings for the 12/1/10 Construction Plan Approval and Construction Permit* agreement. | 10-418-422 | Y | N | Y | CD | \$ 1,147.14 |
| 7 | Chateau Drug | 1112092 | Velcro for Patrol cars (Aircards for MDTs) | 10-421-340 | Y | N | Y | PD | \$ 13.52 |
| 8 | Chateau Drug | 1103610 | Shop supplies | 10-431-320 | Y | N | Y | SD | \$ 4.48 |
| 9 | City of Twin Falls | | Emotional Survival for law Enforcement Seminar Jan 23, 2014, Aslett, Neuhart, Sharp | 10-421-470 | Y | N | Y | PD | \$ 297.00 |
| 10 | Clearwater Equipment | 11061305 | 2004 Boss snow plow parts | 10-431-600 | Y | N | Y | SD | \$ 170.00 |
| 11 | Copy & Print | 55635 | One ink cartridge replacement for the CD Department Plotter printer- 1 grey. | 10-418-310 | Y | N | Y | CD | \$ 77.99 |
| 12 | Copy & Print | 55422 | Occupancy documents for building permitted projects. | 10-418-310 | Y | N | Y | CD | \$ 12.38 |
| 13 | Copy & Print | 0000635-001 | Desk calendar | 10-423-310 | Y | N | Y | FD | \$ 10.99 |
| 14 | Copy & Print | 55345 | 10 binders 3 binders for 2013 EMS calls file folders for Robrahn/Butterfield | 10-423-310 | Y | N | Y | FD | \$ 85.54 |
| 15 | Copy & Print | 55316 | 1 Box of Copy paper, 2 Air dusters (for cleaning ear radio tubes) | 10-421-310 | Y | N | Y | PD | \$ 50.98 |
| 16 | Copy & Print | 55402 | 500 #10 natural w color imprint (set up) SVPD Envelopes | 10-421-310 | Y | N | Y | PD | \$ 119.00 |
| 17 | Copy & Print | 55341 | 1 package screen cleaner (computer) | 10-421-310 | Y | N | Y | PD | \$ 10.99 |
| 18 | Copy & Print | various | Office Supplies - restock, copy paper, stamp for Finance Director | 10-415-310 | Y | N | Y | AD | \$ 137.24 |
| 19 | Copy & Print | 55131 | Xerox Toner | 10-415-310 | Y | N | Y | AD | \$ 271.79 |
| 20 | Copy & Print | 55634 | Ink cartridges for Mayor Briscoe's office | 10-415-310 | Y | N | Y | AD | \$ 57.98 |
| 21 | Copy & Print | 55315 | Copy Paper | 10-415-310 | Y | N | Y | AD | \$ 36.99 |
| 22 | Copy & Print | 55423 | Date stamp with 2014 on it | 10-415-310 | Y | N | Y | AD | \$ 3.99 |
| 23 | D & B Western Home & Family | 164316 | 3 pairs work pants Street Superintendent | 10-431-631 | Y | N | Y | SD | \$ 92.97 |
| 24 | Davis Embroidery | 21921 | 5 embroidered shirts for Assistant Fire Chief Charlie Butterfield | 10-423-576 | Y | N | Y | FD | \$ 171.15 |
| 25 | Davis Embroidery | 22058 | Left chest embroidery for Charlie Butterfield jacket name | 10-423-576 | Y | N | Y | FD | \$ 130.73 |
| 26 | Davis Embroidery | 21867 | 12 embroidered Flex fit hats | 10-421-321 | Y | N | Y | PD | \$ 154.80 |
| 27 | Davis Embroidery | 21867 | 6 embroidered shirts for Police Chief Walt Fleming | 10-421-665 | Y | N | Y | PD | \$ 150.00 |
| 28 | Dick York's Auto Service | 60577 | Unit SVPD3 Complete Lube & Oil service, 2 new wiper blades, oil filter & oil | 10-421-600 | Y | N | Y | PD | \$ 81.83 |
| 29 | Dick York's Auto Service | 60572 | Unit SVPD1 Complete Lube & Oil Service, 2 new wiper blades, oil filter & oil | 10-421-600 | Y | N | Y | PD | \$ 87.73 |
| 30 | Eagle Engraving & Fire Gifts | 2013-2779 | Fire ground ID tags for Charlie Butterfield | 10-423-576 | Y | N | Y | FD | \$ 6.45 |
| 31 | Eagle Engraving & Fire Gifts | 2013-2926 | Helmet Shield for new assistant fire chief Charlie Butterfield and shipping | 10-423-576 | Y | N | Y | FD | \$ 48.80 |
| 32 | First Responders, C.O.P.S., Inc | | Name bar size 2 1/4 x 1/2 Silver/Black D Aslett (two bars) | 10-421-665 | Y | N | Y | PD | \$ 22.00 |

| | | | | | | | | | | |
|-----|---------------------------------|-----------------------|--|------------|---|---|---|----|----|----------|
| 66 | Integrated Technologies | 140709 | Printer repair for Finance Manager's office | 10-415-427 | Y | N | Y | AD | \$ | 25.00 |
| 67 | Integrated Technologies | 59767A | Cyan toner for Finance Manager's printer | 10-415-310 | Y | N | Y | AD | \$ | 174.00 |
| 68 | Integrated Technologies | 59896A | Cyan and yellow toner for Admin printer | 10-415-310 | Y | N | Y | AD | \$ | 261.00 |
| 69 | International Code Council, Inc | INV0370960 | Electronic version of the 2012 International Building Code updates for the Building Official and City adoption in February, 2014 | 10-418-310 | Y | N | Y | CD | \$ | 735.00 |
| 70 | International Code Council, Inc | INV0370959 | Text bound version of the 2012 International Building Code updates for the Building Official and City adoption in February, 2014 | 10-418-310 | Y | N | Y | CD | \$ | 827.00 |
| 71 | IIMC | 12.2013 | City Clerk IIMC dues | 10-415-480 | Y | N | Y | AD | \$ | 145.00 |
| 72 | Ketchum Computers | 9802 | Computer Consultants for 11/20 - 11/27/13 | 10-415-427 | Y | N | Y | AD | \$ | 812.50 |
| 73 | Ketchum Computers | 9833 | Computer Consultants for 12/3 - 12/15/13 | 10-415-427 | Y | N | Y | AD | \$ | 125.00 |
| 74 | Ketchum Computers | 9833 | Computer consultants for Caselle server upgrade | 29-490-802 | Y | N | Y | FA | \$ | 718.75 |
| 75 | King, Adam | 12.2013 | Legal services for public matters | 10-415-429 | Y | N | Y | AD | \$ | 1,725.00 |
| 76 | King, Adam | 12.2013 | Legal services for confidential matters | 10-415-429 | Y | N | Y | AD | \$ | 4,278.82 |
| 77 | L N Curtis & Son | 3141305-02 | Large turnout gloves for replacement & shipping | 10-423-576 | Y | N | Y | FD | \$ | 72.41 |
| 78 | L N Curtis & Son | 3141305-05 | Turn out gloves for new fire fighter | 10-423-576 | Y | N | Y | FD | \$ | 59.30 |
| 79 | Legacy Equipment | 62187 | Fuel tank mounting strap for Oshkosh plow truck | 10-431-595 | Y | N | Y | SD | \$ | 66.61 |
| 80 | Line-X of Magic Valley | 4334 | Fuel tank coating for Oshkosh plow truck | 10-431-595 | Y | N | Y | SD | \$ | 190.00 |
| 81 | Lutz Rentals | 31711-1 | Large socket rental for Oshkosh snow plow wing bolt | 10-431-595 | Y | N | Y | SD | \$ | 6.48 |
| 82 | Lytle Signs, Inc | 49890 | Graphics & labor for new wild land engine vinyl | 10-423-600 | Y | N | Y | FD | \$ | 1,445.00 |
| 83 | Mason's Trophies & Gifts | 68435 | 2 new name plates for new council members | 10-415-310 | Y | N | Y | AD | \$ | 20.20 |
| 84 | Mason's Trophies & Gifts | 68684 | upgrade on the crescent glass plaques | 10-415-310 | Y | N | Y | AD | \$ | 5.25 |
| 85 | Mason's Trophies & Gifts | 68449 | 3 Crescent Glass Trophy's | 10-415-310 | Y | N | Y | AD | \$ | 71.10 |
| 86 | Matthew Bender & Co, | 52754073 | Idaho Code books and updates | 10-418-320 | Y | N | Y | AD | \$ | 476.01 |
| 87 | Motorola Solutions, INC | 41188197 | New radio for new ladder truck | 10-423-615 | Y | N | Y | FD | \$ | 536.00 |
| 88 | Naylor & Hales | 12.2013 | Donoval vs. City of Sun Valley | 10-411-429 | Y | N | Y | AD | \$ | 1,365.16 |
| 89 | Nerco | 12539735 | Cylinder rent for 0/2 bottles | 10-423-825 | Y | N | Y | FD | \$ | 55.80 |
| 90 | OFFICEBRIGHT | 3679 | Office cleaning per proposal December 1 - December 31, 2013 | 10-415-500 | Y | N | Y | AD | \$ | 1,470.00 |
| 91 | Options | 13-2480 | Business cards for Dave Aslett | 10-421-320 | Y | N | Y | PD | \$ | 96.99 |
| 92 | Paul Conway Shields | 0335258-IN_0335257-IN | Helmets for fire fighter of the year for Sun Valley | 10-423-576 | Y | N | Y | FD | \$ | 321.27 |
| 93 | Pierce | M043956 | Extras on New Ladder truck 4 Vulcan streamlight hand lights Graphics and lettering | 10-423-595 | Y | N | Y | FD | \$ | 2,338.00 |
| 94 | Pipeco, Inc | 128347 | Plumbing supplies for street dept shop | 10-431-320 | Y | N | Y | SD | \$ | 24.44 |
| 95 | Pipeco, Inc | 129290 | Mag chloride pump fittings | 10-431-536 | Y | N | Y | SD | \$ | 40.44 |
| 96 | Pipeco, Inc | 129038 | Holiday lighting for Festival Meadows fence | 10-431-790 | Y | N | Y | SD | \$ | 350.05 |
| 97 | River Run Auto | 66664 | Street shop air system | 10-431-614 | Y | N | Y | SD | \$ | 110.75 |
| 98 | River Run Auto | 66493 | Vehicle oil filters | 10-431-595 | Y | N | Y | SD | \$ | 177.25 |
| 99 | River Run Auto | 67787 | marker light and wiper blades for Oshkosh plow trucks | 10-431-595 | Y | N | Y | SD | \$ | 55.40 |
| 100 | Roberts Electric | 186261 | Repair street light at Sunrise | 10-431-780 | Y | N | Y | SD | \$ | 252.11 |
| 101 | Roberts Electric | 186429/186431 | Wire new electrical for mag pump at street shop | 10-431-536 | Y | N | Y | SD | \$ | 1,120.88 |
| 102 | Robin Crotty - Petty Cash | 12.2013 | Refund Petty Cash | 10-421-320 | Y | N | Y | AD | \$ | 10.00 |
| 103 | Robrahn, Taan | 12.2013 | Per diem for fire vehicle trip to Pierce for new ladder truck | 10-423-740 | Y | N | Y | FD | \$ | 11.00 |

| | | | | | | | | | | |
|-----|-------------------------------------|-------------|--|------------|---|---|---|----|----|-----------|
| 104 | S. Erwin | 13-665 | Transported mag chloride from fire station to street shop | 10-431-536 | Y | N | Y | SD | \$ | 360.00 |
| 105 | S. Erwin | 13-665 | Transported street sweeper to winter storage south of Bellevue | 10-431-591 | Y | N | Y | SD | \$ | 250.00 |
| 106 | Safety Sign Co. | 141333 | Bike path stop signs | 10-431-780 | Y | N | Y | SD | \$ | 4 |
| 107 | Sentinel Fire & Security | 175797 | Annual Monitoring Fee for Elkhorn Fire Station for Fire and Co | 10-423-590 | Y | N | Y | FD | \$ | 360.00 |
| 108 | St Luke's ATTN Industrial Billing | | Hearing Test for Officer Frattura | 10-421-493 | Y | N | Y | PD | \$ | 50.00 |
| 109 | Sun Valley Animal Center | 198599 | Board/ Large Kennel Run 11/10/13 & 11/11/13, Officer Abaid out of town, Medications Flayvi, & Endosorb tabs | 10-421-780 | Y | N | Y | PD | \$ | 138.05 |
| 110 | Sun Valley Cleaners | 20.1113 | Dry clean police uniforms | 10-421-630 | Y | N | Y | PD | \$ | 249.30 |
| 111 | Sun Valley Marketing Alliance | 4527 | City of Sun Valley Contract - January 2014 | 10-411-692 | Y | N | Y | AD | \$ | 17,416.67 |
| 112 | Sunrise Enviro Scientific | 33118 | Cleaning supplies for Elkhorn station and all vehicles | 10-423-320 | Y | N | Y | FD | \$ | 299.02 |
| 113 | Thomas Reuters-West. Payment Center | 828645289 | 2013-2014 Pocket Part insert for the Land Use Planning and Development Regulation Law Practitioner's Treatise Series (Jurgensmeyer) book- Title 67 of Idaho Code. Reflects all updated ID Code sections for the CD Department. | 10-418-310 | Y | N | Y | CD | \$ | 50.00 |
| 114 | Thornton Heating & Sheetmetal | 21810 | City Hall furnace service | 10-431-614 | Y | N | Y | SD | \$ | 200.00 |
| 115 | Treasure Valley Coffee | 3421914 | Coffee for all City departments | 10-418-310 | Y | N | Y | CD | \$ | 32.85 |
| 116 | Treasure Valley Coffee | 3421914 | Coffee for all City departments | 10-421-310 | Y | N | Y | PD | \$ | 32.85 |
| 117 | Treasure Valley Coffee | 3421914 | Coffee for all City departments | 10-423-310 | Y | N | Y | FD | \$ | 32.85 |
| 118 | Treasure Valley Coffee | 3421914 | Coffee for all City departments | 10-431-320 | Y | N | Y | SD | \$ | 32.85 |
| 119 | Treasure Valley Coffee | 3421914 | Coffee for all City departments | 10-415-310 | Y | N | Y | AD | \$ | 32.85 |
| 120 | Utility Trailer Sales of Boise | 44417 | Mag tank lid for snow plow | 10-431-595 | Y | N | Y | SD | \$ | 40.00 |
| 121 | Webb Landscaping | 21636 | Bag of compost | 10-431-620 | Y | N | Y | SD | \$ | 8.99 |
| 122 | Webb Landscaping | 17220-17330 | Fiberglass snow poles | 10-431-780 | Y | N | Y | SD | \$ | 120.98 |
| 123 | Western Records Destruction Inc. | 12.2013 | 2 Barrels of records destruction / approved by council | 10-415-420 | Y | N | Y | AD | \$ | 50.00 |
| 124 | Wood River Resource, Conserv | 12.2013 | 2014 Annual Membership | 10-415-480 | Y | N | Y | AD | \$ | 116.16 |
| 125 | Wood River Welding | 154901 | Oshkosh plow repair | 10-431-595 | Y | N | Y | SD | \$ | 70.00 |

Subtotal \$40,624.95

*Holding payment of Fly Sun Valley Alliance, in the amount of \$15,499.98 pending signed contract.

Recommended approval to the City Council _____ Date _____
 Finance Committee Chairmen: Franz Suhadolnik

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | AA | AB | AC | |
|----|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|----|----|----|--|
| 2 | Local Option Tax Receipts (combined) FY 01 to FY 14 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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21 Does not include one time payment of \$244,000 collect in September

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CITY OF SUN VALLEY
REPORT TO THE CITY COUNCIL

TO: Honorable Mayor and City Council
FROM: Angela Walls, Treasurer/Finance Manager *AW*
SUBJECT: Resolution 2014 - 1
DATE: January 3, 2014

An update is necessary to Resolution 2012-07 Authorizing the Treasurer to pay recurring bills when due, due to the passage of the 1% LOT increase for air services. Upon review of the resolution, it came to my attention that MetLife, the City's dental carrier, was also not listed. That has been added, as well as the Sun Valley Air Services Board for the 1% LOT increase under the "Not Applicable" section of the resolution. The final change occurs in the "WHEREAS" section of the resolution. In the seventh "WHEREAS" section, the phrase 'volunteer firefighters' has been changed to 'paid on-call firefighters' to reflect the correct nomenclature for these employees. It is my recommendation that Resolution 2014 - 1 be adopted.

CITY OF SUN VALLEY
RESOLUTION NO. 2014 – 1

A RESOLUTION AUTHORIZING THE CITY TREASURER TO PAY REOCCURRING VENDOR INVOICES AND CITY OF SUN VALLEY ELECTED OFFICIAL, EMPLOYEE AND PAID-PER-CALL FIREFIGHTER PAYROLL PRIOR TO SUBMITTING THE BILLS TO CITY COUNCIL FOR APPROVAL

WHEREAS, Idaho Code sections 50-1017 and 50-1018 sets out provisions for the payment of accounts payable; and

WHEREAS, the City Council adopts an annual budget which appropriates monies for expenses of the City to provide services; and

WHEREAS, certain supplies, utilities and leases supporting the basic operations of the City, reoccur each month and are set amounts or do not typically vary significantly in cost from month-to-month; and

WHEREAS, certain payroll taxes, health benefits and court actions such as garnishments, require payment by date certain; and

WHEREAS, Elected Officials' salaries are set by the City Council and may only change on an annual basis; and

WHEREAS, employee salaries are set by the Mayor, as the City's Chief Administrative Officer, or his or her designee, and do not vary from month-to-month except when a new employee is hired; merit increases for performance are awarded; or the employee changes a position at the City; and

WHEREAS, ~~volunteer~~ paid on-call firefighters are paid a set hourly wage for responding to calls, training and certain duties for the Fire Department, which only changes upon a promotion in rank; and

WHEREAS, certain supplies, utilities, leases, payroll taxes, health benefits and court actions are billed in a manner with the expectation of payment to be made prior to City Council approval at its regular monthly meeting.

NOW THEREFORE, BE IT RESOLVED by Mayor and the Sun Valley City Council payment pre-authorization is granted for the Treasurer to make payment for the following properly documented expenditures:

1. Reoccurring bills and invoices from the vendors listed and for the purposed identified on Exhibit 1, when the bill or invoice does not exceed the percentage variance granted on Exhibit 1; making payment by the due date and prior to submitting the bill to the City Council for approval.
2. Bi-weekly or monthly payroll for total current salaries, or as may be amended by the Finance Committee for payroll changes authorized by the Mayor or designee, or, in the case of Elected Officials a change in pay by motion and vote in so far as the salaries do not exceed the respective department budget approval amount; making payment on alternating Thursdays, and, prior to submitting payroll to the City Council for approval.

DATED THIS _____ DAY OF, JANUARY 2014

Dewayne Briscoe, Mayor

ATTEST: _____
Hannah Stauts, City Clerk

**EXHIBIT 1
RESOLUTION 2014 - 1
REOCCURRING EXPENSES**

| Variance Granted | Vendor | Purpose |
|---------------------|---|---|
| 0-5% | Caselle Child Support Services Cox Communication GE Capital Granicus Great American Leasing Great American Leasing Idaho Power MailFinance National Benefits Services | Software Support Garnishment City Internet Copier lease -Fire Department Contract for Services Copier lease - Police Department Copier lease - Administration Department Utilities - City Hall Postage Machine HRA admin fee |
| 5-10% | Century Link Idaho Power | T-1 line and E-911 Police Dept Utilities - Elkhorn Unit #4 |
| 10-20% | Intermountain Gas SV Sewer & Water Dist. | Utilities - Seasonal Quarterly Water and Sewer Fees - Seasonal |
| Not Applicable | Aflac Internal Revenue Service LifeMap Assurance MetLife National Benefits Services NCPERS Group Regence Blue Shield SV Air Services Board State Insurance Fund State Tax Commission United Oil Vision Service Plan Wells Fargo Credit Card | Supplemental life/health insurance Federal 941 Withholding Tax Life Insurance Premiums Dental Insurance Premium HRA benefits Additional life insurance Health Insurance Premiums 1% Air LOT Worker's Comp Insurance State Withholding Tax Vehicle fuel - All Departments Vision Insurance Premiums Due by the 8 th of each month |

ITEM #6

THERE ARE NO MATERIALS FOR THIS ITEM

ITEM #7

THERE ARE NO MATERIALS FOR THIS ITEM

ITEM #8

THERE ARE NO MATERIALS FOR THIS ITEM

ITEM #9

THERE ARE NO MATERIALS FOR THIS ITEM

Q1 Update for the City of Sun Valley

December 31, 2013



Sales Indicators

LOT (October only)
Vacation Roost Sales



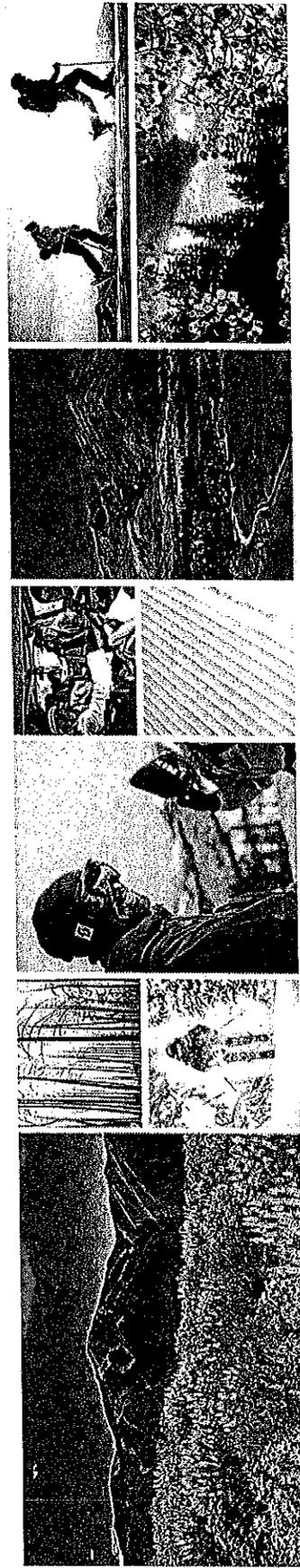
Su. Valley LOT

Inflation Adjusted to 2013 \$

CPI Inflation Calculator - Bureau of Labor Statistics



| <u>Oct</u> | <u>Reported</u> | <u>Conversion</u> | <u>2013 \$</u> | <u>Change YOY</u> |
|------------|-----------------|-------------------|----------------|-------------------|
| 2010/11 | 75,542 | 1.07 | 80,830 | 0.0% |
| 2011/12 | 49,847 | 1.04 | 51,841 | (35.9%) |
| 2012/13 | 56,260 | 1.02 | 57,385 | 10.7% |
| 2013/14 | 58,531 | 1.00 | 58,531 | 2.0% |



Ketchum Lot

Inflation Adjusted to 2013 \$

CPI Inflation Calculator - Bureau of Labor Statistics

| <u>Oct</u> | <u>Reported</u> | <u>Conversion</u> | <u>2013 \$</u> | <u>Change YOY</u> |
|------------|-----------------|-------------------|----------------|-------------------|
| 2010/11 | 138,969 | 1.07 | 148,697 | 0.0 |
| 2011/12 | 149,326 | 1.04 | 155,299 | 4.4% |
| 2012/13 | 167,307 | 1.02 | 170,653 | 10.0% |
| 2013/14 | 160,499 | 1.00 | 160,499 | (6.0%) |



Combined Ketchum/SV Lot



Inflation Adjusted to 2013 \$
 CPI Inflation Calculator - Bureau of Labor Statistics

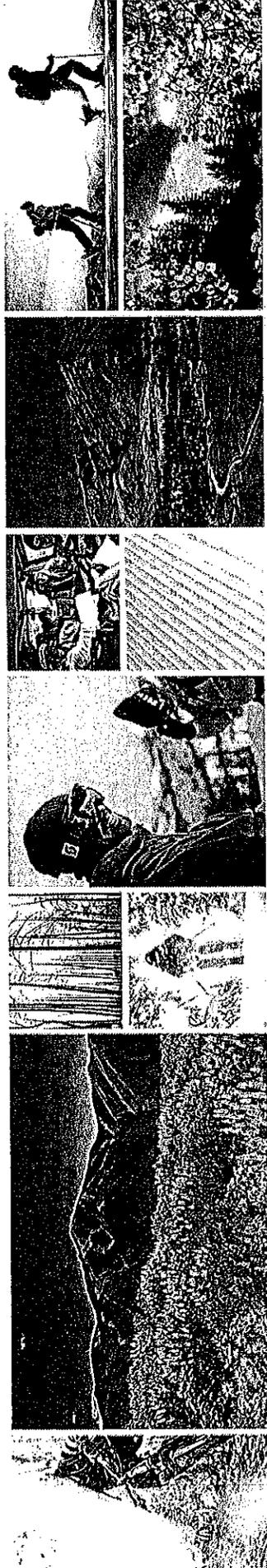
| <u>Oct</u> | <u>Reported</u> | <u>Conversion</u> | <u>2013 \$</u> | <u>Change YOY</u> |
|------------|-----------------|-------------------|----------------|-------------------|
| 2010/11 | 214,511 | 1.07 | 229,527 | 0.0 |
| 2011/12 | 199,173 | 1.04 | 207,140 | (9.8%) |
| 2012/13 | 223,567 | 1.02 | 228,038 | 10.1 |
| 2013/14 | 219,030 | 1.00 | 219,030 | (4.0%) |



Accommodation Sales Results

- Total revenue generated by Vacation Roost:
 - Up 244% year to date
 - \$150,900 versus \$43,891
 - Up 180% in October, 73% in November and 382% in December*

* Note that December 2013 was influenced by one very large booking



Engagement Indicators

Website Visits

Blog Visits

Social Media

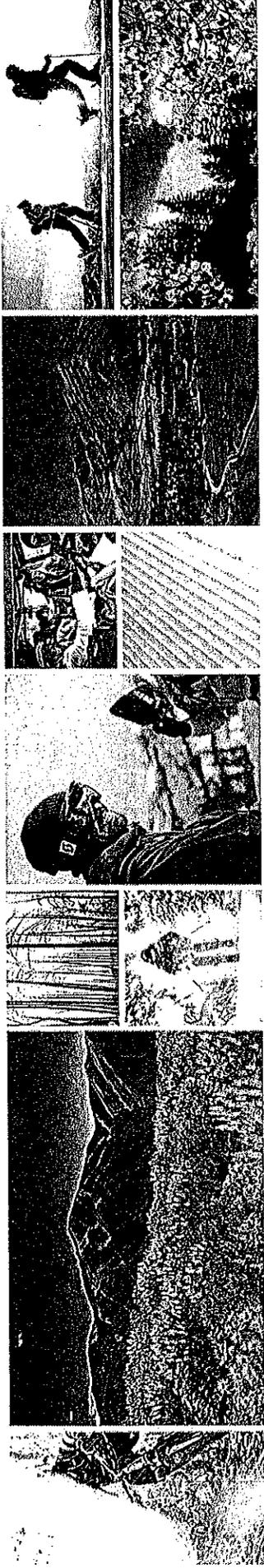


Website Visits



www.visitsunvalley.com

- October: -13%
- 11,390 vs 13,077
- November: -6%
- 24,739 vs 26,333
- December (month-to-date): +54%
- 26,537 vs 17,276
- YTD: +18%
- 50,316 vs 42,519



Website Visits by Market - YTD Visit SunValley

- Boise: -6% (no marketing campaign this year)
- San Francisco: +534% (no marketing campaign last year)
- Seattle: +107%
- Los Angeles: +56%

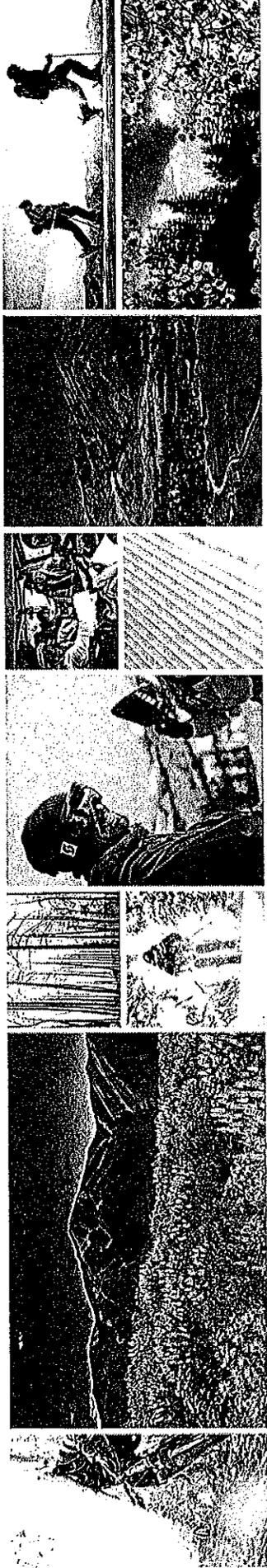


Social Media - YTD



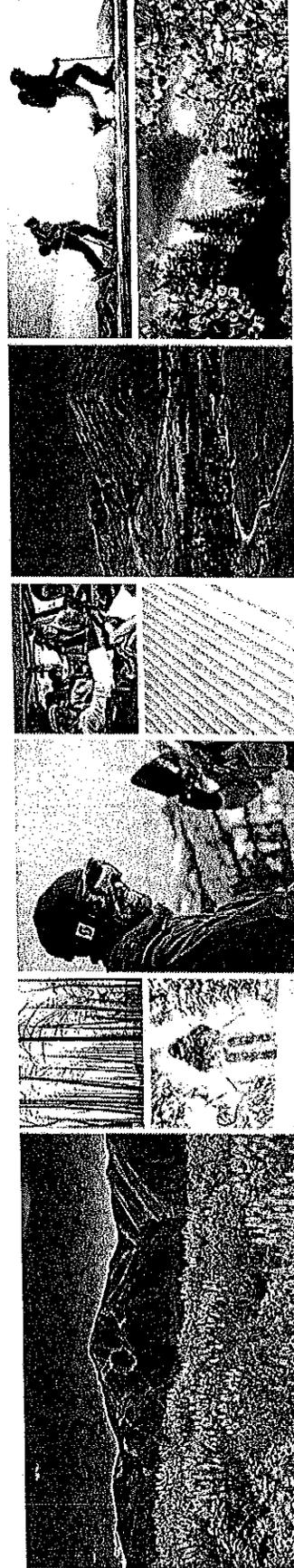
Social media represents a small proportion of our budget, but is very important in driving visits to our website and in generating word of mouth for the area

- Facebook followers 53,355 (+3% YTD)
- Compared to 31,101 for the state of Idaho
- Twitter: 4,300 (+19% YTD)
- Instagram: 1,100(+12% YTD)



Internal Indicators and Activities

PR Highlights
Current and Upcoming Marketing Programs
Budget, Performance Tracking and
Administration



PR Highlights



- USA Today #2 Ski Destination in North America
- SKI Magazine #4 Best Ski Resort in US
- Lonely Planet Top 10 US Travel Destination
- Powder Magazine “Round of Eight” Best Ski Town in North America
- CNN
- ABC News
- ABC News Radio
- Huffington Post x 2



PR Highlights Continued

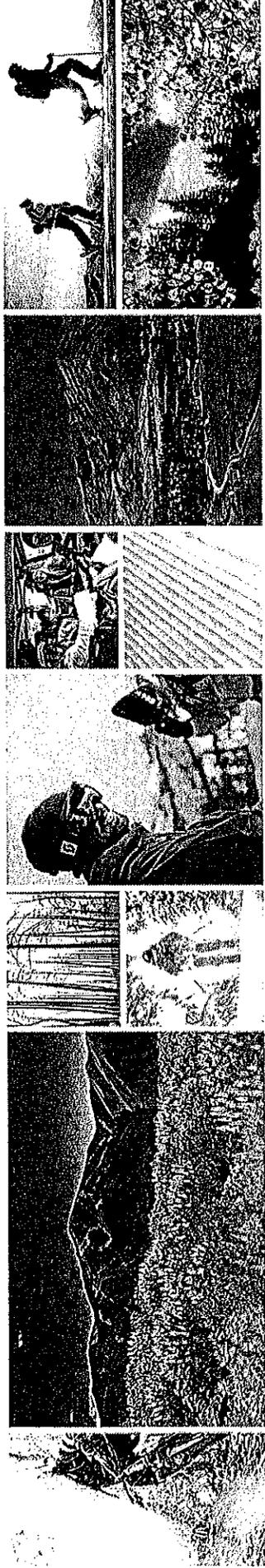
- Chicago Tribune
- SF Gate
- Wall Street Journal
- San Francisco Chronicle
- Men's Journal
- Alaska Air Magazine
- Stark Insider
- Freeskier Magazine
- Snowboard Magazine



PR Highlights Continued



- Powder Magazine
- Bellingham Herald
- Pink Bike
- BIKE Magazine
- Examiner.com
- Idaho Statesman
- Boise Weekly



Current and Upcoming Activities



- Winter 2013/14
 - Campaign in market (Seattle, LA, SF) through March
 - Nordic campaign in market through January
 - Media Fam set for early March
- Transition of Ride Sun Valley to external producer (Mountain Sports International) complete
 - Will be held during the 3rd week of June

Development of visitor volume model nearing completion
Stakeholder outreach continuing

- Membership drive on-going
 - Target of 350 members for this year on a total of 304 last year



Current and Upcoming Activities Visit SunValley

- Winter 2014/15
 - Creative concept has been confirmed
 - Photography and video will be captured this winter for next winter's campaign
- Summer 2014
 - Based on receiving funding from the Air Service Board, a campaign will be developed for San Francisco, Los Angeles, Seattle and any other new air service markets



Visit Sun Valley 2013/2104 Performance Tracking - @ 12/29/13

| Measure | Actuals@ 9.30.12 | Actuals @ 9.30.13 | Target for 9.30.14 | Target increase (% or pts) | Actuals YTD | Progress towards target | Source of Measurement |
|--|------------------|-------------------|--------------------|----------------------------|-------------|-------------------------|-----------------------------------|
| 1. Economic Indicators | | | | | | | |
| Local Option Tax - SV/Ketchum | 2,978,563 | 3,022,900 | 3,083,358 | 2.00% | | | City data |
| Add'l 1% LOT | N/A | N/A | 1,011,000 | N/A | | | Fly Sun Valley Projections |
| Skier Visits | 382,128 | 386,782 | 404,000 | 4% | | | SVR - target to reflect SVR goals |
| Winter Occupancy - Dec 15 to Mar 31st | N/A | 56% | 58% | + 1 point | | | Member Hotels |
| Summer Occupancy - June 7 to Sept 19th | 66% | 62% | 65% | +3 points | | | Member Hotels |
| Total Enplanements | 49,100 | 51,392 | | | | | Fly Sun Valley |
| Estimated # of Visitors | N/A | TBD | | | | | Various - compiled by VSV |
| 2. Brand Engagement | | | | | | | |
| Facebook Fans | 39,500 | 51,750 | 60,000 | 16% | 53,355 | YTD +3% | Internal |
| Twitter Followers | 2500 | 3,600 | 4,500 | 25% | 4,300 | YTD +19% | Internal |
| Instagram | 300 | 980 | 1,300 | 33% | 1,100 | YTD + 12% | Internal |
| Website Visits | 185,183 | 222,539 | 240,000 | 8% | 50,316 | YTD + 18% | Google Analytics |
| 3. Brand Awareness | | | | | | | |
| Share of Mind - California Skiers | 1% | N/A | | | | | Survey Sampling International |
| Share of Mind - Washington Skiers | 9% | N/A | | | | | As above |
| 4. Internal | | | | | | | |
| Membership | 242 | 304 | 350 | 15% | 228 | 65% of target | Internal |

**Visit Sun Valley
2014 Meeting Calendar**

| | | |
|--|--------------|----------------------|
| January | | |
| Quarterly Sun Valley City Council Meeting- January 9 | 4pm -- 6pm | Sun Valley City Hall |
| Quarterly Ketchum City Council Meeting- January TBD | 5:30pm | Ketchum City Hall |
| Board/Advisory Board Meeting- January 9 | 10am-Noon | Community Library |
| February | | |
| Board/Advisory Board Meeting- February 20 | 10am-Noon | Community Library |
| March | | |
| April | | |
| Quarterly Sun Valley City Council Meeting- April 3 | 4pm -- 6pm | Sun Valley City Hall |
| Quarterly Ketchum City Council Meeting- April TBD | 5:30pm | Ketchum City Hall |
| Board/Advisory Board Meeting -- April 3 | 10am to noon | Community Library |
| Quarterly Community Meeting- April 8 | 9am-10:30am | Community Library |
| May | | |
| Board/Advisory Board Meeting- May 1st | 10am-Noon | Community Library |
| ITC Grant Proposal Presentation- TBA | TBA | Sun Valley Resort |
| June | | |
| Quarterly Community Meeting- June 3 | 5pm-6:30pm | Community Library |
| Board/Advisory Board Meeting- June 26 | 10am-Noon | Community Library |
| July | | |
| Quarterly Sun Valley City Council Meeting- July 3 | 4pm -- 6pm | Sun Valley City Hall |
| Quarterly Ketchum City Council Meeting- July TBA | 5:30pm | Ketchum City Hall |
| August | | |
| Board/Advisory Board Meeting- August 7 | 10am-Noon | Community Library |
| September | | |
| Board/Advisory Board Meeting- September 18 | 10am-Noon | TBA |
| Quarterly Community Meeting- September 30 | 9am- 10:30am | |
| October | | |
| Quarterly Sun Valley City Council Meeting- October 2 | 4pm -- 6pm | Sun Valley City Hall |
| Quarterly Ketchum City Council Meeting- TBA | 5:30pm | Ketchum City Hall |
| Board/Advisory Board Meeting- October 30 | 10am-Noon | Community Library |
| November | | |
| December | | |
| Community Meeting (AGM)- December 2 | 5pm-6:30pm | Community Library |
| Board/Advisory Board Meeting- December 11 | 10am-Noon | Community Library |

ITEM #17

THERE ARE NO MATERIALS FOR THIS ITEM



CITY OF SUN VALLEY
REPORT TO THE CITY COUNCIL

To: Honorable Mayor and City Council
From: *MH* Mark Hofman, Community Development Director
Meeting Date: January 9, 2014
Agenda Item: Weld & Sun Valley Company Access Easement Elimination
Plat Amendment Application No. SUBPA 2013-08

SUBJECT: Public Hearing for a plat amendment application proposing to eliminate a common driveway and grading access easement within Lot 8 in favor of Lot 7 and to eliminate an access easement over Parcel N to reflect future development and satisfy an approved design review condition for a new single family dwelling approved in the Rural Estate and Ranch (RA) Zoning District of the City of Sun Valley. **Applicant:** Benchmark Associates, P.A. for Sun Valley Company and Gregory S. and Gwen E. Weld. **Application Filing Date:** October 15, 2013. **Location:** 316 Diamond Back Road; Lot 8 and Parcel N of the White Clouds Corrected PUD Subdivision.

BACKGROUND: On October 10, 2013 the Planning and Zoning Commission held a noticed site visit and public hearing for a Design Review Application (DR 2013-29) for the construction of a new 10,921 square foot single family dwelling with associated site improvements on Lot 8 of the White Clouds Corrected PUD Subdivision (316 Diamond Back Road). The Community Development Director's initial review of the Design Review Application identified issues that required clarification by the applicant prior to City action. The applicant provided additional information to satisfy the identified issues at the hearing. However, one issue remained as follows:

- *The applicant shall identify and make provisions for the access easement in favor of adjacent Lot 7 to the south as shown and required on the recorded White Clouds Corrected PUD Subdivision. The easement shall not be physically impeded in a permanent way by the project design.*

Site improvements associated with the new dwelling on Lot 8 were planned for the platted access easement and Parcel N areas. The easement was recorded with the White Clouds Corrected PUD Subdivision Plat to provide vehicular access from Diamond Back Road to Lot 7 lying adjacent to the south of subject Lot 8. Granted to the Sun Valley Company on the Subdivision Plat, Parcel N is an access and utility easement running between/along the side property lines of Lots 8 and 7. To allow physical improvements to be located in these easement areas the Plat would need to be modified.

The Planning and Zoning Commission placed a condition of approval on their adopting action for the new dwelling (DR 2013-29) to require that, "11. *The applicant shall submit an application to the City for a plat amendment to eliminate the recorded plat access easement on Lot 8 in favor of Lot 7 prior to submittal of an excavation or building permit for the project.*" (See **Exhibit "PZ-C"** of attached **Exhibit "CC-3"**).

As required by the Commission's approval, the owners submitted this plat amendment application to satisfy the condition of approval and remedy the potential easement impediment issue. Lot 7 is currently owned by Sun Valley Company, an alternative access location has been physically implemented from Diamond Back Road for Lot 7, and Sun Valley Company is a co-applicant on this subject plat amendment request. The proposed plat amendment exhibit (**Exhibit "PZ-D"** of attached **Exhibit "CC-3"**) details all existing property lines, easements, etc. and the proposed modifications.

ANALYSIS: The modification to the White Clouds Corrected PUD Subdivision Plat proposed by this plat amendment consists of elimination of an access easement over a southerly portion of Lot 8 and over a portion of Parcel N. An alternative access was constructed by Sun Valley Company to Lot 7 and the access easement is no longer needed. No other modifications to the Plat are included and the existing lots and building envelopes remain as designed. The plat amendment is to satisfy the condition of approval placed on Lot 8 development for a new single family dwelling. If the plat amendment is approved by the City the new dwelling and all associated site improvements can be constructed in conformance with the design approved by the Commission.

A noticed public hearing was performed for this plat amendment application by the Planning and Zoning Commission on December 12, 2013. The Commission adopted a motion to recommend approval of the plat amendment to the City Council. The project analysis, additional background information, and discussion are contained in the attached December 12, 2013 Planning and Zoning Commission Agenda Report (**Exhibit "CC-3"**). The Planning & Zoning Commission's signed approval recommendation, findings of fact, conclusions of law and conditions for the Amendment are attached as **Exhibit "CC-2"**.

If approved by the Council, the plat document detailing the easement revisions shall be recorded with the Office of the County Recorder within one year to be valid and a copy of the recorded document shall be provided to the Community Development Department. Staff summarizes the general action alternatives available to the City Council below and can further discuss options and potential findings and conditions of approval at the Council hearing if needed. Draft City Council Findings of Fact, Conclusions of Law and Conditions of Approval for Plat Amendment Application No. SUBPA 2013-08 are attached as **Exhibit "CC-1"**.

Public Notice and Comment- The public hearing with the City Council for this plat amendment application was publicly noticed on December 24, 2013 by: 1.) publication as a display ad in the Mtn. Express; 2.) mailing of notice to all property owners within a 300 feet radius; 3.) posting of public notice at five (5) prominent locations within the City, including Sun Valley City Hall, the Sun Valley Post Office, Elkhorn Springs Store Post Office, St. Thomas Episcopal Church and the Elkhorn Fire Station; 4.) posting of the site; 5.) transmitting to relevant agencies/media via emailing and faxing, as well as to all parties who have notified the City of interest to receive agendas and such public notices; and, 6.) posting on the City's webpage under public notices and under the City Council Agenda.

As of the writing and release of this Agenda Report, no public comments were received by City staff as a result of the public notice for the public hearing on this development application.

Alternative Actions- The general alternatives available to the City Council for action on the plat amendment application include:

- (1) Make the required findings and adopt the attached draft Findings of Fact and Conclusions of Law, as may be modified or specifically conditioned by the Council, approving the plat amendment request; or
- (2) Close the public hearing, discuss the findings, vote to deny the application and direct staff to return on a date certain with a resolution of denial reflecting the comments and findings of the Council; or
- (3) Continue the hearing date certain for further information and review prior to an action on the requested plat amendment.

RECOMMENDATION: Before public comment is received, the City Council should disclose all information and contacts received outside the hearing on this item upon which the decision will be based, receive public testimony, and consider the facts and findings necessary to make a decision on the application. The Planning & Zoning Commission formally recommended approval of the plat amendment application to the City Council on December 12, 2013.

The Community Development Director recommends the City Council adopt a motion to approve the plat amendment application as recommended by the Planning and Zoning Commission.

LIST OF ATTACHED EXHIBITS:

- | | |
|----------------|---|
| Exhibit "CC-1" | Draft City Council Findings of Fact, Conclusions of Law and Conditions for Plat Amendment Application No. SUBPA 2013-08. |
| Exhibit "CC-2" | Planning & Zoning Commission Approval Recommendation, Findings of Fact, Conclusions of Law and Conditions for Plat Amendment Application No. SUBPA 2013-08 signed on December 17, 2013. |
| Exhibit "CC-3" | December 12, 2013 Planning & Zoning Commission Agenda Report with attached Exhibits "PZ-A" through "PZ-D". |

**The entire administrative record for the plat amendment application is available for review in the Community Development Department at City Hall.

EXHIBIT "CC-1"

(DRAFT) SUN VALLEY CITY COUNCIL

| | | |
|--------------------------------------|---|-------------------------------------|
| PLAT AMENDMENT |) | FINDINGS OF FACT/CONCLUSIONS |
| LOT 8 AND PARCEL N |) | OF LAW, DECISION |
| WHITE CLOUDS SUBDIVISION |) | AND CONDITIONS |
| APPLICATION NO. SUBPA 2013-08 |) | |

This matter came before the Sun Valley City Council for consideration on January 9, 2014 as a duly noticed public hearing for the proposed elimination of a common driveway and grading access easement within Lot 8 in favor of Lot 7 and to eliminate an access easement over Parcel N to reflect future development and satisfy an approved design review condition for a new single family dwelling approved in the Rural Estate and Ranch (RA) Zoning District of the City of Sun Valley. The City Council conducted a properly noticed public hearing; reviewed the applicable application materials and the City staff reports; heard testimony from the public, the applicant, and the applicant's representatives; and, considered the approval recommendation of the Planning and Zoning Commission. Based on the evidence presented, the City Council makes the following Findings of Fact/Conclusions of Law and Decision, subject to specific Conditions of Approval.

FINDINGS OF FACT/CONCLUSIONS OF LAW

1. The applicant is Benchmark Associates, P.A. on behalf of the Sun Valley Company and Gregory S. and Gwen E. Weld. The subject properties consist of Lot 8 and Parcel N of the White Clouds Subdivision. The sites are zoned RA, Rural Estate and Ranch Zoning District.
2. The application consists of a plat amendment map showing the proposed elimination of a common driveway and grading access easement within Lot 8 in favor of Lot 7 and to eliminate an access easement over Parcel N to reflect future development and satisfy an approved design review condition for a new single family dwelling.
3. The applicant has provided the information required for application, review, and action on a plat amendment as set forth in City of Sun Valley Municipal Code Section 9-5A-4, Required Application Information. Notice for the public hearing was properly completed by: 1.) publishing proper notice in the Idaho Mountain Express December 24, 2013; 2.) mailing notice to adjacent properties; 3.) posting at Sun Valley City Hall, Sun Valley Post Office, Elkhorn Springs Store Post Office, St. Thomas Episcopal Church and Elkhorn Fire Station; 4.) posting on site; 5.) posting on the City website; and, 6.) electronic transmittal to those wishing to receive such notices from the City.
4. The required findings for review of a proposed plat amendment are contained in Municipal Code Section 9-4B-1F.
5. The easement elimination application will not lower the dimensions of subject Lot 8 or Parcel N below a minimum dimensional standard prescribed by Title 9. The plat amendment exhibit details all existing property lines, building envelopes, and easements for the subject

properties as well as the proposed easement elimination modifications. The plat amendment will not increase or decrease the number of properties/lots. No new subdivision of land is proposed. The overall density of the project remains unchanged at thirty single family residential lots and the plat amendment only eliminates the recorded access easement to adjacent Lot 7.

6. The plat adjustment for amendments to access easements on single family residential lot property is appropriate for the design and physical location of future structures on the site and surrounding single family development because adequate access will still be provided.
7. The easement elimination plat amendment is consistent with the Sun Valley Comprehensive Plan designation for Low Density Residential and does not significantly change the existing land use nor cause any conflict with the goals and policies of the Comprehensive Plan. There are no designated scenic, agricultural, recreational, or traditional sites identified for these parcels by the Comprehensive Plan.
8. The easement elimination plat amendment will not affect the character of the neighborhood in a materially adverse manner because adequate access to all properties will remain. Once recorded, the plat modifications will appear as though designed as part of the original development.
9. The easement elimination does not involve any area used for access to the overall White Clouds Subdivision nor any associated public or private parking areas. The easement elimination is consistent with all applicable easements and rights of way and with the original design of the access, traffic, circulation, and parking areas of the development.
10. The easement elimination is appropriate for the lots and the surrounding development, is consistent with the purposes and goals of the Comprehensive Plan, will not cause undue traffic congestion nor dangerous traffic conditions, and will not affect the character of the neighborhood in a materially adverse manner. The completed review of the application and supporting materials by the Community Development Department and the City's contract Engineer, CH2MHill found no unresolved issues, code conflicts or fatal flaws in the plat amendment nor any needed Fire Department comments or conditions.
11. All aspects of the proposed elimination of the access easement comply with applicable provisions of the Development Code. The proposed easement elimination is consistent with the PUD provisions and with all other requirements and development approvals for the White Clouds Subdivision.
12. The Planning and Zoning Commission performed a properly noticed public hearing on December 12, 2013 to receive public testimony, evaluate the project design for impacts and compliance with City standards and consider the facts and findings necessary to make a recommending decision on the application. The Planning & Zoning Commission formally recommended approval of the plat amendment application to the City Council on December 12, 2013.
13. The City Council performed a properly noticed public hearing on January 9, 2014 to receive public testimony, evaluate the project design for impacts and compliance with City standards, consider the Commission's recommendation and consider the facts and findings necessary to make a decision on the application. No significant negative impacts to the area or City due to

the plat amendment have been identified by staff, the Commission or the City Council. No public comment opposing the amendment was received by the City during the Commission or Council's noticed review and comment period.

DECISION

Therefore, based upon the foregoing Findings of Fact/Conclusions of Law, the Sun Valley City Council hereby conditionally approves the Plat Amendment to eliminate a common driveway and grading access easement within Lot 8 in favor of Lot 7 and to eliminate an access easement over Parcel N to reflect future development and satisfy an approved design review condition for a new single family dwelling, according to the plat amendment map, supporting plans, and documents submitted as part of the subject application, subject to the following specific condition of approval.

CONDITIONS OF APPROVAL

1. The plat amendment and all aspects of the project design shall conform to the project's preliminary plat amendment drawing stamped received by the City of Sun Valley on November 12, 2013, reviewed by the Planning and Zoning Commission on December 12, 2013 and approved by the City Council on January 9, 2014.
2. Upon approval of the plat amendment by the City Council to eliminate the access easements, the applicant shall record the plat with the Office of the County Recorder and provide a copy of the recorded document to the Community Development Director. This plat amendment approval shall expire three hundred sixty five (365) days from the date of approval unless extended pursuant to Code Section 9-5A-9.
3. The plat amendment application (No. SUBPA 2013-08) shall be subject to satisfaction of all comments and conditions contained in the CH2MHill review and comment letter dated November 8, 2013.

Dated this 9th day of January, 2014.

Dewayne Briscoe, Mayor
City of Sun Valley

Date Findings of Fact signed

ATTEST:

Hannah Stauts, City Clerk
City of Sun Valley

**SUN VALLEY
PLANNING AND ZONING COMMISSION**



| | | |
|-------------------------------|---|------------------------------|
| PLAT AMENDMENT |) | FINDINGS OF FACT/CONCLUSIONS |
| LOT 8 AND PARCEL N |) | OF LAW, DECISION |
| WHITE CLOUDS SUBDIVISION |) | AND CONDITIONS |
| APPLICATION NO. SUBPA 2013-08 |) | |

This matter came before the Sun Valley Planning and Zoning Commission for consideration on December 12, 2013 as a duly noticed public hearing for the proposed elimination of a common driveway and grading access easement within Lot 8 in favor of Lot 7 and to eliminate an access easement over Parcel N to reflect future development and satisfy an approved design review condition for a new single family dwelling approved in the Rural Estate and Ranch (RA) Zoning District of the City of Sun Valley. The Commission reviewed the Agenda Report, heard the comments of City staff, the applicant's representatives, and the public. Additionally, the Commission reviewed the approval recommendation document and suggested Findings of Fact, Conclusions of Law, and Conditions of Approval recommended by the Community Development Director. Based on the evidence presented, the Commission hereby recommends approval of the proposed plat amendment to the City Council with the following Findings of Fact and Conclusions of Law and subject to a specific condition of approval:

FINDINGS OF FACT/CONCLUSIONS OF LAW

1. The applicant is Benchmark Associates, P.A. on behalf of the Sun Valley Company and Gregory S. and Gwen E. Weld. The subject properties consist of Lot 8 and Parcel N of the White Clouds Subdivision. The sites are zoned RA, Rural Estate and Ranch Zoning District.
2. The application consists of a plat amendment map showing the proposed elimination of a common driveway and grading access easement within Lot 8 in favor of Lot 7 and to eliminate an access easement over Parcel N to reflect future development and satisfy an approved design review condition for a new single family dwelling.
3. The applicant has provided the information required for application, review, and action on a plat amendment as set forth in City of Sun Valley Municipal Code Section 9-5A-4, Required Application Information. Notice for the public hearing was properly completed by: 1.) publishing proper notice in the Idaho Mountain Express November 27, 2013; 2.) mailing notice to adjacent properties; 3.) posting at Sun Valley City Hall, Sun Valley Post Office, Elkhorn Springs Store Post Office, St. Thomas Episcopal Church and Elkhorn Fire Station; 4.) posting on site; 5.) posting on the City website; and, 6.) electronic transmittal to those wishing to receive such notices from the City.
4. The required findings for review of a proposed plat amendment are contained in Municipal Code Section 9-4B-1F.
5. The easement elimination application will not lower the dimensions of subject Lot 8 or Parcel N below a minimum dimensional standard prescribed by Title 9. The plat amendment exhibit details all existing property lines, building envelopes, and easements for the subject

properties as well as the proposed easement elimination modifications. The plat amendment will not increase or decrease the number of properties/lots. No new subdivision of land is proposed. The overall density of the project remains unchanged at thirty single family residential lots and the plat amendment only eliminates the recorded access easement to adjacent Lot 7.

6. The plat adjustment for amendments to access easements on single family residential lot property is appropriate for the design and physical location of future structures on the site and surrounding single family development because adequate access will still be provided.
7. The easement elimination plat amendment is consistent with the Sun Valley Comprehensive Plan designation for Low Density Residential and does not significantly change the existing land use nor cause any conflict with the goals and policies of the Comprehensive Plan. There are no designated scenic, agricultural, recreational, or traditional sites identified for these parcels by the Comprehensive Plan.
8. The easement elimination plat amendment will not affect the character of the neighborhood in a materially adverse manner because adequate access to all properties will remain. Once recorded, the plat modifications will appear as though designed as part of the original development.
9. The easement elimination does not involve any area used for access to the overall White Clouds Subdivision nor any associated public or private parking areas. The easement elimination is consistent with all applicable easements and rights of way and with the original design of the access, traffic, circulation, and parking areas of the development.
10. The easement elimination is appropriate for the lots and the surrounding development, is consistent with the purposes and goals of the Comprehensive Plan, will not cause undue traffic congestion nor dangerous traffic conditions, and will not affect the character of the neighborhood in a materially adverse manner. No public comments were received as part of the properly noticed comment and review period for the project and no negative impacts were identified.
11. All aspects of the proposed elimination of the access easement comply with applicable provisions of the Development Code. The proposed easement elimination is consistent with the PUD provisions and with all other requirements and development approvals for the White Clouds Subdivision.

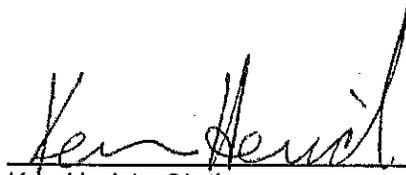
DECISION

Therefore, based upon the foregoing Findings of Fact/Conclusions of Law, the Sun Valley Planning and Zoning Commission hereby recommends to the City Council a conditional approval of the plat amendment to eliminate a common driveway and grading access easement within Lot 8 in favor of Lot 7 and to eliminate an access easement over Parcel N to reflect future development and satisfy an approved design review condition for a new single family dwelling, according to the plat amendment map, supporting plans, and documents submitted as part of the subject application, subject to the following specific condition of approval.

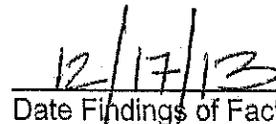
CONDITION OF APPROVAL

1. Upon approval of the plat amendment by City Council to eliminate the access easement, the applicant shall record the amended plat with the Office of the County Recorder and provide a copy of the recorded document to the Community Development Director.

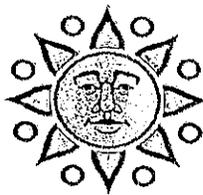
Dated this 12th day of December, 2013.



Ken Herich, Chairman
City of Sun Valley P&Z



Date Findings of Fact Signed



CITY OF SUN VALLEY
PLANNING AND ZONING COMMISSION
AGENDA REPORT



To: Planning and Zoning Commission
From: *MH* Mark Hofman, Community Development Director
Meeting Date: December 12, 2013
Agenda Item: **Weld & Sun Valley Company Access Easement Elimination
Plat Amendment Application No. SUBPA 2013-08**

SUBJECT: Public Hearing for a plat amendment application proposing to eliminate a common driveway and grading access easement within Lot 8 in favor of Lot 7 and to eliminate an access easement over Parcel N to reflect future development and satisfy an approved design review condition for a new single family dwelling approved in the Rural Estate and Ranch (RA) Zoning District of the City of Sun Valley. **Applicant:** Benchmark Associates, P.A. for Sun Valley Company and Gregory S. and Gwen E. Weld. **Application Filing Date:** October 15, 2013. **Location:** 316 Diamond Back Road; Lot 8 and Parcel N of the White Clouds Corrected PUD Subdivision.

BACKGROUND: On October 10, 2013 the Planning and Zoning Commission held a noticed site visit and public hearing for a Design Review Application (DR 2013-29) proposing construction of a new 10,921 square foot single family dwelling with associated site improvements on Lot 8 of the White Clouds Corrected PUD Subdivision (316 Diamond Back Road). The Community Development Director's initial review of the Design Review Application identified issues that required clarification by the applicant prior to City action on the application. The applicant provided additional information to satisfy the identified issues at the hearing. However, one issue remained as follows:

- *The applicant shall identify and make provisions for the access easement in favor of adjacent Lot 7 to the south as shown and required on the recorded White Clouds Corrected PUD Subdivision. The easement shall not be physically impeded in a permanent way by the project design.*

Site improvements associated with the new dwelling on Lot 8 were planned for the easement and Parcel N areas. The easement was recorded with the White Clouds Corrected PUD Subdivision Plat to provide vehicular access from Diamond Back Road to Lot 7 lying adjacent to the south of subject Lot 8. Granted to the Sun Valley Company on the Subdivision Plat, Parcel N is an access and utility easement running between/along the side property lines of Lots 8 and 7. To allow physical improvements to be located in these easement areas the Plat would need to be modified.

The Planning and Zoning Commission placed a condition of approval on their adopting action for the new dwelling to require that, "11. *The applicant shall submit an application to the City for a plat amendment to eliminate the recorded plat access easement on Lot 8 in favor of Lot 7 prior to submittal of an excavation or building permit for the project.*" (See attached Exhibit "PZ-C")

As required by the Commission's approval, the owners submitted this plat amendment application to satisfy the condition and remedy the potential easement impediment issue. Lot 7 is currently owned by Sun Valley Company, an alternative access location has been physically implemented from Diamond Back Road for Lot 7, and Sun Valley Company is a co-applicant on this subject plat amendment request. The proposed plat amendment exhibit (Exhibit "PZ-D") details all existing property lines, easements, etc. and the proposed modifications.

ANALYSIS: The modification to the White Clouds Corrected PUD Subdivision Plat proposed by this plat amendment consists of elimination of an access easement over a southerly portion of Lot 8 and over a portion of Parcel N. An alternative access was constructed by Sun Valley Company to Lot 7 and the access easement is no longer needed. No other modifications to the Plat are included and the existing lots and building envelopes remain as designed. The plat amendment is to satisfy the condition of approval placed on Lot 8 development for a new single family dwelling. If the plat amendment is approved by the City the new dwelling and all associated site improvements can be constructed in conformance with the design approved by the Commission.

Application Review- The proposed plat amendment was reviewed by the City's contract engineer, CH2M Hill, and the November 6, 2013 review comment letter is attached as Exhibit "PZ-B". The applicant has already modified the proposed plat amendment exhibit to address the CH2M Hill comments and submitted a revised plat amendment exhibit (stamped received by the City on November 12, 2013). No significant negative impacts to the area or City due to the elimination of the access easement have been identified by staff.

Public Notice and Comment- The project application was publicly noticed by: 1.) publication in the Mtn. Express on November 27, 2013; 2.) posting of the project site; 3.) mailing of notice to all property owners within a 300 foot radius of the Lot; 4.) posting of notice in five prominent public places in the City, including Sun Valley City Hall, Sun Valley Post Office, Elkhorn Springs Store Post Office, St. Thomas Episcopal Church and the Elkhorn Fire Station; 5.) electronic notification to all parties who have notified the City of interest to receive agendas and notices; and, 6.) posting of the notice on the City's web site.

No public email comments, phone calls or letters have been received by staff as of the writing of this Report.

Alternative Actions: Alternative actions available to the Commission include: (1) make the required findings and adopt the attached draft Findings of Fact and Conclusions of Law recommending approval of the plat amendment to the City Council; (2) Continue the hearing for further information and review; or (3) Close the public hearing, discuss the findings, vote to recommend denial of the application and direct staff to return on a date certain with a resolution of denial reflecting the comments and findings of the Commission.

RECOMMENDATION: Before public comment is received, the Commission should disclose all information and contacts received outside the hearing on this item upon which the decision will be based, receive public testimony, and consider the facts and findings necessary to make a decision on the application. The Community Development Director recommends approval of the plat amendment application subject to the Conditions of Approval contained in the attached draft Findings of Fact (**Exhibit "PZ-A"**).

LIST OF ATTACHED EXHIBITS:

- Exhibit "PZ-A" Draft Findings of Fact, Conclusions of Law and Decision for Plat Amendment Application No. SUBPA 2013-08.
- Exhibit "PZ-B" CH2MHill review comment letter dated November 6, 2013.
- Exhibit "PZ-C" Approved and signed City of Sun Valley Planning and Zoning Commission Findings of Fact, Conclusions of Law and Decision for the Weld Residence Design Review, Application No. DR 2013-29.
- Exhibit "PZ-D" Proposed Plat Amendment Exhibit ("White Clouds, Corrected: Lot 8A and Parcel N Amended"), consisting of two (2) 11" by 17" sheets stamped received by the City of Sun Valley on November 12, 2013.

***** The entire administrative record for the Plat Amendment application is available for review in the Community Development Department at City Hall.

Exhibit "PZ-A"

(DRAFT) SUN VALLEY
PLANNING AND ZONING COMMISSION

| | | |
|-------------------------------|---|------------------------------|
| PLAT AMENDMENT |) | FINDINGS OF FACT/CONCLUSIONS |
| LOT 8 AND PARCEL N |) | OF LAW, DECISION |
| WHITE CLOUDS SUBDIVISION |) | AND CONDITIONS |
| APPLICATION NO. SUBPA 2013-08 |) | |

This matter came before the Sun Valley Planning and Zoning Commission for consideration on December 12, 2013 as a duly noticed public hearing for the proposed elimination of a common driveway and grading access easement within Lot 8 in favor of Lot 7 and to eliminate an access easement over Parcel N to reflect future development and satisfy an approved design review condition for a new single family dwelling approved in the Rural Estate and Ranch (RA) Zoning District of the City of Sun Valley. The Commission reviewed the Agenda Report, heard the comments of City staff, the applicant's representatives, and the public. Additionally, the Commission reviewed the approval recommendation document and suggested Findings of Fact, Conclusions of Law, and Conditions of Approval recommended by the Community Development Director. Based on the evidence presented, the Commission hereby recommends approval of the proposed plat amendment to the City Council with the following Findings of Fact and Conclusions of Law and subject to a specific condition of approval:

FINDINGS OF FACT/CONCLUSIONS OF LAW

The applicant is Benchmark Associates, P.A. on behalf of the Sun Valley Company and Gregory S. and Gwen E. Weld. The subject properties consist of Lot 8 and Parcel N of the White Clouds Subdivision. The sites are zoned RA, Rural Estate and Ranch Zoning District.

2. The application consists of a plat amendment map showing the proposed elimination of a common driveway and grading access easement within Lot 8 in favor of Lot 7 and to eliminate an access easement over Parcel N to reflect future development and satisfy an approved design review condition for a new single family dwelling.
3. The applicant has provided the information required for application, review, and action on a plat amendment as set forth in City of Sun Valley Municipal Code Section 9-5A-4, Required Application Information. Notice for the public hearing was properly completed by: 1.) publishing proper notice in the Idaho Mountain Express November 27, 2013; 2.) mailing notice to adjacent properties; 3.) posting at Sun Valley City Hall, Sun Valley Post Office, Elkhorn Springs Store Post Office, St. Thomas Episcopal Church and Elkhorn Fire Station; 4.) posting on site; 5.) posting on the City website; and, 6.) electronic transmittal to those wishing to receive such notices from the City.
4. The required findings for review of a proposed plat amendment are contained in Municipal Code Section 9-4B-1F.
5. The easement elimination application will not lower the dimensions of subject Lot 8 or Parcel

N below a minimum dimensional standard prescribed by Title 9. The plat amendment exhibit details all existing property lines, building envelopes, and easements for the subject properties as well as the proposed easement elimination modifications. The plat amendment will not increase or decrease the number of properties/lots. No new subdivision of land is proposed. The overall density of the project remains unchanged at thirty single family residential lots and the plat amendment only eliminates the recorded access easement to adjacent Lot 7.

6. The plat adjustment for amendments to access easements on single family residential lot property is appropriate for the design and physical location of future structures on the site and surrounding single family development because adequate access will still be provided.
7. The easement elimination plat amendment is consistent with the Sun Valley Comprehensive Plan designation for Low Density Residential and does not significantly change the existing land use nor cause any conflict with the goals and policies of the Comprehensive Plan. There are no designated scenic, agricultural, recreational, or traditional sites identified for these parcels by the Comprehensive Plan.
8. The easement elimination plat amendment will not affect the character of the neighborhood in a materially adverse manner because adequate access to all properties will remain. Once recorded, the plat modifications will appear as though designed as part of the original development.
9. The easement elimination does not involve any area used for access to the overall White Clouds Subdivision nor any associated public or private parking areas. The easement elimination is consistent with all applicable easements and rights of way and with the original design of the access, traffic, circulation, and parking areas of the development.
10. The easement elimination is appropriate for the lots and the surrounding development, is consistent with the purposes and goals of the Comprehensive Plan, will not cause undue traffic congestion nor dangerous traffic conditions, and will not affect the character of the neighborhood in a materially adverse manner. No public comments were received as part of the properly noticed comment and review period for the project and no negative impacts were identified.
11. All aspects of the proposed elimination of the access easement comply with applicable provisions of the Development Code. The proposed easement elimination is consistent with the PUD provisions and with all other requirements and development approvals for the White Clouds Subdivision.

DECISION

Therefore, based upon the foregoing Findings of Fact/Conclusions of Law, the Sun Valley Planning and Zoning Commission hereby recommends to the City Council a conditional approval of the plat amendment to eliminate a common driveway and grading access easement within Lot 8 in favor of Lot 7 and to eliminate an access easement over Parcel N to reflect future development and satisfy an approved design review condition for a new single family dwelling, according to the plat amendment map, supporting plans, and documents submitted as part of the subject application, subject to the following specific condition of approval.

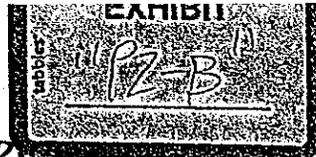
CONDITION OF APPROVAL

1. Upon approval of the plat amendment by City Council to eliminate the access easement, the applicant shall record the amended plat with the Office of the County Recorder and provide a copy of the recorded document to the Community Development Director.

Dated this 12th day of December, 2013.

Ken Herich, Chairman
City of Sun Valley P&Z

Date Findings of Fact Signed



Preliminary Plat: White Clouds, Corrected: Lot 8A and Parcel N Amended

TO: Mark Hofman

COPIES: Bill Whitesell
Cinda Lewis, Benchmark Associates

FROM: Betsy Roberts
Jennifer Bass

DATE: November 6, 2013

We received a copy of the Preliminary Plat sheet for White Clouds, Corrected: Lot 8A and Parcel N Amended, dated November 2013. This document meets the intent of a preliminary plat submittal and we find no fatal flaws. We recommend continuing with the project development.

We have the following general observations for this project at this time; these are not all inclusive:

1. Final Plat shall include Diamond Back Road's width, the closure report and certifications.
2. We understand that the Centerline Waterline Easement, shown west and southwest of Parcel N, is per the White Clouds, Corrected Plat (Inst. No. 571308). Is it possible to add a "W" to the linetype and in the Legend to make identification a little clearer? The "x" marks for the calculated, non-set points along the Centerline Waterline Easement also seem a little out of place without the associated line and curve data.

Attachment: White Clouds Corrected Lot 8A, Parcel N Preliminary Plat Table, Dated November 6, 2013

CITY OF SUN VALLEY
PRELIMINARY PLAT CHECK LIST

| | | |
|----|---------------------------|--|
| 1 | Subdivision Name: | White Clouds |
| 2 | Reviewer: | Jennifer Bass |
| 3 | Date: | November 6, 2013 |
| 4 | Sheet Title and Preamble: | White Clouds, Corrected: Lot 8A and Parcel N Amended. Located within: Section 6, Township 4 North, Range 18 East, E.M., City of Sun Valley, Blaine County, Idaho. Wherein easements are eliminated within Lot 8 and Parcel N; "White Clouds, Corrected" (Inst. No. 571308). November 2013. Preliminary Plat. |
| 5 | Basis of Bearing: | OK. Shown on Plat and Note 1 indicates Basis of Bearing per Original Plat. |
| 6 | North Arrow: | OK |
| 7 | Scale and Legend: | OK |
| 8 | Plat Closure: | Shall be provided with Final Plat. |
| 9 | Total Area: | Individual lot areas shown. |
| 10 | Monuments: | OK |
| 11 | Land Corners: | OK |
| 12 | Initial Point: | OK |
| 13 | Street Names & Width: | Please show the width of Diamond Back Road on the face of the plat. |
| 14 | Easements: | OK, 10' wide snow storage and utility easement shown, all easements are described in the Original Plat Notes on Sheet 2 of 8 of the Plat. |
| 15 | Lot & Block Numbers: | OK |
| 16 | Lot Dimensions: | OK |
| 17 | Curve & Line Tables: | OK |
| 18 | Certifications: | None, shall be provided with final Mylar set |
| 19 | Certificate of Owner: | None |
| 20 | Certificate of Surveyor: | None |
| 21 | Sanitary Restriction: | OK |
| 22 | Agency Approvals: | None |
| 23 | Public Dedication: | Per Original Plat, Note 1 of White Clouds, Corrected, PUD |
| 24 | Common Areas: | Per Original Plat Notes of White Clouds, Corrected, PUD |

Notes: Final Plat shall include Diamond Back R - 109 - , the closure report and certifications.

FINDINGS OF FACT AND CONCLUSIONS OF LAW
 CITY OF SUN VALLEY
 PLANNING AND ZONING COMMISSION
 DESIGN REVIEW



Project Name: **Weld Single Family Residence**
 Applicant: **Jim Ruscitto, AIA for Greg and Gwen Weld**
 Location: **Lot 8 White Clouds Corrected PUD Subdivision;
 316 Diamond Back Road**
 Zoning District: **Rural Estate and Ranch (RA) Zoning District**

Single Family Residence Floor Area:

| | Proposed Floor Area (sq. ft.) |
|-------------------------|--------------------------------------|
| Lower Level | 3,808 |
| Main Level Living | 4,700 |
| Main Level Garage | 1,399 |
| Upper Level | 2,413 |
| Total Gross Area | 12,320 |

Setbacks: All buildings, decks, porches, stairs and walkways exceeding thirty inches (30") in height above record grade will meet the fifteen (15) foot minimum required setback standard from exterior property lines for the RA Zoning District (Development Code Section 9-2A-3E).

Lot Area: 1.55 acres (67,630 sq. ft.)

Building Envelope: Recorded with the Plat for White Clouds Corrected PUD Subdivision.

Building Footprint Allowed: 7,728 sq. ft. max. (calculated as per Section 9-2A-3I)
 Building Footprint Proposed: 7,554 sq. ft.

Allowable Footprint Outside Building Envelope: 2,576 sq. ft. (1/3 max. of building footprint)
 Proposed Footprint Outside Building Envelope: 1,786 sq. ft.- Does not exceed the 1/3 maximum.

Building Height allowed for Single Family Residence: 30' max. for 2/3 of structure with 1/3 (33%) up to a max. height of 35'.

Proposed Height of Single Family Dwelling: No portion of the structure exceeds 35 feet above existing record grade. The percentage of proposed building height between 30 and 35 feet is 11.8%.

Required Snow Storage: 4,300 sq. ft. min.
 Proposed Snow Storage: 4,325 sq. ft.

Maximum Irrigated Area: 22,000 sq. ft. (1/2 acre)
 Proposed Permanent Irrigated Area: 21,374 sq. ft.
 Proposed Temporary Irrigated Area: 6,218 sq. ft.

Project Description: The applicant proposes to construct a new 10,921 square foot single family dwelling with an attached 1,399 square foot garage and associated site improvements on a residential lot in the Rural Estate and Ranch (RA) Zoning District of the City of Sun Valley. The project proposes development of vacant Lot 8 of the approved White Clouds PUD Subdivision.

The subject Lot was created for future single-family residential development as part of the White Clouds Subdivision through the City's approval of the project's Master Plan, Zoning Map Amendment, Planned Unit Development (PUD), Preliminary Plat and Final Plat. The existing 1.55-acre (67,630 square foot) lot is generally sparsely covered in low lying native ground cover vegetation. A 100-foot by 180-foot building envelope was accepted by the City as part of the overall subdivision approval and was recorded with the White Clouds Corrected PUD Plat. The building envelope shown on the Site Plan for this new residential construction project is consistent with the current envelope recorded for Lot 8, is centrally sited to preserve open areas on the site, and allows an envelope of a size consistent with current zoning regulations.

The site lies at the terminus of Diamond Back Road, uphill of the overall White Clouds Subdivision. Undeveloped single family lots lie adjacent to the east, southeast, and south. The site's northern property line is also the boundary of the City of Sun Valley, with BLM land lying adjacent. An area of open hillside, zoned Open Space (OS), lies to the west of the project site and the Recreation (REC) zoned Parcel J of the Gun Club Nine golf course lies adjacent to the southwest. The existing public access trail for the White Clouds traverses the hillside north of the subject lot and crosses the northwestern corner of the property.

The single family dwelling is designed with a 3,808 square foot lower level to be used as a shop, parking and mechanical space. The lower level is excavated well into the sloping site grade. The main living level is 4,700 square feet with an attached 1,399 square foot 4-car garage and the upper level is 2,413 square feet. The dwelling is accessed from the public street right-of-way via two asphalt driveways, 30 feet and 26 feet in width, adequately designed for fire apparatus access. No detached or accessory structures are proposed with the project nor does include an accessory dwelling unit.

The structure's exterior materials are primarily cedar wood siding, beams and trim. The roofing system is a fire resistant Davinci composite shake design and windows are aluminum clad. An exterior lighting plan, including fixture counts, was included as part of the project drawings. Manufacturer's detail and specifications sheets for the proposed exterior lighting fixtures were required for review by the Commission to ensure project compliance with the City's exterior lighting regulations. Photos of the existing site and renderings were included, as was a colors/materials exhibit.

The Master Plan and Zoning Map Amendments approved for the White Clouds Subdivision preserved a majority of the significant steep slope areas within the 317 acre overall project and permitted development in the most appropriate developable areas. Additionally, as part of the PUD approved for the Subdivision, several deviations from Code were granted in regard to grading and allowable steep slope disturbance. Most of the deviations granted specifically applied to building envelopes and the developability of the development's thirty single family lots. Some steep slope intrusion is permitted and small inconsequential steep slope anomalies are allowed to be developed.

The building envelope for Lot 8 is located in the least slope constrained center area of the site. The slope analysis for the White Clouds Subdivision was done on a large scale and portions of steep slope over 25% grade were shown within the single family lots. These were to be dealt with when future development was proposed on each individual site. Now that development is proposed on Lot 8, slope identification analysis was done on a more site specific scale. Within Lot 8 several small steep slope anomalies are present, though no large areas of slope over 25% are included. A significant portion of the identified steep slopes in this area are preserved and depicted on the drawings as undisturbed (limit of disturbance). While the approved PUD does

not specifically identify these steep slope areas within Lot 8 and allow them to be completely disturbed, it is clear that the intent of the overall design of the Subdivision and the PUD approval supports potential findings allowing the small areas of grading disturbances. Areas disturbed by construction activity will be revegetated with natural grasses and maintain a natural slope appearance. The dwelling is sited to be located on the most developable portion of the Lot.

All aspects of the project have been reviewed by the Planning Commission and staff to ensure compliance with all applicable standards including minimum setbacks, building envelope, lot coverage, maximum height, snow storage, off-street parking, landscape irrigation, exterior lighting regulation compliance, screening of utilities, easements, and hillside preservation provisions. The Planning and Zoning Commission conducted a site visit as part of the noticed public hearing to review existing site conditions and view temporary staking erected on the site to demonstrate the bulk and location of the proposed dwelling.

Required Findings: In order to approve a design review application and based on the standards set forth in **Sun Valley Municipal Code, Title 9, Chapter 5B, Section 3 DESIGN REVIEW**, the Planning & Zoning Commission shall make the following findings:

1. The proposed design is in conformance with the purpose of the zoning district and all dimensional regulations of that district. **The construction of the new single family dwelling and associated site improvements is in conformance with the purpose and dimensional regulations of the zoning district because the design meets or exceeds all applicable standards. The Rural Estate and Ranch (RA) Zoning District allows single family residential construction by right as a land use. The new dwelling and associated improvements comply with all applicable development standards for the RA District, including setbacks, height, and lot coverage. The project's intrusions into steep slope areas are appropriately consistent with the provisions and allowances contained in the approved PUD for the White Clouds Subdivision as shown on the Site Specific Slope Analysis stamped received by the City on October 10, 2013 (CUP 2007-05).**
2. The proposed design is in conformance with the standards for design review as set forth in Chapter 3A DESIGN REVIEW REGULATIONS of this Title. **The structure is in conformance with all applicable standards for design review because it is appropriately and sensitively located on the existing platted lot and the preservation of existing view sheds and corridors was taken into account as part of project design. The design of the project is consistent with and complimentary to anticipated future development on adjacent lots and the surrounding area. The quality materials and colors utilized by the project are consistent with the surrounding neighborhood and the greater Sun Valley area. All applicable evaluation standards for design review as set forth in Chapter 3A have been met by the project design.**
3. The proposed design does not significantly impact the natural, scenic character and aesthetic value of hillsides, ridges, ridgetops, ridge tops, knolls, saddles, and summits in the City. **The Planning and Zoning Commission conducted a site visit as part of the noticed public hearing to view staking and to examine existing site conditions. No significant negative impact will occur to surrounding natural features because the development will occur on the less constrained, least sloped, most developable portion of the site and a majority of the slope anomalies present on the site over 25% will be preserved and undisturbed. The project's intrusions into steep slope areas are appropriately consistent with the provisions and allowances contained in the approved PUD for the White Clouds Subdivision (CUP2007-05). The dwelling is sited in a central location to minimize slope intrusion and the driveways provide safe, adequate and direct access to the structure. The specific steep slope deviations from the Development Code approved as part of the White Clouds PUD greatly balance**

the residential development allowed on the property with significant preservation of the prominent steep slope areas, soil conditions, ridges, ridge lines, ridge tops, knolls, saddles, summits, wildlife habitat, natural features, and hydrology. No avalanche hazard area has been identified on the subject property. The development provides adequate separation from adjacent properties and maximizes view preservation through and to the site.

4. The proposed design is in context and complimentary to adjacent properties. The project is on Lot 8 of the White Clouds Subdivision. No development yet exists on the single family lots surrounding the subject site. The structure will be sited in an area which is consistent with the anticipated future development adjacent to the east, south and southeast. The site lies adjacent to an extensive open area zoned Open Space (OS) and Recreation (REC). The new development is consistent and in context with, and complimentary to, anticipated future surrounding development because of sensitivity in design and location. The single family residential character of the area will be maintained and the project is in compliance with all applicable conditions and requirements of the White Clouds Subdivision's Master Plan, Zone Map Amendment, PUD, Preliminary Plat and Final Plat approvals.
5. The proposed design is compatible with the community character and scale of the neighborhood. The proposed design is compatible with the community character and scale of the neighborhood because the primary dwelling is sensitively and appropriately placed on the site and the single family design is consistent with the anticipated future single family development on lots within the immediate surrounding area. The new dwelling will be accessed from the Diamond Back Road public street right-of-way via two new private driveways. The bulk and mass of the proposed design is consistent and compatible with the community character and scale of the existing residences in the City because the structure is centrally located on the most developable portion of the site, is substantially dug into existing grade, and will be separated from view from surrounding areas in the future by new landscaping vegetation and topography.
6. The proposed design adheres to standards for the protection of health, safety, and general welfare. All applicable services such as sewer and water are available to fully serve the project. Additionally, as revised, the project will comply with all applicable requirements from the Sun Valley Fire Department Comments for Planning & Zoning Review letter dated August 30, 2013. No site conditions or aspects of design have been identified that would be adverse to the protection of health, safety and general welfare of the community.
7. The proposed design is of quality architectural character and materials. The proposed design of the structure is of quality architectural character because it incorporates adequate horizontal and vertical articulation in wall and roof planes, the pitched and flat roof elements of the structure are architecturally broken up to avoid a massive flat roof presentation, the structure is integrated into the sloping natural grade, visual impacts are minimized while allowing development of the existing lot and the materials are consistent with the quality and design of surrounding development and the region.
8. The use is not in conflict with the Comprehensive Plan or other adopted plans, policies, or ordinances of the City. The subject site is designated as Low Density Residential by the Future Land Use Map of the Comprehensive Plan. The Rural Estate and Ranch (RA) Zoning District implements the Low Density Residential Land Use Designation and the proposed single-family dwelling on one legal lot is consistent with all applicable provisions of the RA Zoning District.

CONCLUSIONS OF LAW

That this project does meet the standards for approval under Title 9, Chapter 3A (Design Review Regulations), of the City of Sun Valley Municipal Code provided the below conditions of approval are met. Design review approval shall expire 365 days from the date of approval, unless extended as per Municipal Code Section 9-5A-8.

CONDITIONS OF APPROVAL

1. The applicant(s) and their representatives shall comply with all IBC, IFC and applicable City ordinances.
2. Site review approval is good for one year from the date of approval, unless extended as per Municipal Code Section 9-5A-8.
3. Any requirements and/or approvals of private associations or other entities are the sole responsibility of the property owner.
4. The location and elevation of the building foundation shall be certified by a licensed surveyor or engineer and submitted to the Sun Valley Building Inspector, as applicable, prior to any issuance of a foundation inspection or permission to pour concrete footings.
5. Any permits issued during the 10-day appeal period provided for under section 9-3A-4 may be subject to a stop work order in the event of an appeal. Any work commenced during the appeal period shall be at the applicant's own risk.
6. A final construction management plan shall be submitted to the Building Inspector at the time of application for a building permit that addresses slope preservation, construction parking, material storage, nuisance control (noise, dust, trash, street cleaning and construction fencing) and each issue of concern of the Planning and Zoning Commission addressed as part of the project approval. Prior to the issuance of a building permit, final review and approval of the construction management plan by the Community Development Director is required. No construction parking or staging shall occur on the Diamond Back Road public right-of-way without City permission and the site access shall be kept free and clear for emergency vehicle access at all times. Access on Diamond Back Road shall not be impeded by construction activity to the greatest extent practicable and any significant access issues shall be brought to the attention of the City and project neighbors in advance. Temporary construction fencing shall protect all sensitive slope areas and surrounding vegetation throughout the development process. Temporary dirt and grading staging areas shall be clearly identified on the construction management plan. No permanent disturbance of steep slope areas is permitted other than portions depicted on the approved Site Plan for the landscape grading. Export materials shall be removed from the City or receive design review approval prior to depositing on property within the City.
7. The applicant shall comply with the applicable comments set forth in the revised Sun Valley Fire Department Comments for Planning & Zoning Review letter dated October 10, 2013 which are based on the original project design. The project has been revised to reflect compliance with all Fire Department comments and conditions. Any selective clearing of adjacent vegetation other than that shown on the approved project drawings shall have prior approval of the Community Development Department and the Fire Department and shall consist of limited/select hand clearing and removal of the existing sage brush and tall grasses from the area adjacent to the dwelling as described in the attached Review letter. A temporary address placard or monument shall be maintained at the driveway entrance for the

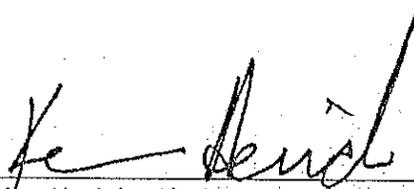
construction phase and the access roadway shall be maintained free and clear for emergency vehicle access. No modifications to the approved plans shall be made without written permission of the Fire Chief, Building Official and Community Development Director.

8. The subject Design Review Application shall be specific to the project drawings (11 Sheets) stamped received by the City on September 16, 2013 and approved by the Planning & Zoning Commission on October 10, 2013, as well as the revised Landscape Plan, Site Specific Slope Analysis, and the generator screening details, all stamped received by the City on October 10, 2013. Any changes or modifications to the approved design shall be reviewed by the Community Development Department pursuant to Code Section 9-5A-10, Substantial Conformance.
9. This Design Review approval is specific to the steep slope provisions and allowances in Planned Unit Development Application No. CUP2007-05 and shall not be modified without official approval by the City.
10. Any planned address monument shall meet all applicable requirements of Development Code Section 9-3G-14, including letter size and height. A final address monument plan showing any the design of any included lighting fixtures shall be submitted for approval by the Community Development Director prior to any construction of such monument and prior to issuance of a Certificate of Occupancy for the project by the City.
11. The applicant shall submit an application to the City for a plat amendment to eliminate the recorded plat access easement on Lot 8 in favor of Lot 7 prior to submittal of an excavation or building permit for the project.
12. The project's mechanical flues shall be concealed in chimney structures and depicted on the drawings submitted for building permit review.

DECISION

Therefore, the Sun Valley Planning and Zoning Commission approves this Design Review application No. DR2013-29.

Dated this 10th day of October, 2013.



Ken Herich, Chairman
Sun Valley Planning and Zoning Commission

Date Findings of Fact signed

10/21/13

SUB PA 2013-08



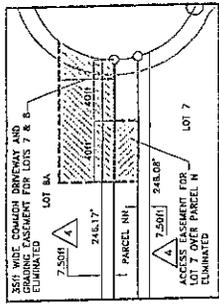
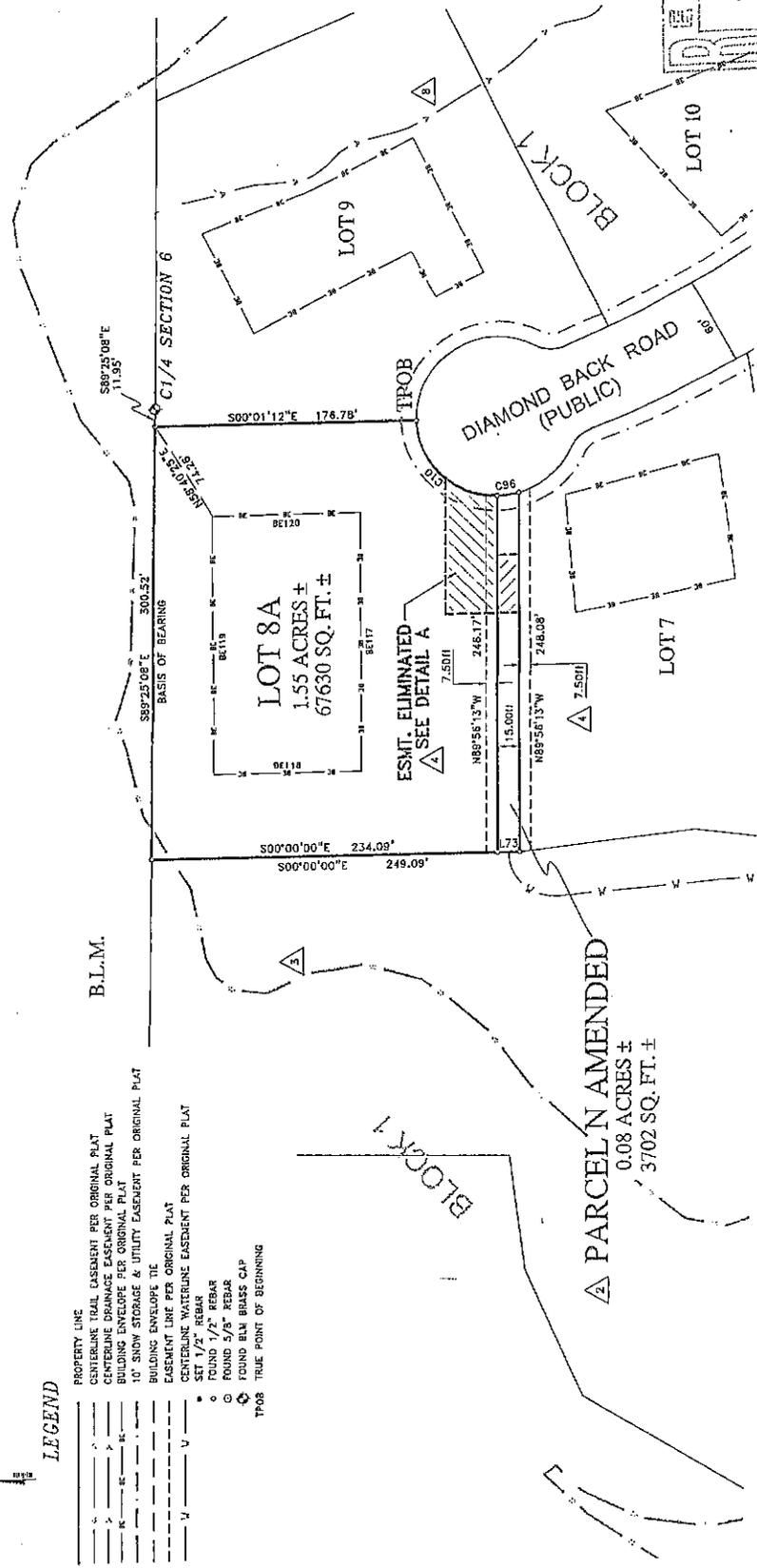
WHITE CLOUDS, CORRECTED: LOT 8A AND PARCEL N AMENDED
 LOCATED WITHIN: SECTION 6, TOWNSHIP 4 NORTH, RANGE 18 EAST, B.L.M.
 CITY OF SUN VALLEY, BLAINE COUNTY, IDAHO

PRELIMINARY PLAT

NOVEMBER 2013

B.L.M.

- LEGEND**
- PROPERTY LINE
 - CENTERLINE TRAIL EASEMENT PER ORIGINAL PLAT
 - CENTERLINE DRAINAGE EASEMENT PER ORIGINAL PLAT
 - BUILDING ENVELOPE PER ORIGINAL PLAT
 - 10' SNOW STORAGE & UTILITY EASEMENT PER ORIGINAL PLAT
 - BUILDING ENVELOPE DE
 - EASEMENT LINE PER ORIGINAL PLAT
 - CENTERLINE WATERLINE EASEMENT PER ORIGINAL PLAT
 - SET 1/2" REBAR
 - FOUND 1/2" REBAR
 - FOUND 5/8" REBAR
 - FOUND BLM BRASS CAP
 - TP008 TRUE POINT OF BEGINNING



HEALTH CERTIFICATE
 Sanitary restrictions as required by Idaho Code Title 50, Chapter 13, have been satisfied. Sanitary restrictions may be reimposed, in accordance with Idaho Code Title 50, Chapter 13, Section 50-1326, by the issuance of a certificate of disapproval.

Date: _____
 South Central Public Health District, REHS



PREPARED BY: BENCHMARK ASSOCIATES, P.A.
 P.O. BOX 733 - 109 DELL DRIVE, KETCHUM, IDAHO, 83340
 PHONE: (208) 726-3512 FAX: (208) 726-3514 EMAIL: info@bmacsb.com
 WEB: http://www.benchmark-associates.com/

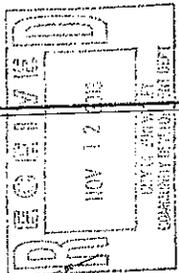
SEE SHEET 2 FOR PLAT NOTES.

**WHITE CLOUDS, CORRECTED:
 LOT 8A AND PARCEL N AMENDED**

LOCATED WITHIN: T4N, R18E, SEC. 6, B.L.M.
 SUN VALLEY, BLAINE COUNTY, IDAHO

PREPARED FOR: SUN VALLEY COMPANY

PROJECT NO. 13185 BY: LLL/CPL FILE: 13185PCL.DWG
 PRELIMINARY PLAT DATE: 11/07/2013 SHEET: 1 OF 3



WHITE CLOUDS, CORRECTED : LOT 8A AND PARCEL N AMENDED

LOCATED WITHIN: SECTION 6, TOWNSHIP 4 NORTH, RANGE 18 EAST, B1,
CITY OF SUN VALLEY, BLAINE COUNTY, IDAHO

WHEREIN EASEMENTS ARE ELIMINATED WITHIN LOT 8 AND PARCEL N, "WHITE CLOUDS, CORRECTED" (INST. NO. 571308)

NOVEMBER 2013

PRELIMINARY PLAT

NOTES:

1. BASIS OF BEARINGS IS PER THE ORIGINAL PLAT OF WHITE CLOUDS, CORRECTED PUD (INST. NO. 571308). BOUNDARY LINES AND CERTAIN EASEMENTS SHOWN HEREON ARE PER SAID PLAT. REFER TO SAID PLAT & FIGURE FOR CONDITIONS AND/OR RESTRICTIONS REGARDING THIS PROPERTY.
2. BUILDING SETBACKS AND HEIGHT REQUIREMENTS SHALL COMPLY WITH APPLICABLE ZONING REGULATIONS. CONSULT THE CITY ORDINANCE FOR CURRENT REQUIREMENTS.
3. SEE ORIGINAL PLAT FOR CDS TIES.

LINE DATA

| LINE | BEARING | DISTANCE |
|------|-------------|----------|
| L73 | N00°00'00"E | 15.00 |

CURVE DATA

| CURVE | BEARING | CHORD LENGTH | CHORD BEARING | DELTA ANGLE |
|-------|---------|--------------|---------------|-------------|
| C10 | S5°13' | 77.03 | S44°25'47"W | 88°26'08" |
| C86 | S5°13' | 15.17 | S07°18'18"E | 19°48'03" |

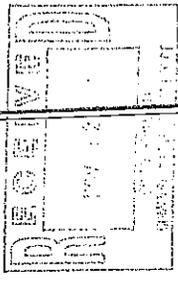
B.E. LINE DATA

| LINE | BEARING | DISTANCE |
|------|-------------|----------|
| BE17 | S87°49'04"W | 150.00 |
| BE18 | N00°10'20"W | 130.00 |
| BE19 | S00°00'00"E | 100.00 |
| BE20 | S00°10'59"E | 100.00 |

ORIGINAL PLAT NOTES:

1. Sun Peak Drive, Monarch Lane and Diamond Back Road as shown on this plat have been dedicated to the City of Sun Valley for public use upon completion, inspection and approval by the City.
2. An access easement has been granted to Sun Valley Company over non-matified public access to Sun Valley Company's public trail system. Further, a Public Utility Easement is also granted over, under and across Parcel N, Sun Valley Company's public trail system, for the installation, repair, maintenance, and replacement of underground utilities.
3. A 15 foot wide Public Trail Access Easement exists for public use within Parcel N, Sun Valley Company's public trail system. The location of said easement may change to reflect any re-alignments of the trails upon the approval of the City of Sun Valley.
4. A Water Line and Access Easement is granted within Parcel J and Parcel K, Sun Valley Company's public trail system, for the installation, repair, maintenance, and replacement of underground utilities. A 7.5 foot wide Water Line and Access Easement is granted within each of Lots 7, 8, 11, 12 and 13 as shown herein, to benefit the Sun Valley Water and Sewer District.
5. A 25 foot wide Access Easement exists within Parcel J and K to benefit the Sun Valley Water and Sewer District, per Instrument No. 287947.
6. A 30 foot wide Water Line Easement exists within Parcel K to benefit the Sun Valley Water and Sewer District, per Instrument No. 287947, records of Blaine County, Idaho.
7. A 15 foot wide Street Line Easement, existing on the existing sewer line, exists within Lots 10, 11, 13, 17, 18, and Parcel C, D and H to benefit the Sun Valley Water and Sewer District. A 35 foot wide Culvert and Sewer Line Easement exists within Parcel D.
8. A 30 foot wide Drainage Easement centered on the existing drainage ditch exists within Lot 28 and Parcel G and M. A 15 foot wide Drainage Easement exists within Lots 1, 2, 3, 9, 10, 11, 12, 13, 16, 17, 18, and Parcel A, B, C, D, F, H, and J. The 1.54 acre pond located within Parcel F is considered a part of the drainage easement.
9. A 15 foot wide Culvert Easement exists within Lot 29A and Parcel A, D and F.
10. No street lighting is proposed.
11. Avionette hazards exist within Parcel G. See Sun Valley Gun Club Design, Magtieg Snow Avionette Mapping and report by Al. Meers dated October, 2007. The design and mapping are the responsibility of the Sun Valley Gun Club and Benchmark Associates P.A. as reasonable for regulatory purposes. However, neither the owner, nor Benchmark Associates P.A., represents, guarantees, warrants or implies that areas outside the designated avionette zones are safe and free from avionette or ejective danger.

12. Lots 1 through 30, and Parcel H, M and N Amended of the White Clouds Planned Unit Development are subject to a Declaration of Covenants, Conditions and Restrictions (CC&R) recorded in Blaine County, Idaho, which will be used by the Design Review Committee in evaluating proposed single-family residential improvements on each of said lots. These design criteria are intended to encourage development which will preserve and enhance the beauty of the area and support the Design Review Committee's Single-Family Homeowners Association or its Design Review Committee.
13. There shall be a 10-foot wide Utility, Drainage and Irrigation Easement centered on all lot lines and adjacent to all street and subdivision boundaries.
14. All required Emergency Access Lanes shall remain open and unobstructed and it shall be the responsibility of the owner to maintain and enforce the same. The easement shall not be limited to snow removal and enforcement of no vehicular parking within said lanes of any time.
15. Lots 4, 5, 6, 22, 23A and 25 may require a subterranean garage due to topographic constraints for driveways.
16. Parcels G & L are hereby reserved in perpetuity as Open Space, as defined currently as of August 2009, in the Sun Valley Zoning Ordinance.
17. The 20 foot wide landscape buffer within Parcel A and E is reserved for trails, headscapes, signage, monument signage, plantings or similar usage.
18. The White Clouds residential component lies within an area of sensitive riparian habitat. Any proposed development, including any plantings and irrigation, may not be appropriate for the area and may not be approved by the City.
19. Due to local soil conditions, building envelopes and surface and earth retention considerations, a geotechnical investigation should be considered for each lot prior to residential design and construction.
20. A 10 foot wide Access Easement exists within Parcels A, B & J along Parcel N, Sun Valley Company's public trail system, for the installation, repair, maintenance, and replacement of underground utilities. A 10 foot wide Water and Sewer District for access to Water Tank and said easement shall follow any realignment of said golf cart path.
21. Parcels A, B, C, D and E are intended to be replatted for Multi-Family uses consistent with applicable zoning ordinance provisions.



**WHITE CLOUDS, CORRECTED :
LOT 8A AND PARCEL N AMENDED**

LOCATED WITHIN: T4N, R18E, SEC. 6, B1A,
SUN VALLEY, BLAINE COUNTY, IDAHO

PREPARED FOR: SUN VALLEY COMPANY

PROJECT NO. 13185 PREPARED BY: BJA/JL/CPK FILE: 13185FCI.DWG

PREPARED BY: BENCHMARK ASSOCIATES, P.A.
P.O. BOX 733, SA12, TUX (208) 276-8014 Email: info@benchmark.com
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WEB: <http://benchmark-associates.com/>



CITY OF SUN VALLEY
REPORT TO THE CITY COUNCIL

TO: Mayor and Council
FROM: Hannah Stauts, City Clerk
SUBJECT: Resolution 2014-2, Copying Fee Schedule
DATE: 12/31/13

The City's current copying fee schedule for public records requests was adopted in 2006. The fee schedule does not adequately represent the fees incurred by the City in responding to certain records requests. In order to ensure the City recovers its actual costs when filling records requests, the following changes have been made:

- Changed "Network Consultant" to "I.T. Contractor" and established fee based on their current contracted hourly rate;
- Added "City Attorney" at the currently contracted rate to account for requests that may require involvement from the City Attorney;
- Updated the printing fees based on an analysis of the City's current copier contract, maintenance fees, and a comparison to a local printing shop and other area cities;
- Included a reduced price for double-sided copies to encourage the use of double-sided printing to reduce costs for both the City and the public.

Recommendation: Adopt Resolution 2014-2 to establish a new copying fee schedule for public records request.

CITY OF SUN VALLEY

RESOLUTION NO. 2014-2

A RESOLUTION OF THE CITY OF SUN VALLEY, IDAHO, ESTABLISHING A COPYING FEE SCHEDULE FOR PUBLIC RECORDS REQUESTS

WHEREAS, it is hereby found by the City Council of the City of Sun Valley that it is necessary to establish and update copying fees for reimbursement to the City for its costs of researching, copying and/or sending public records requests; and

WHEREAS, the copying fee schedule shall not exceed rates allowed in Idaho Code §9-338; and

WHEREAS, it is hereby found by the City Council that its documents are stored in a variety of forms, including but not limited to electronic, tape, CD, paper, Laserfiche and blueprints which may be costly to be duplicated and which may need to be duplicated by consultants and/or specialty companies; and

WHEREAS, a lower copy fee for double-sided copies may encourage the public to request double-sided copies and lead to a reduction in paper usage.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Sun Valley, Idaho that the City Council hereby establishes a copying fee schedule for public records requests as shown in the attached "Exhibit A".

This resolution will be in full force and effect upon its adoption.

PASSED by the Sun Valley City Council and approved by the Mayor this ____ day of January, 2014.

Dewayne Briscoe, Mayor

ATTEST:

Hannah Stauts, City Clerk

**CITY OF SUN VALLEY, IDAHO
FEE SCHEDULE FOR PUBLIC RECORDS REQUESTS**

COSTS OF COPYING

Cost per copy (in-house):

| <u>Black & White</u> | <u>Color</u> |
|-----------------------------------|-----------------------------------|
| \$.05/page: 8.5"x11" single-sided | \$.45/page: 8.5"x11" single-sided |
| \$.08/page: 8.5"x11" double-sided | \$.80/page: 8.5"x11" double-sided |
| \$.05/page: 8.5"x14" single-sided | \$.45/page: 8.5"x14" single-sided |
| \$.08/page: 8.5"x14" double-sided | \$.80/page: 8.5"x14" double-sided |
| \$.15/page: 11"x17" single-sided | \$.65/page: 11"x17" single-sided |
| \$.25/page: 11"x17" double-sided | \$1.20/page: 11"x17" double-sided |

Cost for third party (out-of-house) copies: For oversized materials which cannot be copied by the City of Sun Valley charges are based on the current rate of the facility selected to make the copies.

LABOR RATES

Pursuant to Idaho Code §9-338, the Labor Rates referenced below will apply under the following conditions:

- If the request is more than one hundred (100) pages of paper records; or
- If the request includes records from which nonpublic information must be deleted; or
- If the actual labor associated with locating and copying documents for a request *exceeds two (2) person hours*.

| | |
|------------------------|--|
| City Administrator | Current salary divided by 2,080 hours per year |
| Department Head | Current salary divided by 2,080 hours per year |
| Assistant or Associate | Current salary divided by 2,080 hours per year |
| City Clerk | Current salary divided by 2,080 hours per year |
| City Attorney | Current contracted hourly rate |
| I.T. Consultant | Current contracted hourly rate |

OTHER CHARGES

For providing a duplicate of a CD, cassette tape, thumb drive or similar record system containing public record information, the City of Sun Valley shall charge a fee, uniform to all persons that does not exceed the sum of the following:

- The City of Sun Valley's direct cost of copying the information in that form, including labor at hourly rates specified above, overhead at rate specified above and actual cost of materials;
- The standard cost, if any, for selling the same information in the form of a publication;
- The cost of consultant services to research and copy public records request.

Payment of the applicable charges shall be made prior to the commencement of research or copying based upon the City Clerk's estimated cost for meeting the public records request.

This schedule has been approved by the City of Sun Valley City Council on January 9, 2014, pursuant to Idaho Code §63-1311A.

RESOLUTION NUMBER 2014-2

A RESOLUTION OF THE CITY OF SUN VALLEY, IDAHO, ESTABLISHING
A COPYING FEE SCHEDULE FOR PUBLIC RECORDS REQUESTS

WHEREAS, it is hereby found by the City Council of the City of Sun Valley City Council (~~"City Council"~~) that it is necessary to establish and update copying fees for reimbursement to the City of Sun Valley (~~"City"~~) for its costs of researching, copying and/or sending public records requests; and

WHEREAS, the copying fee schedule shall not exceed rates allowed in Idaho Code §9-338; and

WHEREAS, it is hereby found by the City Council that its documents are stored in a variety of forms, including but not limited to electronic, tape, CD, paper, ~~microfilm-Laserfiche~~ and blueprints which may be costly to be duplicated and which may need to be duplicated by consultants and/or specialty companies; and

WHEREAS, a lower copy fee for double-sided copies may encourage the public to request double-sided copies and lead to a reduction in paper usage.

~~WHEREAS, it is hereby found by the City Council that the current copying fee schedule did not contemplate or quantify the cost of electronic document research, including the cost of meeting public records requests which include demands for email, staff notes, working documents and the like; and~~

WHEREAS, it is hereby found by the City Council that the existing fee schedule for public records requests is inadequate and insufficient to cover a reasonable amount of said costs; and

~~NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS: The following fee schedule shall be effective on November 2, 2006:~~

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Sun Valley, Idaho that the City Council hereby establishes a copying fee schedule for public records requests as shown in the attached "Exhibit A".

This resolution will be in full force and effect upon its adoption.

PASSED by the Sun Valley City Council and approved by the Mayor this _____ day of January, 2014.

RESOLUTION 2014-2
COPYING FEE SCHEDULE FOR PUBLIC RECORDS REQUESTS

Dewayne Briscoe, Mayor

ATTEST:

Hannah Stauts, City Clerk

RESOLUTION 2014-2
COPYING FEE SCHEDULE FOR PUBLIC RECORDS REQUESTS

**CITY OF SUN VALLEY, IDAHO
COPYING FEE SCHEDULE FOR PUBLIC RECORDS REQUESTS**

COSTS OF COPYING

Cost per copy (in-house):

| <u>Black & White</u> | <u>Color</u> |
|--|---|
| <u>\$.05/page: 8.5"x11" single-sided</u> | <u>\$.45/page: 8.5"x11" single-sided</u> |
| <u>\$.08/page: 8.5"x11" double-sided</u> | <u>\$.80 /page: 8.5"x11" double-sided</u> |
| <u>\$.05/page: 8.5"x14" single-sided</u> | <u>\$.45/page: 8.5"x14" single-sided</u> |
| <u>\$.08/page: 8.5"x14" double-sided</u> | <u>\$.80/page: 8.5"x14" double-sided</u> |
| <u>\$.15/page: 11"x17" single-sided</u> | <u>\$.65/page: 11"x17" single-sided</u> |
| <u>\$.25/page: 11"x17" double-sided</u> | <u>\$ 1.20/page: 11"x17" double-sided</u> |

Cost for third party (out-of-house) copies: For oversized materials which cannot be copied by the City of Sun Valley charges are based on the current rate of the facility selected to make the copies.:

| | |
|------------------|---------------------|
| <u>24" X 36"</u> | <u>\$ 3.30/page</u> |
| <u>22" X 34"</u> | <u>\$ 3.00/page</u> |

LABOR RATES

Pursuant to Idaho Code §9-338, the Labor Rates referenced below will apply under the following conditions:

- If the request is more than one hundred (100) pages of paper records; or
- The request includes records from which nonpublic information must be deleted; or
- The actual labor associated with locating and copying documents for a request *exceeds two (2) person hours*.

| | |
|------------------------|--|
| City Administrator | Current Salary divided by 2,080 hours per year |
| Department Head | Current Salary divided by 2,080 hours per year |
| Assistant or Associate | Current Salary divided by 2,080 hours per year |
| City Clerk | Current Salary divided by 2,080 hours per year |
| City Attorney | Current contracted hourly rate |
| I.T. Consultant | Current contracted hourly rate |
| Network Consultant | \$65.00/hour |

OTHER CHARGES

For providing a duplicate of a CD, cassette tape, thumb drive, computer tape, computer disk, microfilm or similar or analogous recording system containing public record information, the City

RESOLUTION 2014-2
COPYING FEE SCHEDULE FOR PUBLIC RECORDS REQUESTS

of Sun Valley shall charge a fee, uniform to all persons that does not exceed the sum of the following:

- The City of Sun Valley's direct cost of copying the information in that form, including labor at hourly rates specified above, overhead at rate specified above and cost of materials;
- The standard cost, if any, for selling the same information in the form of a publication;
- The cost of consultant services to research and copy public records request.

Payment of the applicable charges shall be made prior to the commencement of research or copying based upon the City Administrator's Clerk's estimated cost for meeting the public records request.

This schedule has been approved by the City of Sun Valley City Council on January 9, 2014, pursuant to Idaho Code §63-1311A.

CITY OF SUN VALLEY ORDINANCE NO. 466

SUN VALLEY CITY CODE AMENDMENTS

AN ORDINANCE OF THE CITY OF SUN VALLEY, BLAINE COUNTY, IDAHO, AMENDING THE SUN VALLEY CITY CODE TO MODIFY, CORRECT AND FURTHER CLARIFY EXISTING CODE TEXT AND ORDINANCE TEXT - BY REVISING THE INDIVIDUAL SECTIONS LISTED IN THE TITLE TABLE BELOW; BY PROVIDING FOR A SAVINGS AND SEVERABILITY CLAUSE; BY PROVIDING FOR A REPEALER CLAUSE; AND BY PROVIDING AN EFFECTIVE DATE.

TITLE TABLE

| AMENDED CITY CODE SECTION | SECTION TITLE |
|--------------------------------|---|
| Section 1-3-2 | DEFINITIONS, GENERAL |
| Section 1-4-1 | GENERAL PENALTY |
| Section 1-6-1 | DEPOSITORIES DESIGNATED |
| Section 3-1-19A | PENALTIES |
| Section 3-5-5 | VIOLATION; PENALTIES |
| Section 4-2-10C | UNAUTHORIZED USE OF COLLECTION RECEPTACLES |
| Section 4-6-6 | PENALTY |
| Section 4-7-4 | VIOLATION AND PENALTIES |
| Section 5-5-12 | VIOLATION; PENALTIES |
| Section 8-1-2-3 | AMENDMENTS TO THE INTERNATIONAL MECHANICAL CODE |
| Section 8-1-2-4 | AMENDMENTS TO THE INTERNATIONAL FUEL GAS CODE |
| Section 8-1-2-8 | AMENDMENTS TO THE INTERNATIONAL FIRE CODE |
| Section 8-1-3A | PENALTIES AND ENFORCEMENT |
| AMENDED ORDINANCE (UNCODIFIED) | SECTION TITLE |
| Ordinance No. 456 Section 18 | PENALTIES |

WHEREAS, the City of Sun Valley shall make all such ordinances as may be necessary to maintain the peace, good government, and welfare of the City pursuant to Idaho Code Section 50-302; and

WHEREAS, the amendments contained herein are in the best interests of the City of Sun Valley,

WHEREAS,

510.01:01031040.1

NOW, THEREFORE; THE MAYOR AND THE CITY COUNCIL OF THE CITY OF SUN VALLEY, IDAHO, DO ORDAIN AS FOLLOWS:

SECTION 1. FINDINGS- Based on the statements above the City Council for the City of Sun Valley adopts the following findings regarding amendments to the City Code:

SECTION 2. CITY CODE AMENDMENT- For the reasons, purposes and findings contained above, the City of Sun Valley makes the following amendments to the text of the City Code. The specific text deletions are in ~~strikeout~~ form and all text additions are underlined. Text below not in ~~strikeout~~/underline format shall remain unchanged in the City Code.

~~SECTION 3. AMENDMENT TO ORDINANCE 456-~~

1-3-2: DEFINITIONS, GENERAL:

MISDEMEANOR: Any offense not defined as a felony or infraction under state law. Except in cases where a different punishment is prescribed by the Idaho Code or by this code, a misdemeanor is punishable by imprisonment in a county jail not exceeding six (6) months or by a fine not exceeding ~~three hundred~~ one thousand dollars (~~\$300.00~~1,000.00), or both.

1-4-1: GENERAL PENALTY:

Any person convicted of a violation of any section or provision of this code deemed a misdemeanor may be fined in a sum not to exceed ~~three hundred~~ one thousand dollars (~~\$300.00~~1,000.00) for any offense and may be confined in jail for a period of not more than six (6) months. Either or both such fine and imprisonment may be imposed; and in addition thereto, any person so convicted shall pay such costs as the court may assess.

1-6-1: DEPOSITORIES DESIGNATED:

Wells Fargo Bank ~~The First Security Bank of Idaho, Sun Valley branch,~~ is hereby designated as the official depository for funds of the city. The city treasurer is hereby ordered, required and directed to keep monies belonging to or in the care of the city treasurer in the above named depository; provided, however, when so authorized by the mayor and council, said funds may be invested by said treasurer in securities authorized by law.

3-1-19: PENALTIES:

A. Any person who violates any provision of this chapter shall be guilty of a misdemeanor, ~~punishable by up to one year in the county jail, and/or a three hundred dollar (\$300.00) fine, or both,~~ as defined in section 1-3-2 of this code. Furthermore, each month in which a person fails to report, or intentionally fails to accurately compute, or

510.01:01031040.1

intentionally fails to accurately disclose, or intentionally fails to pay over the total amount of sales or rentals or the amount of tax to be paid, as imposed under this chapter, shall be considered a separate offense.

3-5-5: VIOLATION; PENALTIES:

It shall be unlawful for a solicitor to enter a noncommercial premises which is listed in the central registry, or where a sign containing the words "No Solicitors" is placed at the entry thereto. Any person who violates any provision of this chapter shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine of not more than three hundred dollars (\$300.00) or imprisoned in the county jail for a period of not more than six (6) months, or both as defined in section 1-3-2 of this code.

4-2-10: UNAUTHORIZED USE OF COLLECTION RECEPTACLES:

C. A violation of this section shall constitute a misdemeanor and shall be punishable by a fine of not more than five hundred dollars (\$500.00) or by imprisonment for a term not exceeding six (6) months, or by both such fine and imprisonment as defined in section 1-3-2 of this code.

4-6-6: PENALTY:

Any person violating the provisions of this chapter shall be guilty of a misdemeanor, and upon conviction thereof, shall be punished by a fine of not to exceed three hundred dollars (\$300.00), by imprisonment not to exceed six (6) months, or by both such fine and imprisonment as defined in section 1-3-2 of this code..

4-7-4: VIOLATIONS AND PENALTIES:

Any person who wilfully or recklessly violates this chapter shall be guilty of a misdemeanor and shall be punished by a fine not to exceed three hundred dollars (\$300.00), or by imprisonment not to exceed six (6) months, or by both such fine and imprisonment, as defined in section 1-3-2 of this code. Any person who negligently violates this section shall be guilty of an infraction and shall be fined one hundred dollars (\$100.00).

5-5-12: VIOLATIONS, PENALTIES:

Any person violating any provision of this chapter or condition of any permit issued hereunder shall be guilty of a misdemeanor and, upon conviction or plea of guilty thereof, shall be punished by a fine not to exceed three hundred dollars (\$300.00) or by imprisonment in the county jail for a period not to exceed six (6) months, or by both fine and imprisonment as defined in section 1-3-2 of this code.. Each such person shall be deemed guilty of a separate offense for each and every day or portion thereof during which any violation of any of the provisions of this chapter is committed, continued, or permitted.

8-1-2-3: AMENDMENTS TO THE INTERNATIONAL MECHANICAL CODE:

Section M101.1 Insert: [City of Sun Valley, Idaho]

Section M106.5.2 is amended as follows:

106.5.2 Fee Schedule. The fees for mechanical work shall be as indicated as set forth in table 2-A as established by resolution of the city of Sun Valley.

Section M106.5.3 Insert: [80%] [80%]

Section M108.4 Insert: [Misdemeanor, ~~\$300, 180 days~~ per section 1-3-2]

8-1-2-4: AMENDMENTS TO THE INTERNATIONAL FUEL GAS CODE:

Section IFGC101.1 Insert: [City of Sun Valley, Idaho]

Section IFGC106.5.3 Insert: [80%] [80%]

Section IFGC106.6.2 is revised as follows:

106.6.2 Fee Schedule. The fees for work shall be as indicated as set forth in table 3-A as established by resolution of the city of Sun Valley.

Section IFGC108.4 Insert: [Misdemeanor, ~~\$300, 180 days~~ per section 1-3-2]

8-1-2-8: AMENDMENTS TO THE INTERNATIONAL FIRE CODE:

Section IFC 101.1 Insert: [City of Sun Valley, Idaho]

Section IFC 109.3 Insert: [Misdemeanor, ~~\$300.00, 6 months~~ per section 1-3-2]

8-1-3: PENALTIES AND ENFORCEMENT:

A. Any person, firm, association, or corporation that fails to comply with or violates any of these regulations or adopted codes shall be guilty of a misdemeanor and upon conviction shall be subject to a fine of not more than three hundred dollars (~~\$300.00~~) or imprisonment for a period not to exceed six (6) months, or both, as defined in section 1-3-2 of this code; provided that for a violation of section 302 hereof shall be guilty of an infraction and upon conviction shall be subject to a fine of not more than one hundred dollars (\$100.00). Each day that said misdemeanor or infraction violation continues shall be considered a separate offense.

SECTION 3. AMENDMENT TO ORDINANCE 456- Ordinance No. 456 is amended as follow:

Ordinance No. 456

SECTION 18. PENALTIES.

- a. Any person who violates any provision of this Ordinance shall be guilty of a misdemeanor, ~~punishable by up to one (1) year in the county jail, and/or a Three Hundred Dollars (\$300.00) fine, or both~~ as defined in section 1-3-2 of the municipal code. Furthermore, each month in which a person fails to report, or intentionally fails to accurately compute, or intentionally fails to accurately disclose, or intentionally fails to pay over the total amount of sales or rentals or the amount of tax to be paid, as imposed under this Ordinance, shall be considered a separate offense.

SECTION 3. SAVINGS AND SEVERABILITY CLAUSE- If any section, subsection, paragraph, subparagraph, item, provision, regulation, sentence, clause, or phrase is declared by a court of competent jurisdiction to be invalid, such actions shall not affect the validity of this ordinance as a whole or any part thereof other than the part declared invalid.

SECTION 4. REPEALER CLAUSE- All City of Sun Valley Ordinances or parts thereof which are in conflict herewith are hereby repealed.

SECTION 5. EFFECTIVE DATE- This Ordinance shall be in full force and effect from and after its approval, passage, and publication as provided by law.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR OF THE CITY OF SUN VALLEY on this 9th day of January, 2014.

EFFECTIVE DATE OF PUBLICATION: January 15th, 2014.

APPROVED:

Dewayne Briscoe, Mayor

ATTEST:

510.01:01031040.1

Ordinance No. 466
Sun Valley City Code Amendments

- 1 3 1 -

Page 5 of 6

Hannah Stauts, City Clerk

510.01:01031040.1

Ordinance No. 466
Sun Valley City Code Amendments
- 1 3 2 -

Page 6 of 6



CITY OF SUN VALLEY
REPORT TO THE CITY COUNCIL

To: Honorable Mayor and City Council
From: *mlh* Mark Hofman, Community Development Director
Meeting Date: January 9, 2014
Agenda Item: **Sinclair Path Gravity Wall Repair/Replacement Options evaluation and recommendation prepared by CH2M Hill**

SUBJECT: Discussion of options and direction regarding a preferred option for repair or reconstruction of the Sinclair Path gravity walls.

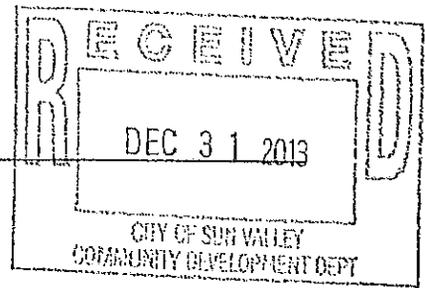
BACKGROUND: On December 5, 2013 the City Council discussed the background and design engineering review for the failing dry stack walls adjacent to the paved multi-use pathway near the Sinclair Station on Trail Creek Road. After discussion, the Council passed a motion directing staff to work with the City's contract engineer, CH2M Hill, to produce a modified wall plan for options to repair or reconstruct the two failing walls. It was directed that the new wall plan should incorporate the comments from Steve Butler, the engineer contracted by the City to provide independent professional review of what caused the existing walls to fail. The new plan was specified to include three specific design options and include cost estimates with estimated life spans for: 1.) a dry stack wall similar to the existing walls; 2.) a modular block materials/design; and, 3.) a concrete crib wall design similar to the existing wall that has not failed behind the Station.

ANALYSIS: As directed, the Sinclair Path Gravity Wall Repair/Replacement Options evaluation and recommendation from CH2M Hill is attached to this Report for consideration as **Exhibit "CC-1"**. The action before the City Council for this Thursday, January 9, 2014 meeting is to review the design options and the recommendation from CH2M Hill and direct staff with a preferred option that can then be pursued toward final design, bidding, construction, and inspection prior to July 1, 2014.

RECOMMENDATION: The Community Development Director recommends the City Council review and discuss the requested wall plan report from CH2M Hill and consider a motion to approve a preferred option, directing staff to pursue final design, bidding, construction and inspection.

LIST OF ATTACHED EXHIBITS:

Exhibit "CC-1" Sinclair Path Gravity Wall Repair/Replacement Options evaluation dated December, 2013 prepared by CH2M Hill and stamped received by the City of Sun Valley on December 31, 2013.



Sinclair Path Gravity Wall Repair/Replacement Options

Prepared for
City of Sun Valley
Sun Valley, Idaho

December 2013



December 31, 2013

CH2MHILL®

322 East Front Street, Suite 200
Boise, ID 83702

Sinclair Path Gravity Wall Repair/Replacement Options

Project Background

Background

The Sinclair Path begins at Saddle Road and continues parallel to Trail Creek Road for approximately 4,200 feet to the new Diamondback Road intersection, at which point it crosses Trail Creek Road. The original path was 8-foot wide and included three sections of existing wall that are referred to as Wall 1, Wall 2, and Wall 3. Walls 1 and 3 were dry stack or "landscape" walls constructed at the same time as the original path by a landscape crew. Neither of the original walls, 1 or 3, were greater than 4 feet in height. Native stone was used to construct these walls. Wall 2 is an interlocking concrete block wall with gaps to allow for the establishment of vegetation growing through the wall; this type of wall is typically called a "crib-wall". The original Sinclair path and walls were likely constructed in the 1970s. With increased use and improvements such as the White Clouds subdivision and the Sun Valley Golf Course and Lodge, pathway use was anticipated to increase. Based on current AASHTO standards, the 8-foot width was substandard for similar multi-use paths. Subsequently, the Sun Valley City Council decided to widen the path to 10 feet and improve the surface condition over the summer of 2009. Widening of the path required cutting into the hillside and increasing the height of the two existing dry stack walls where the path could not be widened to the low side (the Trail Creek side). New dry stack walls, both longer and higher (up to nearly 8' tall), were constructed during the path widening project. The new walls required new rock from local pits, but rock from the existing wall was used as possible. The existing crib-wall was able to be left untouched. Photos of the existing dry stack gravity and crib-walls are located in Attachment 1.

Walls above 4 feet in height should be designed by an engineer in order to calculate and avoid overturning other forces exerted on the wall. This engineered wall is typically referred to as a "gravity wall". Proper foundation construction, stacking of larger to smaller blocks, using dimensions meeting the design and placement of rocks in accordance with the design, as well as creation of adequate batter all become more critical as the size of the wall increases. Adequate drainage from behind the wall is essential also.

After sections of the 2009-reconstructed gravity wall collapsed in the spring of 2012 and then another section in the spring of 2013, the Sun Valley City Council began the process of investigating options for replacing the existing wall. The Council requested the City Engineer provide a review of three specific types of retaining walls that could be used along the Sinclair Path to replace or reconstruct the current dry stack gravity walls. Those wall options include:

1. Dry Stack Gravity Wall
2. Modular Block Gravity Wall
3. Crib Wall

As additionally requested by the council, this Technical Memorandum describes the wall systems, provides information regarding cost, reviews lifespan and warranty issues, compares construction and maintenance requirements of each, and provides a recommendation for selection.

Alternative Wall Systems Discussion

General

All retaining wall systems have some things in common, including:

- Must resist sliding and overturning forces from lateral soil pressure
Require proper free-draining backfill behind the wall surface
- Must be designed for the freezing and freeze/thaw conditions that exist in the Sun Valley area
- Must provide an aesthetically pleasing finished product that blends in with the surrounding environment

Dry Stack Gravity Wall

Dry stack natural stone gravity walls consist of large natural stone blocks set in place without mortar or cement to hold the blocks together. This is a true gravity wall, depending entirely upon its own mass and friction between the stones to resist the retained lateral soil pressure. Since the wall is constructed using natural stone blocks the quality and durability of the wall depends not only on the original design but also on the care with which the wall is constructed, and the local materials available. Proper construction for dry-stacked gravity walls of more than three or four feet in height requires installation of free-draining material behind the stone face, adherence to the size and dimension requirements of the stone, proper location of each individual stone with respect to those around it, inclusion of some batter to the wall face as stones are stacked, and care regarding placement of stones to ensure adequate surface exposure between stones for maximum friction. An experienced contractor with a proven record of accomplishment in similar construction will produce the best results.

The wall face of this system is large blocks with voids between the blocks so that excess surface or groundwater behind the wall will pass through the voids between the blocks.

Modular Block Gravity Wall System (example: Redi-Rock)

Modular Block Gravity Wall Systems consist of precast concrete blocks specifically engineered for retaining wall applications. The exposed face of the blocks can be cast to provide many different options for texture and appearance, including the appearance of natural rock. Depending on the color system used, coloring can be integral as well as surface accenting. Since the blocks are designed to fit together, modular block gravity wall quality is much less sensitive to construction quality than are dry-stack natural stone gravity walls. Battering the face of the wall may or may not be required as is depends upon the product chosen and the height of the wall.

Some modular block wall systems require geo-synthetic reinforcing to extend into the retained slope. If geo-synthetic reinforcing is required, a cut-back into the retained embankment is required. The extent of the cut-back depends upon the wall system used, the stability of the retained soil and the slope of the soil above the wall. Site restoration of the embankment is required. We recommend selecting a system that does not require geo-synthetic reinforcing in order to minimize cut-back, avoid slope disturbance, and the need for restoration. Redi-Rock provides a system that does not require geo-synthetic reinforcing for application at the Sinclair Path location.

The modular blocks are produced in a controlled environment; therefore, the blocks themselves are produced with a high degree of quality control. Selection of the coloring process and close coordination with the supplier to ensure excellent quality color that will hold up to UV and minor nicks and chips should be considered during the design phase. Modular wall systems have been used widely and successfully on both large and small projects. While this wall system is not as sensitive to contractor experience as the dry-stack option, experienced contractors are preferred nonetheless.

Precast Concrete Crib-Wall System (example: Criblock)

Precast Concrete Crib-Wall systems are gravity type retaining walls, using the mass of the system itself to retain and resist soil pressures on the retained soil side of the wall. The system consists of precast concrete elements that interlock to create open cells. The cells are filled with compacted fill material. The precast elements and fill materials make up the mass of the system. These systems are typically installed with a slight batter to the wall as part of the design. The foundation of the system may be a concrete pad or compacted structural fill material, depending upon the site and design requirements.

The precast elements are typically not produced with any type of special texture, as are the modular block gravity wall systems, giving an obvious concrete appearance. However, crib-wall systems have open spaces on the face of the wall system to the filled cells, allowing planted or naturally occurring plant life to grow in the cells on the face of the wall, providing natural cover in the face of the wall itself.

Like the modular block system, the precast units are produced in a controlled environment and thus have a high degree of quality control. However, this type of system has been losing market share over the years in the United States to other types of retaining wall systems. Currently there are no local (Idaho based) precast manufacturers that produce the precast elements for crib-wall systems. In the west, we have found only two precast manufacturers that produce crib-wall elements – one in California and one in Washington. Finding a contractor who is experienced in the installation of this type of system may be difficult.

As can be seen on the Sinclair Path, the section of crib-wall that was constructed originally is still functioning very well.

Wall Construction and Life Span

Construction of the dry-stack gravity wall is highly sensitive to an experienced contractor and strictly following the design details and requirements of the construction documents. The modular block gravity wall system and crib-wall systems are easy for contractors to install, as the systems are manufactured to interlock, the process is repetitive in nature, and constant on-site decision-making regarding selection of each stone for placement is not required. Proper foundation installation, backfilling and compaction is essential to any retaining wall system.

Inspection during construction would include verification of required foundation installation, monitoring of proper wall installation (particularly important for the dry-stack wall option), verification of fill and backfill materials and verification of proper compaction of fill and back fill. Use of proper, free-draining backfill and the porous nature of the considered wall systems will be adequate for the expected amount of precipitation and groundwater in Sun Valley. Inspection would be more intensive for the installation of the dry stack gravity wall in order to ensure the constant selection, placement, and keying-in of stones is being done correctly. The interlocking nature of the concrete elements of the modular block and crib-wall systems makes it quite apparent if pieces are not installed properly.

Some of the walls identified in this report can potentially last well beyond 50 years if constructed and maintained properly. The materials (natural rock, precast concrete) of each system, by their nature, require little maintenance. The maintenance exception is the crib-wall which, due to the vegetation, will require some maintenance. Permanent irrigation will provide a greener look and healthier plants, but may not be desired. The majority of the hillside being retained by the walls along the Sinclair Path is south-facing; in the arid high desert climate, establishment and maintenance of vegetation without irrigation could be challenging. Generally, any retaining wall system should be observed if subjected to an extreme event such as much higher than normal rainfall, rapid snowmelt, a seismic event, etc.

Wall System Comparison Summary

The discussion below provides detailed information about construction of each of the wall systems identified for review by the City Council and is followed by a table comparing cost overall wall system qualities. The wall systems are not shown in any particular order. While all of the wall systems differ in construction materials, methods, and cost, they should not differ so much in life span as noted above.

1. **Reconstruct a Dry Stack Gravity Wall** – This option includes reconstructing all or the majority of Walls 1 and 3 using a similar system as that currently constructed. It may be possible to retain some of the shorter (less than 4 feet) sections of existing wall in place if they appear to be solid and well constructed. Where wall is completely rebuilt, the existing block and fill material behind the wall face would be removed. If the materials are deemed clean by the on-site engineer, the fill material may be reused. Most likely at least some additional material will be required. Existing stone would be inventoried and additional stone necessary to meet design requirements would be brought to the site. An issue that occurred during the original reconstruction of the dry stack gravity walls in 2009 was the ability to find stone adequately sized to meet the design and to match the existing materials on site. Tight adherence to the plans and specifications are critical. On-site construction inspection would be a significant change to the construction aspect from the original construction process.

2. **Construct a Modular Block Gravity Wall system** – This option includes the complete demolition of the existing dry stack gravity walls. The existing stone wall material may be sold back to a local landscape company or at least removed at cost. As with the dry stack gravity wall, the fill and backfill materials behind the existing wall will be removed; as determined acceptable by the on-site engineer, some or all of that material may be reused. This modular block system uses engineered materials, ensuring all material pieces are the same and are designed to fit together. Once the wall has been designed and the pieces delivered, no judgment is necessary for installation of each piece as is required with the dry stack system.

3. **Construct a Crib-Wall system** – This option also includes the complete demolition of the existing dry stack gravity wall. Again, materials from the existing wall may have resale value. Fill and backfill material will be excavated from the hillside and evaluated for reuse by the on-site engineer. This option is similar to the modular block gravity wall system in that it also includes the use of engineered materials designed to be interlocking and fit together. Once the foundation system is installed, the concrete block system and fill materials can be installed. One difference between the modular block gravity wall and the crib-wall is that the crib-wall has an open face, allowing moisture to weep through the face of the wall. Establishment of vegetation at the face and above the wall provides a natural look to the system but is not essential to wall stability. An additional element of construction for this system, if desired, would be the installation of an irrigation system behind the wall.

The table below provides a brief summary of the pros, and cons of the systems considered in no order of preference.

Table 1
Wall Replacement Comparison

| Wall Replacement Option | Pros | Cons | Comments |
|---|--|--|------------------|
| Dry Stack Gravity (Natural Stone) Wall | <ul style="list-style-type: none"> • Potential to reuse a portion of existing material • Actual natural stone to provide the aesthetics the City desires • Natural stone weathers very well • Look will match what has been on wall in past • Majority of any design effort is already complete | <ul style="list-style-type: none"> • Very sensitive to construction quality control • Requires additional construction inspection • Local sources for adequate size to meet design and match existing material look may not be available | See Attachment 2 |
| Modular Block Gravity Wall System (Redi-Rock) | <ul style="list-style-type: none"> • Many different systems available • Textured & colored surfaces that appear to be natural stone available • Engineered system with known results • Engineering design included with product | <ul style="list-style-type: none"> • Available textures may not match exactly with the City's desired appearance • May require additional cut-back and restoration of the existing slope depending on wall system used • May not appear as "natural" as real stone • Wall face could chip more easily than natural stone | See Attachment 3 |

Table 1
Wall Replacement Comparison

| Wall Replacement Option | Pros | Cons | Comments |
|----------------------------|--|--|------------------|
| Precast Concrete Crib-Wall | <ul style="list-style-type: none"> • Common construction materials and methods • Potential for natural vegetation to grow in the void spaces of the crib wall face • Engineered system with known results • Engineering design available by product manufacturer | <ul style="list-style-type: none"> • No local precast manufacturers produce this system • Precast elements may not have the desired appearance • Not as aesthetically pleasing • No longer a commonly used wall system • Contractors may be unfamiliar with this system | See Attachment 4 |

Table 2 provides a total project cost estimate, including the following project cost items:

- Demolition of the existing wall
- Design and bid package development
- Construction
- Construction inspection

Cost comparison information used in the following tables was developed from information gathered from local contractors and suppliers. The information has been provided so that the Council has the opportunity to compare the wall systems. Once the Council selects a wall system, the City Engineer will develop a Construction Document for bidding purposes. The City is required to go through a standard low bid process in order to select a contractor for the actual work. It is entirely possible that the contractor with the lowest bid is not the same contractor that has provided information for this report. Because of this, and because the final Construction Document will be a more detailed document with a more refined design, the actual bid cost will very likely be different than the estimates provided herein.

The following suppliers and contractors provided cost information support for the given wall systems:

1. Dry Stack Gravity Wall – Webb Landscape, Ketchum, ID
2. Modular Block Gravity Wall – Redi-Rock, Meridian, ID
3. Crib Wall – Wall Systems NW Inc., Bellevue, WA

Demolition of the existing wall is estimated to cost between \$11,000 and \$21,000 and so an average of \$16,000 has been included in each the wall cost summaries. As noted above, resale of the existing stone may create an opportunity for savings if the modular block or crib-wall options are selected. This balances out with the opportunity the dry stack gravity wall provides of potentially not needing to demolish the entire wall, and so the average cost has been selected for all options. The design fee for all systems has also been estimated at the same cost for each. The original bid package used for the dry stack wall can be reused as a base for this new construction package. It will be updated and the detailed drawings for the wall type selected will be designed and inserted in place of the existing as needed. Variation in project cost comes mainly from construction materials, shipping costs, and labor as well as construction inspection effort. We recommend a professional engineer be engaged to conduct the construction inspection effort. Our recommendation for a local geotechnical engineer, familiar with the soils in the area, and the wall itself, is Steve Butler of Butler and Associates.

TABLE 2
Wall Replacement Project Cost Summary

| Project Phase | Dry Stack Gravity Wall | Modular Block Gravity Wall | Precast Concrete Crib Wall |
|---|---|----------------------------|----------------------------|
| Demolition – assumed midrange of the \$11,000 - \$21,000 estimate | \$16,000 | \$16,000 | \$16,000 |
| Design – Includes design elements, and development of Contract documents for bidding purposes | \$7,000 | \$7,000 | \$7,000 |
| Construction – Includes material and Installation costs And \$20,000 in general contractor site work (erosion control, traffic control, etc.) | \$75,000 \$20,000 | \$90,000 \$20,000 | \$72,000 \$20,000 |
| Construction Inspection – <i>Dry Stack Gravity</i> inspection is most complex construction. <i>Modular Block</i> is least complex construction. <i>Precast Crib Wall</i> is moderately moderate complex construction. | \$15,000 | \$8,000 | \$10,000 |
| Project Totals | \$133,000 (\$151,500 with lifetime warranty – see warranty discussion below) | \$141,000 | \$125,000 |

Note: Construction time-frame is estimated to take approximately 2 months total from Notice to Proceed to Final Completion.

Warranty

Warranties for construction depend greatly upon the contractor responsible for construction of the wall. The General Contractor responsible for installation of the wall will not be the supplier in the case of the modular block gravity wall or the crib-wall. Typical warranties on materials are 1 year from time of delivery. Typical warranties on construction projects are 1 year from time of completion, although extended warranties may be available for additional cost depending on the installation contractor's business model. The lifetime warranty offered on the dry stack gravity wall could be added as a requirement for any of the wall systems, or at least a very long-term warranty, in the construction documents. The cost would probably be similar and is shown as an example above, and discussed below.

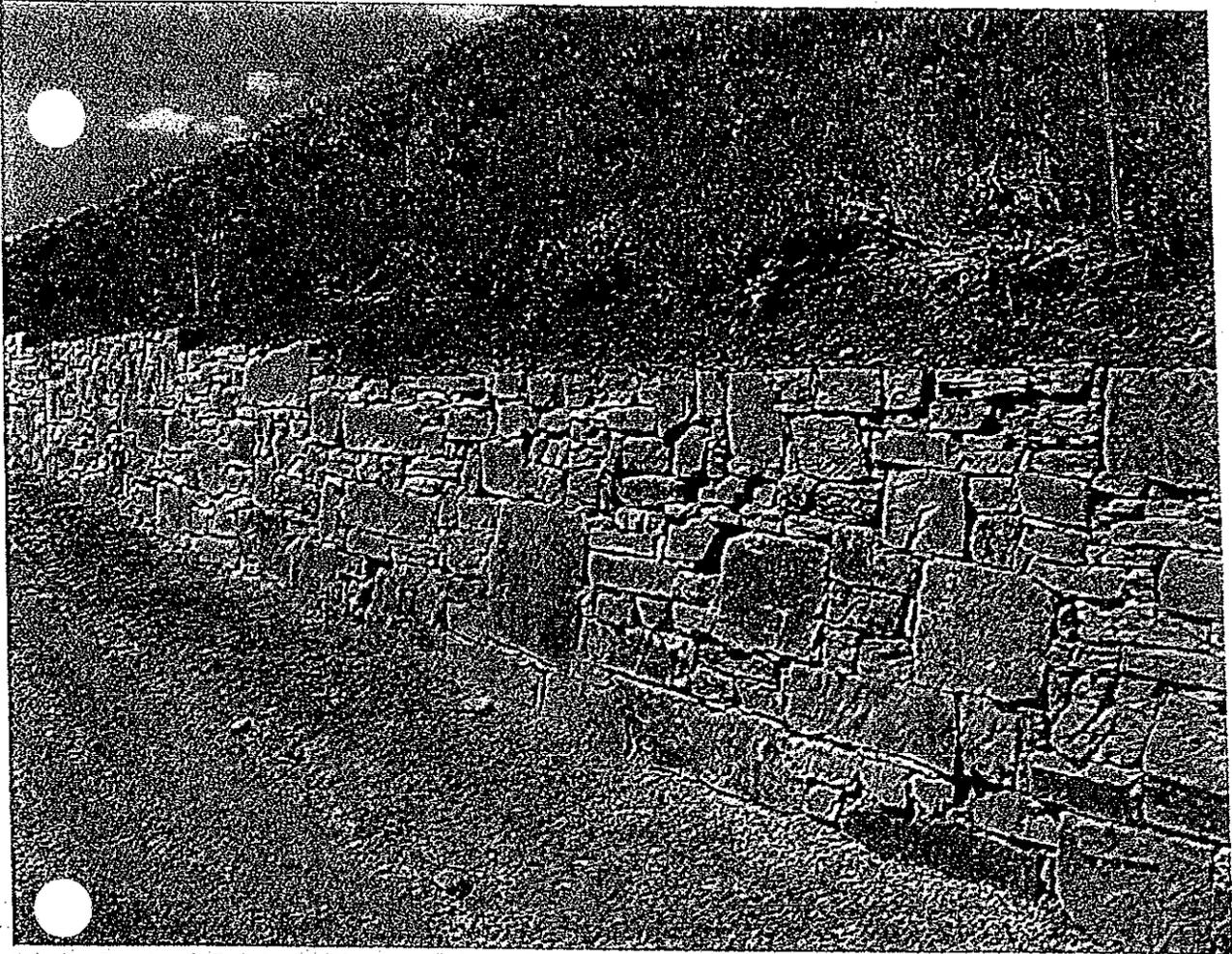
TABLE 3
Warranty Comparison

| Wall Replacement Option | Materials | Construction |
|---|------------------------------------|--|
| Dry Stack Gravity (Natural Stone Wall) | NONE – Natural stone | Varies by contractor, 1-year minimum is typical. The cost estimate provided herein includes a 5 year warranty and a lifetime warranty available at an additional 25% cost. |
| Modular Block Gravity Wall System (Redi-Rock) | 1-year warranty on wall materials. | Varies by contractor. 1-year warranty minimum is typical. Longer warranties may be available at additional cost, depending upon contractor. |
| Precast Concrete Crib Wall | 1-year warranty on wall materials. | Varies by contractor. 1-year warranty minimum is typical. Longer warranties may be available at additional cost, depending upon contractor. |

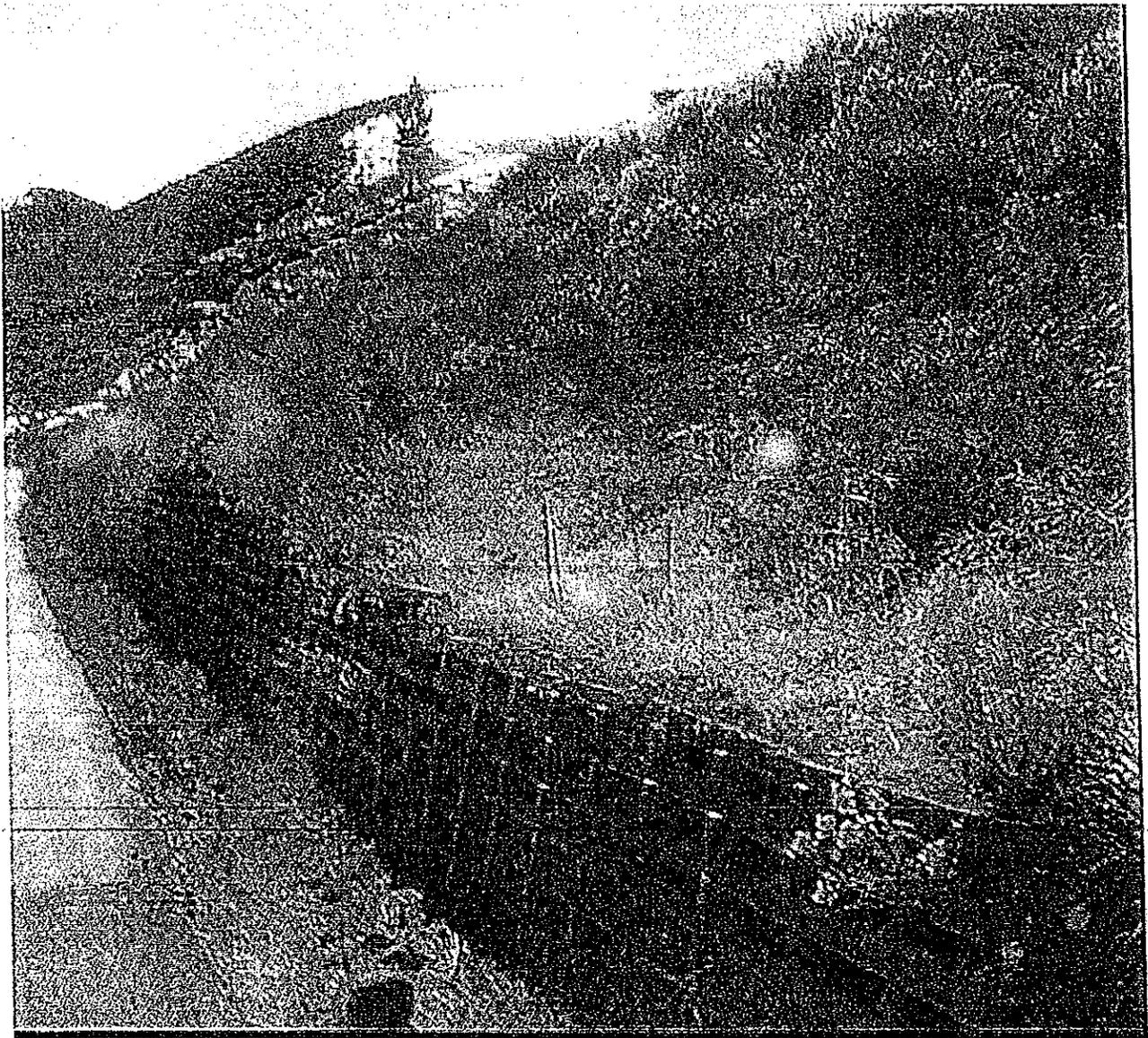
Recommendations

Taking into account the history of the walls along the Sinclair Path, project cost, and ease of construction and maintenance, the City Engineer recommends the modular block wall system. This system typically has a 1 year product and construction warranty, but, as noted, a longer warranty through the general contractor installing the wall, could be required in the construction document. Obviously there is a cost associated with an extended warranty. The modular block gravity wall is simple to construct, provides an appealing face that matches the look of other walls in the area, and is low maintenance. We recognize that the modular block wall is the most expensive cost, but given the high level estimate provided, the cost is within 10% of the next wall system cost, dry stack gravity wall, keeping it within range of the other systems. In our opinion the crib-wall system may be the least desirable due to the non-local supplier, the additional maintenance, and least aesthetic appeal.

Attachment 1
Existing Dry Stack and Crib-Wall Photographs



Existing Dry Stack Gravity Wall



Existing Crib-Wall

Attachment 2
Dry-Stack Gravity Wall Section

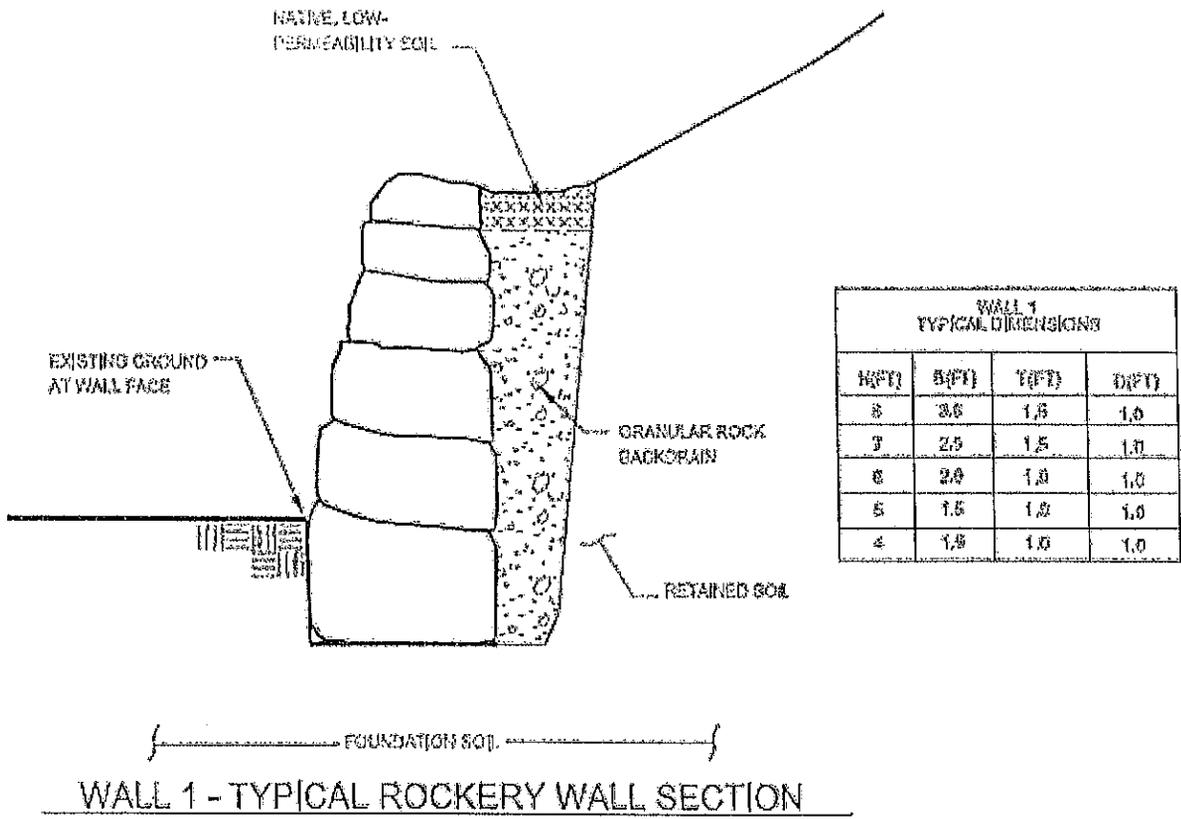
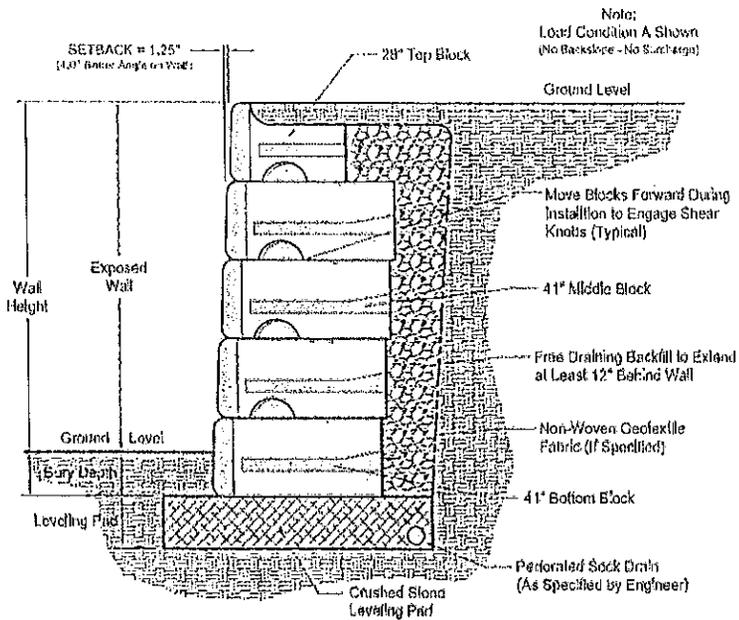


Figure 1. Dry-stacked wall cross section.

Attachment 3
Modular Block Gravity Wall System

Typical Gravity Wall with 41" Blocks

No Scale



See Redi-Rock.com for Detailed
Section Drawings of Each Condition
Shown in the Design Charts

Figure 2: Modular block gravity wall cross section.

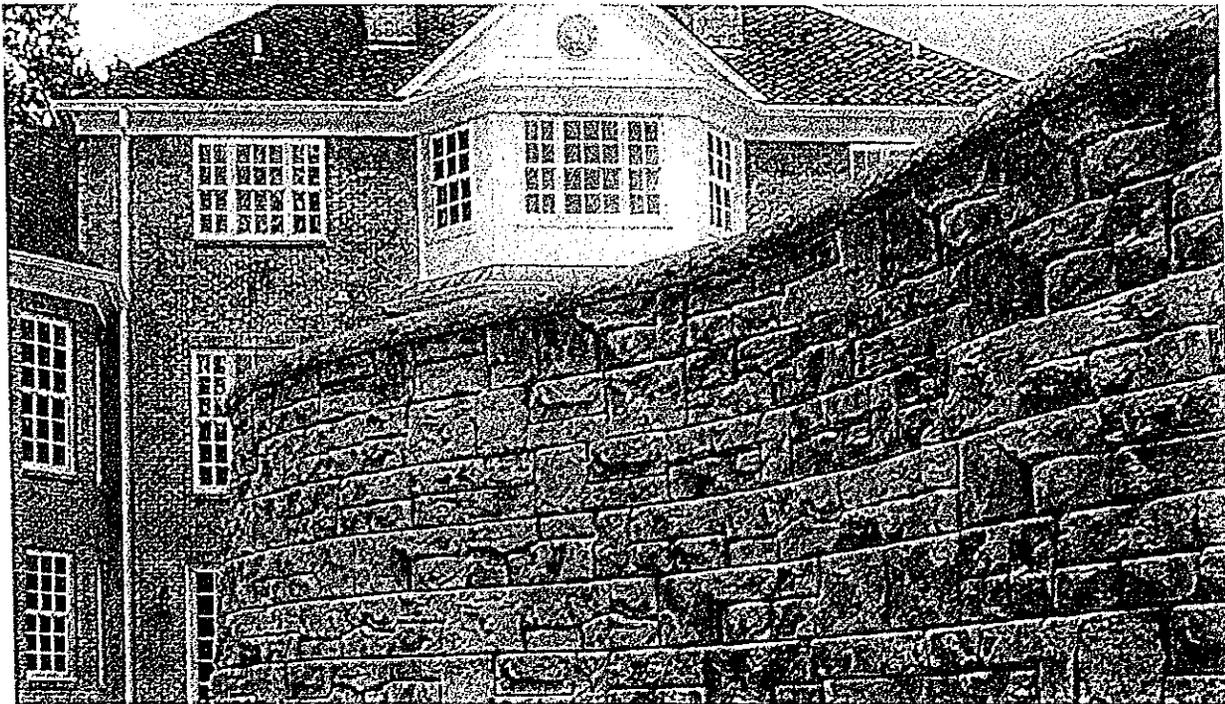


Figure 3. Redi-Rock Modular block wall example.

Attachment 4
Precast Concrete Crib-Wall

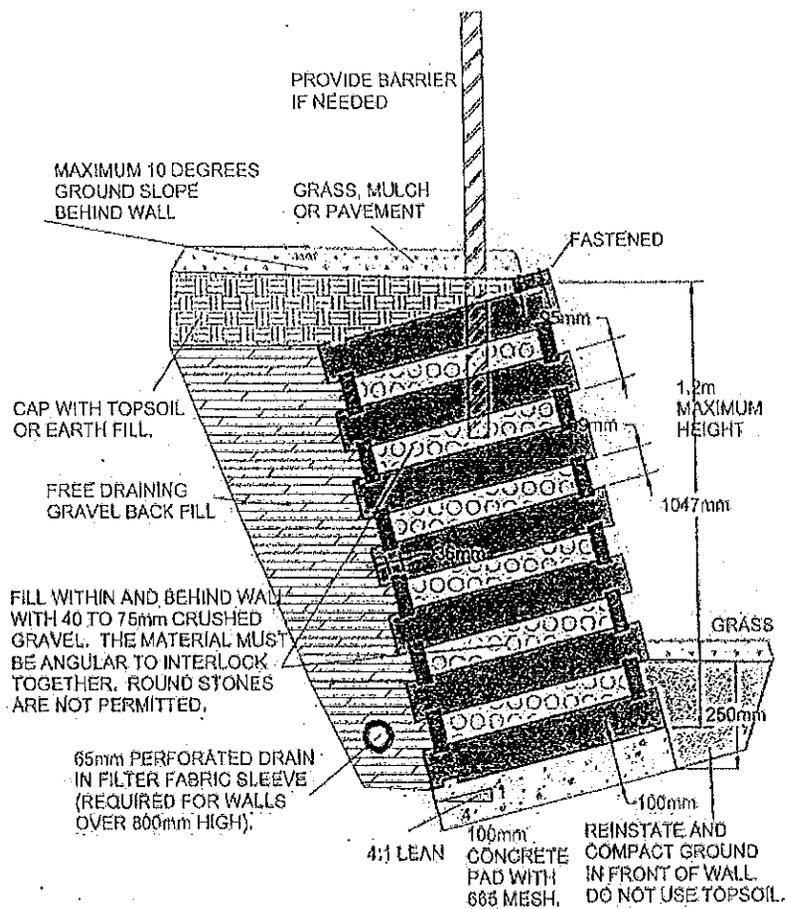


Figure 4. Precast concrete crib-wall cross section.

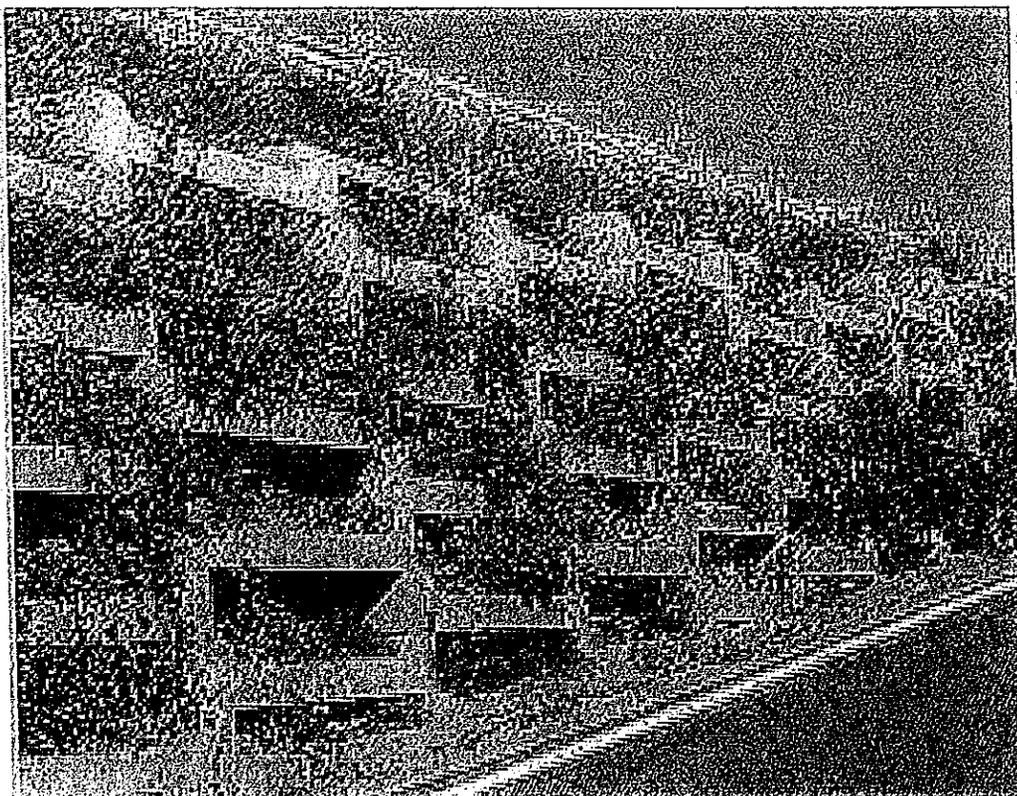


Figure 5. Crib-wall example

SUMMARY FOR PUBLICATION OF CITY OF SUN VALLEY ORDINANCE NO. 466

Pursuant to Idaho Code Section 50-901A, the City of Sun Valley, Idaho summarizes City of Sun Valley Ordinance No. 466, enacted on January 9, 2014, as follows:

1. The name of the City is the City of Sun Valley, Idaho
2. Formal Identification of Ordinance: City of Sun Valley Ordinance No. 466.
3. Descriptive Title: AN ORDINANCE OF THE CITY OF SUN VALLEY, BLAINE COUNTY, IDAHO, AMENDING THE SUN VALLEY CITY CODE TO MODIFY, CORRECT AND FURTHER CLARIFY EXISTING CODE TEXT AND ORDINANCE TEXT BY REVISING THE INDIVIDUAL SECTIONS LISTED IN THE TITLE TABLE BELOW; BY PROVIDING FOR A SAVINGS AND SEVERABILITY CLAUSE; BY PROVIDING FOR A REPEALER CLAUSE; AND BY PROVIDING AN EFFECTIVE DATE.
3. Summary of ordinance: This ordinance is a "cleanup" ordinance updating and clarifying misdemeanor penalties in various sections of the Sun Valley Code, and updating the reference to the City's Depository.
4. Summary of Principal Provisions of Ordinance No. 466:
 - a. Every instance of misdemeanor penalty in the Sun Valley Code is corrected to refer to the General Penalty as defined in Sun Valley Code section 1-3-2;
 - b. The City's Depository bank is updated.
 - c. Effective Date: _____, 2014
5. The full text of City of Sun Valley Ordinance No. 466 is available at Sun Valley City Hall, 81 Elkhorn Road, Sun Valley, Idaho 83353.

City Attorney Statement Pursuant to Idaho Code Section 50-901A(3)

I, Adam B. King, duly appointed City Attorney for the City of Sun Valley, Idaho, certify that the above summary is true and complete and provides adequate notice to the public.

Dated: _____

Adam B. King
City Attorney for Sun Valley, Idaho

**CONTRACT FOR SERVICES
BETWEEN THE CITY OF SUN VALLEY
AND FLY SUN VALLEY ALLIANCE**

This Contract for Services (Contract) is made and entered into this ___ day of _____, 2013, by and between the CITY OF SUN VALLEY, an Idaho municipal corporation ("City") and THE FLY SUN VALLEY ALLIANCE, INC., an Idaho nonprofit corporation ("Contractor").

RECITALS

WHEREAS, the City is a municipal corporation duly organized and existing under the laws of the State of Idaho; and

WHEREAS, the Contractor is an Idaho nonprofit corporation duly organized and existing under the laws of the State of Idaho; and

WHEREAS, pursuant to Idaho Code §§50-301 and 50-302, the City is empowered to enter into contracts as may be deemed necessary to promote the welfare of the City and its residents; and

WHEREAS, it is deemed in the best interests of the public health, welfare and prosperity of the City to encourage tourism and to participate in other activities which promote and enhance the tourist trade, commerce and industry of the City which is determined to be an ordinary and necessary expense for the economic well-being of the City and its residents and visitors; and

WHEREAS, it is deemed in the best interests to acquire, by contract, certain services to be performed by Contractor, to provide general information on air service development, and related economic issues and to advise and consult with the City to promote and enhance air service development, and industry of the City; and

WHEREAS, it is the intention of the City to contract with Contractor to provide such services as herein described.

NOW, THEREFORE, on the basis of the foregoing recitals, and upon motion duly passed by the Sun Valley City Council, the parties agree as follows.

CONTRACT AGREEMENT

1. Incorporation of Recitals. The Recitals set forth herein above are hereby incorporated into and made an integral part of this Contract.
2. The Services. The Contractor shall provide administrative and management services reasonably necessary to support the Contractor in its efforts to support the City. Projects

AGREEMENT BETWEEN THE CITY OF SUN VALLEY
AND FLY SUN VALLEY ALLIANCE

and performance metrics are more fully described in Attachment A to this contract amendment.

3. Consideration. Sun Valley agrees to pay Contractor the sum of \$31,000 (THIRTY-ONE THOUSAND DOLLARS). Payments shall be paid in 6 (six) equal monthly payments in the amount of \$5,166.66 (FIVE THOUSAND ONE HUNDRED SIXTY SIX DOLLARS AND SIXTY SIX CENTS) beginning October 1, 2013. A properly documented invoice shall be delivered to the City, with payment due in not more than thirty (30) days from the date of receipt.
4. Term. The Term of this Contract is for six (6) months beginning on October 1, 2013 and ending on March 31, 2014.
5. Reporting. The Contractor shall provide written monthly reports to the City for distribution to the City Councilperson, who serves in a non-voting liaison position on the Fly Sun Valley Alliance Board of Directors, and to the Mayor and other City Council members. The Contractor shall also provide a written progress report and presentation to the full City Council at its regular monthly meeting in March and September, or as able to be scheduled. The reports shall describe the accomplishments of the projects and performance metrics detailed in Attachment A.
6. Termination. Sun Valley may terminate this Contract for any reason whatsoever by providing thirty (30) days' written notice to Contractor. Termination under this provision does not relieve Contractor of any unfulfilled reporting duties to Sun Valley.
7. Independent Contractor. Sun Valley and Contractor hereby agree that Contractor shall perform the obligations under this Contract exclusively as an independent contractor and not as employee or agent of the City of Sun Valley. The Parties do not intend to create through this Contract any partnership, corporation, employer/employee relationship, joint venture or other business entity or relationship other than that of independent contractor. Contractor, its agents and employees shall not receive nor be entitled to any employment-related benefits from Sun Valley including without limitation, workers compensation insurance, unemployment insurance, health insurance, retirement benefits or any benefit that Sun Valley offers to its employees. Contractor shall be solely responsible for the payment of all payroll and withholding taxes for amounts paid to Contractor under this Contract and for Contractor's payments for work performed in performance of this Contract by Contractor, its agents and employees; and Contractor hereby releases, holds harmless and agrees to indemnify Sun Valley from and against any and all claims or penalties, including without limitation the 100% penalty, which in any manner relate to or arise from any failure to pay such payroll or withholding taxes.

AGREEMENT BETWEEN THE CITY OF SUN VALLEY
AND FLY SUN VALLEY ALLIANCE

8. Compliance With Laws/Public Records. Contractor, its agents and employees shall comply with all federal, state and local laws, rules and ordinances. This Contract does not relieve Contractor of any obligation or responsibility imposed upon Contractor by law. Without limitation, Contractor hereby acknowledges that all writings and documents related to this Contract are provided, including without limitation email, containing information relating to the conduct or administration of the public's business prepared by Contractor for City regardless of physical form or characteristics may be public records pursuant to Idaho Code Section 9-337 *et seq.* Contractor further acknowledges that, subject to certain limitations, the public may examine and take a copy of all such public writings and records. Accordingly, Contractor shall maintain such writings and records in such a manner that they may be readily identified, retrieved and made available for such inspection and copying. It is understood that Contractor has access to writings and documents that are private third party communications and not part of this Contract. These writings and documents, regardless of physical form are not public record documents and not subject to the requirements of Idaho § 9-337 *et seq.*

9. Hold Harmless Agreement. Any contractual obligation entered into or assumed by the Contractor, or any liability incurred by reason of personal injury and/or property damage in connection with or arising out of the Contractor's obligations pursuant to this Contract shall be the sole responsibility of Contractor, and Contractor covenants and agrees to indemnify and hold Sun Valley harmless from any and all claims or causes of action arising out of Contractor's activities and obligations as set forth hereinabove, including, but not limited to, personal injury, property damage, and employee complaints.

10. Notice. All notices, requests, demands or other communication required or provided for under this Contract, other than instructions given by Sun Valley pursuant to Paragraph 2 herein above shall be in writing. Notices to Sun Valley and Contractor shall be addressed as follows:

SUN VALLEY:

City of Sun Valley
ATTN: City Administrator

PO BOX 416
Sun Valley, ID 83353

CONTRACTOR:

Fly Sun Valley Alliance
ATTN: Director

Carol Waller
PO BOX 6316
Ketchum, ID 83340

11. Non-Assignment. Contractor hereby acknowledges that Sun Valley has agreed to enter this Contract based in part on Contractor's unique skills and reputation for professional work. Accordingly, Contractor may not assign or transfer in any manner this Contract or any of Contractor' right, title or interest in or to this Contract without the prior written consent of Sun Valley which may be withheld for any reason.

12. Amendments. This Contract may only be changed, modified, or amended in writing executed by the Parties.

AGREEMENT BETWEEN THE CITY OF SUN VALLEY
AND FLY SUN VALLEY ALLIANCE

13. Headings. The headings in the Contract are inserted for convenience and identification only and are in no way intended to describe, interpret, define, or limit the scope, extent, or intent of this Contract or any provision hereof.
14. No Presumption. No presumption shall exist in favor of or against either Party to this Contract as the result of the drafting and preparation of the document.
15. Governing Law. This Contract shall be governed by the laws and decisions of the State of Idaho.
16. Entire Contract. This Contract contains the entire agreements between the parties respecting the matters herein set forth and supersedes all prior Agreements and/or Contracts between the parties hereto respecting such matter.
17. Execution and Fax Copies and Signatures. This Contract may be executed simultaneously in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.
18. Authority. The Parties executing this Contract warrant, state, acknowledge, and affirm that they have the authority to sign the same and to bind themselves to the terms contained herein.
19. Amendment. This Contract may only be amended by a further written agreement, duly authorized, and signed by the Parties.

IN WITNESS WHEREOF, the Parties have signed this Contract the day and year first above written.

CITY OF SUN VALLEY,
An Idaho municipal corporation

FLY SUN VALLEY ALLIANCE,
an Idaho nonprofit 501c6 corporation

By: _____
DeWayne Briscoe, Mayor

by: _____
Eric Seder, Board President

ATTEST:

Julia Kinsey-Lovey,
Deputy City Clerk

AGREEMENT BETWEEN THE CITY OF SUN VALLEY
AND FLY SUN VALLEY ALLIANCE

Attachment A



MISSION STATEMENT

It is the mission of Fly Sun Valley Alliance to retain, develop and improve air service access to the Wood River Valley and support airport operations, infrastructure and services for the benefit of visitors and residents.

Fly Sun Valley Alliance is an Idaho non-profit 501c(6) corporation. The volunteer board of directors is made up of private sector business and organization members, as well as public sector representatives from Friedman Memorial Airport, the cities of Hailey, Ketchum, Sun Valley and Blaine County.

SCOPE OF WORK: AIR SERVICE RETENTION, DEVELOPMENT, IMPROVEMENT

AIR SERVICE DEVELOPMENT

Work with consultants, airlines and other partners to:

- Negotiate air service contracts with airlines - monitor/evaluate/track bookings, fares, P&L, to ensure best success
- Support coordination of start-up effort for new carriers (United SFO in 2013.14)
- Coordinate marketing of the air service with partners via promotions, fare sales, campaigns, etc.
(Partners include Sun Valley Resort, Sun Valley Marketing Alliance, local lodging properties and businesses, Idaho Tourism, and Delta, Alaska, United airlines)
- Work with airlines and contract diversion bussing providers as needed re: procedures, passenger experience, etc
- Research and pursue new and/or expanded air service opportunities from target markets
- Keep abreast of key air service/industry trends nationally and within Sun Valley's competitive set
- Maintain strong relationships with key industry contacts: airlines, consultants, state and local officials, other air service program directors, etc

SEARCH

- Develop and implement winter and summer air passenger surveys at SUN to determine travel trends, economic impact and other relevant data for use in decision making, public education, etc.
- Monitor/ track other air service related data within our competitive set.
- Monitor/track monthly/YTD enplanement data and other air service related information.
- Work with Friedman Memorial Airport on reduction of leakage, airfare price comparisons, etc.

FUNDRAISING

- Manage and promote the **AIR SUPPORT BUSINESS SKI PASS** program with Sun Valley Resort
- Manage and promote the **REALTORS FOR AIR** program with Sun Valley Board of Realtors
- Manage and promote the **SKI FOR AIR SERVICE DAY** annual fundraising event with Sun Valley Resort
- Pursue other fundraising opportunities as feasible (public, events, grants, etc).

COMMUNITY OUTREACH/EDUCATION

- Provide information and outreach to all key stakeholders and public on importance of air service and FSVA programs that ensure we continue to retain and improve Sun Valley's air service access. Coordinate communications efforts with Friedman Memorial Airport Communications Director on air service issues.

KEY PERFORMANCE METRICS

- **RETAIN/EXPAND CURRENT AIR SERVICE:** Retain contracted nonstop SEA, LAX, and new SFO flights; Expand seats by 10% (2,500) for SEA and LAX flights in 2014 calendar year, by extending flights in spring and fall.
- **MINIMIZE AIR SERVICE CONTRACT COSTS:** Work with airlines & marketing partners to increase load factors & minimize air service contract costs. (2012 average annual load factors; Alaska 78%; SkyWest 71%)
- **NEW AIR SERVICE:** Pursue at least one new non-stop market flight for 2014.15
- **RESEARCH:** Conduct 1000+ air passenger surveys at SUN; continue with competitive analysis, economic impact and air service ROI research.
- **FUNDRAISING:** Raise at least **\$230K** in private se - 1 5 7 - j for air service support expense.

**CONTRACT FOR SERVICES
BETWEEN THE CITY OF SUN VALLEY
AND FLY SUN VALLEY ALLIANCE**

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WHEREAS, it is deemed in the best interests of the public health, welfare and prosperity of the City to encourage tourism and to participate in other activities which promote and enhance the tourist trade, commerce and industry of the City which is determined to be an ordinary and necessary expense for the economic well-being of the City and its residents and visitors; and

WHEREAS, it is deemed in the best interests to acquire, by contract, certain services to be performed by Contractor, to provide general information on air service development, and related economic issues and to advise and consult with the City to promote and enhance air service development, and industry of the City; and

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AGREEMENT BETWEEN THE CITY OF SUN VALLEY
AND FLY SUN VALLEY ALLIANCE

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6. Termination. Sun Valley may terminate this Contract for any reason whatsoever by providing thirty (30) days' written notice to Contractor. Termination under this provision does not relieve Contractor of any unfulfilled reporting duties to Sun Valley.
- ~~7. Refund of Monies Paid. In the event that in the 2013 General Election the City of Ketchum, Idaho's voters approve the ballot measure for Ketchum to collect an additional one percent local option tax, the parties agree that FSVA will have adequate funding for the foreseeable future and the FSVA shall repay to Sun Valley, without interest, all monies paid to FSVA hereunder, within a period of _____ months.~~
8. 7. Independent Contractor. Sun Valley and Contractor hereby agree that Contractor shall perform the obligations under this Contract exclusively as an independent contractor and not as employee or agent of the City of Sun Valley. The Parties do not intend to create through this Contract any partnership, corporation, employer/employee relationship, joint venture or other business entity or relationship other than that of independent contractor. Contractor, its agents and employees shall not receive nor be entitled to any employment-related benefits from Sun Valley including without limitation, workers compensation insurance, unemployment insurance, health insurance, retirement benefits or any benefit that Sun Valley offers to its employees. Contractor shall be solely responsible for the payment of all payroll and withholding taxes for amounts paid to Contractor under this Contract and for Contractor's payments for work performed in performance of this Contract by Contractor, its agents and employees; and Contractor hereby releases, holds harmless and agrees to indemnify Sun Valley from and against any and all claims or penalties, including without limitation the 100% penalty,

AGREEMENT BETWEEN THE CITY OF SUN VALLEY
AND FLY SUN VALLEY ALLIANCE

which in any manner relate to or arise from any failure to pay such payroll or withholding taxes.

9-8. Compliance With Laws/Public Records. Contractor, its agents and employees shall comply with all federal, state and local laws, rules and ordinances. This Contract does not relieve Contractor of any obligation or responsibility imposed upon Contractor by law. Without limitation, Contractor hereby acknowledges that all writings and documents related to this Contract are provided, including without limitation email, containing information relating to the conduct or administration of the public's business prepared by Contractor for City regardless of physical form or characteristics may be public records pursuant to Idaho Code Section 9-337 *et seq.* Contractor further acknowledges that, subject to certain limitations, the public may examine and take a copy of all such public writings and records. Accordingly, Contractor shall maintain such writings and records in such a manner that they may be readily identified, retrieved and made available for such inspection and copying. It is understood that Contractor has access to writings and documents that are private third party communications and not part of this Contract. These writings and documents, regardless of physical form are not public record documents and not subject to the requirements of Idaho § 9-337 *et seq.*

10-9. Hold Harmless Agreement. Any contractual obligation entered into or assumed by the Contractor, or any liability incurred by reason of personal injury and/or property damage in connection with or arising out of the Contractor's obligations pursuant to this Contract shall be the sole responsibility of Contractor, and Contractor covenants and agrees to indemnify and hold Sun Valley harmless from any and all claims or causes of action arising out of Contractor's activities and obligations as set forth hereinabove, including, but not limited to, personal injury, property damage, and employee complaints.

11-10. Notice. All notices, requests, demands or other communication required or provided for under this Contract, other than instructions given by Sun Valley pursuant to Paragraph 2 herein above shall be in writing. Notices to Sun Valley and Contractor shall be addressed as follows:

SUN VALLEY:

City of Sun Valley
ATTN: City Administrator

PO BOX 416
Sun Valley, ID 83353

CONTRACTOR:

Fly Sun Valley Alliance
ATTN: Director
Carol Waller
PO BOX 6316
Ketchum, ID 83340

12-11. Non-Assignment. Contractor hereby acknowledges that Sun Valley has agreed to enter this Contract based in part on Contractor's unique skills and reputation for professional work. Accordingly, Contractor may not assign or transfer in any manner this Contract or any of Contractor's right, title or interest in or to this Contract without the prior written consent of Sun Valley which may be withheld for any reason.

AGREEMENT BETWEEN THE CITY OF SUN VALLEY
AND FLY SUN VALLEY ALLIANCE

- ~~13~~.12. Amendments. This Contract may only be changed, modified, or amended in writing executed by the Parties.
- ~~14~~.13. Headings. The headings in the Contract are inserted for convenience and identification only and are in no way intended to describe, interpret, define, or limit the scope, extent, or intent of this Contract or any provision hereof.
- ~~15~~.14. No Presumption. No presumption shall exist in favor of or against either Party to this Contract as the result of the drafting and preparation of the document.
- ~~16~~.15. Governing Law. This Contract shall be governed by the laws and decisions of the State of Idaho.
- ~~17~~.16. Entire Contract. This Contract contains the entire agreements between the parties respecting the matters herein set forth and supersedes all prior Agreements and/or Contracts between the parties hereto respecting such matter.
- ~~18~~.17. Execution and Fax Copies and Signatures. This Contract may be executed simultaneously in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.
- ~~19~~.18. Authority. The Parties executing this Contract warrant, state, acknowledge, and affirm that they have the authority to sign the same and to bind themselves to the terms contained herein.
- ~~20~~.19. Amendment. This Contract may only be amended by a further written agreement, duly authorized, and signed by the Parties.

IN WITNESS WHEREOF, the Parties have signed this Contract the day and year first above written.

CITY OF SUN VALLEY,
An Idaho municipal corporation

FLY SUN VALLEY ALLIANCE,
an Idaho nonprofit 501c6 corporation

By: _____
Dewayne Briscoe, Mayor

by: _____
Eric Seder, Board President

ATTEST:

AGREEMENT BETWEEN THE CITY OF SUN VALLEY
AND FLY SUN VALLEY ALLIANCE

Hannah L. Stauts, City Clerk

AGREEMENT BETWEEN THE CITY OF SUN VALLEY
AND FLY SUN VALLEY ALLIANCE

#17

THERE ARE NO MATERIALS FOR THIS ITEM

2013 Mayor and Council Assignments and Appointments

| Item | Previous | | | | | | | | | | Current | | | | | | | | | | |
|------|---|----------------------|-------------------------------|----------------|------------|----------|--------------|-----------------|------------|------------|----------|----------------|--------------|-----------------|------------|------------|----------|----------------|--------------|-----------------|------------|
| | A | B | C | D | J | K | L | M | N | O | P | Q | R | S | U | V | W | X | Y | Z | AA |
| | Authority, Agency, Board, Committee | Position | Appointed by | Council Action | Last | First | Term Expires | Requires Action | Term Years | Last | First | Date Appointed | Term Expires | Requires Action | Term Years | Last | First | Date Appointed | Term Expires | Requires Action | Term Years |
| 1 | Blaine County Airport Advisory Committee | Liaison | Mayor | No | Willich | Wayne | 1/1/2012 | 1/1/2012 | 1 | Briscoe | Dewayne | 1/1/2013 | 1/1/2013 | 1/1/2013 | 1 | Briscoe | Dewayne | 1/1/2014 | 1/1/2014 | 1/1/2014 | 1 |
| 2 | Blaine County Housing Authority | Nomination to Board | Mayor w/ Council Confirmation | Yes | Moore | Bonnie | 1/1/2012 | 1/1/2012 | 1 | Moore | Bonnie | 1/1/2013 | 1/1/2013 | 1/1/2013 | 1 | Griffith | Michelle | 1/1/2014 | 1/1/2014 | 1/1/2014 | 1 |
| 3 | Blaine County Housing Authority | Liaison | Mayor | No | VACANT | | 1/1/2012 | 1/1/2012 | 1 | Griffith | Michelle | 1/1/2013 | 1/1/2013 | 1/1/2013 | 1 | Griffith | Michelle | 1/1/2014 | 1/1/2014 | 1/1/2014 | 1 |
| 4 | Blaine County Regional Transportation Committee | Board Member | Mayor w/ Council Confirmation | Yes | Ribi | Nils | 1/1/2012 | 1/1/2012 | 1 | Ribi | Nils | 1/1/2013 | 1/1/2013 | 1/1/2013 | 1 | | | 1/1/2014 | 1/1/2014 | 1/1/2014 | 1 |
| 5 | Blaine County Solid Waste Coordinating Committee | Board Member | Mayor w/ Council Confirmation | Yes | Laird | Kevin | 1/1/2012 | 1/1/2012 | 1 | Laird | Kevin | 1/1/2013 | 1/1/2013 | 1/1/2013 | 1 | | | 1/1/2014 | 1/1/2014 | 1/1/2014 | 1 |
| 6 | Comprehensive Plan Update Steering Committee | Board President | Mayor | No | | | | | | Palmeo | Peter | | | | | | | | | | |
| 7 | Council Liaison to Assist Mayor for Legal Affairs | Liaison | Mayor | No | | | | | | | | | | | | | | | | | |
| 8 | Fly Sun Valley Alliance | Ex-Officio Member | Mayor w/ Council Confirmation | Yes | Briscoe | Dewayne | 1/1/2012 | 1/1/2012 | 1 | Griffith | Michelle | 1/1/2013 | 1/1/2013 | 1/1/2013 | 1 | Griffith | Michelle | 1/1/2014 | 1/1/2014 | 1/1/2014 | 1 |
| 9 | Friedman Memorial Airport Authority | Liaison | Mayor | No | Ribi | Nils | 1/1/2012 | 1/1/2012 | 1 | Ribi | Nils | 1/1/2013 | 1/1/2013 | 1/1/2013 | 1 | Briscoe | Dewayne | 1/1/2014 | 1/1/2014 | 1/1/2014 | 1 |
| 10 | Mountain Rides Transportation Authority | Board Member Seat #1 | Mayor w/ Council Confirmation | Yes | Gilbert | Mark | 1/1/2014 | 1/1/2014 | 3 | Gilbert | Mark | 1/1/2014 | 1/1/2014 | 1/1/2014 | 3 | Gilbert | Mark | 1/1/2015 | 1/1/2015 | 1/1/2015 | 3 |
| 11 | Mountain Rides Transportation Authority | Board Member Seat #2 | Mayor w/ Council Confirmation | Yes | Ribi | Nils | 10/20/2011 | 10/20/2011 | 3 | Ribi** | Nils | 10/20/2014 | 10/20/2014 | 10/20/2014 | 3 | | | 10/20/2014 | 10/20/2014 | 10/20/2014 | 3 |
| 12 | Planning and Zoning Commission | Commissioner Seat #1 | Mayor w/ Council Confirmation | Yes | Heitch | Ken | 1/1/2014 | 1/1/2014 | 4 | Heitch | Ken | 1/1/2014 | 1/1/2014 | 1/1/2014 | 4 | Heitch | Ken | 1/1/2014 | 1/1/2014 | 1/1/2014 | 4 |
| 13 | Planning and Zoning Commission | Commissioner Seat #2 | Mayor w/ Council Confirmation | Yes | Provonsha | Jake | 1/1/2014 | 1/1/2014 | 4 | Provonsha | Jake | 1/1/2014 | 1/1/2014 | 1/1/2014 | 4 | Provonsha | Jake | 1/1/2014 | 1/1/2014 | 1/1/2014 | 4 |
| 14 | Planning and Zoning Commission | Commissioner Seat #3 | Mayor w/ Council Confirmation | Yes | Gaedert | John | 1/1/2014 | 1/1/2014 | 4 | Sels* | Keith | 1/1/2014 | 1/1/2014 | 1/1/2014 | 4 | | | 1/1/2017 | 1/1/2017 | 1/1/2017 | 4 |
| 15 | Planning and Zoning Commission | Commissioner Seat #4 | Mayor w/ Council Confirmation | Yes | Walker | Margaret | 1/1/2012 | 1/1/2012 | 4 | Walker | Margaret | 1/1/2016 | 1/1/2016 | 1/1/2016 | 4 | Walker | Margaret | 1/1/2016 | 1/1/2016 | 1/1/2016 | 4 |
| 16 | Planning and Zoning Commission | Commissioner Seat #5 | Mayor w/ Council Confirmation | Yes | O'Conner | John | 1/1/2012 | 1/1/2012 | 4 | O'Conner | John | 1/1/2016 | 1/1/2016 | 1/1/2016 | 4 | O'Conner | John | 1/1/2016 | 1/1/2016 | 1/1/2016 | 4 |
| 17 | Sun Valley Air Service Board | Board Member | Mayor w/ Council Confirmation | Yes | | | | | | | | | | | | | | | | | |
| 18 | Sun Valley Economic Development Corporation | Ex-Officio Member | Mayor w/ Council Confirmation | Yes | Lamb | Joan | 1/1/2012 | 1/1/2012 | 1 | Briscoe | Dewayne | 1/1/2013 | 1/1/2013 | 1/1/2013 | 1 | Suhadolnik | Fratz | 1/1/2014 | 1/1/2014 | 1/1/2014 | 1 |
| 19 | Sun Valley Marketing Alliance | Board Member | Mayor w/ Council Confirmation | Yes | Montgomery | Scott | 1/1/2012 | 1/1/2012 | 1 | Wojcik** | Brooke | 1/1/2013 | 1/1/2013 | 1/1/2013 | 1 | | | 1/1/2013 | 1/1/2013 | 1/1/2013 | 1 |
| 20 | | | | | | | | | | Rumpf | Chuck | ? | ? | ? | 1 | | | | | | |
| 21 | Sun Valley Water & Sewer District | Liaison | Mayor | No | Lamb | Joan | 1/1/2012 | 1/1/2012 | 1 | Suhadolnik | Fratz | 1/1/2013 | 1/1/2013 | 1/1/2013 | 1 | Suhadolnik | Fratz | 1/1/2014 | 1/1/2014 | 1/1/2014 | 1 |
| 22 | Sustan Blaine Advisory Board | Board Member | Mayor w/ Council Confirmation | Yes | Lamb | Joan | 1/1/2012 | 1/1/2012 | 1 | Briscoe | Dewayne | 1/1/2013 | 1/1/2013 | 1/1/2013 | 1 | Briscoe | Dewayne | 1/1/2014 | 1/1/2014 | 1/1/2014 | 1 |

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | AA | |
|----|--|---------|-------|----|---|----------|-----|----------|----------|---|----------|-----|---|---|--------|---------|---|----------|----------|---|---|---|---|---|---|---|----|--|
| 29 | Sun Valley Youth Council | Liaison | Mayor | No | | | | | | | | | | | Gaffth | Michale | | 1/1/2013 | 1/1/2013 | 1 | | | | | | | | |
| 30 | Geological Survey - Wood River ter Study | Liaison | Mayor | No | | Youngman | Bob | 1/1/2012 | 1/1/2012 | 1 | Youngman | Bob | | | | | | 1/1/2013 | 1/1/2013 | 1 | | | | | | | | |
| 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 32 | Liaison - Does not join the organization, however, serves to facilitate communication between the City Council and the organization. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 33 | Nomination to the Board - The Sun Valley City Council nominates a member of the Blaine County Housing Authority, "BOHA", to the Blaine County Commissioner which acts on the nomination. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 34 | Commissioner - A Planning and Zoning Commissioner is appointed and acts pursuant to Idaho Code Chapter 65 of the Local Land Use Planning Act. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 35 | Board Member - Appointment as a board member means that the individual sits as a full voting member of the organization's governing body. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 36 | Ex-Officio Member - Assignment as an ex-officio member means joining the board of the organization as a Non-Voting member of the board. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 37 | Keith Sabe replaced John Gaezler as a new member of the Planning and Zoning Commission at the April 19, 2012 Regular City Council Meeting | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 38 | Nils Ribi replaced Franz Suhedonik at the June 4, 2012 Special City Council Meeting | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 39 | Brooke Wojcik resigned in late 2012 and was replaced by Chuck Rumpf. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 40 | Revised 12/28/13 | | | | | | | | | | | | | | | | | | | | | | | | | | | |



CITY OF SUN VALLEY
REPORT TO THE CITY COUNCIL

TO: Mayor and Council

FROM: Hannah Stauts, City Clerk

SUBJECT: Resolution 2014-3, Destruction of City Records

DATE: 12/31/13

In our ongoing effort to clear space in the Elkhorn Fire Station storage room, Jim Bennion has continued to categorize and Laserfiche semi-permanent (5-years) building plan materials. Included in the attached resolution are the 2006 and 2007 building plan files. The building plans that accompany these files still need to be scanned into Laserfiche, and therefore are not included in this resolution. Our goal is to have these included in another resolution for consideration at the February City Council meeting.

Additionally, the City Treasurer and Assistant City Clerk/Assistant Treasurer have been categorizing boxes of semi-permanent financial records to prepare them for destruction. According to past audit recommendations and financial management best practices, financial records should not be kept past the records retention schedule, as doing so is considered a liability. The financial records included in this resolution are all semi-permanent, and date from 1986 to 2005. No financial records newer than 2005 are included in this resolution.

Recommendation: Adopt Resolution 2014-3 and authorize the City Clerk to destroy the listed records.

CITY OF SUN VALLEY

RESOLUTION 2014-3

A RESOLUTION OF THE CITY OF SUN VALLEY AUTHORIZING THE DESTRUCTION OF CITY RECORDS

WHEREAS, The City of Sun Valley is a municipal corporation duly organized and existing under the laws of the State of Idaho Code §50-101 et seq.; and

WHEREAS, Idaho Code 50-907 requires the City Council to authorize destruction of records that are not required to be retained as permanent records and that have met the minimum retention period provided by the city's record retention schedule- Resolution 2006-05, records that are no longer required by law or for city business; and

WHEREAS, the City Clerk has proposed for destruction of the records listed in the attached "**Exhibit 1**" that have exceeded their minimum retention requirement; and

WHEREAS, the City Clerk has determined to dispose of the records by means of a bonded, secure on site document shredding company;

WHEREAS, approval for the destruction of the below listed records has been obtained from the Idaho State Historical Society, when required, and the City Attorney, as provided by Idaho Code 50-907.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUN VALLEY, IDAHO, that the records listed in the attached "**Exhibit 1**" shall be destroyed under the direction and supervision of the City Clerk.

The administrative staff of the City is authorized to take all necessary steps to carry out the authorization provided by this Resolution.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR THIS ____ DAY OF JANUARY, 2014.

Dewayne Briscoe, Mayor

Attest:

Hannah L. Stauts, City Clerk

EXHIBIT 1

List of records to be destroyed pursuant to approval of this resolution:

1. 2006 Building Permit Files:

- a. Permit # 3-5, 11, 13, 14, 16, 18-24,
29-34, 40, 41, 44-58, 60-67, 72, 75,
78-80, 90-105, 107-110, 116-121;

3. Finance Box #1: Cash Receipting,
2003-2004;

5. Finance Box #10: Payroll, 2003-2004;

7. Finance Box #12: Payroll, 2004-2005;

9. Finance Box #23: Financials, 2004-2005;

11. Finance Box #28: Accounts Payable M-Z,
1989-1990;

13. Finance Box #30: Accounts Payable J-Z,
2003-2004;

15. Finance Box #32: Accounts Payable P-Z,
2004-2005;

2. 2007 Building Permit Files:

- a. Permit # 1, 2, 4, 6-11, 14-18, 20, 21, 23-25,
27, 29-31, 33, 35-37, 39, 40, 42-45, 47-49,
51-60, 62-64, 66-69, 71-83, 85-89, 91-101, 103,
104, 106-122, 124, 127-134, 136-139, 143, 144,
146-148, 150-154, 157, 159-170, 173;

4. Finance Box #2: Cash Receipting,
2004-2005;

6. Finance Box #11: Payroll, 2004-2005;

8. Finance Box #22: Financials, 2003-2004;

10. Finance Box #27: Accounts Payable A-P,
1983-1984;

12. Finance Box #29: Accounts Payable A-I,
2003-2004;

14. Finance Box #31: Accounts Payable E-O,
2004-2005;

16. Finance Box #48: General Ledger,
1986-1987, 1991-1992.

RESOLUTION 2006-05

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF SUN VALLEY IDAHO, ADOPTING A RECORD RETENTION SCHEDULE.

WHEREAS, a record retention schedule establishes minimum retention periods for the various types of city records; and,

WHEREAS, Idaho Code 50-907 requires the City Council to adopt by resolution a record retention schedule, listing the various types of city records with the applicable retention periods; and,

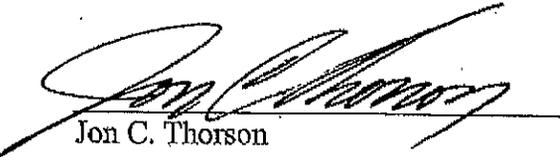
WHEREAS, adoption of a record retention schedule assists in efficient and effective records management by identifying records that have exceeded their minimum retention that may be destroyed following approval by the City Attorney and, as required for semi-permanent records, approval by the Idaho State Historical Society and upon resolution of the City Council in accordance with the provisions of Idaho Code 50-907; and,

WHEREAS, a record retention schedule also enhances protection of historic records by identifying records of enduring value as permanent records that are retained by the city in perpetuity or transferred to the Idaho State Historical Society's Permanent Records Repository for permanent retention upon resolution of the City Council.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Sun Valley, Idaho that:

1. The City of Sun Valley hereby adopts the record retention schedule attached as Exhibit "A."
2. Records identified as "Permanent" shall not be destroyed, but shall be retained by the City in perpetuity or transferred to the Idaho State Historical Society's Permanent Records Repository for permanent retention upon resolution of the City Council.
3. Records identified as "Semipermanent" shall be retained for a period of not less than five years after the date of issuance or completion of the matter contained within the record, until destruction is approved by resolution of the City Council pursuant to the provisions of Idaho Code 50-907.
4. Records identified as "Temporary" shall be retained for a period of not less than two years, or for the exact time specified for that record in Exhibit "A," until destruction is approved by resolution of the City Council pursuant to the provisions of Idaho Code 50-907.

The administrative staff of the City is authorized to take all necessary steps to carry out the authorization provided by this Resolution.


Jon C. Thorson

Date 12/15/06

ATTEST:

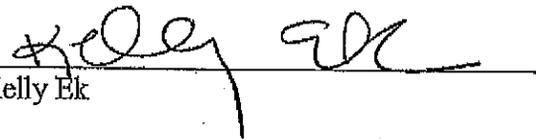

Kelly Ek

EXHIBIT A
RESOLUTION 2006-05
RECORD RETENTION SCHEDULE

INDEX

| <u>Category</u> | <u>Page</u> |
|---|-------------|
| Accounting, Budget, Finance & Payroll Records | 1-5 |
| Administrative Records | 6-7 |
| Building Records | 8 |
| Election Records | 9 |
| Fire and Emergency Medical Services Records | 10 |
| Insurance, Risk Management & Safety Records | 11 |
| Legal Records | 12 |
| Personnel Records | 13-16 |
| Planning & Zoning Records | 17-19 |
| Police & Law Enforcement Records | 20-22 |
| Street Department Records | 23 |

EXHIBIT A

RESOLUTION 2006-05 RECORD RETENTION SCHEDULE

Accounting, Budget, Finance & Payroll Records

1. Accounts Payable: Semipermanent

Records documenting payment of city bills, including reports, invoices, statements, vouchers, purchase orders, payment authorizations, receipt records, canceled checks or warrants, etc.

2. Accounts Receivable: Semipermanent:

Records documenting billing and collection of monies owed to the city by vendors, citizens, organizations, governments, etc. Records include: reports, receipts, invoices, awards, logs, lists, summaries, statements, etc. Information typically includes: receipt amount, date, invoice number, name, account number, account balance, adjustments, etc.

3. Audit Report: Permanent

Documents the city's annual audit, examining compliance with generally accepted accounting principles and methods, the accuracy and legality of transactions and accounts, and compliance with requirements, orders, and regulations pertaining to the financial condition and operation of the city. Information includes: auditor's report and recommendations, single audit information concerning federal grants, and other information.

4. Bank Transaction Records: Semipermanent

Records documenting the status and transaction activity of city bank accounts, including account statements, deposit and withdrawal slips, checks, checkbook stubs and check registers, etc.

5. Bond Records: Permanent & Semipermanent

Records documenting financing of city improvements through bonded indebtedness. Records include: bond rating information, bond and election ordinances, legal notices announcing bond election, bond counsel information and opinions, covenants, paid bonds and coupons, bond registers, State Treasurer public bond issue reports (IDAPA 54.01.01), etc.

Permanent: Bond and election ordinances are permanent.
Semipermanent: All other records.

6. Deduction Authorization Records: Temporary

Records documenting employee application and authorization for voluntary payroll deductions, direct bank deposits, and related actions. Payroll deductions are directly deposited or remitted to the authorized financial institution, insurance company, or other agency or vendor. Records may include: insurance applications, enrollment cards, deduction authorizations, approval *notices*, deduction terminations, and related records.

Note: Federal regulations (29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

7. Deduction Registers: Semipermanent: Keep up to five years after fiscal year end.

Registers or records documenting voluntary and/or required deductions from the gross pay of city employees. Types of deductions include: federal income and social security taxes, state income tax, workers' compensation, union dues, insurance, deferred compensation, credit union, parking permit, garnishments, levies, charitable contributions, and others. Information may include: Employee name and social security number, pay period, total deductions, net pay, check number, and related data.

8. Employee Time Records: Temporary: Keep up to four years after fiscal year end.

Records documenting hours worked, leave hours accrued, and leave hours taken by city employees. Information usually includes: employee name and social security number, hours worked, type and number of leave hours taken, total hours, dates and related data.

Notes: Federal regulations (29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

Idaho Code 45-610 provides that employment records must be maintained for at least three years after the employee's last date of service.

9. Employee Travel Records: Semipermanent

Records documenting requests, authorizations, reimbursements, and other actions related to employee travel, including expense reports and receipts, vouchers and related documents. Information typically includes: estimated and final cost, destination, method

of transportation, travel dates, approval signatures, etc.

10. Federal & State Tax Records: Semipermanent

Records, in addition to those itemized in this section, used to report the collection, distribution, deposit, and transmittal of federal and state income taxes as well as social security tax. Examples include: the federal miscellaneous income statement (1099), request for taxpayer identification number and certificate (W-9), employers' quarterly federal tax return (941, 941E), tax deposit coupon (8109), and similar federal and state completed forms.

Note: Federal regulations (26 CFR 31.6001-1; 29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

11. Financial Reports: Permanent and Semipermanent

Reports documenting the financial condition and operation of the city, issued on a monthly, quarterly, annual or other basis, including quarterly published treasurer's report and year-end financial reports. Reports include information on revenues and expenditures in relation to the final budget.

Permanent: Keep fiscal year-end financial reports and quarterly published treasurer's reports permanently.

Semipermanent: Keep all other reports five years after fiscal year end.

12. Garnishment Records: Semipermanent

Records documenting requests and court orders to withhold wages from employee earnings for garnishments, tax levies, support payments, and other reasons. Usually includes original writs of garnishment, orders to withhold, federal or state tax levies, recapitulations of amounts withheld, and related records. Information usually includes: employee name and social security number, name of agency ordering garnishment, amount, name of party to whom payment is submitted, dates, and related data.

Note: Federal regulations (29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

13. General Ledgers: Semipermanent

Records documenting the summary of accounts reflecting the financial position of the city, showing debit, credit and balance amounts per account, budget, fund and department, and totals for notes receivable, interest income, amounts due from other funds, federal grants received, bank loans received, cash in escrow, deferred loans received, cash, encumbrances, revenue, accounts receivable, accounts payable, etc.

14. Investment Records: Semipermanent

Reports, statements, summaries, correspondence and other records documenting and tracking investments made by the city; including the Local Government Investment Pool.

15. Leave Balance Reports: Temporary: Keep all records four years for not less than four (4) years after fiscal year end.

Reports documenting individual city employee accrual and use of sick, vacation, compensatory, personal business, family and medical leave, and other leave time. Information usually includes: employee name and social security number, leave beginning balance, leave time accrued, leave time used, ending balance, and related data. (SBE use of sick, vacation, compensatory, personal business, family and medical leave, and other leave time. Information usually includes: employee name and social security number, leave beginning balance, leave time accrued, leave time used, ending balance, and related data.

Note: Federal regulations (29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

16. Local Improvement Districts: Permanent and Semipermanent

Records documenting the formation of a local improvement district and levying of special assessments, including: ordinance, published notices, assessment roll, appeals, affidavits, bonds and coupons, delinquencies, and related correspondence and documents.

Permanent: Ordinances, assessment rolls and payment records (if kept separately from the roll itself) are permanent.

Semipermanent: Keep other records five years after the local improvement district is closed and all bonds are paid off.

17. Payroll Registers: Semipermanent

Registers or records serving the same function of documenting the earnings, voluntary and required deductions, and withholdings of city employees. Information usually includes employee name and social security number, hours worked, rate, overtime, vacation value, various allowance, gross pay, federal and state withholding, voluntary deductions, net pay, and related data.

18. PERSI Records: Semipermanent

Records relating to PERSI, including Employer Remittance Forms, invoices, correspondence, financial adjustments, etc.

19. Subsidiary Ledgers, Journals & Registers: Semipermanent: Keep not less than five years after fiscal year end.

Records documenting details of transactions such as those related to receipts and expenditures on a daily, monthly, quarterly or similar basis. Includes journals, ledgers, registers, daybooks and other account books that provide backup documentation for the general ledger.

20. Wage & Tax Statements: Temporary: Keep not less than four years after employee separation.

Annual statements documenting individual employee earnings and withholdings for state and federal income taxes and social security tax, also known as federal tax form W-2. Information includes: city name and tax identification number, employee name and social security number, wages paid, amounts withheld, and related data.

Note: Federal regulations (26 CFR 31.6001-1; 29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

Administrative Records

21. Activity Reports, General: Semipermanent

Department reports and annual summary reports documenting the activities of city employees.

22. City Boards, Commissions & Committees: Permanent

Bylaws, meeting minutes and agendas of city boards, commissions and committees.

23. City Council Meeting Agenda, Minutes & Recordings: Permanent

Adopted council meeting minutes and council meeting agendas (if not included in the minutes).

24. Contracts & Agreements: Semipermanent

Agreements with vendors and other parties for the acquisition, lease, lease-purchase or sale of equipment, supplies, services or property.

25. Deeds & Real Property Records: Permanent

Records relating to ownership of real property, including deeds, title opinions, abstracts and certificates of title, title insurance, documentation concerning alteration or transfer of title, and records relating to acquisition and disposal of real property such as offer letters, options, agreements of short duration, staff reports, appraisal and inspection reports, letters of transmittal, and related records

26. Ordinances & Resolutions: Permanent

Ordinances and resolutions passed or considered by the city council.

Note: Idaho Code 5Q-907(1)(b) provides that ordinances and resolutions are permanent

27. Permits & Licenses: Semipermanent: Keep not less than five years after expiration, revocation or denial.

Includes records relating to city permits and licenses, including: beer, wine and liquor by the drink, tax permits and temporary tax permits.

28. Purchasing & Quality-Based Selection Records: Temporary

Records documenting competitive bidding and purchase of goods, services, and public works construction, and procurement of design professionals. Records include: published notices and solicitations, specifications, bids, requests for qualifications, statements of qualifications, etc.

Note: Idaho Code 67-2805(2)(3) and 67-2806(1)(3) require that if a city finds it impracticable or impossible to obtain three bids for personal property or from licensed public works contractors for public works projects, documentation of the efforts undertaken to procure three bids must be kept at least six months after the procurement decision is made.

29. Purchase Orders & Requisitions: Semipermanent

Purchase orders for goods or services purchased by the city. Information includes: department, delivery location, date, quantity, description, unit and total price, and authorizing signatures.

Building Records

30. Building Activity Records: Semipermanent

Reports or statistical compilations tracking building activity on an annual basis. Typically tracks number of permits issued, type of activity, value of projects, *fees* collected, etc.

31. Building Application, Plans & Specifications: Permanent, Semipermanent and Temporary

Permanent: Keep building plans and specifications for publicly-owned and commercial structures permanently.

Semipermanent: Keep for not less than five years building applications for commercial projects and government buildings.

Temporary: Keep for not less than two years after final inspection and approval building applications, plans and specifications for noncommercial and nongovernment projects.

Election Records

32. Ballots: Temporary

Includes voted ballots, unused ballots, absentee ballots, spoiled ballots, and ballot stubs.

33. Campaign Finance Reports: Permanent

Reports showing contributions and expenditures in city campaigns by mayor/council candidates, political committees and independent persons/entities. Includes C-1 (Certification of Treasurer), C-2 (Campaign Financial Disclosure Report), C-4 (Independent Expenditures), C-5 (48 Hour Notice of Contributions/ Loans Received), C-6 (Statement by Nonbusiness Entity), and C-7 (48 Hour Notice of Independent Expenditures).

34. Candidate Declarations & Petitions: Permanent

Includes declarations of candidacy and intent for candidates for city elective office. Declarations of candidacy are filed by candidates to get their name on the election ballot, and are accompanied by a filing fee of \$40 or a petition with the signatures of at least five qualified city electors, including a certification by the county clerk of the number of signatures that are of qualified city electors. Declarations of intent are filed by write-in candidates, and do not require the filing fee or petition.

35. Notices of Election & Sample Ballots: Permanent

Includes the first and second notice of election and sample ballot, which are published in the official newspaper

36. Poll Books: Permanent: Original Temporary: Duplicates

Books showing the name, address and signature of those voting in city elections.

37. Tally Books: Permanent

The book in which election staff record and total the votes cast for each candidate and ballot question at the polling precinct.

Fire & Emergency Medical Services Records

38. Activity Reports: Permanent and Semipermanent

Individual, shift, project or other summarizing activity reports. Useful for reference, performance monitoring, compiling annual reports, planning and budgeting, and briefing subsequent shifts. Information typically includes: name, shift, date, description of activities, and various statistical categories for tracking responses, such as training, public outreach, inspections, maintenance and other work.

Permanent: Reports summarizing activities on an annual basis.

Semipermanent: Keep all other reports not less than five years.

Insurance, Risk Management & Safety Records

39. Worker's Compensation Claim Records: Permanent

Records of work-related injuries and illnesses.

Note: Idaho Code 72-601 requires employers to keep records of work-related injuries and illnesses and provides that failure to keep these records is a misdemeanor.

Legal Records

40. Civil Case Files: Semipermanent

Documentation of pending and closed cases filed by and against the city, including complaints, summons, investigations, reports, attorney's notes, orders and judgments, dispositions, pleadings, mediation information and related records.

41. Claim Files: Semipermanent

These records contain claims for damages caused by city employees/equipment.

42. Criminal Case Files: Semipermanent

Records related to the prosecution of criminal cases, including citations, police reports, driving records, tape recordings, complaints, subpoenas, motions, judgments, and related records.

43. Land Use Appeals: Semipermanent

Records related to appeals of land use decisions, including staff reports, pleadings, briefs, and related records.

44. Legal Opinions: Semipermanent

Formal and informal opinions rendered by the city attorney for the mayor, council or city departments, examining legal questions relating to state/federal laws or local ordinances/policies.

Personnel Records

45. Benefits Continuation Records: Temporary

Records documenting notice to employees, spouses and dependents informing them of their rights to continue insurance coverage after termination or during disability or family leave and whether coverage was elected or rejected. Continuation may be under COBRA or another provision. Notice is also sent to a third party administrator who administers the extended coverage. Records may be filed with the Employee Benefits Records or Employee Personnel Records.

46. Employee Benefits Records: Semipermanent

Records relating to city employee benefit information such as: selection of insurance plans, retirement, pension and disability plans, deferred compensation plans, and other benefit information. Records may include, but are not limited to: plan selection and application forms, enrollment records, contribution and deduction summaries, personal data records, authorizations, beneficiary information, year-end leave balance reports, notices of disability payment made, and related documentation. Generally filed with Employee Personnel Records.

Notes:

29 CFR 1627.3 (Age Discrimination) requires employee benefit plans such as pension and insurance plans to be kept for the full period the plan or system is in effect, and for at least one year after its termination. Payroll, recruitment and selection, personnel, and employee benefits records must also be kept at least one year from the date of the personnel action to which the records relate, with the exception of records required for an enforcement action, which must be kept until the action's final disposition.

29 CFR 1602.14 (Recordkeeping & Reporting Under Title VII & ADA) requires personnel, compensation and benefits records to be kept at least one year from the date of making the record or the personnel action involved, whichever is later, except in the case of involuntarily terminated employees, which must be kept at least one year from the date of termination. When a charge of discrimination or action is filed, records must be kept until final disposition of the case.

Idaho Code 45-610 provides that employment records must be maintained for at least three years after the employee's last date of service.

IDAPA 09.01.35.081 provides that payroll, personnel, benefits, and employee travel reimbursement records must be kept for at least 3 years after the calendar year in which remuneration was due.

47. Employee Medical Records: Permanent

Employee records of work-related injuries and illnesses.

Note: Idaho Code 72-601 requires employers to keep records of work-related injuries and illnesses and

provides that failure to keep these records is a misdemeanor.

48. Employee Personnel Records: Semipermanent

Documents an employee's work history. Records may include, but are not limited to: employment applications, notices of appointment, training and certification records, records of health limitations, drug testing, salary schedules, personnel actions, performance evaluations, awards and other special recognition, letters of recommendation, investigation information, disciplinary action, notices of layoff, letters of resignation, home address and telephone, emergency notification forms, oaths of office, grievance and complaint records, and related correspondence and documentation.

Notes:

29 CFR 1602.14 (Recordkeeping & Reporting Under Title VII & ADA) requires personnel, compensation and benefits records to be kept at least one year from the date of making the record or the personnel action involved, whichever is later, except in the case of involuntarily terminated employees, which must be kept at least one year from the date of termination. When a charge of discrimination or action is filed, records must be kept until final disposition of the case.

29 CFR 1602.31 (Recordkeeping & Reporting for Civil Rights Act & Americans with Disabilities Act) requires these records be kept at least two years from the date of the making of the record or the personnel action involved, whichever occurs later. Where a charge of discrimination has been filed, or an action brought by the Attorney General against a political jurisdiction under title VII or the ADA, the city is required to preserve all personnel records relevant to the charge/action until final disposition of the charge/action.

29 CFR 1620.32 (Equal Pay Act) requires personnel, recruitment and selection records, payroll and collective bargaining/contract records to be kept at least two years.

49 CFR 382.401 (Drug Testing for Holders of Commercial Driver's Licenses) provides various retention requirements for drug testing records.

Idaho Code 45-610 provides that employment records must be maintained for at least three years after the employee's last date of service.

IDAPA 09.01.35.081 provides that payroll, personnel, benefits, and employee travel reimbursement records must be kept for at least 3 years after the calendar year in which remuneration was due.

49. Employment Eligibility Verification Forms (1-9): Semipermanent

Document to the U.S. Immigration and Naturalization Service that an applicant or employee is eligible to work in the United States. Information includes: employee information and verification data such as citizenship or alien status and signature, and employer review and verification data such as documents, which establish identity and eligibility, and employer's signature certifying that documents were checked. This category includes forms completed for all new hires, as well as superseded or previous forms completed on rehires.

Federal regulations (8 CFR 274a.2) require these records be kept three years after the date of hiring or one year after the individual's employment is terminated, whichever is later.

50. Position Description, Classification & Compensation Records: Temporary

Records documenting the description, classification and compensation of city jobs and positions. Usually includes details of duties and responsibilities of each position, time percentage breakdowns of tasks, skills and abilities needed for each position, and related records documenting the development, modification or redefinition of each job or position. Records often include: reports, position descriptions, position evaluations, salary & benefits studies, job analyses, interview data, selection criteria, authorizations, agreements and related records.

29 CFR 1602.31 (Recordkeeping & Reporting for Civil Rights Act & Americans with Disabilities Act) requires these records be kept at least two years from the date of the making of the record or the personnel action involved, whichever occurs later. Where a charge of discrimination has been filed, or an action brought by the Attorney General against a political jurisdiction under title VII or the ADA, the city is required to preserve all personnel records relevant to the charge/action until final disposition of the charge/action.

29 CFR 1620.32 (Equal Pay Act) requires personnel, recruitment and selection records, payroll and collective bargaining/contract records to be kept at least two years.

29 CFR 1627.3 (Age Discrimination) requires payroll, recruitment and selection, personnel, and employee benefits records to be kept at least one year from the date of the personnel action to which the records relate, with the exception of records required for an enforcement action, which must be kept until the action's final disposition.

51. Recruitment & Selection Records: Semipermanent

Document the recruitment and selection of city employees, and contracted service providers such as attorneys, auditors, consultants, etc. Records may include, but are not limited to: job announcements and descriptions, applicant lists, applications and resumes, position advertisement records, civil service and other examination records, classification specifications, affirmative action records, interview questions, interview and application scoring notes, applicant background investigation information, polygraph test results, letters of reference, civil service records, position authorization forms,

certification of eligibles, recruitment summary records (job announcement, position description, documentation relating to the announcement and test, and test items and rating levels), and related correspondence and documentation.

29 CFR 1602.14 (Recordkeeping & Reporting Under Title VII & ADA) requires recruitment and selection, personnel, compensation and benefits records to be kept at least one year from the date of making the record or the personnel action involved, whichever is later, except in the case of involuntarily terminated employees, which must be kept at least one year from the date of termination. When a charge of discrimination or action is filed, records must be kept until final disposition of the case.

29 CFR 1602.31 (Recordkeeping & Reporting for Civil Rights Act & Americans with Disabilities Act) requires these records be kept at least two years from the date of the making of the record or the personnel action involved, whichever occurs later. Where a charge of discrimination has been filed, or an action brought by the Attorney General against a political jurisdiction under title VII or the ADA, the city is required to preserve all personnel records relevant to the charge/action until final disposition of the charge/action.

29 CFR 1620.32 (Equal Pay Act) requires personnel, recruitment and selection records, payroll and collective bargaining/contract records to be kept at least two years.

29 CFR 1627.3 (Age Discrimination) requires payroll, recruitment and selection, personnel, and employee benefits records to be kept at least one year from the date of the personnel action to which the records relate, with the exception of records required for an enforcement action, which must be kept until the action's final disposition.

Planning and Zoning Records

52. Annexation Records: Permanent

Document the annexation of new land into the City. Records may include: application, annexation agreement, maps, recommendation of the Planning and Zoning Commission.

53. Area of Impact Records: Permanent

Document the negotiation and adoption of area of impact agreements and ordinance with the county, including: public notices, notices of hearing, recommendations from the planning and zoning commission, maps, etc.

54. Comprehensive Plan: Permanent & Temporary

Permanent: The adopted plan document used to guide the long-term growth and development of a city.

Temporary: Records may include citizen surveys and participation information, maps, photographs, staff reports, recommendations from the planning and zoning commission, etc.

55. Conditional Use Permits: Permanent

Permits allowing construction of buildings in specific areas when impacts to neighbors are mitigated. Documents typically include: application, blueprint, drawings, notices of hearing, staff report, planning and zoning commission recommendations, decisions, and related correspondence.

56. Design Review Records: Permanent

Records related to design review overlay districts, including: applications, staff reports, committee recommendations, maps, photographs, and other records.

57. Development Agreements: Permanent

Records documenting formation, modification and termination of development agreements, in which the city requires the developer to make a written commitment concerning use or development of the subject parcel as a condition of rezoning. The agreements are recorded and binding on subsequent property owners.

58. Flood Plain Permit Records: Semipermanent

Permits issued for construction within a flood plain zone. Records also may include: elevation certificates, applications, review records, checklists, and other documents. Keep permits and elevation certificates not less than five (5) years after the life of the structure or until area is determined not to be a flood plain, whichever is longer. Keep other records not less than five (5) years.

59. Land Use Hearing Recordings & Exhibits: Permanent & Semipermanent

Includes maps, plans, drawings, and other exhibits prepared for land use hearings and audio recordings of land use hearings before the planning and zoning commission and city council.

Permanent: Land use exhibits referenced in minutes

Semipermanent: Exhibits not referenced in minutes

Audio recordings

Note: Idaho Code 67-6536 requires that audio recordings of planning and zoning hearings (transcribable verbatim record) be kept at least six months after the final decision.

60. Nonconforming Use Records: Permanent

Records pertaining to uses that are "grandfathered" in when zoning regulations change for a particular property. Changes or expansions of nonconforming uses may require city approval. Records may include: site plan, verification of original and current use, nonconforming use certificate, and records regarding changes or expansion of the nonconforming use.

61. Plan Review Reports: Permanent & Semipermanent

Reports indicating compliance with adopted building codes, planning and zoning ordinances, and other city requirements.

Permanent: Reports for commercial buildings.

Semipermanent: Plan review reports for residential buildings not less than five (5) years after issuance of certificate of occupancy.

62. Planned Unit Development Records: Permanent

PUDs allow for flexibility in subdivision and zoning regulations with greater amenities provided by the developer. These records include: application documents and decision documents.

63. Planning Studies: Permanent

Reports completed in-house or by outside consultants on specific planning issues, including transportation plans, affordable housing plans, etc.

64. Rezoning Records: Permanent

Document applications for rezoning property within the city, including: application materials and decision documents.

65. Sign Review Case Files: Temporary

Applications and related records for sign permits, including: approvals, photographs or renderings of proposed signs, etc.

66. Subdivision Records: Permanent & Semipermanent

Document the preliminary and final plat stages of subdivision approval, including: application, maps, diagrams, site plans, staff report, recommendation by planning and zoning commission, written decision by the council, correspondence, appeals, etc. Includes administrative lot split or "short plat" applications involving less than five lots.

Permanent: Records relating to approved subdivisions.

Semipermanent: Records relating to denied, expired or revoked applications, keep not less than five (5) years after denial, expiration or revocation.

67. Variance Records: Permanent

Document variance applications for relief from a quantifiable zoning standard (such as setback, lot size, etc.). Records include application materials and decision documents.

68. Zoning Ordinance Interpretations: Permanent

Records providing interpretations of city ordinances by the planning director.

69. Zoning Maps: Permanent

Show zoning boundaries in the city, with streets, property lines, and zoning classifications.

Police & Law Enforcement Records

70. Accident Reports: Semipermanent

Document traffic accidents investigated by the police department. These reports typically include complete information on all cars and drivers involved in the accident, accident location, damage, cause of accident, date and time, accident diagram; description and weather conditions.

71. Criminal Arrest History Records: Permanent & Semipermanent

Records documenting information on the accumulated criminal arrest history of individuals which may be useful in current or future investigations. Records may include: summary sheets or cards, arrest reports, fingerprint cards, mug shots, and related records. Information typically includes: name, aliases, residence, sex, age, date and place of birth, height, weight, hair and eye color, race, scars, marks, tattoos, abnormalities, date of arrest, offense committed, habits, closest relatives or friends, etc.

Permanent: Records relating to homicides or felonies

Semipermanent: Records relating to misdemeanors

72. Expunged or Sealed Records: Permanent

Records documenting the arrest and/or conviction of a person who petitions and is granted by the court an order sealing records. Also applies to juvenile records.

73. Fingerprint Cards: Permanent & Semipermanent

Cards containing fingerprints, palm prints, and other personal identifiers of arrested individuals. Used for identification and apprehension of suspects in criminal investigations. The cards also contain information necessary to identify the individual, including: fingerprint classification number, name, address, date of birth, date of arrest, social security number, photograph, occupation, employer, etc.

Permanent: Records relating to homicides or felonies

Semipermanent: Records relating to misdemeanors

74. Fingerprint Cards (Latent): Permanent and Semipermanent

Cards containing latent fingerprints and palm prints found at crime scenes without identification of suspects. These are compared against cards on file of the agency. Usually contains information related to the crime, location, date and time, and other details of the case.

Permanent: Records relating to homicides or felonies

Semi-permanent: Records relating to misdemeanors

75. Incident Case File Index: Permanent

Indexes to incident case files used as cross references between case numbers, names, dates, modus operandi, and other descriptive information.

76. Incident Case Files: Permanent and Semipermanent

Central case files documenting complaints or other actions or incidents investigated by the police department. Usually filed by case number. Records may include investigative reports, fingerprint cards, arrest reports, supplemental reports, photographs, correspondence, teletypes, court orders, court dispositions, officer notes, laboratory reports, drug/alcohol test records, physical force records, citizen arrest certificates, copies of warrants, search warrants, booking sheets, property/evidence reports, custody reports, and other related documents. Information typically includes: suspect information, alleged activity, location, date, validity of source information and other data

Permanent: Records relating to felonies and unsolved crimes where DNA was collected

Semi-permanent: Records relating to misdemeanors

Semi-permanent: Protective custody files until the minor turns 18 or is emancipated.

77. Internal Investigations Case Files: Semipermanent

Records documenting investigations of police department personnel for violations of laws, rules or policies and may include findings and dispositions of investigations. Records often include: complaints, correspondence, investigatory reports, interviews, hearing summaries, testimony, etc. Information usually includes: the name of the officer investigated, reason, location of violation, date, accomplices' names and addresses, witnesses' names and addresses, action taken, etc.

78. Master Name Index Records: Permanent

Records documenting information on each individual who has been field interrogated or arrested, suspects or accomplices in crimes, victims, complainants, and witnesses to incidents. Information typically includes: name, address, date of birth, race, sex, date and time of incident or contact, incident number, and related data.

79. Mug Shots: Permanent & Semipermanent

Photographs and negatives of arrested individuals used for identification and apprehension of suspects in criminal investigations. The photograph is stamped with the case number or a department number and the date the picture was taken.

Permanent: Records relating to homicides or felonies

Semi-permanent: Records relating to

80. Property & Evidence Control & Disposition Records: Semipermanent & Temporary

Records used to track property and evidence coming into police department possession. Documents receipt, storage, and disposition of personal property and physical evidence from defendants, victims, etc. May include evidence photographs documenting crime scenes, accidents, and other incidents. Records often include: receipt forms, evidence logs (showing chain of possession of evidence), property reports, destruction lists, property consignment sheets, seized firearm logs, homicide evidence inventories, etc. Information usually includes case number, tag number, date and time, property or evidence description, storage location, release date, etc. Often filed with Incident Case Files.

Semipermanent: Records relating to crimes with no statute of limitations 75 years after case closed; Records relating to felonies one year after statute of limitations expires

Temporary: Records relating to all other cases one year after statute of limitations expires.

81. Radar Equipment Certification & Maintenance Records: Temporary

Records documenting the calibration and maintenance of radar equipment that may be useful in documenting the accuracy of the readings. Often includes original factory certification of calibration. Information relating to maintenance and repair may include: a description of work completed, parts used, date of service, equipment number, make, model, etc.

Temporary: Keep not less than two (2) years after equipment replaced.

Street Department Records

82. Activity Reports: Permanent

Reports summarizing activities on an annual basis.

83. Equipment Maintenance & Repair Records: Semipermanent:

Records documenting the maintenance, and repair of city-owned heavy equipment.

84. Right-of-Way Permit Records: Permanent

Permits issued for private use or construction on public rights of way such as streets, sidewalks, and adjacent land.

85. Utility Line Location Request Records: Temporary

Records documenting requests and city action to locate underground lines in the vicinity of a construction site. Information often includes: name of person requesting location; planned and actual date and time of location; notations of water, sewer, storm drains, and other line locations; name and signature of person locating lines; and related data.

86. Bridge & Culvert Maintenance & Repair Records: Semipermanent

Records documenting maintenance and repairs on city bridges and culverts, including pedestrian and bicycle bridges

87. Bridge Inspection Records: Semipermanent

Records related to bridge inspections required by the U.S. Department of Transportation (23 CFR 650.305). Inspections generally are done every two years. Records may include reports prepared in accordance with federal standards, photographs, correspondence and related documents.

88. Street & Road Condition Inventory: Semipermanent

Records documenting the condition of city streets, toads, curbs, shoulders, bikeways, etc.

89. Street Maintenance & Repair Records: Semipermanent

Records documenting maintenance and repairs of city-owned streets and pathways.

ITEM #20

THE CITY CLERK IS WAITING ON PRICING INFORMATION FROM GRANICUS AND WILL PROVIDE A COMPLETED STAFF MEMO TO THE CITY COUNCIL ON MONDAY.