

AGENDA
REGULAR MONTHLY MEETING OF THE CITY OF SUN VALLEY
FINANCE COMMITTEE
IN THE COUNCIL CHAMBERS – 81 ELKHORN ROAD
CITY OF SUN VALLEY, IDAHO
January 5th, 2014 - 1:00 P.M.

CALL TO ORDER

ROLL CALL

PUBLIC COMMENT- The Finance Committee welcomes comments from the public. Please state your name and address for the record. Public comments may be limited to three (3) minutes.

1. Approval of December 1, 2014 meeting minutes.
2. Review and discussion of all recurring payables and payroll from November 2014.
3. Review of non-reoccurring bills on-hand as of December 29, 2014 and recommendation for approval to the City Council at its January 6, 2014 Council Meeting.

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

ADJOURNMENT

Posted City Hall: December 31, 2014 at 1:00 pm

*Please Note: The agenda is subject to revisions may be continued should additional time be needed.
Any person in need of assistance to attend or participate, should contact Sun Valley City Hall
prior to the meeting at 622-4438. Council packet materials are online at www.sunvalley.govoffice.com*

DRAFT

**Minutes of the City of Sun Valley Finance Committee
December 1, 2014**

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

Present: Finance Committee Chair Keith Saks and Member Peter Hendricks.

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

Public Comment: No one present.

1. Approval of November 3rd, 2014 meeting minutes.

There were no edits.

Peter Hendricks moved to approve the minutes of the November 3, 2014 Finance Committee Meeting. Chair Keith Saks seconded the motion. A roll call vote was taken. All in favor. Keith Saks declared the motion approved.

2. Review and discussion of all recurring payables and payroll from November 2014.

There were no questions.

3. Review of non-reoccurring bills on-hand as of November 25th, 2014 and recommendation for approval to the City Council at its December 4th, 2014 Council Meeting.

Peter Hendricks asked about the accident insurance for paid-on-call firefighters. Angela Walls explained that it was an annual fee, of which Sun Valley pays half and Ketchum pays half.

Peter Hendricks asked about the charges from Blaine County related to emergency services. Angela Walls explained one charge was the cost for a full year of emergency dispatch services. Keith Saks asked whether all jurisdictions pay the same rate for these services. Angela Walls and Susan Robertson explained that all jurisdictions do not pay the same rate and that the contract price had been negotiated down in recent years. They also explained that the maintenance fee was a standard expense for the County blotter and reporting systems.

Peter Hendricks asked about the Blaine County Emergency charge for radios. Angela Walls explained that it is an annual service charge for all radios.

Peter Hendricks asked about whether the charges from CH2M Hill for the Diamond Back Townhomes were reimbursable. Susan Robertson explained that they were reimbursable, although not through the building permit fees.

Keith Saks asked whether the CH2M Hill charge for the Sinclair Wall is the final bill for that project. Angela Walls responded that it was the final bill and that it was for a review of the final application.

Peter Hendricks asked about the charge from Gem State for an antenna. Keith Saks explained that it was for an old Police Department car that was transferred to the Fire Department and needed to be outfitted for that purpose.

Peter Hendricks asked whether the Idaho Department of Building charges were reimbursable. Susan Robertson responded that they were covered by the building permit fees. She also mentioned the charges will likely increase over the coming months due to the vacancy with in the Building Department and because the state is covering large projects, such as the Sun Valley Lodge remodel.

The Finance Committee members requested to review the spreadsheet that detailed the hydro-jet work done by Idaho Hydro Jetting.

Peter Hendricks asked about the drainage repair charges for Jim Freeman Landscaping. Susan Robertson explained that the City would only be covering those costs if it had damaged something. Angela Walls stated that she would look into why the City was responsible for the charges.

Peter Hendricks asked about the Joe's Backhoe Service charge related to Trail Creek Path. Susan Robertson explained that it was a charge from the beginning of the project when they dug up and hauled away the pavement from the old path.

Peter Hendricks asked about the Joe's Backhoe Services charge related to drainage repair per bid. Susan Robertson explained that there was erosion and the Streets Department needed to put in dams to slow the flow of water. She stated that the Department's budget always accounts for some of this type of work.

In reference to a five-day training for Police Officer Monique Ray, Peter Hendricks noted that he has seen a lot of training expenses lately. Susan Robertson explained that there has been more in recent months because they try to fit their trainings into the time of year when it is less busy. She also noted there are several new officers and a few officers they are training for leadership roles.

Peter Hendricks asked about the charge for batteries from Silver Creek Ford. Angela walls responded that the charge was for 3 batteries.

Angela Walls noted that she held the invoice from Idaho Sand and Gravel for the completion of the Trail Cree Path until the Council took action on the item at its meeting on December 4th.

Keith Saks moved to authorize the approval of the non-reoccurring bills. Peter Hendricks seconded. A roll call vote was taken. All in favor. Keith Saks declared the motion approved.

Executive Session: None called.

Adjournment: Peter Hendricks made a motion to adjourn, seconded by Keith Saks. A roll call vote was taken. All in favor. Chair Keith Saks declared the motion approved. The meeting was adjourned at 1:31 p.m.

Respectfully Submitted,
Alissa Weber
City Clerk

Keith Saks, Chair

Date



**CITY OF SUN VALLEY
REPORT TO THE CITY COUNCIL**

TO: Finance Committee
FROM: Angela Walls, Treasurer/Finance Manager
SUBJECT: Recurring Payables and Payroll for December 2014
DATE: December 30, 2014

RECURRING PAYABLES

Recurring payables had no abnormalities. Please see the attached resolution for a list of approved recurring payables.

PAYROLL

Legislation – There were no changes or abnormalities for December.

Administration – Merit raises were awarded. There were no other changes or abnormalities for December.

Community Development – Merit raises and one time bonuses were awarded. An Associate Planner was hired at Step 2 of the “City of Sun Valley Salary Pay Range”. There were no other changes or abnormalities for December.

Police – Merit raises and one time bonuses were awarded. There were 33 hours of overtime due to training and shift coverage. The Police Department overtime line item, 10-421-122, is within budget. There were no other changes or abnormalities for December.

Fire – Merit raises were awarded. There were 10 hours of overtime due to shift coverage. The paid on call firefighters’ had 264.5 hours in December. This was due to shift coverage and EMT training. The Fire Department Paid per Call line item, 10-423-120, is within budget. There were no other changes or abnormalities for December.

Street – Merit raises and one time bonuses were awarded. There were no other changes or abnormalities for December.

Vendor Name	Invoice #	Description	Account #	Over Budget	Dept.	Amount
AC HOUSTON LUMBER CO	014-435417	Orange Chalk	10-423-585	Yes	FIRE	6.36
AC HOUSTON LUMBER CO	014-436394	Swivel Caster	10-423-585	Yes	FIRE	39.96
AC HOUSTON LUMBER CO	014-437271	Miscellaneous Hardware	10-423-585	Yes	FIRE	3.04
AK PEST MANAGEMENT	2868	fire Station rodent abatement	10-431-614	Yes	STR	231.00
AK PEST MANAGEMENT	2869	City Hall rodent abatement	10-431-614	Yes	STR	275.00
AVENET, LLC	35997	Gov Office Annual Service Package	10-415-435	Yes	ADM	450.00
BLACK, REID	12.1.14	Refund for WildLand Fire that was reimb. to the City instead of Reid Black	10-379-301	Yes		164.52
BLAINE COUNTY	237	GIS Salary and Benefit Payment for 1st Quarter FY 2015	10-418-423	Yes	COM	4,056.23
BROOKS WELDING	10228	Welder tip	10-431-320	Yes	STR	33.12
CH2M HILL	4006115	Engineering review for development applications- White Clouds Lot 28 Plat review	10-418-422	Yes	COM	692.40
COPY & PRINT	56688	Credit for double payment on case of paper	10-415-310	Yes	ADM	37.98-
COPY & PRINT	61893	4 Desk calendars for 2015- CD Department staff (4)	10-418-310	Yes	COM	43.96
COPY & PRINT	61893	Copy Paper and 1 case of 1" Binders	10-415-310	Yes	ADM	84.67
COPY & PRINT	61912	Form reprints of final inspection sheets for the Building Inspectors	10-418-310	Yes	COM	110.03
COPY & PRINT	62051	Copy Paper	10-415-310	Yes	ADM	37.99
COPY & PRINT	62063	Dry Erase Markers	10-415-310	Yes	ADM	12.89
COPY & PRINT	62080	New office furniture and equipment to create work space for new associate planner	10-418-740	Yes	COM	1,098.13
COPY & PRINT	62090	Ink cartridge for the CD Dept plotter- yellow (1).	10-418-310	Yes	COM	72.39
COPY & PRINT	62112	Form reprints of field inspection report sheets for the Building Inspectors	10-418-310	Yes	COM	110.02
COPY & PRINT	62190	4 flash drives	10-415-310	Yes	ADM	56.76
COPY & PRINT	62195	2 Notary Stamps for Alissa Weber and Robin Crotty	10-415-310	Yes	ADM	74.50
COPY & PRINT	62452	tape/leter openers/highlighters	10-415-310	Yes	ADM	12.01
DAVITT, TERENCE	10666	2 pairs work pant (Terence Davitt	10-431-631	Yes	STR	85.84
EAGLE ENGRAVING, INC	2014-2357	Fireground ID Tag for new recruits	10-423-576	Yes	FIRE	23.00
EAGLE ENGRAVING, INC	2014-2387	Shield Inserts for new recruits	10-423-576	Yes	FIRE	186.16
FEDERAL LICENSING, INC.	08.04.15	Renewal of Radio Licensing	10-423-615	Yes	FIRE	110.00
FIRST RESPONDERS	45536	6 Blauer shirts, patches and zippers for Officer Jameson	10-421-665	Yes	POLI	357.31
FIRST RESPONDERS	45694	Name Tags for Jameson Sharp	10-421-665	Yes	POLI	22.00
FREIGHTLINER OF IDAHO	162296	2 fan belts and power steering tank gasket for plow truck	10-431-595	Yes	STR	32.03
GEM STATE COMMUNICATIONS	126127	Evaluated repair	10-423-615	Yes	FIRE	20.00
GEM STATE COMMUNICATIONS	126128	Evaluated for repair of pagers	10-423-615	Yes	FIRE	30.00
GEM STATE COMMUNICATIONS	126632	Service Labor on Pager	10-423-615	Yes	FIRE	137.50
GEM STATE COMMUNICATIONS	127928	Tested and Programmed pagers	10-423-615	Yes	FIRE	39.00
GEM STATE COMMUNICATIONS	128564	Battery NIMH Monitor V for pagers	10-423-615	Yes	FIRE	42.00
GEM STATE COMMUNICATIONS	129029	Equipment for Conversion of police car to fire rescue	10-423-600	Yes	FIRE	2,773.55
GEM STATE COMMUNICATIONS	268176	Paid wrong vendor for pagers - CREDIT	10-423-615	Yes	FIRE	1,999.75-
GEM STATE PAPER	899026-00	case of paper towels/ hot cups	10-415-310	Yes	ADM	136.42
GEM STATE PAPER	901402-00	Bi-fold Towels	10-415-310	Yes	ADM	35.44
GEM STATE WELDERS SUPPLY INC	154118	welding tank rental	10-431-320	Yes	STR	15.60
IDAHO CHIEF'S OF POLICE ASSOC	120114	Winter Conference Registration	10-421-480	Yes	POLI	130.00
IDAHO CHIEF'S OF POLICE ASSOC	120114	Yearly dues and winter conference registration	10-421-480	Yes	POLI	250.00
IDAHO DEPT OF LABOR	12.1.14	Unemployment insurance - third quarter	10-415-280	Yes	ADM	85.75
IDAHO FIRE CHIEFS ASSOCIATION	12.10.14	Renewal application for Charlie Butterfield	10-423-470	Yes	FIRE	110.00
IDAHO FIRE CHIEFS ASSOCIATION	12.10.14	Renewal application for Ray Franco	10-423-470	Yes	FIRE	110.00

Vendor Name	Invoice #	Description	Account #	Over Budget	Dept.	Amount
IDAHO FIRE CHIEFS ASSOCIATION	12.10.14	Renewal application for Reid Black	10-423-470	Yes	FIRE	110.00
IDAHO FIRE CHIEFS ASSOCIATION	12.10.14	Renewal application for Taan Robrahn	10-423-470	Yes	FIRE	110.00
IDAHO MOUNTAIN EXPRESS	12512472	Legal Ordinance #473	10-415-440	Yes	ADM	219.52
IDAHO MOUNTAIN EXPRESS	12512881	Legal Ordinance #473	10-415-440	Yes	ADM	108.00
IDAHO MOUNTAIN EXPRESS	12513216	Council Public Hearing	10-415-440	Yes	ADM	301.32
INREACH	DL08274119	monthly dues balance	10-423-615	Yes	FIRE	1.38
INTEGRATED TECHNOLOGIES	11304	contract base rate and copies 11/4/14 - 12/3/14	10-415-310	Yes	ADM	92.56
INTERMOUNTAIN DESIGN INC.	43533	balance owing on Furniture Chief's office and Patrol, whole unit, chairs, etc.	10-421-740	Yes	POLI	1,173.19
INTL ASSOC FOR PROP & EVIDENCE	C183804	Tuition for training Nick Neuhart	10-421-470	Yes	POLI	350.00
INTL ASSOC FOR PROP & EVIDENCE	L1434413	Tuition for training Jameson Sharp	10-421-470	Yes	POLI	350.00
JACKSON GOUP PETERBILT	141350	2 four wheel drive accuators for Oshkosh plow trucks	10-431-595	Yes	STR	854.48
KELLER ASSOCIATES	0000012	Consulting fees for Transportation Plan Update- Per contract with City of SV to 11/30/14	50-470-820	Yes	CAPI	1,995.00
KETCHUM COMPUTERS	11013	Computer Support - 11/19/14 - 11/26/14	10-415-427	Yes	ADM	906.25
KETCHUM COMPUTERS	11065	computer Support - 12/3/14 - 12/16/14	10-415-427	Yes	ADM	1,500.00
KING, ADAM ATTORNEY AT LAW	12.2.14	Legal Services - Confidential Matters	10-415-425	Yes	ADM	598.00
KING, ADAM ATTORNEY AT LAW	12.2.14	Legal Services - Public Matters	10-415-425	Yes	ADM	529.00
L. N. CURTIS & SON	3149223-00	12 V Motor Sub Assy for Smoke Machine - returned	10-423-595	Yes	FIRE	360.21-
L. N. CURTIS & SON	3150675-01	Unauthorized purchase of Mounting Plates order by Asst. Chief and returned by Chief	10-423-595	Yes	FIRE	172.00-
L. N. CURTIS & SON	3150675-03	Unauthorized purchase of Span Hammer order by Asst. Chief and returned by Chief	10-423-595	Yes	FIRE	137.08-
L. N. CURTIS & SON	3150964-00	Unauthorized purchase of 14 " and Leather Boots order by Asst. Chief and returned by Chief	10-423-576	Yes	FIRE	224.00-
L. N. CURTIS & SON	3152793-00	Turn out Coat, Sudali/Johnson Turnout Pants Sundali/Johnson	10-423-576	Yes	FIRE	3,825.30
L. N. CURTIS & SON	3153868-01	2 CO2 Monitors for EMT's	10-423-325	Yes	FIRE	394.00
MASON'S TROPHIES & GIFTS	72545	2 name plates for Abby Rivin, new Associate Planner	10-418-310	Yes	COM	20.90
MOFFATT THOMAS	200938	legal Services and Costs through December 4, 2014 - Priviledged & Confidential	10-411-429	Yes	LEGI	1,214.80
MOFFATT THOMAS	200939	legal Services and Costs through December 4, 2014 -Personal & Confidential	10-411-429	Yes	LEGI	852.50
MOTOROLA	13003372	5 pagers w/3 year RSA	10-423-615	Yes	FIRE	1,999.75
MOTOROLA	13040203	Monitor VI Programming Cradle	10-423-615	Yes	FIRE	25.35
NORCO	14670147	Oxygen Cylinder Rental	10-423-325	Yes	FIRE	55.80
NORCO	14856534	Oxygen Cylinder Rental	10-423-325	Yes	FIRE	55.80
OFFICEBRIGHT, INC	3856	Office cleaning per proposal Dec 2014	10-415-500	Yes	ADM	1,170.00
O'REILLY AUTO PARTS	4635-143513	hub puller	10-431-340	Yes	STR	24.99
O'REILLY AUTO PARTS	4635-143699	10 ton jack stands (2)	10-431-340	Yes	STR	199.99
O'REILLY AUTO PARTS	4635-145348	2001 F-350 radiator	10-431-600	Yes	STR	196.89
PIPECO,INC.	00140750	Mini shovel for tool cat snow blower	10-431-595	Yes	STR	40.81
REPCO MARKETING, INC	10259	12 bottles BAC Simulator Solution (For Intoxilyzer)	10-421-320	Yes	POLI	101.50
RIVER RUN AUTO	6538-80439	Water pump drive belts for Oshkosh trucks	10-431-595	Yes	STR	71.37
RIVER RUN AUTO	80430	Water pump bearings for Oshkosh plow trucks	10-431-595	Yes	STR	88.98
ROAD SOLUTIONS	19643	13 tons mag chloride	10-431-536	Yes	STR	2,882.37
ROBERTS ELECTRIC, INC	1026	Installed new outlet in Police building	10-431-614	Yes	STR	172.11
S. ERWIN EXCAVATION	14-873	transport street sweeper to winter storage	10-431-591	Yes	STR	300.00
SHELTON'S	027350	54.02 tons road salt	10-431-536	Yes	STR	1,350.50
ST LUKES PHYSICIAN CLINICS	64577256	Pre academey physical for Monique Ray	10-421-493	Yes	POLI	50.00
SUN VALLEY CLEANERS, INC	11.25.14	Police Dry Cleaning	10-421-630	Yes	POLI	194.00
SUN VALLEY GARDEN CENTER	72312	Snow removal service for 104 Grey Eagle condmened property	10-418-420	Yes	COM	80.00

Vendor Name	Invoice #	Description	Account #	Over Budget	Dept.	Amount
SUN VALLEY WATER & SEWER DIST	GREY EAGLE	water and sewer charges for 104 Grey Eagle condemnation project- 12/14, 1/15, and 2/15	10-418-420	Yes	COM	1,281.78
TERRITORIAL SUPPLIES INC	12178	Equipment for new vehicle	10-421-600	Yes	POLI	1,049.29
TREASURE VALLEY COFFEE	03862206	Coffee for all departments	10-415-310	Yes	ADM	39.89
TREASURE VALLEY COFFEE	03862206	Coffee for all departments	10-418-310	Yes	COM	39.89
TREASURE VALLEY COFFEE	03862206	Coffee for all departments	10-421-310	Yes	POLI	39.89
TREASURE VALLEY COFFEE	03862206	Coffee for all departments	10-423-310	Yes	FIRE	39.89
VALLEY COUNTRY STORE	2145	4 pairs work pants (Bill Whitesell)	10-431-631	Yes	STR	138.71
VALLEY COUNTRY STORE	2215	Pair leather ork boots (Bill Whitesell)	10-431-631	Yes	STR	146.99
VALLEY PAINT & FLOOR	382885	Carpet and installation	10-415-585	Yes	ADM	1,152.36
WEBB LANDSCAPING	141105-0027	Plant trees on 11/20/14 at Fire Station	10-423-590	Yes	FIRE	2,122.31
WEBB LANDSCAPING	141201-0065	Snow removal Bitterroot foot bridge	10-431-780	Yes	STR	75.00
WEBB LANDSCAPING	141201-0175	Snow removal Bitterroot foot bridge	10-431-780	Yes	STR	50.00
WITMER PUBLIC SAFETY GROUP	1580239	Custom built Shields with flip down eyeshields	10-423-580	Yes	FIRE	105.99
WOOD RIVER FIRE & RESCUE	121514	10/18 -19/2014 STICO NFA Class Lunches 2 students	10-423-470	Yes	FIRE	40.00
Grand Totals:						<u>40,353.96</u>

Finance Committee Chair, Peter Hendricks: _____ Date : _____