

AGENDA
REGULAR COUNCIL MEETING OF THE MAYOR AND CITY COUNCIL
IN THE COUNCIL CHAMBERS – 81 ELKHORN ROAD
CITY OF SUN VALLEY, IDAHO
October 2nd, 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 COMMENT (5 min.)

COUNCIL COMMENT (8 min.)

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 September 3, 2014 and September 4, 2014..... 1
2. Receive and File Financials:
 - a. September, 2014 Paid Invoice Report 19
 - b. August, 2014 Financial Report..... 29
 - c. Local Option Tax Report 55
3. Authorize payment of bills and payroll (recurring per Resolution 2014-7) for October, 2014, when due; (no documents)
4. Authorize payment of bills (non-recurring) on-hand due after September 25, 2014 and recommended for approval by the Finance Committee; 59

PRESENTATIONS (30 min.)

5. Sun Valley Marketing Alliance Quarterly Report, Arlene Schieven (15 min.); 63
6. Sun Valley Economic Development Bi-Annual Report, Harry Griffith (15 min.); 79

PUBLIC HEARING (10 min.)

7. Public hearing and action on Elkhorn Springs Golf Lodges Townhomes Sublots 17-20 Preliminary Plat (10 min.); 81

BREAK (5 min.)

ACTION/DISCUSSION (60 min.)

8. Review and Adoption of Resolution 2014-19 Authorizing the Mayor to Execute a FY2015 Contract for Services with the Sun Valley Marketing Alliance (10 min.); 101
9. Review and Adoption of Resolution 2014-20 Authorizing the Mayor to Execute a FY2015 Contract for Services with the Blaine County Housing Authority (10 min.); 137

Please Note: The agenda is subject to revisions. Any person in need of assistance to attend or participate should contact Sun Valley City Hall prior to the meeting at 622-4438. Council Packets are online at www.sunvalley.gov/office.com

10. Review and Adoption of Resolution 2014-21 Amending the City of Sun Valley Salary Pay Range (10 min.);.....	157
11. Review and Adoption of Resolution 2014-22 Amending the 2012 City of Sun Valley Personnel Policy (10 min.);.....	163
12. Review and Adoption of Resolution 2014-23 Approving the updated Special Events Funding Guidelines and Application (10 min.);	207
13. Review and Adoption of Resolution 2014-24 Amending the Sun Valley Company 2014-2015 Liquor Licenses (5 min.);	219
14. Review and Adoption of Resolution 2014-25 Destruction of City Records (5 min.);	229

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*

**SPECIAL COUNCIL MEETING
OF THE MAYOR AND CITY COUNCIL
IN THE COUNCIL CHAMBERS - 81 ELKHORN ROAD
CITY OF SUN VALLEY, IDAHO
SEPTEMBER 3, 2014 AT 4:00 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 September 3, 2014 at 4:00 p.m.

CALL TO ORDER

Mayor Dewayne Briscoe called the meeting to order at 4:00 p.m.

Mayor Dewayne Briscoe made a comment.

ROLL CALL

PRESENT Council Member Michelle Griffith, Council Member Franz Suhadolnik, Council
(City of Member Peter Hendricks, Council President Keith Saks, and Mayor Dewayne
Sun Briscoe.
Valley):

ABSENT: None

PRESENT Council President Michael David, Councilor Anne Corrock, Councilor Baird
(City of Gourlay, Councilor Jim Slanetz, Mayor Nina Jonas.
Ketchum):

ABSENT: None

PLEDGE OF ALLEGIANCE

Pledge led by Ketchum Mayor Nina Jonas.

SWEARING IN OF SUN VALLEY CITY CLERK

Mayor Dewayne Briscoe made a comment.

PUBLIC COMMENT

Karen Reinheimer made a public comment.

Mayor Dewayne Briscoe made a comment.

QUESTIONS FROM THE PRESS

No comments.

1. DISCUSSION REGARDING CITY OF SUN VALLEY AND CITY OF KETCHUM FIRE DEPARTMENTS

- A. Cooperation Agreements - Sun Valley Fire Chief Ray Franco/Assistant Fire Chief Charlie Butterfield
- Ketchum Fire Chief Mike Elle

Mayor Dewayne Briscoe made a comment.

Sun Valley Fire Chief Ray Franco made a comment.

Ketchum Fire Chief Mike Elle made a comment.

Sun Valley Fire Chief Ray Franco made a comment.

- B. Pierce Aerial Ladder Truck - Current Status - Sun Valley Fire Chief Ray Franco - Ketchum Fire Chief Mike Elle

Sun Valley Assistant Fire Chief Charlie Butterfield made a presentation regarding the status of the Fire Departments of Sun Valley and Ketchum.

Mayor Dewayne Briscoe made a comment.

Ketchum Councilor Baird Gourley made a comment and asked a question.

Assistant Fire Chief Charlie Butterfield responded.

Ketchum Councilor Anne Corrock asked a question.

Assistant Fire Chief Charlie Butterfield responded.

Idaho Surveying & Rating Bureau (ISRB) Representative Doug Young responded.

Council Member Peter Hendricks asked a question.

ISRB Representative Doug Young responded.

Council Member Peter Hendricks asked a question.

Mayor Dewayne Briscoe made a comment.

Council Member Michelle Griffith asked a question.

Mayor Dewayne Briscoe made a comment.

- C. Presentation by ISRB Representative Doug Young regarding Sun Valley and Ketchum ISO Ratings

ISRB Representative Doug Young gave a presentation about the Sun Valley and Ketchum Fire Department ISRB Ratings.

Council Member Peter Hendricks asked a question.

ISRB Representative Doug Young responded.

Council Member Michelle Griffith made a comment.

Council Member Peter Hendricks asked a question.

ISRB Representative Doug Young responded.

Mayor Dewayne Briscoe made a comment.

- D. Council Discussions - Sun Valley City Council - Ketchum City Council

Council President Keith Saks asked a question.

ISRB Representative Doug Young responded.

Council Member Franz Suhadolnik asked a question.

ISRB Representative Doug Young responded.

Council Member Michelle Griffith asked a question.

ISRB Representative Doug Young responded.

Council Member Michelle Griffith made a comment.

ISRB Representative Doug Young responded.

Ketchum Councilor Baird Gourley made a comment.

Council Member Michelle Griffith asked a question.

ISRB Representative Doug Young responded.

Council Member Michelle Griffith asked a question.

ISRB Representative Doug Young responded.

Council Member Michelle Griffith asked a question.

ISRB Representative Doug Young responded.

Council Member Michelle Griffith asked a question.
ISRB Representative Doug Young responded.
Council Member Michelle Griffith asked a question.
ISRB Representative Doug Young responded and asked a question.
Assistant Fire Chief Charlie Butterfield responded.
Council Member Michelle Griffith asked a question.
ISRB Representative Doug Young responded.
Council Member Michelle Griffith asked a question.
ISRB Representative Doug Young responded.
Assistant Fire Chief Charlie Butterfield made a comment.
ISRB Representative Doug Young responded.
Assistant Fire Chief Charlie Butterfield responded.
Council Member Michelle Griffith asked a question.
ISRB Representative Doug Young responded.
Council Member Michelle Griffith made a comment and asked a question.
ISRB Representative Doug Young responded.
Council Member Michelle Griffith asked a question.
ISRB Representative Doug Young responded.
Council Member Michelle Griffith asked a question.
ISRB Representative Doug Young responded.
Council Member Michelle Griffith asked a question.
ISRB Representative Doug Young responded.
Council President Keith Saks asked a question.
ISRB Representative Doug Young responded.
Council President Keith Saks asked a question.
ISRB Representative Doug Young responded.
Council President Keith Saks asked a question.
ISRB Representative Doug Young responded.
Council President Keith Saks made a comment.
ISRB Representative Doug Young responded.
Council President Keith Saks made a comment and asked a question.
ISRB Representative Doug Young responded.
Council President Keith Saks made a comment.
ISRB Representative Doug Young responded.
Council President Keith Saks asked a question.
ISRB Representative Doug Young responded.
Council Member Peter Hendricks made a comment and asked a question.
Ketchum Councilor Baird Gourlay asked a question.
ISRB Representative Doug Young responded.
Ketchum Councilor Baird Gourlay asked question.
ISRB Representative Doug Young responded.
Ketchum Councilor Baird Gourlay asked question.
ISRB Representative Doug Young responded.
Ketchum Councilor Baird Gourlay made a comment and asked a question.
ISRB Representative Doug Young responded.
Ketchum Councilor Baird Gourlay made a comment and asked a question.
ISRB Representative Doug Young responded.
Ketchum Councilor Baird Gourlay made comment.

Ketchum Councilor Jim Slanetz asked question.
ISRB Representative Doug Young responded.
Ketchum Councilor Jim Slanetz asked question.
ISRB Representative Doug Young responded.
Ketchum Councilor Jim Slanetz made comment and asked a question.
ISRB Representative Doug Young responded.
Ketchum Councilor Anne Corrock made a comment.
Ketchum Mayor Nina Jonas made comment.
Mayor Dewayne Briscoe made a comment.
Sun Valley City Administrator Susan Robertson made comment.
Ketchum City Administrator Suzanne Frick made comment.
Mayor Dewayne Briscoe made a comment.
Council Member Peter Hendricks asked a question.
ISRB Representative Doug Young responded.
Council Member Peter Hendricks asked a question.
ISRB Representative Doug Young responded.
Ketchum Mayor Nina Jonas asked a question.
Mayor Dewayne Briscoe asked a question.
Council Member Michelle Griffith made a comment and asked a question.
ISRB Representative Doug Young responded.
Council Member Peter Hendricks made a comment.

E. Cross Discussion between City Councils

Mayor Dewayne Briscoe made a comment.
Council Member Franz Suhadolnik asked a question.
Ketchum Mayor Nina Jonas responded.
Council Member Franz Suhadolnik made a comment.
Mayor Dewayne Briscoe made a comment.
ISRB Representative Doug Young made a comment.
Ketchum Councilor Anne Corrock made comment.
Ketchum Councilor Jim Slanetz asked question.
ISRB Representative Doug Young responded.
Mayor Dewayne Briscoe asked a question.
Council Member Michelle Griffith asked a question.
ISRB Representative Doug Young responded.
Ketchum Councilor Anne Corrock asked question.
ISRB Representative Doug Young responded.
Mayor Dewayne Briscoe made a comment.
ISRB Representative Doug Young responded.
Council President Keith Saks made a comment.

F. Recommendations of City Councils

Ketchum Councilor Jim Slanetz made a comment.
Ketchum Councilor Baird Gourlay made comment.
Mayor Dewayne Briscoe made a comment.

MOTION

Ketchum Councilor Jim Slanetz moved to adjourn; seconded by Councilor Baird Gourlay.

AYES: Councilor Jim Slanetz, Councilor Baird Gourlay, and Councilor Anne Corrock.

NAYS: None

Ketchum Mayor Nina Jonas declared the motion approved.

MOTION

Council President Keith Saks moved to adjourn; seconded by Council Member Michelle Griffith.

AYES: Council Member Franz Suhadolnik, Council Member Michelle Griffith, Council President Keith Saks, and Council Member Peter Hendricks.

NAYS: None

Mayor Dewayne Briscoe declared the motion approved.

Meeting adjourned at 5:19 p.m.

Dewayne Briscoe, Mayor

Alissa Weber, City Clerk

**COUNCIL MEETING
OF THE MAYOR AND CITY COUNCIL
IN THE COUNCIL CHAMBERS - 81 ELKHORN ROAD
CITY OF SUN VALLEY, IDAHO
SEPTEMBER 4, 2014 AT 4:00 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 September 4, 2014 at 4:00 p.m.

CALL TO ORDER

Mayor Dewayne Briscoe called the meeting to order at 4:01 p.m.

ROLL CALL

PRESENT: Mayor Dewayne Briscoe, Council Member Michelle Griffith, Council Member Franz Suhadolnik, Council President Keith Saks, and Council Member Peter Hendricks.

ABSENT: None

PLEDGE OF ALLEGIANCE

Pledge led by Amy Busek.

PUBLIC COMMENT

Mayor Dewayne Briscoe made a comment.

No public comment.

MAYOR COMMENT

Mayor Dewayne Briscoe made a comment.

City Administrator Susan Robertson made a comment.

Mayor Dewayne Briscoe made a comment.

MOTION

Council Member Michelle Griffith moved to add Agenda Item 1.1 to discuss the request by Sun Valley Company regarding construction hours; seconded by Council Member Peter Hendricks.

AYES: Council Member Michelle Griffith, Council Member Franz Suhadolnik, Council President Keith Saks, and Council Member Peter Hendricks.

NAYS: None

The Mayor declared the motion approved.

Mayor Dewayne Briscoe made a comment.

COUNCIL COMMENT

Council Member Peter Hendricks made a comment.

Mayor Dewayne Briscoe made a comment.

City Administrator Susan Robertson made a comment.

Mayor Dewayne Briscoe made a comment.
Council President Keith Saks 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.
Assistant Fire Chief Charlie Butterfield made a comment.

QUESTIONS FROM THE PRESS

There were no questions from the press.

CONSENT AGENDA

1. Approval of Council Minutes of August 7, 2014, August 14, 2014, and August 19, 2014
2. Receive and File Financials:
 - a. August, 2014 Paid Invoice Report
 - b. July 2014 Financial Report
 - c. Local Option Tax Report
3. Authorize payment of bills and payroll (recurring per Resolution 2014-7) for September 2014, when due;
4. Authorize payment of bills (non-recurring) on-hand due after August 27, 2014 and recommended for approval by the Finance Committee.

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.

MOTION

Council President Keith Saks moved accept all items on the consent agenda, item numbers 1-4 and all subparts; seconded by Council Member Michelle Griffith.

AYES: Council Member Michelle Griffith, Council Member Franz Suhadolnik, Council President Keith Saks, and Council Member Peter Hendricks.

NAYS: None

The Mayor declared the motion approved.

ACTION/DISCUSSION

5. Action on Resolution 2014-16 Authorizing the Mayor to Execute a FY15 Contract for Services with the Animal Shelter of the Wood River Valley for Services in the amount of \$2,000.

Mayor Dewayne Briscoe made a comment.

MOTION

Council Member Michelle Griffith moved to approve Resolution 2014-16 authorizing the Mayor to execute a FY15 contract for services with the Animal Shelter of the Wood River Valley for services in the amount of \$2,000; seconded by Council President Keith Saks.

AYES: Council Member Michelle Griffith, Council Member Franz Suhadolnik, Council President Keith Saks, and Council Member Peter Hendricks.

NAYS: None

The Mayor declared the motion approved.

6. Action on Resolution 2014-17 Authorizing the Mayor to Execute a FY15 Contract for Services with Prosecuting Attorney Frederick Allington in the amount of \$23,901.

MOTION

Council Member Michelle Griffith moved to approve Resolution 2014-17 authorizing the Mayor to execute a FY15 contract for services with Prosecuting Attorney Frederick Allington in the amount of \$23,901; seconded by Council Member Peter Hendricks.

AYES: Council Member Michelle Griffith, Council Member Franz Suhadolnik, Council President Keith Saks, and Council Member Peter Hendricks.

NAYS: None

The Mayor declared the motion approved.

Council President Keith Saks made a comment.

7. Action on Resolution 2014-18 Authorizing the Mayor to Execute a FY15 Contract for Services with Sun Valley Economic Development in the amount of \$8,500.

Mayor Dewayne Briscoe made a comment.

Council Member Michelle Griffith made a comment.

Mayor Dewayne Briscoe made a comment.

Council President Keith Saks made a comment.

MOTION

Council President Keith Saks moved to approve Resolution 2014-18 authorizing the Mayor to execute a FY15 contract for services with Sun Valley Economic Development in the amount of \$8,500; seconded by Council Member Peter Hendricks.

AYES: Council Member Franz Suhadolnik, Council President Keith Saks, and Council Member Peter Hendricks.

NAYS: None

The Mayor declared the motion approved.

Sun Valley Economic Development Executive Director Harry Griffith made a comment.

Council Member Peter Hendricks made a comment.

Council President Keith Saks made a comment.

City Attorney Adam King made a comment.

Council President Keith Saks made a comment.

Mayor Dewayne Briscoe made a comment.

City Attorney Adam King made a comment.

Sun Valley Economic Development Executive Director Harry Griffith responded.

Council President Keith Saks made a comment.

Sun Valley Economic Development Executive Director Harry Griffith made a comment.
Mayor Dewayne Briscoe made a comment.
Council President Keith Saks made a comment.
City Attorney Adam King made a comment.

8. Discussion and Action regarding interpretation of City Code Section 9-5A-9, Appeals, with respect to an appeal of a Planning and Zoning Commission decision.

Mayor Dewayne Briscoe made a comment and asked a question.
City Attorney Adam King made a comment.
Mayor Dewayne Briscoe made a comment.
City Attorney Adam King made a comment.
Community Development Director Mark Hofman made a comment.
Mayor Dewayne Briscoe made a comment.
City Attorney Adam King made a comment.
Mayor Dewayne Briscoe made a comment.
City Attorney Adam King made a comment.
Mayor Dewayne Briscoe asked a question.
City Attorney Adam King made a comment.
Mayor Dewayne Briscoe asked a question.
City Attorney Adam King made a comment.
Mayor Dewayne Briscoe made a comment.
Council President Keith Saks made a comment.
Council Member Michelle Griffith made a comment.
City Attorney Adam King made a comment.
Council Member Michelle Griffith asked a question.
City Attorney Adam King made a comment.
Council Member Michelle Griffith asked a question.
City Attorney Adam King made a comment.
Council Member Michelle Griffith made a comment.
Council Member Peter Hendricks asked a question.
City Attorney Adam King made a comment.
Council Member Peter Hendricks asked a question.
City Attorney Adam King made a comment.
Council Member Peter Hendricks made a comment.
City Attorney Adam King made a comment.
Council President Keith Saks asked a question.
City Attorney Adam King made a comment.
Council President Keith Saks made a comment.
City Attorney Adam King made a comment.
Council President Keith Saks made a comment.
City Attorney Adam King made a comment.
Council President Keith Saks made a comment.
City Attorney Adam King made a comment.
Community Development Director Mark Hofman made a comment.
City Attorney Adam King made a comment.
Community Development Director Mark Hofman made a comment.
Council President Keith Saks made a comment.

City Attorney Adam King made a comment.
Mayor Dewayne Briscoe made a comment.
Council Member Peter Hendricks made a comment.
Mayor Dewayne Briscoe made a comment.
City Attorney Adam King made a comment.

MOTION

Council President Keith Saks moved that the Council will hear the appeal that triggered this agenda item based on the record only, with no new evidence allowed; seconded by Council Member Michelle Griffith.

AYES: Council Member Michelle Griffith, Council Member Franz Suhadolnik, Council President Keith Saks, and Council Member Peter Hendricks.

NAYS: None

The Mayor declared the motion approved.

9. Discussion and Action regarding Recommendations of the Subcommittee on Special Events Funding

Council President Keith Saks made a comment.
Mayor Dewayne Briscoe made a comment.
Council Member Michelle Griffith made a comment.
Council Member Franz Suhadolnik asked a question and made a comment.
Mayor Dewayne Briscoe made a comment.
Council President Keith Saks made a comment.
Council Member Michelle Griffith made a comment.
Mayor Dewayne Briscoe made a comment.
Council Member Franz Suhadolnik asked a question.
Mayor Dewayne Briscoe made a comment.
Council President Keith Saks made a comment.

MOTION

Council Member Peter Hendricks made a motion to hear the report of the Special Events Application Subcommittee and to consider possible changes to the guidelines for special event funding and application instructions; seconded by Council Member Michelle Griffith.

AYES: Council Member Michelle Griffith, Council President Keith Saks, and Council Member Peter Hendricks.

NAYS: Council Member Franz Suhadolnik.

The Mayor declared the motion approved.

Council President Keith Saks made a comment.
Council Member Franz Suhadolnik asked a question.
Mayor Dewayne Briscoe made a comment.
Council Member Michelle Griffith made a comment.
Council Member Franz Suhadolnik asked a question.
Mayor Dewayne Briscoe made a comment.
Council Member Michelle Griffith made a comment.

Council President Keith Saks made a comment.
Council Member Michelle Griffith made a comment.
Council Member Peter Hendricks made a comment.
Council President Keith Saks made a comment.
Council Member Michelle Griffith made a comment.
Council Member Peter Hendricks made a comment.
Council President Keith Saks made a comment.
Council Member Peter Hendricks made a comment.
Council President Keith Saks made a comment.
Council Member Peter Hendricks made a comment.
Council Member Peter Hendricks made a comment.
Council Member Michelle Griffith made a comment.
Mayor Dewayne Briscoe made a comment.
Council Member Peter Hendricks asked a question.
Council Member Michelle Griffith made a comment.
Council Member Peter Hendricks made a comment.
Council Member Michelle Griffith made a comment.
Council President Keith Saks made a comment.
Council Member Michelle Griffith made a comment.
Council Member Peter Hendricks made a comment.
Council Member Michelle Griffith made a comment.
Mayor Dewayne Briscoe made a comment.
Council President Keith Saks made a comment.

MOTION

Council Member Michelle Griffith moved to accept the Event Funding Request Guidelines and Application Instructions, as drafted on page 101 of the Council Packet, substituting the language that Council President Keith Saks presented for the paragraph regarding 990s, and to consider requiring applicants to provide additional financial information; seconded by Council Member Peter Hendricks.

AYES: Council Member Michelle Griffith, Council Member Franz Suhadolnik, Council President Keith Saks, and Council Member Peter Hendricks.

NAYS: None

The Mayor declared the motion approved.

Council President Keith Saks made a comment.

MOTION

Council President Keith Saks moved to approve the City Funding Request Application as drafted on page 102 of the Council Packet; seconded by Council Member Michelle Griffith.

AYES: Council Member Michelle Griffith, Council Member Franz Suhadolnik, Council President Keith Saks, and Council Member Peter Hendricks.

NAYS: None

The Mayor declared the motion approved.

Council Member Michelle Griffith made a comment.
Council President Keith Saks made a comment.

Mayor Dewayne Briscoe asked a question.

MOTION

Council Member Michelle Griffith moved to accept the City Event Application Scoring Matrix, as drafted on pages 103 and 104 of the Council Packet; seconded by Council Member Peter Hendricks.

AYES: Council Member Michelle Griffith, and Council Member Peter Hendricks.

NAYS: Council Member Franz Suhadolnik, and Council President Keith Saks.

The Mayor declared the motion dead due to lack of majority.

Council Member Michelle Griffith made a comment.

Council President Keith Saks made a comment.

Council Member Michelle Griffith made a comment.

Mayor Dewayne Briscoe made a comment.

Council President Keith Saks made a comment.

Council Member Michelle Griffith made a comment.

Council President Keith Saks made a comment.

Mayor Dewayne Briscoe made a comment.

Council President Keith Saks made a comment.

MOTION

Council President Keith Saks moved to approve, as to the substituted paragraph on page 101 of the Council Packet, the addition of the requirement for organizations to submit the most recent financials, including P&L statement and balance sheet; seconded by Council Member Peter Hendricks.

AYES: Council Member Michelle Griffith, Council Member Franz Suhadolnik, Council President Keith Saks, and Council Member Peter Hendricks.

NAYS: None

The Mayor declared the motion approved.

Council Member Michelle Griffith made a comment.

MOTION

Council Member Michelle Griffith moved to reconsider the motion on the City Event Application Scoring Matrix; seconded by Council President Keith Saks.

AYES: Council Member Michelle Griffith, Council Member Franz Suhadolnik, Council President Keith Saks, and Council Member Peter Hendricks.

NAYS: None

The Mayor declared the motion approved.

Council Member Franz Suhadolnik asked a question.

Mayor Dewayne Briscoe made a comment.

Council Member Michelle Griffith made a comment.

MOTION

Council Member Michelle Griffith moved to accept the City Event Application Scoring Matrix on pages

103 and 104 of the Council Packet without the attached points; seconded by Council Member Peter Hendricks.

AYES: Council Member Michelle Griffith, Council Member Franz Suhadolnik, Council President Keith Saks, and Council Member Peter Hendricks.

NAYS: None

The Mayor declared the motion approved.

Council Member Michelle Griffith made a comment.

Council Member Franz Suhadolnik asked a question.

Council Member Michelle Griffith made a comment.

Council Member Peter Hendricks made a comment.

MOTION

Council Member Michelle Griffith moved to accept the point section and make them part of the City Event Application, as drafted on pages 103 and 104 of the Council Packet; seconded by Council Member Peter Hendricks.

AYES: Council Member Michelle Griffith, and Council Member Peter Hendricks.

NAYS: Council Member Franz Suhadolnik, and Council President Keith Saks.

The Mayor declared the motion dead due to lack of majority.

Council Member Michelle Griffith made a comment.

Council President Keith Saks made a comment.

Mayor Dewayne Briscoe asked a question.

Council Member Franz Suhadolnik asked a question.

Council Member Michelle Griffith made a comment.

Mayor Dewayne Briscoe made a comment.

MOTION

Council Member Michelle Griffith moved to change the wording of the section "Ineligible Events" in the Event Funding Request Guidelines and Application Instructions to read "Events which are political, religious, or fund charitable organizations will not be considered;" seconded by Council President Keith Saks.

AYES: Council Member Michelle Griffith, Council Member Franz Suhadolnik, Council President Keith Saks, and Council Member Peter Hendricks.

NAYS: None

The Mayor declared the motion approved.

Council Member Peter Hendricks made a comment.

Council Member Michelle Griffith made a comment.

Council Member Peter Hendricks made a comment.

Council Member Michelle Griffith made a comment.

Council Member Peter Hendricks made a comment.

Council Member Michelle Griffith made a comment.

Council President Keith Saks made a comment.

Council Member Michelle Griffith asked a question.

City Attorney Adam King made a comment.
Council Member Michelle Griffith made a comment.
City Administrator Susan Robertson made a comment.
Council Member Michelle Griffith made a comment.
Council Member Peter Hendricks made a comment.
Mayor Dewayne Briscoe made a comment.

BREAK

Mayor Dewayne Briscoe called for a break at 5:22 p.m.
Meeting called back to order at 5:34 p.m.

ACTION/DISCUSSION CONTINUED

10. Review of Employee Benefit Options.

Police Chief Walt Femling made a presentation regarding Employee Benefit Options.
Council Member Michelle Griffith asked a question.
Police Chief Walt Femling responded.
Council Member Peter Hendricks asked a question.
Police Chief Walt Femling responded.
Council President Keith Saks asked a question.
Police Chief Walt Femling responded.
Council Member Peter Hendricks made a comment.
Police Chief Walt Femling responded.
Council Member Michelle Griffith asked a question.
Police Chief Walt Femling responded.
Council Member Franz Suhadolnik asked a question.
Police Chief Walt Femling responded.
Council Member Franz Suhadolnik asked a question.
City Administrator Susan Robertson made a comment.
Police Chief Walt Femling made a comment.
Council Member Franz Suhadolnik asked a question.
Council Member Peter Hendricks made a comment.
Police Chief Walt Femling made a comment.
Council Member Michelle Griffith asked a question.
Police Chief Walt Femling made a comment.
Council Member Michelle Griffith asked a question.
Police Chief Walt Femling responded.
Council Member Franz Suhadolnik asked a question.
Police Chief Walt Femling responded.
Council Member Peter Hendricks asked a question.
Police Chief Walt Femling responded.
Council Member Peter Hendricks asked a question.
Police Chief Walt Femling responded.
Council Member Peter Hendricks asked a question.
Police Chief Walt Femling responded.
City Administrator Susan Robertson made a comment.
Council Member Peter Hendricks asked a question.

City Administrator Susan Robertson responded.
City Treasurer Angela Walls responded.
Police Chief Walt Femling continued his presentation.
Council President Keith Saks asked a question.
Police Chief Walt Femling responded.
Council Member Michelle Griffith asked a question.
Police Chief Walt Femling responded.
Council Member Michelle Griffith asked a question.
Police Chief Walt Femling responded.
Council Member Michelle Griffith asked a question.
Police Chief Walt Femling responded.
City Administrator Susan Robertson made a comment.
Council Member Michelle Griffith made a comment.
Police Chief Walt Femling responded.
City Administrator Susan Robertson responded.
City Treasurer Angela Walls responded.
Council President Keith Saks asked a question.
Police Chief Walt Femling responded.
Council Member Michelle Griffith asked a question.
City Treasurer Angela Walls responded.
Police Chief Walt Femling responded.
Council President Keith Saks asked a question.
Police Chief Walt Femling responded.
Council President Keith Saks asked a question.
Police Chief Walt Femling responded.
Council President Keith Saks asked a question.
Police Chief Walt Femling responded.
Council President Keith Saks asked a question.
Police Chief Walt Femling responded.
City Administrator Susan Robertson made a comment.
Council Member Michelle Griffith made a comment.
Police Chief Walt Femling responded.
Police Chief Walt Femling continued with his presentation.
Council Member Michelle Griffith asked a question.
Police Chief Walt Femling responded.
Council Member Peter Hendricks asked a question.
Police Chief Walt Femling responded.
Council Member Michelle Griffith asked a question.
Police Chief Walt Femling responded.
Council President Keith Saks asked a question.
Police Chief Walt Femling responded.
Council President Keith Saks asked a question.
Police Chief Walt Femling responded.
Council Member Franz Suhadolnik asked a question.
Police Chief Walt Femling responded.
Mayor Dewayne Briscoe made a comment.
Police Chief Walt Femling continued with his presentation.
Council Member Michelle Griffith made a comment.

Police Chief Walt Femling responded.
Council President Keith Saks asked a question.
Police Chief Walt Femling responded.
City Treasurer Angela Walls made a comment.
Council President Keith Saks asked a question.
Council Member Michelle Griffith asked a question.
Police Chief Walt Femling responded.
Police Chief Walt Femling continued with his presentation.
Council Member Michelle Griffith asked a question.
City Treasurer Angela Walls responded.
Police Chief Walt Femling made a comment.
Council Member Michelle Griffith asked a question.
City Administrator Susan Robertson responded.
Council President Keith Saks asked a question.
City Administrator Susan Robertson responded.
Police Chief Walt Femling made a comment.
Police Chief Walt Femling continued with his presentation.
Council Member Michelle Griffith asked a question.
Police Chief Walt Femling responded.
Council President Keith Saks asked a question.
Police Chief Walt Femling responded.
City Administrator Susan Robertson made a comment.
Council President Keith Saks made a comment.
City Administrator Susan Robertson made a comment.
Council Member Peter Hendricks asked a question.
Police Chief Walt Femling responded.
Council Member Franz Suhadolnik made a comment.
Mayor Dewayne Briscoe made a comment.
City Treasurer Angela Walls responded.
Police Chief Walt Femling made a comment.
Council Member Franz Suhadolnik made a comment.
Mayor Dewayne Briscoe made a comment.
Council Member Peter Hendricks asked a question.
Police Chief Walt Femling responded.
Council Member Peter Hendricks asked a question.
Mayor Dewayne Briscoe made a comment.
Council Member Franz Suhadolnik asked a question.
Police Chief Walt Femling responded.
Council Member Michelle Griffith made a comment.
Police Chief Walt Femling responded.
Council President Keith Saks made a comment.
Police Chief Walt Femling responded.
Mayor Dewayne Briscoe made a comment.
Council President Keith Saks made a comment.
Police Chief Walt Femling responded.
Police Chief Walt Femling continued with his presentation.
Council Member Michelle Griffith asked a question.
City Treasurer Angela Walls responded.

City Administrator Susan Robertson made a comment.
Council President Keith Saks asked a question.
City Administrator Susan Robertson responded.
City Treasurer Angela Walls made a comment.
Council Member Michelle Griffith asked a question.
City Administrator Susan Robertson responded.
Council Member Michelle Griffith asked a question.
Police Chief Walt Femling continued with his presentation.
Council Member Peter Hendricks asked a question.
City Administrator Susan Robertson responded.
Police Chief Walt Femling responded and continued with his presentation.
Council Member Michelle Griffith asked a question.
Mayor Dewayne Briscoe made a comment.
Council Member Michelle Griffith made a comment.
Mayor Dewayne Briscoe made a comment.
Council Member Peter Hendricks made a comment.
Council Member Franz Suhadolnik asked a question.
Council Member Peter Hendricks made a comment.
Council President Keith Saks made a comment.
Council Member Michelle Griffith made a comment.
Council Member Franz Suhadolnik asked a question.
Mayor Dewayne Briscoe made a comment.

11. [Added Agenda Item] Discussion of Sun Valley Company's request regarding construction hours.

Mayor Dewayne Briscoe made a comment.
City Administrator Susan Robertson made a comment.
Council Member Peter Hendricks made a comment.
City Administrator Susan Robertson made a comment.
Community Development Director Mark Hofman made a comment.
Mayor Dewayne Briscoe made a comment.
City Attorney Adam King asked a question.
Community Development Director Mark Hofman made a comment.
City Attorney Adam King asked a question.
Community Development Director Mark Hofman made a comment.
Council President Keith Saks asked a question.
City Attorney Adam King responded.
Council President Keith Saks made a comment and asked a question.
Police Chief Walt Femling responded.
Community Development Director Mark Hofman made a comment.
City Attorney Adam King made a comment.
Council President Keith Saks made a comment and asked a question.
Police Chief Walt Femling responded.
City Attorney Adam King made a comment.
Council President Keith Saks made a comment.
Mayor Dewayne Briscoe made a comment.
Police Chief Walt Femling responded.
Council Member Michelle Griffith made a comment.

Mayor Dewayne Briscoe made a comment.
Police Chief Walt Femling asked a question.
City Administrator Susan Robertson made a comment.
Community Development Director Mark Hofman made a comment.

Council Member Michelle Griffith moved to adjourn into Executive Session pursuant to Idaho Code 67-2345 sections (a), (b) and (f); seconded Council President Peter Hendricks.

A roll call vote was taken.

Council Member Franz Suhadolnik was absent for this vote.

AYES: Council Member Michelle Griffith, Council President Keith Saks, and Council Member Peter Hendricks.

NAYS: None

The Mayor declared the motion approved.

Moved into Executive Session at 6:53 p.m.

MOTION

Council Member Michelle Griffith moved to come out of Executive Session at 7:12 p.m.; seconded Council President Keith Saks.

A roll call vote was taken.

AYES: Council President Keith Saks, Council member Franz Suhadolnik, Council Member Michelle Griffith, and Council Member Peter Hendricks.

NAYS: None

The Mayor declared the motion approved.

MOTION

Council Member Michelle Griffith moved to adjourn the meeting; seconded Council President Keith Saks.

AYES: Council President Keith Saks, Council member Franz Suhadolnik, Council Member Michelle Griffith, and Council Member Peter Hendricks.

NAYS: None

The Mayor declared the motion approved.

Meeting adjourned at 7:14 p.m.

Dewayne Briscoe, Mayor

Alissa Weber, City Clerk

Report Criteria:

Summary report type printed

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
1095									
1095	AFLAC	635218	INSURANCE	10/01/2014	653.45	.00	653.45	49577	09/19/2014
Total 1095:					653.45	.00	653.45		
1405									
1405	BUSINESS AS USUAL	120646	Laminating pouches, inkjet	07/01/2014	57.50	.00	57.50	49513	09/02/2014
		120860	12 new binders for packet	07/11/2014	47.40	.00	47.40	49513	09/02/2014
Total 1405:					104.90	.00	104.90		
1430									
1430	CASELLE, INC	59732	Contract Support & Mainte	09/01/2014	553.67	.00	553.67	49578	09/19/2014
Total 1430:					553.67	.00	553.67		
1455									
1455	CH2M HILL	3878091	Engineering review for dev	05/02/2014	7,104.60	.00	7,104.60	Multiple	Multiple
		4000488	Engineering review service	08/15/2014	1,985.43	.00	1,985.43	49514	09/02/2014
		5.30.14	Sinclair wall project	05/30/2014	2,276.23	.00	2,276.23	49514	09/02/2014
Total 1455:					11,366.26	.00	11,366.26		
1460									
1460	CHATEAU DRUG	1245239	wasp killer	08/06/2014	9.98	.00	9.98	49515	09/02/2014
Total 1460:					9.98	.00	9.98		
1535									
1535	COX COMMUNICATIONS	9.1.14	Internet Service 81 Elkhorn	09/01/2014	91.13	.00	91.13	49580	09/19/2014
Total 1535:					91.13	.00	91.13		
1560									
1560	L. N. CURTIS & SON	3144189-00	Return Axe	02/25/2014	.00	.00	.00	Multiple	Multiple
		3147693-00	New Fire helmets and Hoo	05/28/2014	1,542.00	.00	1,542.00	49540	09/02/2014
		3147693-04	Turnout Bunker pants	06/24/2014	4,920.00	.00	4,920.00	49540	09/02/2014
		8030220-00	Credit for turn outs	08/26/2014	1,394.00-	.00	1,394.00-	49540	09/02/2014
Total 1560:					5,068.00	.00	5,068.00		
1605									
1605	DAVIS EMBROIDERY INC	23274	Work shirts for temporary P	08/08/2014	117.42	.00	117.42	49517	09/02/2014
Total 1605:					117.42	.00	117.42		
1742									
1742	EVERGREEN LANDSCAP	1056	repair drainage in ROW at	08/25/2014	983.00	.00	983.00	49520	09/02/2014
Total 1742:					983.00	.00	983.00		
1850									
1850	GEM STATE WELDERS S	151685	welding tank rental	07/31/2014	16.12	.00	16.12	49523	09/02/2014

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 1850:					16.12	.00	16.12		
1865									
1865	GRAINGER	9521356916	warning flags for Communit	08/19/2014	67.50	.00	67.50	49526	09/02/2014
Total 1865:					67.50	.00	67.50		
1880									
1880	GYM OUTFITTERS	WO-3522	Repair treadmill in gym	08/20/2014	621.96	.00	621.96	49526	09/02/2014
Total 1880:					621.96	.00	621.96		
1950									
1950	AC HOUSTON LUMBER C	014-394581	Chain to secure driveway f	06/13/2014	77.70	.00	77.70	49509	09/02/2014
		014-398434	Velcro for station projects	06/27/2014	10.95	.00	10.95	49509	09/02/2014
		014-401654	Chainsaw bar oil and chain	07/11/2014	19.16	.00	19.16	49509	09/02/2014
		014-405396	hacksaw blade	07/25/2014	10.76	.00	10.76	49509	09/02/2014
		014-409208	hooks for key holder	08/08/2014	3.58	.00	3.58	49509	09/02/2014
		014-409230	double sided tape for statio	08/08/2014	9.49	.00	9.49	49509	09/02/2014
		014411621	misc hardware/files/torx bit	08/19/2014	86.51	.00	86.51	49509	09/02/2014
		MISC INVOI	Credit memo for overpaym	09/09/2013	162.09-	.00	162.09-	49509	09/02/2014
Total 1950:					56.06	.00	56.06		
1990									
1990	ICRMP	9.1.14	Member Contribution	09/01/2014	36,883.50	.00	36,883.50	49529	09/02/2014
Total 1990:					36,883.50	.00	36,883.50		
2035									
2035	IDAHO LUMBER	9.1.14	Finance Charges	09/01/2014	10.15	.00	10.15	49530	09/02/2014
Total 2035:					10.15	.00	10.15		
2045									
2045	IDAHO MOUNTAIN EXPR	12504758	Display advertisements for	07/09/2014	251.10	.00	251.10	49531	09/02/2014
		12504760	Display advertisements for	07/09/2014	301.32	.00	301.32	49531	09/02/2014
		12504988	Display advertisements for	07/16/2014	251.10	.00	251.10	49531	09/02/2014
		12505447	Display advertisements for	07/23/2014	301.32	.00	301.32	49531	09/02/2014
		12505662	Legal proposed budget	07/24/2014	313.76	.00	313.76	49531	09/02/2014
		12505792	Display advertisements for	07/30/2014	301.32	.00	301.32	49531	09/02/2014
		12505793	Display advertisements for	07/30/2014	251.10	.00	251.10	49531	09/02/2014
		12508125	Publishing of Legal quarterl	07/30/2014	123.12	.00	123.12	49531	09/02/2014
Total 2045:					2,094.14	.00	2,094.14		
2055									
2055	IDAHO POWER	9.3.14	Juniper/Elkhorn Rd Light	09/03/2014	4.58	.00	4.58	49589	09/19/2014
Total 2055:					4.58	.00	4.58		
2125									
2125	INTERMOUNTAIN GAS C	8.2014	100 Arrowleaf	08/01/2014	66.42	.00	66.42	49568	09/02/2014
Total 2125:					66.42	.00	66.42		

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
2215									
2215	JOE'S BACKHOE SERVIC	17314	2yd's 2" drain rock for Fire	08/21/2014	40.00	.00	40.00	49534	09/02/2014
Total 2215:					40.00	.00	40.00		
2330									
2330	LES SCHWAB	1170018324	New wheels for backcountr	07/01/2014	1,058.16	.00	1,058.16	49541	09/02/2014
		1170018886	Switch wheels on E-86	07/25/2014	12.00	.00	12.00	49541	09/02/2014
Total 2330:					1,070.16	.00	1,070.16		
2370									
2370	INTEGRATED TECHNOL	1082	contract base rate and copi	07/25/2014	50.00	.00	50.00	49533	09/02/2014
		2282	contract base rate and copi	08/05/2014	120.35	.00	120.35	49533	09/02/2014
		3096	contract base rate and copi	08/19/2014	71.71	.00	71.71	49533	09/02/2014
		62308A	New ink cartridge for Assoc	07/10/2014	114.00	.00	114.00	49533	09/02/2014
Total 2370:					356.06	.00	356.06		
2570									
2570	NORCO	12895979	Oxygen Cylinder Rental	01/31/2014	55.80	.00	55.80	49544	09/02/2014
		13458552	Oxygen Cylinder Rental	04/30/2014	55.80	.00	55.80	49544	09/02/2014
		13854698	Oxygen Cylinder Rental	05/31/2014	55.80	.00	55.80	49544	09/02/2014
		13853399	Oxygen Cylinder Rental	06/30/2014	55.80	.00	55.80	49544	09/02/2014
		14057484	Oxygen Cylinder Rental	07/31/2014	55.80	.00	55.80	49544	09/02/2014
		OVERPAYM	Oxygen for EMS calls	12/31/2013	236.62-	.00	236.62-	49544	09/02/2014
Total 2570:					42.38	.00	42.38		
2635									
2635	OVERHEAD DOOR CO	290442	Fire Department Bay Door	08/21/2014	157.50	.00	157.50	49547	09/02/2014
Total 2635:					157.50	.00	157.50		
2690									
2690	PIPECO,INC.	00136246	Galvanized coupler for repai	07/16/2014	6.95	.00	6.95	49548	09/02/2014
Total 2690:					6.95	.00	6.95		
2845									
2845	RIVER RUN AUTO	6538-75488	2006 F-350 fuel injector cle	08/05/2014	6.99	.00	6.99	49549	09/02/2014
		6538-75541	2006 F-350 fuel sensor	08/06/2014	107.18	.00	107.18	49549	09/02/2014
Total 2845:					114.17	.00	114.17		
2861									
2861	ROAD WORK AHEAD CO	26339	2 roll up event signs/4 roll u	07/17/2014	544.25	.00	544.25	49550	09/02/2014
Total 2861:					544.25	.00	544.25		
2865									
2865	ROBERTS ELECTRIC, IN	382	sunrise street light connect	07/31/2014	202.16	.00	202.16	49551	09/02/2014
Total 2865:					202.16	.00	202.16		
2910									
2910	SALT LAKE WHOLESALE	24686	4 boxes 45 Auto 230 gr FM	07/25/2014	2,579.12	.00	2,579.12	49552	09/02/2014

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 2910:					2,579.12	.00	2,579.12		
3030									
3030	STATE INSURANCE FUN	10064392	7/1/14 - 8/1/14 - Payroll Re	09/30/2014	4,583.00	.00	4,583.00	49592	09/19/2014
Total 3030:					4,583.00	.00	4,583.00		
3045									
3045	STATE TAX COMMISSIO	80114	August State Tax	08/01/2014	5,839.00	.00	5,839.00	49570	09/02/2014
Total 3045:					5,839.00	.00	5,839.00		
3075									
3075	SUN VALLEY CLEANERS,	072514	Police Dry Cleaning	07/25/2014	233.20	.00	233.20	49555	09/02/2014
Total 3075:					233.20	.00	233.20		
3080									
3080	SUN VALLEY COMPANY	082114	Town Hall meeting charges	08/18/2014	2,790.62	.00	2,790.62	49556	09/02/2014
Total 3080:					2,790.62	.00	2,790.62		
3085									
3085	SUN VALLEY GARDEN C	69306	104 Grey Eagle - Brush cle	07/31/2014	1,953.00	.00	1,953.00	49557	09/02/2014
Total 3085:					1,953.00	.00	1,953.00		
3100									
3100	SUN VALLEY WATER & S	SEP/OCT/N	Bike Path - North	09/05/2014	6,401.79	.00	6,401.79	49593	09/19/2014
Total 3100:					6,401.79	.00	6,401.79		
3150									
3150	TERRITORIAL SUPPLIES	11986	led spotlight replacement f	08/25/2014	260.00	.00	260.00	49558	09/02/2014
Total 3150:					260.00	.00	260.00		
3253									
3253	UNITED OIL	771070	fuel for fire department 7/1	07/31/2014	1,156.74	.00	1,156.74	49594	09/19/2014
		773721	fuel for Police 8-16 - 8-31-2	08/31/2014	787.97	.00	787.97	49594	09/19/2014
		773722	fuel for fire department 8/1	08/31/2014	542.79	.00	542.79	49594	09/19/2014
		773723	fuel puechases 8/22/14 to	08/31/2014	160.37	.00	160.37	49594	09/19/2014
		775081	fuel for Police	09/15/2014	503.30	.00	503.30	49594	09/19/2014
		775083	fuel puechases 8/22/14 to	09/15/2014	236.92	.00	236.92	49594	09/19/2014
Total 3253:					3,388.09	.00	3,388.09		
3290									
3290	VALLEY MAINTENANCE	2964-001	Work at Elkhorn Station to	08/06/2014	920.00	.00	920.00	49562	09/02/2014
Total 3290:					920.00	.00	920.00		
3330									
3330	WALKER SAND AND GRA	402166	Storage rental 6 months	08/21/2014	1,200.00	.00	1,200.00	49564	09/02/2014

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 3330:					1,200.00	.00	1,200.00		
3350									
3350	WEBB LANDSCAPING	018099	Trees to hide backcountry r	07/31/2014	14.07	.00	14.07	49565	09/02/2014
		3-23324-AI	Trees to hide backcountry r	07/02/2014	59.94	.00	59.94	49565	09/02/2014
		140711-0034	Trees to hide backcountry r	07/24/2014	477.60	.00	477.60	49565	09/02/2014
		140711-0035	Trees to hide backcountry r	07/24/2014	2,839.93	.00	2,839.93	49565	09/02/2014
		140730-0330	Trees to hide backcountry r	07/24/2014	1,560.00	.00	1,560.00	49565	09/02/2014
Total 3350:					4,951.54	.00	4,951.54		
3355									
3355	WELLS FARGO BANK, N.	090914	XPD 2006 F-350 emission	09/04/2014	6,307.99	.00	6,307.99	49573	09/02/2014
Total 3355:					6,307.99	.00	6,307.99		
3425									
3425	WOOD RIVER LOCK SHO	6228	104 Grey Eagle - Padlock	06/13/2014	25.99	.00	25.99	49566	09/02/2014
Total 3425:					25.99	.00	25.99		
3480									
3480	DICK YORK'S AUTO SER	62184	Remove and install wheel s	07/28/2014	80.81	.00	80.81	49518	09/02/2014
		62209	SVPD1 Check AC System	07/03/2014	332.51	.00	332.51	49518	09/02/2014
Total 3480:					413.32	.00	413.32		
3936									
3936	THORNTON HEATING &	23212	repair air conditioning unit	07/22/2014	117.20	.00	117.20	49559	09/02/2014
		23320	server room duct work due	08/12/2014	740.00	.00	740.00	49559	09/02/2014
Total 3936:					857.20	.00	857.20		
3999									
3999	BARRY EQUIPMENT & R	124121-1	mower attachment part To	08/14/2014	136.22	.00	136.22	49510	09/02/2014
Total 3999:					136.22	.00	136.22		
4080									
4080	OFFICEBRIGHT, INC	3798	Office cleaning per propos	08/25/2014	1,170.00	.00	1,170.00	49545	09/02/2014
Total 4080:					1,170.00	.00	1,170.00		
4104									
4104	ELKHORN SPRINGS RES	213370	Quarterly Dues on A04	08/01/2014	761.80	.00	761.80	49519	09/02/2014
		213371	Quarterly Dues on A03	08/01/2014	761.80	.00	761.80	49519	09/02/2014
Total 4104:					1,523.60	.00	1,523.60		
4133									
4133	COPY & PRINT	59746	Floor Mat for Assistant Cler	08/01/2014	49.99	.00	49.99	49516	09/02/2014
		59860	2 boxes of window envelop	08/12/2014	139.98	.00	139.98	49516	09/02/2014
		59920	mouse pads/binder clips/sti	08/07/2014	65.12	.00	65.12	49516	09/02/2014
		59933	wrist rest/pens	08/08/2014	21.77	.00	21.77	49516	09/02/2014
		60127	Pens/Stapler/C Batteries	08/22/2014	54.50	.00	54.50	49516	09/02/2014
		60214	Box of clasp envelopes 9x1	08/27/2014	14.99	.00	14.99	49516	09/02/2014

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 4133:					346.35	.00	346.35		
4135									
4135	NATIONAL BENEFITS AD	465420	24 - HRA plan adm fees for	07/31/2014	104.00	.00	104.00	49591	09/19/2014
		468272	23 - HRA plan admin Fess	08/31/2014	101.75	.00	101.75	49569	09/02/2014
		CP-0116094	HRA	07/31/2014	144.57	.00	144.57	49591	09/19/2014
		CP-0116385	HRA	08/31/2014	921.89	.00	921.89	49569	09/02/2014
Total 4135:					1,272.21	.00	1,272.21		
4243									
4243	KETCHUM COMPUTERS	10600	Computer Support 0 7/18/1	08/01/2014	1,125.00	.00	1,125.00	49537	09/02/2014
		10650	Computer Support - 08/08/	08/18/2014	1,125.00	.00	1,125.00	49537	09/02/2014
Total 4243:					2,250.00	.00	2,250.00		
4293									
4293	KING, ADAM ATTORNEY	8.22.14	Legal Services - Public Mat	08/22/2014	5,395.20	.00	5,395.20	49539	09/02/2014
Total 4293:					5,395.20	.00	5,395.20		
4318									
4318	STEVE BUTLER & ASSO	2322	Sinclair wall Inspections	08/02/2014	812.50	.00	812.50	49554	09/02/2014
Total 4318:					812.50	.00	812.50		
4338									
4338	HUGHES FIRE EQUIPME	487306	Engine maintenance on E-	07/21/2014	135.19	.00	135.19	49528	09/02/2014
Total 4338:					135.19	.00	135.19		
4403									
4403	GREAT AMERICA FINAN	15757231	copier lease - Police	08/25/2014	121.00	.00	121.00	49567	09/02/2014
		15794419	Sharp Copier Lease - Adml	09/01/2014	234.00	.00	234.00	49588	09/19/2014
Total 4403:					355.00	.00	355.00		
4431									
4431	VISION SERVICE PLAN	8.01.2014	Cobra Vision Insurance - S	09/02/2014	5.46	.00	5.46	49572	09/02/2014
		8.1.2014	Vision Insurance - Septem	08/01/2014	372.87	.00	372.87	49572	09/02/2014
Total 4431:					378.33	.00	378.33		
4439									
4439	LIFEMAP ASSURANCE C	10.2014	life Insurance - October 20	10/01/2014	102.55	.00	102.55	49590	09/19/2014
Total 4439:					102.55	.00	102.55		
4470									
4470	KELLER ASSOCIATES	000008	Transportation Plan Updat	08/18/2014	5,120.00	.00	5,120.00	49536	09/02/2014
Total 4470:					5,120.00	.00	5,120.00		
4503									
4503	CENTURYLINK	14250	Frame Relay / Police Dept.	09/07/2014	258.07	.00	258.07	49579	09/19/2014

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 4503:					258.07	.00	258.07		
4522									
4522	SILVER CREEK FORD	118652	Service for the Building Offi	07/23/2014	1,011.41	.00	1,011.41	49553	09/02/2014
		15837	2006 F-350 fuel regulator	07/30/2014	306.35	.00	306.35	49553	09/02/2014
Total 4522:					1,317.76	.00	1,317.76		
4535									
4535	CHILD SUPPORT SERVIC	9.11.14	Neuhart, Nicolas - C00108	09/11/2014	445.38	.00	445.38	49575	09/11/2014
		9.21.14	c001086568	09/21/2014	445.38	.00	445.38	49595	09/24/2014
Total 4535:					890.76	.00	890.76		
4563									
4563	NAYLOR & HALES, P.C.	9.1.14	Donoval vs. City of Sun Val	09/01/2014	234.75	.00	234.75	49543	09/02/2014
Total 4563:					234.75	.00	234.75		
4565									
4565	FBI NAA	090114	FBI National Academy 201	09/01/2014	180.00	.00	180.00	49521	09/02/2014
Total 4565:					180.00	.00	180.00		
4591									
4591	ISTC - CENTRAL COLLEC	9.11.14	Whitesell, William - 518720	09/11/2014	786.68	.00	786.68	49576	09/11/2014
		9.21.14	518720203	09/21/2014	300.00	.00	300.00	49596	09/24/2014
Total 4591:					1,086.68	.00	1,086.68		
4598									
4598	TREASURE VALLEY COF	2160-037251	Coffee for all departments	08/19/2014	117.25	.00	117.25	49560	09/02/2014
Total 4598:					117.25	.00	117.25		
4599									
4599	GEM STATE COMMUNIC	126776	Radio Speaker for Chief 2	07/14/2014	50.00	.00	50.00	49522	09/02/2014
		126850	New radio for Engine 66	07/25/2014	2,263.00	.00	2,263.00	49522	09/02/2014
		127561	New antenna for T-3	08/11/2014	11.00	.00	11.00	49522	09/02/2014
		127580	Program APX 7000 radio f	08/11/2014	137.50	.00	137.50	49522	09/02/2014
Total 4599:					2,461.50	.00	2,461.50		
4612									
4612	MUNICIPAL EMERGENCY	00542024	Work pants for fire departm	07/22/2014	101.81	.00	101.81	49542	09/02/2014
Total 4612:					101.81	.00	101.81		
4615									
4615	GOSCOMA	13909913	Membership for Susan Rob	06/30/2014	100.00	.00	100.00	49524	09/02/2014
Total 4615:					100.00	.00	100.00		
4619									
4619	K WATERS GRAPHIC DE	14-084	Update of format for Town	07/31/2014	30.00	.00	30.00	49535	09/02/2014

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 4619:					30.00	.00	30.00		
4631									
4631	INREACH	DL08196033	monthly dues back country	08/07/2014	183.60	.00	183.60	49532	09/02/2014
Total 4631:					183.60	.00	183.60		
4646									
4646	HENDRICKS, PETER	080114	Reimburse for AIC Confere	08/08/2014	480.00	.00	480.00	49527	09/02/2014
Total 4646:					480.00	.00	480.00		
4679									
4679	SUN VALLEY AIR SERVIC	08.01.2014	July 2014 1% Air Service L	08/01/2014	82,574.40	.00	82,574.40	49571	09/02/2014
Total 4679:					82,574.40	.00	82,574.40		
4699									
4699	VeriPic	33091	Evidence Barcode system	06/18/2014	7,780.16	.00	7,780.16	49563	09/02/2014
Total 4699:					7,780.16	.00	7,780.16		
4701									
4701	UNIVERSAL LICENSING	080114	FCC License for fire depart	08/01/2014	95.00	.00	95.00	49561	09/02/2014
		090114	FCC License for fire depart	09/01/2014	95.00	.00	95.00	49561	09/02/2014
Total 4701:					190.00	.00	190.00		
4702									
4702	Bergerson, Linda	080114	Refund over payment of L	08/01/2014	9.00	.00	9.00	49511	09/02/2014
Total 4702:					9.00	.00	9.00		
4704									
4704	Ketchum Volunteer Associ	82014	Payment of half of Anja Su	08/20/2014	297.50	.00	297.50	49538	09/02/2014
Total 4704:					297.50	.00	297.50		
4705									
4705	Blaine County Noxious We	730	104 Grey Eagle Noxious w	08/25/2014	566.40	.00	566.40	49512	09/02/2014
Total 4705:					566.40	.00	566.40		
4706									
4706	Oshkosh Capital	10.23.14	Lease 177977000 - Princip	09/01/2014	112,425.57	.00	112,425.57	49546	09/02/2014
Total 4706:					112,425.57	.00	112,425.57		
Grand Totals:					334,288.09	.00	334,288.09		

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
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Report Criteria:

Summary report type printed

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CITY OF SUN VALLEY
 COMBINED CASH INVESTMENT
 AUGUST 31, 2014

COMBINED CASH ACCOUNTS

01-102-000	CASH-CHECKING-GEN-WELLS FARGO	245,177.09
01-102-003	CREDIT CARD-GEN-WELLS FARGO	939.81
01-103-000	PETTY CASH	134.00
01-110-100	RETURNED CHECKS CLEARING	10.00
01-110-200	BUSINESS TAX CLEARING	112,831.49
01-151-000	INVESTEMENT - IDAHO STATE POOL	3,594,240.09
01-151-002	FAIRWAY BOND - ID INVEST POOL	3,585.82
		<hr/>
	TOTAL COMBINED CASH	3,956,918.30
01-101-000	CASH ALLOCATED TO OTHER FUNDS	(3,956,918.30)
		<hr/>
	TOTAL UNALLOCATED CASH	<u>.00</u>

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	3,967,208.69
29	ALLOCATION TO FIXED ASSET REPLACEMENT FUND	(436,559.55)
30	ALLOCATION TO DEBT SERVICE FUND	12,858.91
40	ALLOCATION TO LAND ACQUISITION FUND	371,763.43
42	ALLOCATION TO WORKFORCE HOUSING FUND	201,739.58
50	ALLOCATION TO CAPITAL IMPROVEMENT FUND	(3,640.67)
52	ALLOCATION TO SPF	225,080.95
		<hr/>
	TOTAL ALLOCATIONS TO OTHER FUNDS	4,338,431.34
	ALLOCATION FROM COMBINED CASH FUND - 01-101000	(3,956,918.30)
		<hr/>
	ZERO PROOF IF ALLOCATIONS BALANCE	<u>381,513.04</u>

CITY OF SUN VALLEY
 BALANCE SHEET
 AUGUST 31, 2014

GENERAL FUND

ASSETS

10-101-000	CASH - COMBINED FUND	3,967,208.69	
10-105-000	TAXES RECEIVABLE - CURRENT	30,456.00	
10-107-000	TAXES RECEIVABLE - DELINQUENT	616.65	
10-108-000	LOCAL OPTION TAXES- RECEIVABLE	122,311.08	
10-109-000	UNREALIZED GAIN/LOSS	3,718.00	
10-115-000	OTHER ACCOUNTS RECEIVABLE	5,272.54	
10-120-000	DUE FROM OTHER GOVERNMENTS	174,571.17	
	TOTAL ASSETS		<u>4,304,154.13</u>

LIABILITIES AND EQUITY

LIABILITIES

10-203-000	ACCOUNTS PAYABLE	372,095.87	
10-213-000	SALES TAX PAYABLE	69,919.84	
10-216-000	SALARIES & WAGES PAYABLE	31,295.42	
10-217-100	FICA PAYABLE	13,750.16	
10-217-200	FEDERAL WITHHOLDING PAYABLE	8,492.75	
10-217-300	STATE WITHHOLDING PAYABLE	4,719.91	
10-217-400	WORKERS COMPENSATION PAYABLE	18,803.61	
10-217-450	RETIREMENT (PERS) PAYABLE	17,603.65	
10-217-550	HEALTH INSURANCE PAYABLE	(65,984.76)	
10-217-600	LIFE INSURANCE PAYABLE	(1,466.97)	
10-217-700	GARNISHMENT PAYABLE	(973.36)	
10-217-750	EVENT PERMIT DEPOSIT PAYABLE	300.00	
10-225-100	DEFERRED REVENUE - TAXES, PROP	18,927.77	
	TOTAL LIABILITIES		487,483.87

FUND EQUITY

10-260-000	FUND BALANCE - RESERVED	1,271,633.00	
	UNAPPROPRIATED FUND BALANCE:		
10-271-000	FUND BALANCE - BEGINNING OF YR	1,447,818.62	
	REVENUE OVER EXPENDITURES - YTD	<u>1,097,218.64</u>	
	BALANCE - CURRENT DATE	<u>2,545,037.26</u>	
	TOTAL FUND EQUITY		<u>3,816,670.26</u>
	TOTAL LIABILITIES AND EQUITY		<u>4,304,154.13</u>

CITY OF SUN VALLEY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING AUGUST 31, 2014

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>GENERAL PROPERTY TAXES</u>					
10-311-100 GENERAL PROPERTY TAXES REAL	.00	2,478,352.07	2,389,998.00	(88,354.07)	103.7
10-311-300 PROPERTY TAXES INEREST&PENALTY	908.49	6,741.14	10,000.00	3,258.86	67.4
TOTAL GENERAL PROPERTY TAXES	908.49	2,485,093.21	2,399,998.00	(85,095.21)	103.6
<u>LOCAL OPTION TAXES</u>					
10-313-100 LOCAL OPTION TAX - LIQUOR 3%	10,964.81	55,101.04	65,000.00	9,898.96	84.8
10-313-200 LOCAL OPTION TAX - LODGING 3%	95,933.38	411,722.49	470,000.00	58,277.51	87.6
10-313-300 LOCAL OPTION TAX - RETAIL 3%	127,511.62	599,445.48	650,000.00	50,554.52	92.2
10-313-600 LOCAL OPTION TAX - AIR SER 1%	83,166.17	260,367.42	355,143.00	94,775.58	73.3
10-313-700 PENALTIES & INTEREST - L.O.T.	18.08	189.26	500.00	310.74	37.9
TOTAL LOCAL OPTION TAXES	317,594.06	1,326,825.69	1,540,643.00	213,817.31	86.1
<u>BUSINESS & FRANCHISE TAXES</u>					
10-316-110 GAS FRANCHISE	9,233.45	64,136.34	80,000.00	15,863.66	80.2
10-316-120 CABLE FRANCHISE	13,536.55	52,639.36	44,380.00	(8,259.36)	118.6
TOTAL BUSINESS & FRANCHISE TAXES	22,770.00	116,775.70	124,380.00	7,604.30	93.9
<u>BUSINESS LICENSES & PERMITS</u>					
10-321-100 BEER, LIQUOR & WINE LICENSES	.00	2,560.00	2,000.00	(560.00)	128.0
10-321-200 MUNICIPAL TAX PERMITS	40.00	320.00	300.00	(20.00)	106.7
10-321-300 TEMP MUNICIPAL TAX PERMITS	.00	1,440.00	2,000.00	560.00	72.0
TOTAL BUSINESS LICENSES & PERMITS	40.00	4,320.00	4,300.00	(20.00)	100.5
<u>NON-BUSINESS LICENSES & PERMIT</u>					
10-322-110 BUILDING PERMITS	71,180.96	322,749.56	195,000.00	(127,749.56)	165.5
TOTAL NON-BUSINESS LICENSES & PERMIT	71,180.96	322,749.56	195,000.00	(127,749.56)	165.5
<u>STATE OF IDAHO SHARED REVENUES</u>					
10-335-100 STATE LIQUOR APPORTIONMENT	552.00	2,760.00	2,500.00	(260.00)	110.4
10-335-500 STATE SALES TAX	.00	610,313.18	678,952.00	68,638.82	89.9
TOTAL STATE OF IDAHO SHARED REVENUES	552.00	613,073.18	681,452.00	68,378.82	90.0

CITY OF SUN VALLEY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING AUGUST 31, 2014

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>GENERAL GOVERNMENT</u>					
10-341-100 ENGINEERING REIMBURSABLES	1,130.00	6,296.31	10,000.00	3,703.69	63.0
10-341-110 APPLICATION FEES	875.00	48,028.17	45,000.00	(3,028.17)	106.7
10-341-120 PUBLIC NOTICE REIMBURSABLES	.00	.00	3,000.00	3,000.00	.0
TOTAL GENERAL GOVERNMENT	2,005.00	54,324.48	58,000.00	3,675.52	93.7
<u>FINES</u>					
10-361-901 TRAFFIC FINES	.00	315.00	500.00	185.00	63.0
10-361-902 MOTOR VEHICLE TAX	1,287.45	3,366.90	6,000.00	2,633.10	56.1
TOTAL FINES	1,287.45	3,681.90	6,500.00	2,818.10	56.6
<u>INTEREST EARNINGS</u>					
10-371-100 INTEREST REVENUES	293.62	2,968.52	3,000.00	31.48	99.0
TOTAL INTEREST EARNINGS	293.62	2,968.52	3,000.00	31.48	99.0
<u>MISCELLANEOUS</u>					
10-379-150 NEXTEL LEASE	.00	10,800.00	10,800.00	.00	100.0
10-379-252 POLICE TRUST ACCOUNT	.00	8,500.00	8,500.00	.00	100.0
10-379-260 FIRE TRUST ACCOUNT	.00	7,500.00	7,500.00	.00	100.0
10-379-300 OTHER REVENUES	18.14	27,956.17	25,000.00	(2,956.17)	111.8
10-379-301 WILDLAND REIMBURSEMENTS	.00	44,886.17	45,000.00	111.83	99.8
TOTAL MISCELLANEOUS	18.14	99,644.34	96,800.00	(2,844.34)	102.9
TOTAL FUND REVENUE	416,649.72	5,029,456.58	5,110,073.00	80,616.42	98.4

CITY OF SUN VALLEY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING AUGUST 31, 2014

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LEGISLATIVE</u>					
10-411-110 SALARIES AND WAGES	4,518.15	54,829.09	69,000.00	14,170.91	79.5
10-411-210 FICA CONTRIBUTION	309.92	3,936.06	5,279.00	1,342.94	74.6
10-411-220 RETIREMENT CONTRIBUTION	537.70	6,367.50	7,811.00	1,443.50	81.5
10-411-240 WORKERS COMPENSATION	11.88	140.68	235.00	94.32	59.9
10-411-250 HEALTH INSURANCE	2,962.50	29,522.80	56,435.00	26,912.20	52.3
10-411-429 PROFESSIONAL FEES	234.75	52,897.34	77,200.00	24,302.66	68.5
10-411-474 TRAVEL FOR LEGAL PROCEEDINGS	.00	674.32	5,000.00	4,325.68	13.5
10-411-475 MEETINGS, CONVENTIONS & CONF.	480.00	1,573.65	5,000.00	3,426.35	31.5
10-411-476 CITY FUNCTIONS	.00	977.16	2,700.00	1,722.84	36.2
10-411-692 ECONOMIC DEV/CULTURAL INFO SER	.00	227,583.30	245,250.00	17,666.70	92.8
10-411-694 PUBLIC TRANSIT SERVICES	.00	250,000.00	250,000.00	.00	100.0
10-411-699 ECON DEVEL-SPECIAL EVENT FUND	.00	11,250.00	25,000.00	13,750.00	45.0
10-411-740 OFFICE FURNITURE & EQUIPMENT	.00	2,784.90	3,500.00	715.10	79.6
10-411-850 AIR SERVICE 1% LOT	37,992.24	173,382.69	349,817.00	176,434.31	49.6
 TOTAL LEGISLATIVE	 47,047.14	 815,919.49	 1,102,227.00	 286,307.51	 74.0

CITY OF SUN VALLEY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING AUGUST 31, 2014

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
10-415-110 SALARIES AND WAGES	16,838.08	269,663.69	316,753.00	47,089.31	85.1
10-415-210 FICA CONTRIBUTION	1,241.57	20,129.21	24,232.00	4,102.79	83.1
10-415-220 RETIREMENT CONTRIBUTION	1,907.36	30,738.94	35,856.00	5,117.06	85.7
10-415-240 WORKERS COMPENSATION	156.46	2,491.98	2,100.00	(391.98)	118.7
10-415-250 HEALTH INSURANCE	1,747.46	28,977.86	38,360.00	9,382.14	75.5
10-415-260 LIFE INSURANCE	89.69	1,186.27	2,160.00	973.73	54.9
10-415-280 STATE UNEMPLOYMENT	80.00	477.00	1,000.00	523.00	47.7
10-415-310 OFFICE SUPPLIES	475.16	8,757.34	12,500.00	3,742.66	70.1
10-415-315 JANITORIAL SUPPLIES	.00	1,044.26	1,200.00	155.74	87.0
10-415-350 MOTOR FUELS & LUBRICANTS	.00	66.96	200.00	133.04	33.5
10-415-370 POSTAGE	192.05	1,325.15	1,600.00	274.85	82.8
10-415-420 PROFESSIONAL FEES	.00	1,526.00	4,000.00	2,474.00	38.2
10-415-421 AUDIT	.00	14,000.00	14,000.00	.00	100.0
10-415-425 ATTORNEY FEES	5,395.20	56,533.37	60,000.00	3,466.63	94.2
10-415-426 ATTORNEY FEES-SPECIAL COUNSEL	.00	7,188.81	20,000.00	12,811.19	35.9
10-415-427 COMPUTER CONSULTANTS	2,250.00	24,432.78	30,000.00	5,567.22	81.4
10-415-435 WEBSITE	.00	1,075.00	1,075.00	.00	100.0
10-415-440 ADVERTISING & LEGAL PUBLISHING	436.88	2,199.42	4,500.00	2,300.58	48.9
10-415-465 INSURANCE - LIABILITY FUND	36,883.50	74,267.00	78,767.00	4,500.00	94.3
10-415-470 TRAVEL, TRAINING & MEETINGS	100.00	8,884.34	8,000.00	(884.34)	111.1
10-415-476 CITY FUNCTIONS	.00	5,705.25	6,500.00	794.75	87.8
10-415-480 DUES/SUBSCRIPTIONS/MEMBERSHIPS	553.67	10,066.78	8,000.00	(2,066.78)	125.8
10-415-500 CUSTODIAL & CLEANING SERVICES	1,170.00	12,886.07	15,000.00	2,113.93	85.9
10-415-510 TELEPHONE & COMMUNICATIONS	91.13	13,769.46	14,000.00	230.54	98.4
10-415-521 UTILITIES	1,099.60	22,585.96	28,000.00	5,414.04	80.7
10-415-540 RENTAL - OFFICE FURN & EQUIP	234.00	4,779.58	3,900.00	(879.58)	122.6
10-415-580 REPAIR/MAINT - OFFICE FURN/EQ	.00	(1,132.39)	2,500.00	3,632.39	(45.3)
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	30.22	500.00	469.78	6.0
10-415-680 BANK CHARGES	209.62	3,018.16	3,600.00	581.84	83.8
10-415-740 OFFICE EQPMT, COMPUTER EQPMT	.00	8,771.40	10,255.00	1,483.60	85.5
TOTAL ADMINISTRATION	71,151.43	635,445.87	751,058.00	115,612.13	84.6

CITY OF SUN VALLEY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING AUGUST 31, 2014

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COMMUNITY DEVELOPMENT</u>					
10-418-110 SALARIES AND WAGES	12,907.29	204,864.34	231,640.00	26,775.66	88.4
10-418-140 SALARIES AND WAGES-TEMP EMPLOY	1,850.52	16,841.95	17,183.00	341.05	98.0
10-418-210 FICA CONTRIBUTION	1,239.31	18,652.82	19,035.00	382.18	98.0
10-418-220 RETIREMENT CONTRIBUTION	1,546.56	23,679.63	26,222.00	2,542.37	90.3
10-418-240 WORKERS COMPENSATION	160.72	2,546.18	2,700.00	153.82	94.3
10-418-250 HEALTH INSURANCE	416.62	8,064.20	16,796.00	8,731.80	48.0
10-418-285 EXPENSE REIMBURSEMENT	2,654.34	28,580.38	21,000.00	(7,580.38)	136.1
10-418-290 PLANNING BUS EXP	.00	394.55	1,500.00	1,105.45	26.3
10-418-310 OFFICE SUPPLIES	137.45	4,275.96	4,500.00	224.04	95.0
10-418-350 MOTOR FUELS & LUBRICANTS	147.14	837.46	3,000.00	2,162.54	27.9
10-418-420 PROFESSIONAL FEES	2,597.10	3,998.95	11,000.00	7,001.05	36.4
10-418-422 ENGINEERING	1,985.43	15,409.31	10,000.00	(5,409.31)	154.1
10-418-423 CONTRACT LABOR	.00	50,619.94	40,000.00	(10,619.94)	126.6
10-418-437 COMP PLAN	2,868.02	6,369.56	5,000.00	(1,369.56)	127.4
10-418-440 ADVERTISING & LEGAL PUBLISHING	1,657.26	9,345.06	9,000.00	(345.06)	103.8
10-418-470 TRAVEL, TRAINING & MEETINGS	.00	5,456.07	7,000.00	1,543.93	77.9
10-418-480 DUES/SUBSCRIPTIONS/MEMBERSHIPS	.00	1,085.00	1,750.00	665.00	62.0
10-418-510 TELEPHONE & COMMUNICATIONS	.00	1,146.37	1,500.00	353.63	76.4
10-418-600 REPAIR/MAINT - AUTOMOTIVE EQ	1,011.41	1,140.37	3,000.00	1,859.63	38.0
10-418-740 OFFICE FURNITURE & EQUIPMENT	.00	.00	1,500.00	1,500.00	.0
TOTAL COMMUNITY DEVELOPMENT	31,179.17	403,308.10	433,326.00	30,017.90	93.1
<u>OTHER GENERAL GOVERNMENT</u>					
10-419-800 CONTINGENCY	.00	956.45	100,000.00	99,043.55	1.0
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	212,662.00	212,662.00	.0
10-419-956 TRANSFERS OUT TO GF UNASSN FB	.00	.00	9,316.00	9,316.00	.0
TOTAL OTHER GENERAL GOVERNMENT	.00	956.45	346,978.00	346,021.55	.3

CITY OF SUN VALLEY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING AUGUST 31, 2014

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>POLICE DEPARTMENT</u>					
10-421-110 SALARIES AND WAGES	46,124.23	576,357.81	584,582.00	8,224.19	98.6
10-421-122 OVERTIME SALARIES	3,654.49	19,405.27	34,650.00	15,244.73	56.0
10-421-130 OVERTIME SALARIES - SHARED	.00	.00	10,000.00	10,000.00	.0
10-421-210 FICA CONTRIBUTION	3,660.57	44,157.44	48,136.00	3,978.56	91.7
10-421-220 RETIREMENT CONTRIBUTION	4,679.37	59,131.92	72,202.00	13,070.08	81.9
10-421-240 WORKERS COMPENSATION	1,483.33	18,517.94	21,000.00	2,482.06	88.2
10-421-250 HEALTH INSURANCE	5,179.82	81,569.47	107,066.00	25,496.53	76.2
10-421-310 OFFICE SUPPLIES	38.44	989.61	800.00	(189.61)	123.7
10-421-315 JANITORIAL SUPPLIES	.00	540.86	750.00	209.14	72.1
10-421-320 OPERATING SUPPLIES	.00	3,102.52	4,000.00	897.48	77.6
10-421-321 POLICE TRUST ACCOUNT	7,780.16	17,870.00	30,000.00	12,130.00	59.6
10-421-340 MINOR EQUIPMENT	2,579.12	4,498.37	5,000.00	501.63	90.0
10-421-345 SAFETY EQUIPMENT	.00	150.23	250.00	99.77	60.1
10-421-347 RECORDS MGT SYSEM-POL/FIRE	.00	20,443.00	20,443.00	.00	100.0
10-421-348 COMM-POLICE/FIRE DISPATCH	258.07	90,876.50	93,080.00	2,203.50	97.6
10-421-350 MOTOR FUELS & LUBRICANTS	1,289.26	11,342.32	15,000.00	3,657.68	75.6
10-421-370 POSTAGE	.00	20.18	100.00	79.82	20.2
10-421-426 INVESTIGATIVE EXPERT SERVICES	.00	264.25	1,000.00	735.75	26.4
10-421-428 PROSECUTION OF MISDEMEANORS	.00	23,204.10	23,205.00	.90	100.0
10-421-470 TRAVEL, TRAINING & MEETINGS	180.00	3,795.05	6,000.00	2,204.95	63.3
10-421-480 DUES/SUBSCRIPTIONS/MEMBERSHIPS	.00	3,005.85	3,155.00	149.15	95.3
10-421-493 PHYSICAL EXAMINATIONS	.00	50.00	150.00	100.00	33.3
10-421-510 TELEPHONE & COMMUNICATIONS	.00	4,888.67	4,200.00	(688.67)	116.4
10-421-595 REPAIR & MAINT - EQUIPMENT	.00	290.00	500.00	210.00	58.0
10-421-600 REPAIR/MAINT - AUTOMOTIVE EQ	332.51	2,833.70	3,500.00	666.30	81.0
10-421-610 REPAIR/MAINT - OTHER	.00	1,279.12	2,000.00	720.88	64.0
10-421-615 REPAIR/MAINT - RADIO SERVICE	.00	.00	1,500.00	1,500.00	.0
10-421-630 LAUNDRY	233.20	2,002.37	2,250.00	247.63	89.0
10-421-665 UNIFORMS - POLICE	.00	3,927.14	4,500.00	572.86	87.3
10-421-695 VEHICLE TOWING	.00	.00	250.00	250.00	.0
10-421-740 OFFICE FURNITURE & EQUIPMENT	.00	6,637.67	11,500.00	4,862.33	57.7
10-421-753 RADIOS-HANDHELD	.00	3,840.00	5,400.00	1,560.00	71.1
10-421-770 ANIMAL CONTROL	.00	2,500.00	2,000.00	(500.00)	125.0
10-421-780 DRUG DOG PROGRAM	.00	1,127.93	900.00	(227.93)	125.3
TOTAL POLICE DEPARTMENT	77,472.57	1,008,619.29	1,119,069.00	110,449.71	90.1

CITY OF SUN VALLEY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING AUGUST 31, 2014

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
FIRE DEPARTMENT					
10-423-110 SALARIES AND WAGES - FTE	19,298.16	240,249.98	269,077.00	28,827.02	89.3
10-423-120 WAGES - ON CALL FF	5,283.50	68,969.49	87,050.00	18,080.51	79.2
10-423-130 WAGES- WILDLAND	21,860.95	26,029.80	10,000.00	(16,029.80)	260.3
10-423-140 WAGES-TEMP EMPLOYEE	4,165.24	23,640.19	49,046.00	25,405.81	48.2
10-423-210 FICA CONTRIBUTION	3,913.99	26,514.50	32,419.00	5,904.50	81.8
10-423-220 RETIREMENT CONTRIBUTION	4,406.77	33,602.84	32,377.00	(1,225.84)	103.8
10-423-240 WORKERS COMP & SUPPLMTL ACCDT	1,871.37	17,145.31	16,000.00	(1,145.31)	107.2
10-423-250 HEALTH INSURANCE	3,260.99	36,870.09	58,438.00	21,565.91	63.1
10-423-310 OFFICE SUPPLIES	209.97	2,261.81	2,200.00	(61.81)	102.8
10-423-315 JANITORIAL SUPPLIES	.00	1,214.10	1,500.00	285.90	80.9
10-423-320 OPERATING SUPPLIES	105.80	9,147.12	10,000.00	852.88	91.5
10-423-325 MEDICAL SAFETY SUPPLIES	.00	1,684.66	5,500.00	3,815.34	30.6
10-423-340 MINOR TOOLS	17.71	17.71	3,200.00	3,182.29	.6
10-423-350 MOTOR FUELS & LUBRICANTS	733.15	11,098.49	12,000.00	901.51	92.5
10-423-360 MOTOR FUELS & LUBRICANTS - WLF	19.16	859.16	5,000.00	4,140.84	17.2
10-423-470 TRAVEL, TRAINING & MEETINGS	297.50	13,433.57	31,600.00	18,166.43	42.5
10-423-480 DUES/SUBSCRIPTIONS/MEMBERSHIPS	95.00	3,589.04	5,200.00	1,610.96	69.0
10-423-510 TELEPHONE & COMMUNICATIONS	430.64	7,876.56	8,100.00	223.44	97.2
10-423-555 RENTAL - EQUIPMENT	.00	.00	2,500.00	2,500.00	.0
10-423-570 RENTAL - OTHER	.00	450.00	1,500.00	1,050.00	30.0
10-423-576 TURNOUTS- REPLACEMENT & MAINT.	6,462.00	18,482.07	20,400.00	1,917.93	90.6
10-423-585 REPAIR/MAINT - BUILDINGS	1,194.70	6,386.95	5,000.00	(1,386.95)	127.7
10-423-590 REPAIR/MAINT - GROUNDS	4,951.54	6,799.99	7,000.00	200.01	97.1
10-423-595 REPAIR & MAINT - EQUIPMENT	(824.13)	35,139.74	33,500.00	(1,639.74)	104.9
10-423-600 REPAIR/MAINT - AUTOMOTIVE EQ	1,347.16	11,638.00	24,900.00	13,262.00	46.7
10-423-615 REPAIR/MAINT - RADIO SERVICE	137.50	4,696.63	3,500.00	(1,196.63)	134.2
10-423-630 LAUNDRY	.00	161.51	1,500.00	1,338.49	10.8
10-423-631 UNIFORMS	219.23	3,842.86	8,000.00	4,157.14	48.0
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	2,338.85	3,766.00	1,427.15	62.1
10-423-910 TRAVEL & TRAINING - CE	.00	1,609.65	4,000.00	2,390.35	40.2
10-423-920 OFC/OPERATING SUPPLIES - CE	.00	96.23	1,165.00	1,068.77	8.3
10-423-930 TOOLS & SUPPLIES - CE	.00	.00	250.00	250.00	.0
10-423-940 OFC FURNITURE & EQUIPMENT - CE	.00	504.45	2,935.00	2,430.55	17.2
TOTAL FIRE DEPARTMENT	79,457.90	616,351.35	763,621.00	147,269.65	80.7

CITY OF SUN VALLEY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING AUGUST 31, 2014

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>STREET DEPARTMENT</u>					
10-431-110 SALARIES AND WAGES	14,217.22	180,380.17	201,665.00	21,284.83	89.5
10-431-120 SALARIES & WAGES - PART TIME	.00	.00	7,000.00	7,000.00	.0
10-431-210 FICA CONTRIBUTION	1,064.26	13,561.57	16,621.00	3,059.43	81.6
10-431-220 RETIREMENT CONTRIBUTION	1,657.61	20,997.11	23,802.00	2,804.89	88.2
10-431-240 WORKERS COMPENSATION	776.08	9,884.73	12,000.00	2,115.27	82.4
10-431-250 HEALTH INSURANCE	2,883.99	29,638.41	45,356.00	15,717.59	65.4
10-431-315 JANITORIAL SUPPLIES & LAUNDRY	.00	160.63	300.00	139.37	53.5
10-431-320 OPERATING SUPPLIES	136.23	2,985.91	4,500.00	1,514.09	66.4
10-431-340 TOOLS & EQUIPMENT	.00	2,414.01	3,000.00	585.99	80.5
10-431-350 MOTOR FUELS & LUBRICANTS	(320.43)	12,570.25	13,000.00	429.75	96.7
10-431-440 ADVERTISING & LEGAL PUBLISHING	.00	1,205.28	1,000.00	(205.28)	120.5
10-431-470 TRAVEL, TRAINING & MEETINGS	.00	3,054.20	4,000.00	945.80	76.4
10-431-510 TELEPHONE SERVICE	.00	744.65	1,000.00	255.35	74.5
10-431-536 SANDING/MAG CHLORIDE	.00	8,519.21	9,300.00	780.79	91.6
10-431-556 RENTAL - EQUIPMENT	.00	.00	500.00	500.00	.0
10-431-591 REPAIR/MAINT/CLEANING-STREETS	.00	2,225.38	3,500.00	1,274.62	63.6
10-431-592 STRIPING	25,773.00	25,773.00	27,000.00	1,227.00	95.5
10-431-595 REPAIR/MAINT - LARGE EQUIPMENT	396.22	11,158.13	14,000.00	2,841.87	79.7
10-431-596 REPAIR/MAINT - SMALL EQUIP	.00	428.64	1,000.00	571.36	42.9
10-431-600 REPAIR/MAINT - AUTO EQUIP	420.52	2,685.91	3,500.00	814.09	76.7
10-431-610 REPAIR/MAINT - MISC	.00	.00	1,000.00	1,000.00	.0
10-431-614 REPAIR/MAINT-BUILDING	815.97	6,290.49	12,000.00	5,709.51	52.4
10-431-620 LANDSCAPE SERVICES	(16.17)	4,527.79	4,500.00	(27.79)	100.6
10-431-621 NOXIOUS WEED CONTROL	.00	9,518.12	13,500.00	3,981.88	70.5
10-431-631 UNIFORMS	.00	849.36	1,000.00	150.64	84.9
10-431-740 OFFICE FURNITURE & EQUIPMENT	.00	2,233.92	2,400.00	166.08	93.1
10-431-780 ROADS & PATHS MAINT. PROGRAM	(19,687.36)	99,395.86	165,000.00	65,604.14	60.2
10-431-790 LAND MAINTENANCE 5 ACRE PARCEL	.00	434.86	2,350.00	1,915.34	18.6
TOTAL STREET DEPARTMENT	28,117.14	451,637.39	593,794.00	142,156.61	76.1
TOTAL FUND EXPENDITURES	334,425.35	3,932,237.94	5,110,073.00	1,177,835.06	77.0
NET REVENUE OVER EXPENDITURES	82,224.37	1,097,218.64	.00	(1,097,218.64)	.0

CITY OF SUN VALLEY
BALANCE SHEET
AUGUST 31, 2014

FIXED ASSET REPLACEMENT FUND

ASSETS

29-101-000	CASH - COMBINED FUND	(436,559.55)		
29-115-000	ACCOUNTS RECEIVABLE	(116,690.23)		
	TOTAL ASSETS			(<u>553,249.78)</u>

LIABILITIES AND EQUITY

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:				
29-271-000	FUND BALANCE - BEGINNING OF YR	(382,419.21)		
	REVENUE OVER EXPENDITURES - YTD	(170,830.57)		
	BALANCE - CURRENT DATE			(<u>553,249.78)</u>
	TOTAL FUND EQUITY			(<u>553,249.78)</u>
	TOTAL LIABILITIES AND EQUITY			(<u>553,249.78)</u>

CITY OF SUN VALLEY
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING AUGUST 31, 2014

FIXED ASSET REPLACEMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>SOURCE 399</u>					
29-399-500 TRANSFER FROM GENERAL FUND	.00	.00	212,662.00	212,662.00	.0
29-399-501 TRANS FR FIXED ASSET FUND BAL	.00	.00	654.00	654.00	.0
TOTAL SOURCE 399	.00	.00	213,316.00	213,316.00	.0
TOTAL FUND REVENUE	.00	.00	213,316.00	213,316.00	.0

CITY OF SUN VALLEY
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING AUGUST 31, 2014

FIXED ASSET REPLACEMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
29-490-752 CHIEF 2	.00	44,921.00	45,202.00	281.00	99.4
29-490-753 RADIOS	2,263.00	7,996.00	28,000.00	20,004.00	28.6
29-490-756 AERIAL TOWER	112,425.57	112,425.57	112,426.00	.43	100.0
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	5,488.00	5,488.00	.00	100.0
TOTAL EXPENDITURES	114,688.57	170,830.57	213,316.00	42,485.43	80.1
TOTAL FUND EXPENDITURES	114,688.57	170,830.57	213,316.00	42,485.43	80.1
NET REVENUE OVER EXPENDITURES	(114,688.57)	(170,830.57)	.00	170,830.57	.0

CITY OF SUN VALLEY
BALANCE SHEET
AUGUST 31, 2014

DEBT SERVICE FUND

<u>ASSETS</u>			
30-101-000	CASH - COMBINED FUND	12,858.91	
30-107-000	TAXES RECEIVABLE - DELIQUENT	<u>394.89</u>	
	TOTAL ASSETS		<u>13,253.80</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
30-225-100	DEFERRED REVENUE - TAXES, PROP	<u>316.11</u>	
	TOTAL LIABILITIES		316.11
<u>FUND EQUITY</u>			
	UNAPPROPRIATED FUND BALANCE:		
30-271-000	FUND BALANCE - BEGINNING OF YR	<u>12,937.69</u>	
	BALANCE - CURRENT DATE	<u>12,937.69</u>	
	TOTAL FUND EQUITY		<u>12,937.69</u>
	TOTAL LIABILITIES AND EQUITY		<u>13,253.80</u>

CITY OF SUN VALLEY
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING AUGUST 31, 2014

DEBT SERVICE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>SOURCE 380</u>					
30-380-100 TRANSFER FR DEBT SERV FUND BAL	.00	.00	12,938.00	12,938.00	.0
TOTAL SOURCE 380	.00	.00	12,938.00	12,938.00	.0
TOTAL FUND REVENUE	.00	.00	12,938.00	12,938.00	.0

CITY OF SUN VALLEY
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING AUGUST 31, 2014

DEBT SERVICE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEPARTMENT 491</u>					
30-491-100 TRANS TO GF UNASSIGNED FB	.00	.00	12,938.00	12,938.00	.0
TOTAL DEPARTMENT 491	.00	.00	12,938.00	12,938.00	.0
TOTAL FUND EXPENDITURES	.00	.00	12,938.00	12,938.00	.0
NET REVENUE OVER EXPENDITURES	.00	.00	.00	.00	.0

CITY OF SUN VALLEY
BALANCE SHEET
AUGUST 31, 2014

LAND ACQUISITION FUND

<u>ASSETS</u>			
40-101-000	CASH- LAND ACQUISITION	371,763.43	
	TOTAL ASSETS		<u>371,763.43</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
	UNAPPROPRIATED FUND BALANCE:		
40-271-000	FUND BALANCE - BEGINNING OF YR	<u>371,763.43</u>	
	BALANCE - CURRENT DATE	<u>371,763.43</u>	
	TOTAL FUND EQUITY		<u>371,763.43</u>
	TOTAL LIABILITIES AND EQUITY		<u>371,763.43</u>

CITY OF SUN VALLEY
BALANCE SHEET
AUGUST 31, 2014

WORKFORCE HOUSING FUND

ASSETS

42-101-000	CASH- WORKFORCE HOUSING FUND		201,739.58
	TOTAL ASSETS		<u>201,739.58</u>

LIABILITIES AND EQUITY

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:		
42-271-000	FUND BALANCE - BEGINNING OF YR	233,939.76	
	REVENUE OVER EXPENDITURES - YTD	(32,200.18)	
	BALANCE - CURRENT DATE		<u>201,739.58</u>
	TOTAL FUND EQUITY		<u>201,739.58</u>
	TOTAL LIABILITIES AND EQUITY		<u>201,739.58</u>

CITY OF SUN VALLEY
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING AUGUST 31, 2014

WORKFORCE HOUSING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>GENERAL PROPERTY TAXES</u>					
42-311-515 RENTS	1,460.77	7,147.27	7,000.00	(147.27)	102.1
TOTAL GENERAL PROPERTY TAXES	1,460.77	7,147.27	7,000.00	(147.27)	102.1
<u>REVENUES</u>					
42-399-500 TRANSFER FROM WKFC FUND BAL	.00	.00	32,159.00	32,159.00	.0
TOTAL REVENUES	.00	.00	32,159.00	32,159.00	.0
TOTAL FUND REVENUE	1,460.77	7,147.27	39,159.00	32,011.73	18.3

CITY OF SUN VALLEY
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING AUGUST 31, 2014

WORKFORCE HOUSING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WFH PROJECTS</u>					
42-470-702 EMPLOYEE HOUSING ALLOWANCE	1,433.32	15,883.18	17,200.00	1,316.82	92.3
42-470-703 COMMUNITY HOUSING SERVICES	.00	10,000.00	10,000.00	.00	100.0
42-470-705 CITY OWNED UNITS/UTIL & MAINT	1,523.60	8,504.80	7,000.00	(1,504.80)	121.5
42-470-710 FUTURE HOUSING PROJECTS	.00	4,959.47	4,959.00	(.47)	100.0
TOTAL WFH PROJECTS	2,956.92	39,347.45	39,159.00	(188.45)	100.5
TOTAL FUND EXPENDITURES	2,956.92	39,347.45	39,159.00	(188.45)	100.5
NET REVENUE OVER EXPENDITURES	(1,496.15)	(32,200.18)	.00	32,200.18	.0

CITY OF SUN VALLEY
BALANCE SHEET
AUGUST 31, 2014

CAPITAL IMPROVEMENT FUND

<u>ASSETS</u>	
50-101-000 CASH - COMBINED FUND	(3,640.67)
TOTAL ASSETS	(3,640.67)
<u>LIABILITIES AND EQUITY</u>	
<u>FUND EQUITY</u>	
UNAPPROPRIATED FUND BALANCE:	
50-271-000 FUND BALANCE - BEGINNING OF YR	50,561.97
REVENUE OVER EXPENDITURES - YTD	(54,202.64)
BALANCE - CURRENT DATE	(3,640.67)
TOTAL FUND EQUITY	(3,640.67)
TOTAL LIABILITIES AND EQUITY	(3,640.67)

CITY OF SUN VALLEY
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING AUGUST 31, 2014

CAPITAL IMPROVEMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<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 11 MONTHS ENDING AUGUST 31, 2014

CAPITAL IMPROVEMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL PROJECTS</u>					
50-470-820 TRANSPORTATION PLAN UPDATE	5,120.00	54,202.64	75,000.00	20,797.36	72.3
TOTAL CAPITAL PROJECTS	5,120.00	54,202.64	75,000.00	20,797.36	72.3
TOTAL FUND EXPENDITURES	5,120.00	54,202.64	75,000.00	20,797.36	72.3
NET REVENUE OVER EXPENDITURES	(5,120.00)	(54,202.64)	.00	54,202.64	.0

CITY OF SUN VALLEY
 BALANCE SHEET
 AUGUST 31, 2014

SPF

ASSETS

52-101-000	CASH - COMBINED FUND		<u>225,060.95</u>
	TOTAL ASSETS		<u><u>225,060.95</u></u>

LIABILITIES AND EQUITY

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:			
52-271-000	FUND BALANCE - BEGINNING OF YR	110,699.26	
	REVENUE OVER EXPENDITURES - YTD	<u>114,361.69</u>	
	BALANCE - CURRENT DATE		<u>225,060.95</u>
	TOTAL FUND EQUITY		<u><u>225,060.95</u></u>
	TOTAL LIABILITIES AND EQUITY		<u><u>225,060.95</u></u>

CITY OF SUN VALLEY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING AUGUST 31, 2014

		SPF				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>GENERAL PROPERTY TAXES</u>						
52-311-200	PROPERTY TAX-GENERAL	10,151.69	183,171.10	265,555.00	82,383.90	69.0
	TOTAL GENERAL PROPERTY TAXES	10,151.69	183,171.10	265,555.00	82,383.90	69.0
<u>STATE OF IDAHO SHARED REVENUES</u>						
52-335-200	STATE HIGHWAY USER	.00	45,583.75	45,842.00	258.25	99.4
	TOTAL STATE OF IDAHO SHARED REVENUES	.00	45,583.75	45,842.00	258.25	99.4
<u>CASH OVER (SHORT)</u>						
52-380-100	TRANSFER FROM ST FUND BALANCE	.00	.00	58,371.00	58,371.00	.0
	TOTAL CASH OVER (SHORT)	.00	.00	58,371.00	58,371.00	.0
	TOTAL FUND REVENUE	10,151.69	228,754.85	369,768.00	141,013.15	61.9

CITY OF SUN VALLEY
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING AUGUST 31, 2014

		SPF				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SPF</u>						
52-431-784	SINCLAIR PATH WALL	114,393.16	114,393.16	219,768.00	105,374.84	52.1
52-431-786	TRAIL CREEK PATH	.00	.00	150,000.00	150,000.00	.0
52-431-960	TRANSFER TO S&P FUND	.00	.00	141,397.00	141,397.00	.0
TOTAL SPF		<u>114,393.16</u>	<u>114,393.16</u>	<u>511,165.00</u>	<u>396,771.84</u>	<u>22.4</u>
TOTAL FUND EXPENDITURES		<u>114,393.16</u>	<u>114,393.16</u>	<u>511,165.00</u>	<u>396,771.84</u>	<u>22.4</u>
NET REVENUE OVER EXPENDITURES		<u>(104,241.47)</u>	<u>114,361.69</u>	<u>(141,397.00)</u>	<u>(255,758.69)</u>	<u>80.9</u>

Monthly LOT Comparison for July 2014 Receipts

	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	Increase/ Decrease of FY14 as Compared to FY13
Retail	51,429	58,265	56,498	62,166	57,884	68,192	18%
Lodging	29,676	32,176	31,711	34,758	36,811	34,598	-6%
Liquor	6,851	3,781	4,170	4,443	4,273	4,552	7%
Totals	87,956	94,222	92,378	101,367	98,969	107,341	8%

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 Compared to FY13
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	42,734	3%
December	101,370	97,420	106,190	114,930	126,671	130,540	3%
January	97,176	96,559	89,043	82,380	95,770	87,247	-9%
February	116,838	101,944	115,014	101,797	113,281	112,073	-1%
March	98,814	91,122	110,729	90,809	113,200	99,304	-12%
April	44,149	46,747	37,056	42,642	38,852	34,842	-10%
May	50,306	40,743	47,475	52,181	44,172	37,150	-16%
June	87,956	94,222	92,378	101,367	98,969	107,341	8%
July	195,673	196,552	229,127	215,845	228,946	234,419	2%
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	944,182	
Year-To-Date Receipts Comparison (October - September)	902,543	885,218	936,670	898,097	957,475	944,182	-1%

Local Option Tax receipts for the month of July 2014 totaled \$234,419 representing a 2% increase in receipts in July 2013.

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	26,945	6%
December	52,776	56,371	62,823	65,920	71,156	68,666	-3%
January	43,349	46,260	47,097	41,884	47,746	43,385	-9%
February	47,931	46,369	57,260	50,924	51,566	58,014	13%
March	41,979	40,818	51,052	41,019	53,430	49,015	-8%
April	30,284	28,670	21,899	26,465	27,301	23,605	-14%
May	38,409	29,790	39,678	37,816	31,877	28,025	-12%
June	51,429	58,265	56,498	62,166	57,884	68,192	18%
July	105,898	106,899	121,472	112,979	121,980	127,521	5%
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	524,911	
Year-To-Date Receipts Comparison- (October - September)	373,922	368,713	405,463	381,377	396,933	397,390	0%

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	13,567	4%
December	40,639	34,593	36,247	40,756	46,347	53,815	16%
January	46,473	43,833	35,394	34,636	41,194	37,577	-9%
February	60,536	48,303	50,052	43,826	54,235	48,420	-11%
March	49,522	44,285	55,640	43,588	52,824	43,513	-18%
April	12,159	15,948	12,695	13,948	9,715	9,601	-1%
May	9,179	8,728	6,205	12,456	9,152	6,943	-24%
June	29,676	32,176	31,711	34,758	36,811	34,598	-6%
July	80,683	82,858	95,637	92,511	96,446	95,933	-1%
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	366,551	
Year-To-Date Receipts Comparison (October - September)	284,537	258,982	262,034	258,272	285,005	270,617	-5%

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	2,222	-21%
December	7,955	6,456	7,120	8,254	9,167	8,059	-12%
January	7,354	6,466	6,552	5,860	6,830	6,285	-8%
February	8,372	7,272	7,702	7,046	7,479	5,640	-25%
March	7,313	6,019	4,036	6,202	6,946	6,777	-2%
April	1,705	2,129	2,462	2,229	1,837	1,636	-11%
May	2,718	2,224	1,592	1,909	3,142	2,181	-31%
June	6,851	3,781	4,170	4,443	4,273	4,552	7%
July	9,092	6,795	12,019	10,355	10,520	10,965	4%
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	52,720	
Year-To-Date Receipts Comparison (October - September)	48,412	60,971	40,046	42,603	46,591	41,755	-10%

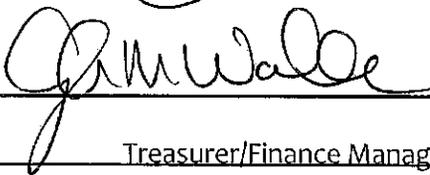


CITY OF SUN VALLEY
REPORT TO THE CITY COUNCIL

TO: Honorable Mayor and City Council
FROM: Angela Walls, Treasurer/Finance Manager
SUBJECT: Treasurer's Oath for Accounts Payable
DATE: September 26, 2014

After review, I have determined that the attached "Approval of Payables, On Hand, As Of September 25th, 2014" 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)

 Signed
Treasurer/Finance Manager Title
September 26, 2014 Date

Vendor Name	Invoice #	Description	Account #	Budgeted	Dept.	Amount
AC HOUSTON LUMBER CO	014-412993	super glue and electrical tape	10-423-340	Yes	FIRE	19.76
AC HOUSTON LUMBER CO	014-413483	rope	10-423-340	Yes	FIRE	6.19
AC HOUSTON LUMBER CO	014-42628	hacksaw frame	10-423-340	Yes	FIRE	7.99
AK PEST MANAGEMENT	2919	weed abatement all public ROW's 3rd application per bid	10-431-621	Yes	STR	3,875.00
AK PEST MANAGEMENT	2920	five acre parcel weed spray	10-431-790	Yes	STR	350.00
ALLINGTON, FREDRICK C.	9.11.14	SEMI-ANNUAL PROSECUTORIAL FEES	10-421-428	Yes	POLI	11,950.50
BLUE HERON WORKSHOP	13269	Poster board and reframing for 2 new Zoning Maps and 2 new Future Land Use Maps	10-418-310	Yes	COM	266.69
BRISCOE, DEWAYNE	100061	Reimb. for Legal Travel August 25 - August 26, 2014	10-411-474	Yes	LEGI	324.00
BROOKS WELDING	9986	Cross walk flag holder materials	10-431-780	Yes	STR	20.40
CENTRAL DRUG SYSTEM, INC.	235878	Random Processing Fee / Drug Screening	10-415-420	Yes	ADM	3.50
CH2M HILL	14.PZ	Engineering review on White Clouds Final Plat Parcels A, B, and J	10-418-422	Yes	COM	385.20
CH2M HILL	14.SW	Sinclair wall project bidding and design	52-431-784	Yes	SPF	170.10
CHATEAU DRUG	1260611	police dept sink repair	10-431-614	Yes	STR	4.99
CHATEAU DRUG	1267112	police dept sink repair	10-431-614	Yes	STR	11.98
COPY & PRINT	59569	Copy Paper	10-415-310	Yes	ADM	37.99
COPY & PRINT	60232	Memo Books for the Building Official to log work items	10-418-310	Yes	COM	28.77
COPY & PRINT	60236	2 flash drives for supply cabinet	10-415-310	Yes	ADM	21.98
COPY & PRINT	60248	Five black Sharpie marker pens for the Building Official	10-418-310	Yes	COM	8.45
COPY & PRINT	60479	paper clips	10-421-310	Yes	POLI	1.48
COPY & PRINT	60522	File Folders	10-415-310	Yes	ADM	21.98
DAVIS BROIDERY INC.	23244	2 XL Fire Department shirts for Asst. Chief (6)	10-423-631	Yes	FIRE	169.81
FEDECO	2-763-77014	Shipped Sinclair wall documents to CH2MHILL	10-431-780	Yes	STR	23.93
FIRST RESPONDERS	44150	5.11 Tacite Pro Pant- Black 34x32(X3) "Monique"	10-421-665	Yes	POLI	152.97
FIRST RESPONDERS	44196	Bates Men's 8" Tactical sport side zip boots 9.5 (officer Monique Ray)	10-421-665	Yes	POLI	101.25
FIRST RESPONDERS	44325	Bates Mens 8" Tactical Sport Side Zip Boot -11 Crawford	10-421-665	Yes	POLI	101.25
FIRST RESPONDERS	44346	5.11 Tacite Pro Pant-Black 34 x 30 (X3) For Chief Femling	10-421-665	Yes	POLI	163.00
FLOYD LILLY COMPANY	206668	Mag chloroide/truck fill plumbing supplies	10-431-536	Yes	STR	534.09
FREIGHTLINER OF IDAHO	157214	synthetic transmission fluid for service on 2 Oshkosh trucks	10-431-350	Yes	STR	881.28
GALLS QUARTERMASTER	002244013	Duty pants for temp part time employee	10-423-631	Yes	FIRE	126.93
GEM STATE PAPER	878470-0	garbage can liners for City garbage cans	10-431-780	Yes	STR	186.15
GEM STATE WELDERS SUPPLY INC	152292	welding tank rental	10-431-320	Yes	STR	16.12
GRAINGER	9538218935	snowplow bolts	10-431-595	Yes	STR	62.24
GRAINGER	9538218943	fasteners and led light bulbs for street shop	10-431-614	Yes	STR	246.64
GRAINGER	9538469777	misc shop supplies	10-431-320	Yes	STR	313.23
HAILEY AUTO CLINIC	16437	SVPD 3, Removed I-COP system, Installed Pro vision, two cameras and wired complete	10-421-321	Yes	POLI	765.00
HAILEY AUTO CLINIC	16442	SVPD 2, Removed I-COP system, Installed Pro vision system with two cameras and wired co	10-421-321	Yes	POLI	765.00
HOFMAN, MARK	090114	Reimbursement for Continuing Education credits- AICP Law Review 2014	10-418-470	Yes	COM	60.00
HOFMAN, MARK	9.18.14	Visa card reimbursement on personal card of M Hofman for Colorado APA ad Associate Plan	10-418-440	Yes	COM	15.00
HUGHES FIRE EQUIPMENT	488158	Engine maintenance on E-60	10-423-600	Yes	FIRE	275.01
IDAHO DEPARTMENT OF LANDS	320-8677-CDK0131	6 Fire Shelters	10-423-631	Yes	FIRE	1,972.52
IDAHO MOUNTAIN EXPRESS	12505288	Public notice fees for ordinance publishing, public hearings, and comp plan	10-418-440	Yes	COM	200.88
IDAHO MOUNTAIN EXPRESS	12505289	Public notice fees for ordinance publishing, public hearings, and comp plan	10-418-440	Yes	COM	251.10
IDAHO MOUNTAIN EXPRESS	12506704	Public notice fees for ordinance publishing, public hearings, and comp plan	10-418-440	Yes	COM	200.88
IDAHO MOUNTAIN EXPRESS	12507021	Public notice fees for ordinance publishing, public hearings, and comp plan	10-418-440	Yes	COM	156.24
IDAHO MOUNTAIN EXPRESS	12507596	Public notice fees for ordinance publishing, public hearings, and comp plan	10-418-440	Yes	COM	403.88
IDAHO MOUNTAIN EXPRESS	12507633	Public notice fees for ordinance publishing, public hearings, and comp plan	10-418-440	Yes	COM	301.32
INTEGRATED TECHNOLOGIES	3599	Repair maint- copier	10-421-610	Yes	POLI	30.25

APPROVAL OF PAYABLES, ON HAN OF SEPTEMBER 25TH, 2014
 Report dates: 10/1/2013-9/26/2014

CITY OF SUN VAL

Vendor Name	Invoice #	Description	Account #	Budgeted	Dept.	Amount
INTEGRATED TECHNOLOGIES	4678	contract base rate and copies 8/4/14 - 9/3/14	10-415-310	Yes	ADM	110.21
INTEGRATED TECHNOLOGIES	4789	Black Toner	10-415-310	Yes	ADM	61.50
INTEGRATED TECHNOLOGIES	5306	copier maint	10-421-610	Yes	POLI	30.25
INTERMOUNTAIN DESIGN INC.	14063	Chiefs complete desk set	10-421-740	Yes	POLI	4,862.00
INTERMOUNTAIN DESIGN INC.	43363	Chairs for conference table in City Administrator's office	10-415-740	Yes	ADM	1,493.60
INTERMOUNTAIN DESIGN INC.	43409	Chairs for conference table in City Administrator's office	10-415-740	Yes	ADM	92.00
INTERSTATE BATTERIES	1530	replace 3 batteries in Oshkosh plow	10-431-595	Yes	STR	335.85
J. CHAD PROFESSIONAL TRAINING	14-111	Marijuana Concentrates training class, Twin Falls, Id	10-421-470	Yes	POLI	65.00
KETCHUM COMPUTERS	10712	Computer Support - 08/19/14 - 8/30/14	10-415-427	Yes	ADM	1,431.25
KETCHUM COMPUTERS	10763	Computer Support - 09/3/14 - 9/11/14	10-415-427	Yes	ADM	1,093.75
KETCHUM FIRE DEPT	1402	One half the cost Ladder Testing on the Aerial Tower	10-423-600	Yes	FIRE	645.50
KUSTOM SIGNALS INC	502688	RU2-850 Standard 18" 2 Digit Display "YOUR SPEED" sign	10-421-321	Yes	POLI	9,978.00
L. N. CURTIS & SON	8111587-00	Air Pack Testing	10-423-595	Yes	FIRE	2,812.04
LASERLINE	C10682	Wheel alignment and wheel bearing adjust on 2 Oshkosh trucks	10-431-595	Yes	STR	380.00
LOGSDON, CLIFFORD	9.18.14	Training class - Drug Trends, Twin falls	10-421-470	Yes	POLI	83.03
MAGIC VALLEY PROTECTIVE COATIN	4925	Rino-lined steering parts for Oshkosh trucks	10-431-595	Yes	STR	80.00
METROQUIP, INC.	00025134	street sweeper side wear shoes	10-431-591	Yes	STR	651.75
MOFFATT THOMAS	199698	Legal Services and Costs through August 20,2014 - Personal & Confidential	10-411-429	Yes	LEGI	2,200.00
MOSS GARDEN CENTER	120052	City Hall plants and grass seed	10-431-610	Yes	STR	71.21
NORC	14255396	Oxygen Cylinder Rental	10-423-325	Yes	FIRE	55.80
OHIO I CH TRANSFER STATION	375719	trail Creek path debris	10-431-780	Yes	STR	9.40
OLSE RAVIS	090114	REVERSE ENRTY	10-421-470	Yes	POLI	231.55
OLSE I RAVIS	8.2014	FIREARMS INSTRUCTOR REFRESHER	10-421-470	No	POLI	231.55
OLSEN, RAVIS	8.29.14	Business Cards for Allissa Weber	10-415-310	Yes	ADM	97.65
OPTIONS	14-1554	tool rental for repair on 2006 F-350 emmissions	10-421-470	No	POLI	231.55
O'REILLY AUTO PARTS	4635126859	Medical Equipment bags	10-415-310	Yes	ADM	97.65
OWYHEE GROUP COMPANIES	8125	Fire Hose Testing	10-431-600	Yes	STR	7.70
PACIFIC NORTHWEST HYDRO, INC.	14-209	event potable water equipment 5 acre parcel	10-423-325	Yes	FIRE	119.89
PIPECO, INC.	00138749	3 ProTac HL3 w/white LED (Flashlights)	10-423-595	Yes	FIRE	3,339.94
PUBLIC SAFETY CENTER, INC	5535377	2006 F-350 air intake clamp	10-431-790	Yes	STR	175.02
RIVER RUN AUTO	6538-76506	high temp grease	10-421-340	Yes	POLI	296.97
RIVER RUN AUTO	6538-76506	1 qt motor oil and oil can	10-431-600	Yes	STR	39.48
RIVER RUN AUTO	6538-76506	rebuild hydraulic motor for Oshkosh sander	10-431-320	Yes	STR	17.39
SNAKE RIVER HYDRAULICS, INC	244434	Sinclair wall inspections	10-431-320	Yes	STR	19.68
STEVE BUTLER & ASSOCIATES	2337	Dry cleaning for Fire Department	10-431-595	Yes	STR	92.50
SUN VALLEY CLEANERS, INC	492	Police Dry Cleaning	10-431-780	Yes	STR	843.75
SUN VALLEY CLEANERS, INC	8.26.14	Male Vest Black Thorshield carriers AX3A armor (Officer Logsdon)	10-423-630	Yes	FIRE	25.60
TERRITORIAL SUPPLIES INC	12033	Woman's Vest, Vision with Thorshield, aX3A Armor (Officer Monique Ray)	10-421-340	Yes	POLI	1,105.95
TERRITORIAL SUPPLIES INC	12034	Coffee for all departments	10-421-340	Yes	POLI	1,105.95
TREASURE VALLEY COFFEE	2160-06760542	Coffee for all departments	10-415-310	Yes	ADM	38.26
TREASURE VALLEY COFFEE	2160-06760542	Coffee for all departments	10-418-310	Yes	COM	38.26
TREASURE VALLEY COFFEE	2160-06760542	Coffee for all departments	10-421-310	Yes	POLI	38.26
TREASURE VALLEY COFFEE	2160-06760542	Coffee for all departments	10-423-310	Yes	FIRE	38.26
TREASURE VALLEY COFFEE	2160-06760542	Coffee for all departments	10-431-320	Yes	STR	38.26
UNDERWRITERS LABORATORIES INC	72020036446	Ladder testing for Truck 61	10-423-595	Yes	STR	2,429.90
VALLEY PAVING INC	13443	bike path asphalt patching/Eikhorn Road patching	10-431-780	Yes	STR	3,890.85
VERIPIC	33145	Verpic Myler labels (500 labels per roll)	10-421-320	Yes	POLI	86.90

Vendor Name	Invoice #	Description	Account #	Budgeted	Dept.	Amount
WEBB LANDSCAPING	257305	drip irrigation instal for spruce trees on Juniper berm	10-431-780	Yes	STR	181.00
WESTERN RECORDS DESTRUCTION	34799	On Site Shredding 8/2/14	10-415-420	Yes	ADM	25.00
WFOA'S FIRE SERVICE BOOKSTORE	300004624	Books for Engineer Class	10-423-470	Yes	FIRE	297.57
WITMER PUBLIC SAFETY GROUP	1564914	Radio case and strap for fire department radio	10-423-320	Yes	FIRE	52.17
WOOD RIVER LOCK SHOP	6693	2 keys and padlock	10-421-320	Yes	POLI	6.30
ZERO WASTE USA, INC	60383	dog waste bags (3200)	10-431-780	Yes	STR	391.93

Grand Totals: 67,838.85

Finance Committee Chair, Keith Saks: _____ Date: _____

Q4 Update for the City of Sun Valley

October 2, 2014



Sales Indicators

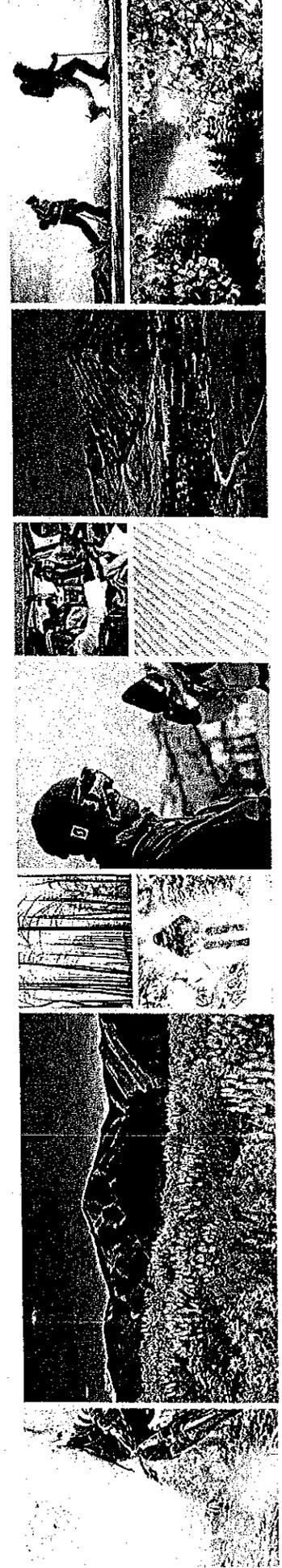
LOT (Oct – July)
Room Nights Sold
Visitor Numbers



Sun Valley LOT

*Additional 1% LOT Collection Began on January 1, 2014

<u>Oct - July</u>	<u>Reported</u>	<u>Change YOY</u>	<u>Add'l 1%</u>	<u>Total</u>
2010/11	\$936,670	5.8%	NA	\$936,670
2011/12	\$898,096	-4.1%	NA	\$898,096
2012/13	\$957,476	6.6%	NA	\$957,476
2013/14	\$943,557	-1.5%	\$228,681	\$1,172,238



Ketchum LOT



*Additional 1% LOT Collection Began on January 1, 2014

<u>Oct - July</u>	<u>Reported</u>	<u>Change YOY</u>	<u>Add'l 1%</u>	<u>Total LOT</u>
2010/11	\$1,245,889	15.2%	NA	\$1,245,889
2011/12	\$1,325,589	6.4%	NA	\$1,325,589
2012/13	\$1,385,246	4.5%	NA	\$1,385,246
2013/14	\$1,405,777	1.5%	\$689,292	\$2,095,070



Combined Ketchum/SV LOT ^{Visit} SunValley

*Additional 1% LOT Collection Began on January 1, 2014

<u>Oct - July</u>	<u>Reported</u>	<u>Change YOY</u>	<u>Add'l 1%</u>	<u>Total LOT</u>
2010/11	\$2,182,559	11.0%	NA	\$2,182,559
2011/12	\$2,223,685	1.9%	NA	\$2,223,685
2012/13	\$2,342,722	5.4%	NA	\$2,342,722
2013/14	\$2,349,335	0.3%	\$917,973	\$3,267,308



Visit SunValley Summer – Results to Date

- **Room Nights Sold:**
 - June 2014 – 19,247 (+1%)
 - July 2014 – 32,272 (+5%)
 - August 2014 – 30,506 (+17%)
- **Occupancy:**
 - June 2014 - 45%
 - July 2014 – 72%
 - August 2014 – 68%



Engagement Indicators

Website Visits
Social Media



Website and Social Media ^{Visit} SunValley

www.visitsunvalley.com

- YTD (Oct 1, 2013 to Sept 21, 2014):
- 314,072 vs 213,794+47%

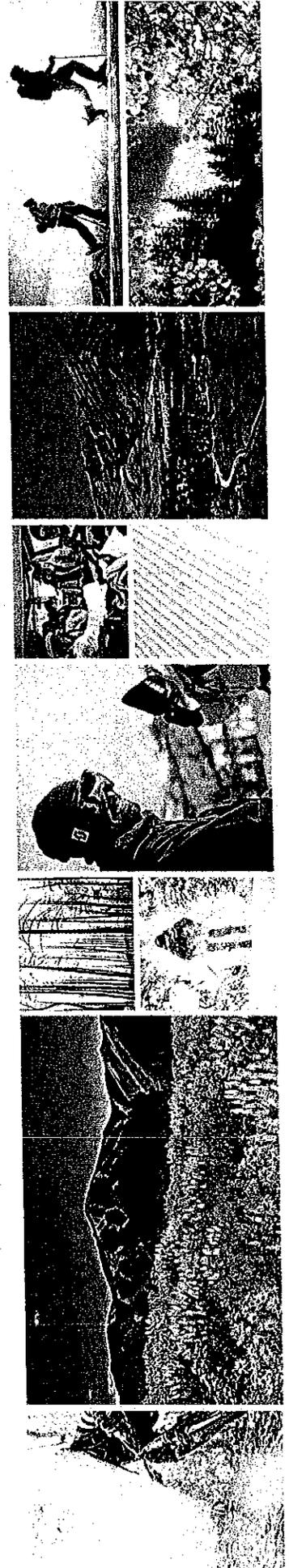
Social Media as of September 21, 2014:

- Facebook - 58,034 (+12% YTD)
- Twitter – 5,225 (+45% YTD)
- Instagram – 1,600 (+63% YTD)



Internal Indicators and Activities

PR Highlights Current and Upcoming Marketing Programs



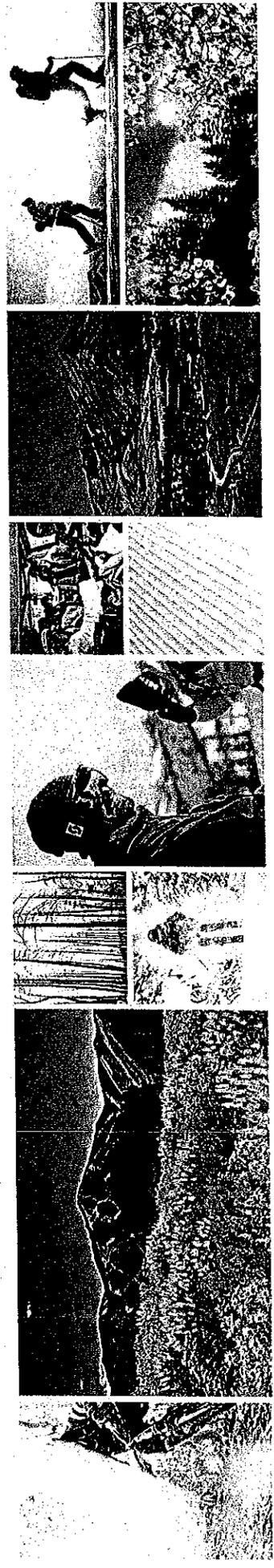
PR Highlights – Q4 ^{Visit} SunValley

- Hosted writers from: Men’s Fitness, Men’s Journal, AFAR, BBC, Men’s Health, Details, Wall St Journal, Outside, NGA, LA Times/NY Times), Esquire, Hemispheres, Pop Sugar, Basil Hayden blog, All Plaid Out, Made Right Here, Instagram, Mountain Flier magazine, Travel Mindset/iExplore, International Food and Wine and Travel, Mountain Flier Magazine, Travel Mindset/iExplore
- Named #3 Ski Resort in Ski Magazine



Coverage – Q4

- NY Times, Sunset Magazine, Via Magazine, MadeMan.com, Northwest Travel, Powder Magazine, Bicycle Retailer, Dirt Rag Magazine, Idaho Statesman, Bellingham Herald, Hellenaire.com, Mountain Flyer. Bikemag.com, Pinkbike.com, Cyclingnews.com, KMVT, Outsidemagazine.com, VIA, Pop Sugar, Idaho Statesman, Travel Pulse, Times News, KMVT, Big News Network, Boise Weekly, Northwest Cable News, KTVB



Current Initiatives ^{Visit} SunValley

- Finalizing winter videos – 60, 30 and 15 second
- Capturing final footage for summer 2015 videos
- Website review and enhancements
- Winter advertising buy –October through March.
- Media trips; Instagrammer contest
- Membership Drive and outreach
- Community Meeting – Sept 30th, 9am YMCA
- Listening Sessions – Oct 14, 21, 28 – 10am, Sawtooth Club



Visit SunValley

Operational Highlights for August 2, 2014 to September 17, 2014

Marketing and Sales

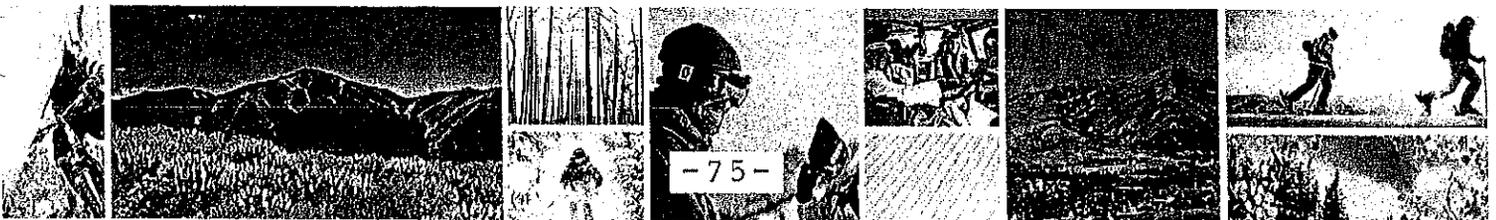
- Room nights sold in July 2014 were up by 5% over July 2013. Room nights sold in August 2014 were up by 17% over August 2013 (as a result of the fire in the later part of August 2013). July and August are by far the strongest months of the year with 32,372 room nights sold this July and 30,506 sold in August. February 2014 was a distant third at 22,024, despite an 8% increase over the previous February.
- Visits to www.visitsunvalley.com are up by 48% year to date (October 1 through September 14). This increase is driven by strong increases in each of our primary target markets of San Francisco, Seattle, New York and LA.
- Continued placing summer media including digital ads, out-of-home, video and print
- Continued placing regional event creative including print and digital
- Continued negotiations for winter 2014.15 media buy
- Began capturing video for 2015 summer campaign
- Began placing winter media
- Sent out August and September e-newsletters. The August newsletter had a 14% open rate and an 11% click through rate. The most popular links were deals related. The September newsletter had a 12% open rate and an 11% click through rate. The most popular links were event related.

Upcoming: Completion of 15, 30 and 75 second winter videos for use in upcoming winter campaign; finalizing winter media plan and continuing placement; website switchover to winter as of October 1st, beginning website review in preparation for enhancements in 2014/15.

Visitor Services

- Visitor Center agents toured or had product knowledge sessions with the following member businesses:
 - Wyndham Vacation Rentals
 - Wagon Days
 - Sun Valley Harvest Festival
 - Best Western Tyrolean Lodge
 - NourishMe
- Visitor Center agents served an average of 75 visitor parties per day during this period
 - Average of 92 parties/day in August and 58 parties/day for the first half of September

Upcoming: Tours with the Wood River Valley Studio Tour and the Sun Valley Museum of History.



Visit SunValley

PR

Sent out releases for:

- Wood River Valley Studio Tour
- Fall Events in Sun Valley
- Trailing of the Sheep Festival
- Sun Valley Harvest Festival
- Kid's Adventure Games
- Rebecca's Private Idaho

Highlights of on-line and print coverage include:

- Northwest Travel
- VIA
- Pop Sugar
- Powder Magazine
- NY Times
- Idaho Statesman
- Bellingham Herald
- Travel Pulse
- Times News
- KMVT
- Big News Network
- Boise Weekly
- Northwest Cable News
- KTVB

Hosted: Dean Stattman (Men's Fitness) Tyler Graham (Men's Journal), Lara Rosenbaum (AFAR, BBC), Lila Battis (Men's Health), Kristin Dold (Details), Andy Issacson (Walls St Journal, Outside, NGA), Roy Wallack (LA Times/NY Times), Rachel Sturtz (Esquire, Hemispheres), Leta Shy (Pop Sugar), Max Westler (Basil Hayden, All Plaid Out, Made Right Here, Instagram)

Upcoming: Identifying key influencers for media outreach and FAM trips in verticals (ski, Nordic) and in key markets (Seattle, LA, SF, New York)

Social Media

- Facebook Growth: +525 = 57,371
- Twitter Growth: +75 = 5,125
- Instagram Growth: +80= 1,380

Upcoming: Planning winter social media campaign extension



Visit SunValley

Events

- Scheduled call for 9/17 or 9/18 with Sun Valley Resort. US Open is eager to sign agreement and move forward bringing half pipe, big air and downtown event to Sun Valley late February early March 2015
- Held calls with Sun Valley Resort and O2X group about Summit Challenge in June 2015. Sun Valley Resort to have decision by end of week
- Attended Ketchum Events Commission meeting. Presented potential two new events (US Open and Summit Challenge) as well as confirmed Ride Sun Valley for 2015. Proposed town engagement for these three events
- Exchanging information about a Beer Festival production company interested in Sun Valley

Upcoming: Continued outreach to 3rd party event producers

Membership, Administration and Finance

- Year to date membership is now 326 compared to 304 last year
- Continued member website training sessions and member outreach
- Approached 22 businesses to encourage them to join Visit Sun Valley
- Held a combined board/advisory committee meeting on August 4th
- Prepared contracts for the City of Sun Valley, the City of Ketchum, the Idaho Travel Council and the Air Service Board for 2014.15
- Prepared draft 2014.15 budget for board approval

Upcoming: On-going community outreach and presentation; Combined board/advisory committee meeting on September 18th; listening sessions beginning in October; Community Meeting on September 30th; Q4 presentation to the City of Sun Valley on October 2nd; Q4 presentation to the City of Ketchum on October 6th; presentation to the Sun Valley Elkhorn Association Board of Directors on September 19th; presentation to the Architect's association in early October.



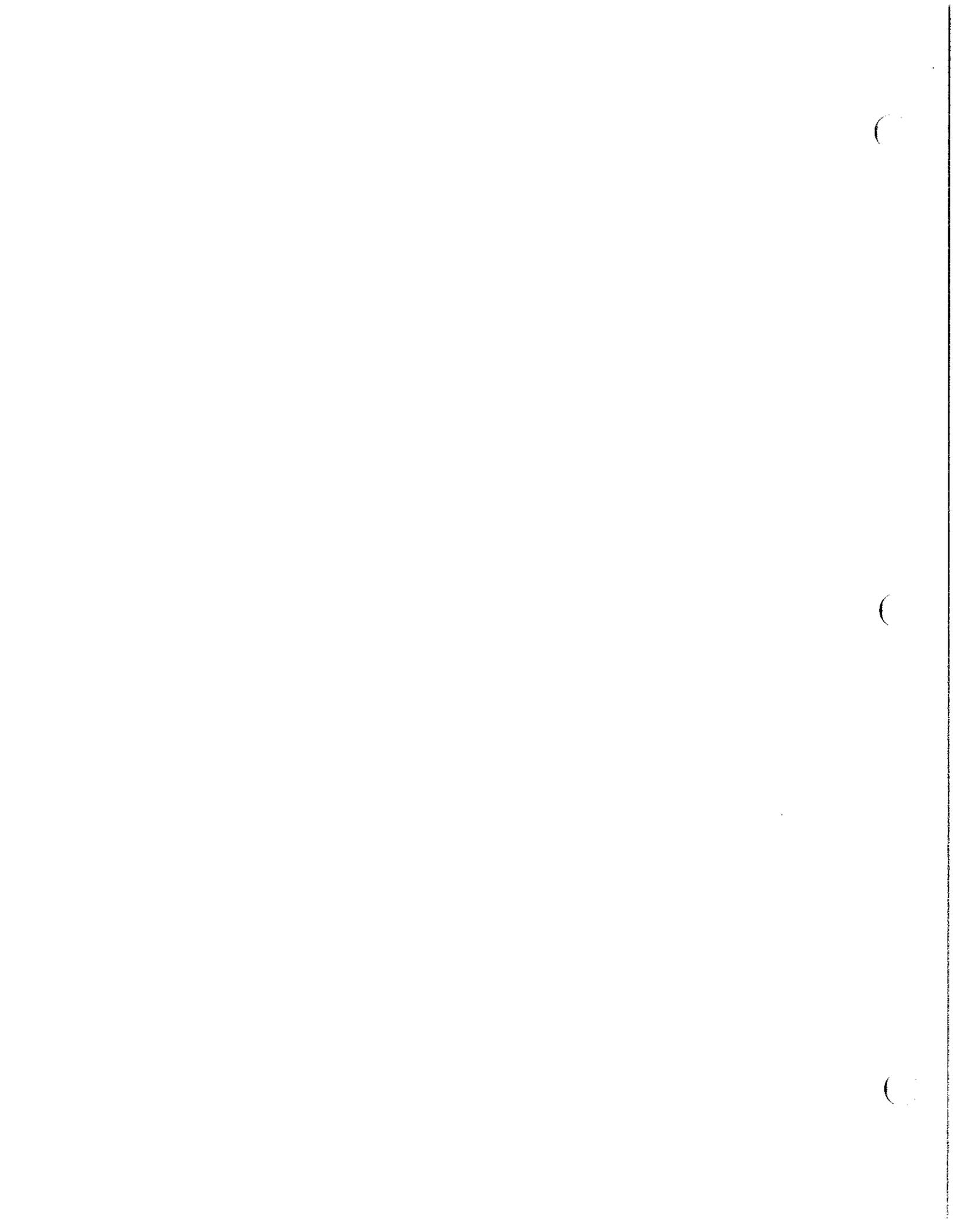
Visit Sun Valley 2014/2015 Performance Tracking - Exhibit B

Measure	Actuals @ 9.30.13	Actuals @9.30.14	Target for 9.30.15	Target increase (% or pts)	Actuals YTD	Progress towards target	Source of Measurement
1. Sales Indicators							
Local Option Tax - SV/Ketchum	3,022,900			+3%			City Data
Add'l 1% LOT	N/A						City Data
Skier Visits	386,782	348,269	400,000	+15%			SVR - target to reflect SVR goals
Room Nights Sold, Winter (Nov-Apr)	100,107	101,209	104,245	+3%			Member Hotels
Room Nights Sold, Summer (May-Oct)	149,478	TBC	TBC	TBC			Member Hotels
Total Enplanements	51,392	TBC	TBC	TBC			Freidman Memorial Airport
Estimated # of Visitors	273,350	TBC	TBC	TBC			Various - compiled by VSV
Estimated # of Visitors - Winter	123,872	131,768	135,721	+3%			Various - compiled by VSV
Estimated # of Visitors - Summer	149,478	TBC	TBC	TBC			Various - compiled by VSV
2. Brand Engagement							
Facebook Fans	51,750			+10%			Internal
Twitter Followers	3,600			+10%			Internal
Instagram	980			+10%			Internal
Website Visits	222,539	315,000 (est)	350,000	+11%			Google Analytics
3. Internal							
Membership	304	325	350	+8%			Internal

Action Plan - Current Status Update Sept 2014

Projects: Name	Summary Action (s)	Key Focus	Status	Recent Activities
1 Air Service	Secure Improved Air Service	Advocate	5	Continued support on airport issues as required
2 Culinary	Develop Sun Valley Culinarium potential	Attract	3	New Ketchum siting options being developed by KURA for CSI; CSI senior team project update
3 OPTS	Develop Olympic & Paralympic Training Site potential	Attract	5	Support for SVSEF/OPTS strategic plan; started airbarn economic analysis; seeking partnership opportunities with national brands
4 Stats	Prepare community economic profiles	Analyze	5	2013 economic profiles issued
5 QOP	Develop Quality of Place model	Analyze		Project halted
6 Summit	Organize Annual Economic Summit	Educate	4	Speakers-1/panelists final; registrations slower then '13; logistical arrangements on track
7 ICP	Leverage Intellectual Capital database	Attract	2	Project mothballed
8 Local Investment	Develop new tools to increase Local Investment	Retain	4	Pivot on LIP funding model to pitch based approach; MAP program active; support for KIC new facility planning
Services & Programs:				
A Prospecting	Pursue business attraction leads	Attract	5	2 new DOC initiatives (10 YTD); support of Ketchum hotel projects with TRI applications; participation in Smith retention WG
B Outreach	Conduct business outreach	Retain	4	Membership drive and conversion of WREP members progressing
C Analysis	Conduct economic analyses	Analyze	5	Preparation of 2014 Economic Almanac complete
D Education	Educate on economic issues	Educate	5	Presentations on disaster economic impacts shared with various organizations
E Advocacy	Advocate on community issues	Advocate	5	Bellevue annexation issue being explored
F Infrastructure	Support infrastructure improvements	Attract & Retain	5	Continuing IPC renewable energy WG meetings
G Capabilities	Impact economic development	Advocate	5	WREP integration completed

Key: 5=No risks to delivery, 4=minor risks to delivery, 3=moderate risks to delivery, 2=significant risks to delivery, 1=unlikely to deliver, 0=not currently applicable




CITY OF SUN VALLEY
REPORT TO THE CITY COUNCIL

To: Honorable Mayor and City Council

From: *MH* Mark Hofman, Community Development Director

Meeting Date: October 2, 2014

Agenda Item: Elkhorn Springs Golf Lodges Townhomes Sublots 17-20
Preliminary Plat Application No. SUBPP 2014-05

SUBJECT: Public hearing for a preliminary plat application creating four (4) new townhome sublots on existing developed Block 6 of the Elkhorn Springs Large Block Plat. The four new sublots are for multi-family residential development on an existing 1.26 acre parcel within the Commercial Center (CC) Zoning District of the City of Sun Valley. **Applicant:** Benchmark Associates for Elkhorn Springs, LLC. **Application Filing Date:** August 22, 2014. **Location:** Sublots 17-20 Elkhorn Springs: Golf Lodges Townhomes; 113, 115, 117, and 119 Senabi Lane.

BACKGROUND: The subject parcel was created for future multi-family residential development as part of the Elkhorn Springs Master Plan and the Elkhorn Springs Large Block Plat. Block 6 of the Elkhorn Springs Large Block Plat lies adjacent to the south of Senabi Lane between Angani Way and the Sun Valley Golf Course in Elkhorn Springs. Six existing townhome sublots with constructed residential units currently lie on Block 6. Existing townhome units lie adjacent to the site across Senabi Lane and the existing golf course lies behind the site to the west. The public streets that serve the Elkhorn Springs Subdivision have been constructed and all applicable utilities have been installed and brought to the project Parcel. The applicant seeks to add four townhome sublots to existing Block 6.

ANALYSIS: The proposed preliminary plat exhibit (**Exhibit "PZ-C" of attached Exhibit "CC-3"**) details all existing property lines, easements, etc. and the four new townhome sublots. A noticed public hearing was performed for this development application by the Planning and Zoning Commission on September 11, 2014. The Commission adopted a motion to recommend approval of the preliminary plat to the City Council. The project analysis, additional background information, and discussion are contained in the attached September 11, 2014 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 preliminary plat are attached as **Exhibit "CC-2"**.

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 Preliminary Plat Application No. SUBPP 2014-05 are attached as **Exhibit "CC-1"** for consideration.

Public Notice and Comment- The public hearing with the City Council for this preliminary plat application was publicly noticed on September 17, 2014 by: 1.) publication as a display ad in the Mtn. Express; 2.) mailing of notice to all property owners within a minimum 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 project 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 preliminary plat 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 preliminary plat 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 preliminary plat.

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 preliminary plat application to the City Council on September 11, 2014.

The Community Development Director recommends the City Council adopt a motion to approve the preliminary plat 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 Preliminary Plat Application No. SUBPP 2014-05. |
| Exhibit "CC-2" | Planning & Zoning Commission Approval Recommendation, Findings of Fact, Conclusions of Law and Conditions for Preliminary Plat Application |

No. SUBPP 2014-05 signed on September 16, 2014.

Exhibit "CC-3"

September 11, 2014 Planning & Zoning Commission Agenda Report with attached Exhibits "PZ-A" through "PZ-C".

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

EXHIBIT "CC-1"

(DRAFT) SUN VALLEY CITY COUNCIL

SUBDIVISION – ELKHORN SPRINGS)	FINDINGS OF FACT, CONCLUSIONS
GOLF LODGES TOWNHOMES)	OF LAW, DECISION AND
SUBLOTS 17-20)	CONDITIONS OF APPROVAL
BLOCK 6 ELKHORN SPRINGS)	
LARGE BLOCK PLAT)	
APPLICATION NO. SUBPP 2014-05)	

This application came before the Sun Valley City Council for consideration on October 2, 2014. The Council reviewed the application and materials submitted; heard testimony from the applicant's agents and reviewed the City staff reports. Based on the evidence presented, the City Council makes the following Findings of Fact, Conclusions of Law, and Decision:

FINDINGS OF FACT

1. The applicant is Elkhorn Springs, LLC. The subject 1.26 acre property, commonly known as Elkhorn Springs Golf Lodges Townhomes, consists of Block 6 of the Elkhorn Springs Large Block Plat, in the City of Sun Valley, Blaine County, Idaho. The site is zoned CC COMMERCIAL CENTER DISTRICT, which allows multi-family residential land uses by right.
2. The application consists of a preliminary plat map showing the surveyed location and legal description of the property boundary; uses; and the locations of four (4) new residential townhome sublots within Block 6 of the Elkhorn Springs Large Block Plat. Block 6 already contains six (6) recorded townhome sublots and dwellings. As per the approved Elkhorn Springs Master Plan, no deed restricted residential units are proposed or required within Block 6 of the Large Block Plat for Elkhorn Springs.
3. The chronology of actions related to this property is as follows:
 - a. A Conditional Use Permit (Application No. CUP2004-01) and Design Review (Application No. 2004-04-006) for the Elkhorn Springs Golf Clubhouse was approved on March 23, 2004. At that time, Condition of Approval No.2 required a Master Plan prior to further development of the area known as Elkhorn Springs;
 - b. An application for a Master Plan was submitted and approved on August 10, 2004. Condition of Approval No. 3 of the Master Plan was that a subdivision application be filed;
 - c. A Design Review (Application No. 2004-07-077) for the first phase of the Master Plan was submitted and approved on August 24, 2004;
 - d. A preliminary plat application for large block subdivision was filed in December 2004. On September 13, 2005, the Planning and Zoning Commission recommended approval of the large block plat;
 - e. The City Council approved the large block preliminary plat on October 20, 2005, and a Final Plat was subsequently recorded in the Office of the County Recorder, Blaine County;
 - f. A preliminary plat (No. SUB 2006-10) was approved by the City for ten (10) new

- townhome sublots on Block 6 of the Elkhorn Springs Large Block Plat;
- g. Six new townhome dwellings were constructed on Block 6 pursuant to the approved preliminary plat and with Design Review Application No. 2006-08-067. A final plat was subsequently recorded for the six completed townhomes in the Office of the County Recorder, Blaine County; and,
 - h. The townhome units planned for Sublots 17-20 were not constructed with the original six on Block 6 and the preliminary plat (No. SUB 2006-10) expired. The applicant submitted an application for design review (No. DR 2014-21) for townhome units on Sublots 17 and 18 and now seeks new preliminary plat approval for the new sublots and for future units on Sublots 19 and 20.
4. The basis for review of the preliminary plat for a townhome subplot subdivision is the City Council's Findings for review of a proposed subdivision, 9-4A-6 of the City of Sun Valley City Code, and the plat notes and conditions of approval for the large block plat and Elkhorn Springs Master Plan. The Commission finds that the proposed preliminary plat is in conformance with all applicable sections of City Code and with the Elkhorn Springs Master Plan and Large Block Plat because the additional four new townhome sublots on Block 6 conform to previous approvals and with the existing six constructed townhome dwellings on the site. The multi-family land use is consistent with the Master Plan and the uses envisioned for the site by previous project approvals. The four new sublots conform to all required zoning and land use standards and policies.
 5. The applicant has provided the information required for review and action on a preliminary plat as set forth in City of Sun Valley City Code Section 9-5A-4. The preliminary plat for four new additional townhome sublots on Block 6 of the Elkhorn Springs completes the build out of the parcel and replaces the expired preliminary plat approved in 2006 for ten townhome sublots on Block 6 (No. SUB 2006- 10).
 6. As required by City Code, the Planning and Zoning Commission performed a properly noticed public hearing on September 11, 2014 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 Preliminary Plat application to the City Council on September 11, 2014 and adopted recommending Findings of Fact.
 7. The City Council performed a properly noticed public hearing on October 2, 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 preliminary plat have been identified by staff, the Commission or the City Council. No public comment opposing the plat was received by the City during the Commission or Council's noticed review and comment periods.

CONCLUSIONS OF LAW

Based upon the foregoing Findings of Fact, the Sun Valley City Council makes the following Conclusions of Law:

1. The proposed preliminary plat, which allows use of the property for multi-family housing, is in accordance with the Sun Valley Comprehensive Plan and the Elkhorn Springs Master Plan (Application No. 2004-04-042).
2. The proposed preliminary plat is in accordance with Title 9 of the Sun Valley Municipal Code, Land Subdivisions, subject to appropriate conditions.
3. The proposed preliminary plat is in accordance with the CC Commercial Center Zoning District of Title 9 of the Sun Valley Municipal Code.

DECISION

Therefore, based upon the foregoing Findings of Fact and Conclusions of Law, the Sun Valley City Council hereby conditionally approves the proposed preliminary plat for Block 6 of Elkhorn Springs, based upon the submitted plat map and supporting plans and documents considered by the Council, and subject to the following conditions of approval.

CONDITIONS OF APPROVAL

1. A Final Plat for the Elkhorn Springs Golf Lodges Townhomes, Sub-lots 17-20, shall be approved by the City and recorded by the applicant at the Office of the County Recorder and a copy of the recorded Final Plat document shall be submitted to the Community Development Department.
2. The drawing submitted for final plat application to the City shall be reviewed by the City's engineer and all public and private street, grading, and drainage improvements shall conform to applicable standards. The drainage improvements shall be designed and constructed to be consistent with and compatible with the existing drainage improvements along the existing portions of Senabi Lane.
3. In conjunction with recordation of an approved Final Plat, the applicant shall record as customary the Homeowner's Condominium Declaration for Elkhorn Springs. A copy of the recorded Declaration document shall be provided to the Community Development Department of the City of Sun Valley.
4. Any conditions or approvals required by private associations are the sole responsibility of the property owners.
5. Prior to the issuance of a Certificate of Occupancy for the Sublot 17-20 paired homes, all the related infrastructure improvements for the Master Plan shall be completed, including but not limited to stormdrains, utilities, streets, curb and gutter, and landscaping.
6. This Preliminary Plat approval is specific to and contingent upon Design Review application No. DR 2014-21.

Dated this 2nd day of October, 2014.

Dewayne Briscoe, Mayor
City of Sun Valley

Date Findings of Fact signed

ATTEST:

Alissa Weber, City Clerk
City of Sun Valley

CITY OF SUN VALLEY
PLANNING AND ZONING COMMISSION



SUBDIVISION -ELKHORN SPRINGS)	FINDINGS OF FACT, CONCLUSIONS
GOLF LODGES TOWNHOMES)	OF LAW, DECISION AND
SUBLOTS 17-20)	CONDITIONS OF APPROVAL
BLOCK 6 ELKHORN SPRINGS)	
LARGE BLOCK PLAT)	
APPLICATION NO. SUBPP 2014-05)	

This application came before the Sun Valley Planning and Zoning Commission for consideration on September 11, 2014. The Commission reviewed the application and materials submitted; heard testimony from the applicant's agents and reviewed the City staff report. Based on the evidence presented, the Commission makes the following Findings of Fact, Conclusions of Law, and Decision:

FINDINGS OF FACT

1. The applicant is Elkhorn Springs, LLC. The subject 1.26 acre property, commonly known as Elkhorn Springs Golf Lodges Townhomes, consists of Block 6 of the Elkhorn Springs Large Block Plat, in the City of Sun Valley, Blaine County, Idaho. The site is zoned CC COMMERCIAL CENTER DISTRICT, which allows multi-family residential land uses by right.
2. The application consists of a preliminary plat map showing the surveyed location and legal description of the property boundary, uses, and the locations of four (4) new residential townhome sublots within Block 6 of the Elkhorn Springs Large Block Plat. Block 6 already contains six (6) recorded townhome sublots and dwellings. As per the approved Master Plan, no deed restricted residential units are proposed or required within Block 6 of the Large Block Plat for Elkhorn Springs.
3. The chronology of actions related to this property is as follows:
 - a. A Conditional Use Permit (Application No. CUP2004-01) and Design Review (Application No. 2004-04-006) for the Elkhorn Springs Golf Clubhouse was approved on March 23, 2004. At that time, Condition of Approval No.2 required a Master Plan prior to further development of the area known as Elkhorn Springs;
 - b. An application for a Master Plan was submitted and approved on August 10, 2004. Condition of Approval No. 3 of the Master Plan was that a subdivision application be filed;
 - c. A Design Review (Application No. 2004-07-077) for the first phase of the Master Plan was submitted and approved on August 24, 2004;
 - d. A preliminary plat application for large block subdivision was filed in December 2004. On September 13, 2005, the Planning and Zoning Commission recommended approval of the large block plat;
 - e. The City Council approved the large block preliminary plat on October 20, 2005, and a Final Plat was subsequently recorded in the Office of the County Recorder, Blaine County;
 - f. A preliminary plat (No. SUB 2006-10) was approved by the City for ten (10) new townhome sublots on Block 6 of the Elkhorn Springs Large Block Plat.

- g. Six new townhome dwellings were constructed on Block 6 pursuant to the approved preliminary plat and with Design Review Application No. 2006-08-067. A final plat was subsequently recorded for the six completed townhomes in the Office of the County Recorder, Blaine County; and,
 - h. The townhome units planned for Sublots 17-20 were not constructed with the original six on Block 6 and the preliminary plat (No. SUB 2006-10) expired. The applicant submitted an application for design review (No. DR 2014-21) for townhome units on Sublots 17 and 18 and now seeks new preliminary plat approval for the new sublots and for future units on Sublots 19 and 20.
4. The basis for review of the preliminary plat for a townhome subplot subdivision is the Commission's Findings for review of a proposed subdivision, 9-4A-6 of the City of Sun Valley City Code; and the plat notes and conditions of approval for the large block plat and Master Plan. The Commission finds that the proposed preliminary plat is in conformance with all applicable sections of City Code and with the Elkhorn Springs Master Plan and Large Block Plat because the additional four new townhome sublots on Block 6 conform to previous approvals and with the existing six constructed townhome dwellings on the site. The land use is consistent with the Master Plan and the uses envisioned for the site by previous project approvals. The four new sublots conform to all required zoning and land use standards and policies.
 5. The applicant has provided the information required for review and action on a preliminary plat as set forth in City of Sun Valley City Code Section 9-5A-4. The preliminary plat for four new additional townhome sublots on Block 6 of the Elkhorn Springs completes the build out of the parcel and replaces the expired preliminary plat approved in 2006 for ten townhome sublots on Block 6 (No. SUB 2006- 10).

CONCLUSIONS OF LAW

Based upon the foregoing findings of fact, the Planning and Zoning Commission makes the following Conclusions of Law:

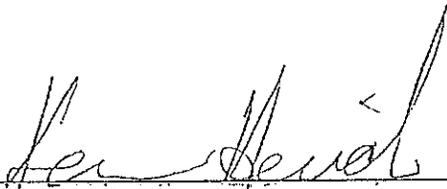
1. The proposed preliminary plat, which allows use of the property for multi-family housing, is in accordance with the Sun Valley Comprehensive Plan and the Elkhorn Springs Master Plan (Application No. 2004-04-042).
2. The proposed preliminary plat is in accordance with Title 9 of the Sun Valley Municipal Code, Land Subdivisions, subject to appropriate conditions.
3. The proposed preliminary plat is in accordance with the CC Commercial Center Zoning District of Title 9 of the Sun Valley Municipal Code, Planning and Zoning.

DECISION

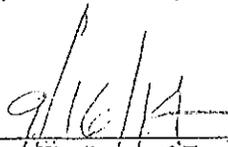
Therefore, based upon the foregoing Findings of Fact and Conclusions of Law, the Sun Valley Planning and Zoning Commission hereby recommends conditional approval of the proposed preliminary plat for Block 6 of Elkhorn Springs, based upon the submitted plat map, Declaration, and supporting plans and documents considered by the Commission, and subject to the following conditions of approval.

CONDITIONS OF APPROVAL

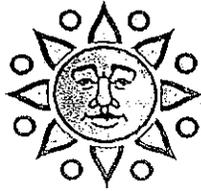
1. The Final Plat for the Elkhorn Springs Golf Lodges Townhomes, Sub-lots 17-20, shall be recorded by the applicant at the Office of the County Recorder and a copy of the recorded Final Plat document shall be submitted to the Community Development Department.
2. Immediately subsequent to recordation of the approved Final Plat, the applicant shall record as customary the Homeowner's Condominium Declaration for Elkhorn Springs. A copy of the recorded Declaration document shall be provided to the Community Development Department of the City of Sun Valley for approval prior to issuance of a Certificate of Occupancy for any units within the applicable project phase.
3. Any conditions or approvals required by private associations are the sole responsibility of the property owners.
4. Prior to the issuance of a Certificate of Occupancy for the Sublot 17-20 paired homes, all the related Infrastructure improvements for the Master Plan shall be completed, including but not limited to stormdrains, utilities, streets, curb and gutter, and landscaping.
5. This Preliminary Plat approval is specific to and contingent upon Design Review application No. DR 2014-21.



Ken Herich, Chairman
City of Sun Valley Planning and Zoning Commission



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: September 11, 2014
Agenda Item: **Elkhorn Springs: Golf Lodges Townhomes Sublots 17-20**
Preliminary Plat Application No. SUBPP 2014-05

SUBJECT: Public hearing and recommendation to the City Council for a preliminary plat application for four (4) new townhome sublots on existing developed Block 6 of the Elkhorn Springs Large Block Plat. The four new sublots are for multi-family residential development on an existing 1.26 acre parcel within the Commercial Center (CC) Zoning District of the City of Sun Valley. **Applicant:** Benchmark Associates for Elkhorn Springs, LLC. **Location:** Sublots 17-20 Elkhorn Springs: Golf Lodges Townhomes; 113, 115, 117, and 119 Senabi Lane.

BACKGROUND: The subject parcel was created for future multi-family residential development as part of the Elkhorn Springs Master Plan and the Elkhorn Springs Large Block Plat. Block 6 of the Elkhorn Springs Large Block Plat lies adjacent to the south of Senabi Lane between Angani Way and the Sun Valley Golf Course in Elkhorn Springs. Six existing townhome sublots with existing residential units lie on Block 6. Existing townhome units lie adjacent to the site across Senabi Lane and the existing golf course lies behind the site to the west. The public streets that serve the Elkhorn Springs Subdivision have been constructed and all applicable utilities have been installed and brought to the project Parcel.

ANALYSIS: The applicant now seeks to add four remaining townhome sublots to existing Block 6. A preliminary plat (No. SUB 2006-10) was approved by the City for ten (10) new townhome sublots on Block 6 of the Elkhorn Springs Large Block Plat. Six new townhome dwellings were constructed on Block 6 pursuant to the approved preliminary plat and with Design Review Application No. 2006-08-067. A final plat was subsequently recorded for the six completed townhomes in the Office of the County Recorder, Blaine County.

The townhome units planned for Sublots 17-20 were not constructed with the original six on Block 6 and the preliminary plat (No. SUB 2006-10) subsequently expired. The applicant recently submitted an application for design review (No. DR 2014-21) for construction of two new townhome units on Sublots 17 and 18 and now seeks new preliminary plat approval for those sublots and for future units on proposed Sublots 19 and 20. The City of Sun Valley City Code requires a preliminary plat for the creation of the four townhome sublots. Approval of a final plat

will be required once all townhome units have been constructed and have received an approved final inspection and certificate of occupancy from the City.

The four proposed townhome sublots consist of the footprints for four new units, consisting of two structures, each with two attached common wall units. The CC Zoning District provides for medium density residential townhouse dwellings and incidental uses by right. The applicant's four unit townhome plat design represents development of the site with density allowed by City Code and in conformance with the Elkhorn Springs Master Plan and recorded Large Block Plat.

Project Review- The preliminary plat was reviewed by the City of Sun Valley and by CH2M Hill, the City's contract review engineer. The project satisfies all Fire Department requirements and CH2M Hill's review letter is attached as **Exhibit "PZ-B"**. The review and comment letter from CH2M Hill states that the preliminary plat submittal has no fatal flaws and recommends four (4) items be addressed by the applicant to clarify or label small issues regarding the preliminary plat or the future final plat required for the subdivision. The reduced plat drawing is attached to this Report as **Exhibit "PZ-C"**. No significant historical, natural, ecological, architectural, archeological or scenic special sites lie on or adjacent to the project site.

Water Will Serve Letter- The Sun Valley Development Code requires a will-serve letter from the Sun Valley Water and Sewer District (SVW&SD) as part of an application for subdivision. A "Will Serve" Letter was previously received by the City as part of the Elkhorn Springs Large Block Plat and for the now expired preliminary plat for the original Golf Lodges Townhomes Sublots 11-20 Plat (No. SUB 2006-10). It has been determined that the project can easily be served by extending utilities to the four new townhome sublots.

The Community Development Department has completed a comprehensive review of the preliminary plat application and has determined that all required application materials have been satisfactorily submitted as per Development Code requirements. The proposed townhouse preliminary plat is consistent with the land uses envisioned for the property and the development is congruent with the size, nature and character of existing development in the area. No significant negative impacts to the area or City due to the residential townhome subdivision have been identified by staff. Any action on the preliminary plat application by the Commission is a recommendation only and requires final action by the City Council at noticed future public hearing.

Public Notice and Comment- The project application was publicly noticed by: 1.) publication in the Mtn. Express on August 27, 2014; 2.) posting on the project site; 3.) mailing of notice to all property owners within a minimum 300 foot radius of the site; 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 (**Exhibit "PZ-A"**) recommending approval of the preliminary plat application; (2) continue the public 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 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 recommending decision on the preliminary plat application. The Community Development Director recommends the Commission review the attached draft Findings of Fact, identify additional information needed (if any), and take action to recommend approval of the preliminary plat to the City Council.

LIST OF ATTACHED EXHIBITS:

- | | |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Exhibit "PZ-A" | Draft Planning and Zoning Commission Findings of Fact, Conclusions of Law, and Conditions of Approval for approval of the Preliminary Plat application (No. SUBPP 2014-05). |
| Exhibit "PZ-B" | CH2MHill review and comment letter dated August 25, 2014 from Betsy Roberts and George Van Horn. |
| Exhibit "PZ-C" | Reduced Preliminary Plat, consisting of one (1) 11" by 17" sheet stamped received by the City of Sun Valley on August 22, 2014. |

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

EXHIBIT "PZ-A"

(DRAFT) CITY OF SUN VALLEY
PLANNING AND ZONING COMMISSION

SUBDIVISION –ELKHORN SPRINGS)	FINDINGS OF FACT, CONCLUSIONS
GOLF LODGES TOWNHOMES)	OF LAW, DECISION AND
SUBLOTS 17-20)	CONDITIONS OF APPROVAL
BLOCK 6 ELKHORN SPRINGS)	
LARGE BLOCK PLAT)	
APPLICATION NO. SUBPP 2014-05)	

This application came before the Sun Valley Planning and Zoning Commission for consideration on September 11, 2014. The Commission reviewed the application and materials submitted; heard testimony from the applicant's agents and reviewed the City staff report. Based on the evidence presented, the Commission makes the following Findings of Fact, Conclusions of Law, and Decision:

FINDINGS OF FACT

1. The applicant is Elkhorn Springs, LLC. The subject 1.26 acre property, commonly known as Elkhorn Springs Golf Lodges Townhomes, consists of Block 6 of the Elkhorn Springs Large Block Plat, in the City of Sun Valley, Blaine County, Idaho. The site is zoned CC COMMERCIAL CENTER DISTRICT, which allows multi-family residential land uses by right.
2. The application consists of a preliminary plat map showing the surveyed location and legal description of the property boundary; uses; and the locations of four (4) new residential townhome sublots within Block 6 of the Elkhorn Springs Large Block Plat. Block 6 already contains six (6) recorded townhome sublots and dwellings. As per the approved Master Plan, no deed restricted residential units are proposed or required within Block 6 of the Large Block Plat for Elkhorn Springs.
3. The chronology of actions related to this property is as follows:
 - a. A Conditional Use Permit (Application No. CUP2004-01) and Design Review (Application No. 2004-04-006) for the Elkhorn Springs Golf Clubhouse was approved on March 23, 2004. At that time, Condition of Approval No.2 required a Master Plan prior to further development of the area known as Elkhorn Springs;
 - b. An application for a Master Plan was submitted and approved on August 10, 2004. Condition of Approval No. 3 of the Master Plan was that a subdivision application be filed;
 - c. A Design Review (Application No. 2004-07-077) for the first phase of the Master Plan was submitted and approved on August 24, 2004;
 - d. A preliminary plat application for large block subdivision was filed in December 2004. On September 13, 2005, the Planning and Zoning Commission recommended approval of the large block plat;
 - e. The City Council approved the large block preliminary plat on October 20, 2005, and a Final Plat was subsequently recorded in the Office of the County Recorder, Blaine County;

- f. A preliminary plat (No. SUB 2006-10) was approved by the City for ten (10) new townhome sublots on Block 6 of the Elkhorn Springs Large Block Plat.
 - g. Six new townhome dwellings were constructed on Block 6 pursuant to the approved preliminary plat and with Design Review Application No. 2006-08-067. A final plat was subsequently recorded for the six completed townhomes in the Office of the County Recorder, Blaine County; and,
 - h. The townhome units planned for Sublots 17-20 were not constructed with the original six on Block 6 and the preliminary plat (No. SUB 2006-10) expired. The applicant submitted an application for design review (No. DR 2014-21) for townhome units on Sublots 17 and 18 and now seeks new preliminary plat approval for the new sublots and for future units on Sublots 19 and 20.
4. The basis for review of the preliminary plat for a townhome subplot subdivision is the Commission's Findings for review of a proposed subdivision, 9-4A-6 of the City of Sun Valley City Code; and the plat notes and conditions of approval for the large block plat and Master Plan. The Commission finds that the proposed preliminary plat is in conformance with all applicable sections of City Code and with the Elkhorn Springs Master Plan and Large Block Plat because the additional four new townhome sublots on Block 6 conform to previous approvals and with the existing six constructed townhome dwellings on the site. The land use is consistent with the Master Plan and the uses envisioned for the site by previous project approvals. The four new sublots conform to all required zoning and land use standards and policies.
 5. The applicant has provided the information required for review and action on a preliminary plat as set forth in City of Sun Valley City Code Section 9-5A-4. The preliminary plat for four new additional townhome sublots on Block 6 of the Elkhorn Springs completes the build out of the parcel and replaces the expired preliminary plat approved in 2006 for ten townhome sublots on Block 6 (No. SUB 2006- 10).

CONCLUSIONS OF LAW

Based upon the foregoing findings of fact, the Planning and Zoning Commission makes the following Conclusions of Law:

1. The proposed preliminary plat, which allows use of the property for multi-family housing, is in accordance with the Sun Valley Comprehensive Plan and the Elkhorn Springs Master Plan (Application No. 2004-04-042).
2. The proposed preliminary plat is in accordance with Title 9 of the Sun Valley Municipal Code, Land Subdivisions, subject to appropriate conditions.
3. The proposed preliminary plat is in accordance with the CC Commercial Center Zoning District of Title 9 of the Sun Valley Municipal Code, Planning and Zoning.

DECISION

Therefore, based upon the foregoing Findings of Fact and Conclusions of Law, the Sun Valley Planning and Zoning Commission hereby recommends conditional approval of the proposed

preliminary plat for Block 6 of Elkhorn Springs, based upon the submitted plat map, Declaration, and supporting plans and documents considered by the Commission, and subject to the following conditions of approval.

CONDITIONS OF APPROVAL

1. The Final Plat for the Elkhorn Springs Golf Lodges Townhomes, Sub-lots 17-20, shall be recorded by the applicant at the Office of the County Recorder and a copy of the recorded Final Plat document shall be submitted to the Community Development Department.
2. Immediately subsequent to recordation of the approved Final Plat, the applicant shall record as customary the Homeowner's Condominium Declaration for Elkhorn Springs. A copy of the recorded Declaration document shall be provided to the Community Development Department of the City of Sun Valley for approval prior to issuance of a Certificate of Occupancy for any units within the applicable project phase.
3. Any conditions or approvals required by private associations are the sole responsibility of the property owners.
4. Prior to the issuance of a Certificate of Occupancy for the Sublot 17-20 paired homes, all the related infrastructure improvements for the Master Plan shall be completed, including but not limited to stormdrains, utilities, streets, curb and gutter, and landscaping.
5. This Preliminary Plat approval is specific to and contingent upon Design Review application No. DR 2014-21.

Ken Herich, Chairman
City of Sun Valley Planning and Zoning Commission

Date Findings of Fact signed

Preliminary Plat Review: Elkhorn Springs Golf Lodge Townhomes, Sublots 17-20

TO: Mark Hofman / City of Sun Valley

COPIES: Cinda Lewis / Benchmark Associates

FROM: Betsy Roberts
George Van Horn

DATE: August 25, 2014

We received the Elkhorn Springs Preliminary Plat (Sheet 1 of 1) dated August 2014.

Please provide the following with the Final Plat submittal:

1. Certification Sheet
2. Closure reports for the Block Boundary and individual Sublots 17-20.
3. Updated curve and line tables for Sublots 17-20.
4. Lot dimensions for Sublots 17-20.

See the Preliminary Plat Review Checklist for additional comments.

This document meet the intent of a preliminary submittal and we find no fatal flaws. We recommend continuing with the project development.

PRELIMINARY PLAT CHECK LIST

For: Benchmark Associates

1	Subdivision Name:	ELKHORN SPRINGS: GOLF LODGES TOWNHOMES SUBLOTS 17-20
2	Reviewer:	George Van Horn
3	Date:	August 25, 2014
4	Sheet Title and Preamble:	Located Within T4N, R18E, Sec. 17, B.M., Sun Valley, Blaine County, Idaho Wherein Block 6, Elkhorn Springs Large Block Plat, is Subdivided Creating Sublots 17, 18, 19 & 20 of Golf Lodges Townhomes. August 2014, Preliminary Plat
5	Basis of Bearing:	OK
6	North Arrow:	OK
7	Scale and Legend:	Scale OK, Add monument symbols to Legend.
8	Plat Closure:	None provided. Include with final Plat submittal.
9	Total Area:	Areas shown for each Sublot in square feet (SF). Please include total area in Acres as well.
10	Monuments:	OK
11	Land Corners:	OK
12	Initial Point:	OK. True Point of Beginning is identified
13	Street Names & Width:	OK
14	Easements:	42' Public Access and Utility Easement in Village Way, 40' Emergency Access Easement in Angani Way, 40' Easement for Emergence Access, Public Utility, Public Ski Lift and Public Non-Motorized Access to Golf Course on Senabi Lane, 15' Storm Drainage Easement behind Lots 11-16.
15	Lot & Block Numbers:	OK
16	Lot Dimensions:	Only boundary information is shown. Individual lot dimensions are not shown on this plat. Please provide for final plat review.
17	Curve & Line Tables:	Only provided for the Block Boundary. Please complete tables with information for the separate lots.
18	Certifications:	None shown. Provide with final plat submittal.
19	Certificate of Owner:	None shown. Provide with final plat submittal.
20	Certificate of Surveyor:	None shown. Provide with final plat submittal.
21	Sanitary Restriction:	OK. Health Certificate Included
22	Agency Approvals:	None shown. Provide with final plat submittal.

23	Public Dedication:	None Indicated
24	Common Areas:	OK

Notes: Final Plat shall include the following: Certification Sheet, Closure Reports, Lot Dimensions, and completed Curve and Line Tables.

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CITY OF SUN VALLEY RESOLUTION 2014-19

A RESOLUTION OF THE CITY OF SUN VALLEY AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT FOR SERVICES WITH THE SUN VALLEY MARKETING ALLIANCE

WHEREAS, the City of Sun Valley desires to enter into an agreement with the Sun Valley Marketing Alliance (SVMA), an Idaho nonprofit corporation, under which SVMA will provide such services as working to increase Local Option Tax revenues and to establish, implement, maintain, fund and operate a comprehensive marketing program for the Sun Valley Resort area; and

WHEREAS, the City of Sun Valley and SVMA have agreed to the terms and conditions of the Contract for Services, a copy of which is attached hereto as "Exhibit A"; and

WHEREAS, the City of Sun Valley desires transparency in the expenditure of public funds, SVMA discloses employee salary and benefit information, a copy of which is attached hereto as "Exhibit B," to be kept in Clerk Confidential files.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUN VALLEY, IDAHO, that the City of Sun Valley City Council approves the Contract for Services between the City of Sun Valley and the Sun Valley Marketing Alliance and that the Mayor is authorized to execute the attached Agreement.

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

Dewayne Briscoe, Mayor

Alissa Weber, City Clerk

EXHIBIT A

CONTRACT FOR SERVICES
BETWEEN THE CITY OF SUN VALLEY, IDAHO AND
THE SUN VALLEY MARKETING ALLIANCE
FOR FISCAL YEAR 2015~~4~~

THIS CONTRACT FOR SERVICES, (hereinafter referred to as "Contract") made and entered into this ____ day of October, 201~~4~~⁵, by and between the CITY OF SUN VALLEY, IDAHO, a municipal corporation (hereinafter referred to as "the City") and the SUN VALLEY MARKETING ALLIANCE, Inc. an Idaho nonprofit corporation with an IRS 501 (c)(6) designation, (hereinafter referred to as "SVMA").

FINDINGS

1. Sun Valley is a municipal corporation duly organized and existing under the laws of the State of Idaho § 50-101 et seq.
2. SVMA is an Idaho non-profit corporation with an IRS 501(c)(6) designation engaged in the business of domestically and internationally marketing the Sun Valley, Idaho resort area as a destination resort.
3. Sun Valley is a destination resort city as defined by Idaho Code § 50-1044, as it derives a major portion of its economic well being from businesses catering to the recreational needs and meeting the needs of people traveling to the Sun Valley area. As a resort city, Sun Valley is eligible to and does collect a local option non-property tax.
4. Pursuant to Idaho Code § 50-301 and § 50-302, Sun Valley is empowered to enter into contracts and take such steps as are reasonably necessary to maintain the peace, good government and welfare of the City and its trade, commerce and industry. Accordingly, the City has the power as conferred by the State of Idaho, to provide directly for certain promotional activities to enhance the trade, commerce, industry, and economic well being of the City.
5. Sun Valley City Ordinance Nos. 389 and 456 provides for the imposition of a non-property tax on the sales price of certain goods sold or otherwise transferred in Sun Valley. Pursuant to the language of the Ordinances, which ~~was~~were approved by the voters of Sun Valley, the municipal sales tax revenue derived shall be used for, among other things, municipal transit, public information and education, and economic-development activity.

CONTRACT FOR SERVICES BETWEEN THE CITY OF SUN VALLEY, IDAHO AND
THE SUN VALLEY MARKETING ALLIANCE FOR FISCAL YEAR 201~~5~~

6. The primary reason for the City to enter this Contract is to increase Local Option Tax revenues, to wit: those generated by retail sales, food, meals or drinks, ski tickets, lodging, and liquor by the drink in the City of Sun Valley.

7. SVMA is to establish, implement, maintain, fund, and operate a comprehensive marketing program for the Sun Valley resort area.

8. The Organizational Goals of SVMA are consistent with the purposes and findings of Sun Valley Ordinance Nos. 389 and 456.

9. It is the intention of the City to contract with SVMA to provide such services for consideration as hereinafter provided.

10. SVMA desires to enter into a contract with the City to provide marketing services as hereinafter provided.

NOW, THEREFORE, in consideration of the mutual promises and agreements set forth herein, it is agreed by and between the City and SVMA as follows:

1. Services To Be Provided.

1. SVMA agrees to provide Sun Valley resort area marketing services to the City as follows and as further set forth in Exhibit A, which is incorporated herein by reference. For the purposes of this Agreement, the "Sun Valley resort area" means the cities of Sun Valley and Ketchum, Idaho and associated tourist attractions. The marketing services are described in the attached Exhibit A, the Strategic and Operational Plan Summary.

2. SVMA agrees that it shall provide, at its sole expense, all costs of labor, materials, supplies, business overhead and financial expenses, liability insurance, fidelity bonds, and all necessary equipment and facilities required to provide the services as set forth in this Contract.

3. Term. The term of this Contract shall commence upon the day of its execution and shall terminate on the 30th day of September, 2015.

4. Consideration. In consideration for providing the services herein described, the City agrees to pay to SVMA twenty-five percent (25%) of the total Local Option Tax receipts (the "LOT"), minus the 1% Air Service LOT (as outlined in Sun Valley City Ordinance No. 456), payable in twelve (12) monthly installments. The first six (6) months of the contract period will be paid in equal installments of \$25,000 each. For the remaining six (6) months of the contract, payment for each installment will be calculated based on 25% of actual LOT received. The final payment will be due in one

CONTRACT FOR SERVICES BETWEEN THE CITY OF SUN VALLEY, IDAHO AND
THE SUN VALLEY MARKETING ALLIANCE FOR FISCAL YEAR 2015

installment within sixty (60) days of the end of the quarter (9/30/15), the amount of which will be determined by the final reconciliation -for that fiscal year, whereby SVMA will be paid the difference of 25% of total annual LOT receipts less the \$225,000total amount received in the first three quarters previous eleven (11) installments.

For each of ~~each~~the first six (6) installments, SVMA will provide the City with an invoice, during which SVMA performs services hereunder, setting forth the amount due for each installment. -Invoices shall be mailed to the City no later than the 20th day of each month. For each of the last six (6) installments, the City's Treasurer will provide a backup notice for the payment amount, in lieu of an invoice from SVMA, prior to payment. The backup notice figure will be based on actual LOT receipts,including the final installment, the amount of which will be determined by the City and provided to SVMA within 30 days of the end of the fiscal year; †The City shall pay SVMA the amount set forth in all invoices and backup notices such invoices no later than thirty (30) days after the date of such invoice or notice. The invoices shall be mailed to the City no later than the following dates: the 1st day of each month for the first nine months and within ten days of notification by the City for the amount of the final installment.

a. In consideration and as part of this Contract SVMA agrees to:

i. Provide to the City:

1. Written operational highlights ~~-twice per quarter;~~
2. Written quarterly progress reports towards annual performance metrics specified in Exhibit B, which is incorporated herein by reference; and
3. A Quarterly Income Statement and a current Balance Sheet.

ii. Maintain complete records of all written, electronic and oral complaints received by it from tourists regarding air and ground transportation and tourist facilities in the Sun Valley resort area.

iii. Exercise due diligence to obtain from member businesses and other entities, which may be of interest to tourists and visitors to the Sun Valley area, all digital and printed promotional and informational material that may be reasonably available and cause that information to be distributed at the visitor center and/or on the Visit Sun Valley website, as applicable. Non-member businesses may obtain a simple listing by category

CONTRACT FOR SERVICES BETWEEN THE CITY OF SUN VALLEY, IDAHO AND
THE SUN VALLEY MARKETING ALLIANCE FOR FISCAL YEAR 2015

(name of business, address and phone number) on the www.visitsunvalley.com website upon request.

iv. The SVMA will:

1. Provide to the Sun Valley City Council at a regular meeting once each Quarter, a presentation outlining the quarterly information in (i) above; and
 2. Provide to the City at SVMA's expense externally prepared financial reviews (actual P&L and year-end balance sheet) on an annual basis and;
 3. Provide to the City all SVMA financial information at any time for any reason with 10 days' notice.
 4. Provide IRS form 990 within thirty (30) days of filing.
- v. Provide SVMA's bylaws to the City and advise the City within two (2) business days in writing of any proposed changes to the bylaws or proposed changes to the organizational structure.
- vi. Ensure that all SVMA Board meetings are noticed at least thirty (30) days in advance and that such board meetings be open for public attendance.
- vii. Provide to the City Council a proposed detailed work statement and draft contract for fiscal year 20156 by June 1, 20154 to facilitate proper planning and budgeting by the City and the SVMA.
- viii. Provide, upon request, detailed compensation information for all employees.
- b. Quarterly reports will be based on the government fiscal year of October 1st to September 30th. The quarterly reporting schedule for Sun Valley City Council meetings will be as follows, unless notice is given to SVMA of a schedule change, with written notice to SVMA.
- i. Quarterly report for the first quarter: Monthly Regular Council Meeting – January, 2015
 - ii. Quarterly report for second quarter: Monthly Regular Council Meeting – April, 2015

- iii. Quarterly report for third quarter: Monthly Regular Council Meeting – July, 2015
 - iv. Quarterly report for fourth quarter: Monthly Regular Council Meeting – October, 2015
5. Termination. The City may terminate this Contract with ninety (90) days written notice to SVMA with or without cause. The City recognizes that the SVMA has made significant financial commitments (e.g. vendor contracts, leases, employees, etc.) on behalf of the City and SVMA will need time to adjust its obligations. In the event of such termination, the City shall have no further responsibility to make any payment to SVMA under this Contract at the end of the 90-day period. The City reserves the right to request an independent audit under the provisions herein upon termination, and such audit obligation and cost on the part of SVMA shall survive any termination of this Contract.
 6. Equal Employment Opportunity. SVMA covenants that it shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin.
 7. Independent Contractor Status. The parties acknowledge and agree that SVMA shall provide its services for the fee specified herein in the status of independent contractor, and not as an employee of the City. SVMA shall create, direct, and control its own means and methods of performing this Contract. SVMA and its agents, members, employees, and volunteers, shall not accrue leave, retirement, insurance, bonding, or any other benefit afforded to employees of the City. The sole interest and responsibility of the City under this Contract is to assure itself that the services covered by this Agreement shall be performed and rendered by SVMA in a competent, efficient and satisfactory manner and that full transparency with respect to all financial details of the SVMA organization (including detailed compensation data) be provided to the City and, therefore, to its citizens.
 8. Hold Harmless Agreement. Any contractual obligation entered into or assumed by SVMA, or any liability incurred by reason of personal injury and/or property damage in connection with or arising out of SVMA's obligations pursuant to this Contract shall be the sole responsibility of SVMA, and SVMA covenants and agrees to indemnify and hold the City harmless from any and all claims or causes of action arising out of SVMA's activities and obligations as set forth hereinabove, including, but not limited to, personal injury, property damage, and employee complaints.
 9. Non-Assignment. This Contract may not be assigned by or transferred by SVMA, in whole or in part, without the prior written consent of the City.

CONTRACT FOR SERVICES BETWEEN THE CITY OF SUN VALLEY, IDAHO AND
THE SUN VALLEY MARKETING ALLIANCE FOR FISCAL YEAR 2015

10. Mediation/Arbitration. In the event of any controversy, claim or dispute between the parties concerning this Contract or the breach of this Contract, including questions concerning the scope and applicability of this dispute resolution provision, the parties agree to participate in good faith in a mediation of said dispute in Blaine County, Idaho. If mediation is unsuccessful then the dispute shall be finally settled by binding arbitration in Blaine County, Idaho, pursuant to the rules then applying of the American Arbitration Association and the laws of the State of Idaho. The decision or award in writing of the arbitrator shall be binding and conclusive on the parties to this Contract. The arbitrator shall have no power to award punitive or exemplary damages.

11. Miscellaneous Provisions.

- a. Paragraph Headings. The headings in this 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 of the provisions of the Contract.
- b. Provisions Severable. Every provision of this Contract is intended to be severable. If any term or provision hereof is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the Contract.
- c. Rights and Remedies are Cumulative. The rights and remedies provided by this Contract are cumulative and the use of any one right or remedy by any party shall not preclude nor waive its rights to use any or all other remedies. Any rights provided to the parties under this Contract are given in addition to any other rights the parties may have by law, statute, ordinance or otherwise.
- d. Successor and Assigns. This Contract and the terms and provision hereof shall inure to the benefit of and be binding upon the heirs, personal representatives, successors and assigns of the parties hereto.
- e. Entire Contract. This Contract contains the entire agreement between the parties respecting the matters herein set forth and supersedes all prior agreements between the parties hereto respecting such matters.
- f. Governing Law. This Contract shall be construed in accordance with the laws of the State of Idaho.

- g. Preparation of Contract. No presumption shall exist in favor of or against any party to this Contract as a result of the drafting and preparation of the document.
- h. No Waiver. No waiver of any breach by either party of the terms of this Contract shall be deemed a waiver of any subsequent breach of the Contract.
- i. Amendment. No amendment of this Contract shall be effective unless the amendment is in writing, signed by each of the parties.
- j. Notices. Notices hereunder shall be by personal delivery or US Mail Certified/Return Receipt and shall be deemed effective upon such personal delivery or two (2) business days after mailing, whichever is later. Notices shall be provided as follows:

a. City: City of Sun Valley
P.O. Box 416
Sun Valley, ID 83353

b. SVMA: P.O. Box 4934
Ketchum, Idaho 83340

IN WITNESS WHEREOF, the parties hereto have executed this Contract as of the date first set forth above.

CITY OF SUN VALLEY, IDAHO

SUN VALLEY MARKETING ALLIANCE,
INC.

By: _____
Dewayne Briscoe, Mayor

By: _____
Its: _____

DATE: _____

DATE: _____

Attest:

Alissa Weber, City Clerk

DATE: _____

CONTRACT FOR SERVICES BETWEEN THE CITY OF SUN VALLEY, IDAHO AND
THE SUN VALLEY MARKETING ALLIANCE FOR FISCAL YEAR 2015

CONTRACT FOR SERVICES
BETWEEN THE CITY OF SUN VALLEY, IDAHO AND
THE SUN VALLEY MARKETING ALLIANCE
FOR FISCAL YEAR 2015

THIS CONTRACT FOR SERVICES, (hereinafter referred to as "Contract") made and entered into this ____ day of October, 2014, by and between the CITY OF SUN VALLEY, IDAHO, a municipal corporation (hereinafter referred to as "the City") and the SUN VALLEY MARKETING ALLIANCE, Inc. an Idaho nonprofit corporation with an IRS 501 (c)(6) designation, (hereinafter referred to as "SVMA").

FINDINGS

1. Sun Valley is a municipal corporation duly organized and existing under the laws of the State of Idaho § 50-101 et seq.
2. SVMA is an Idaho non-profit corporation with an IRS 501(c)(6) designation engaged in the business of domestically and internationally marketing the Sun Valley, Idaho resort area as a destination resort.
3. Sun Valley is a destination resort city as defined by Idaho Code § 50-1044, as it derives a major portion of its economic well being from businesses catering to the recreational needs and meeting the needs of people traveling to the Sun Valley area. As a resort city, Sun Valley is eligible to and does collect a local option non-property tax.
4. Pursuant to Idaho Code § 50-301 and § 50-302, Sun Valley is empowered to enter into contracts and take such steps as are reasonably necessary to maintain the peace, good government and welfare of the City and its trade, commerce and industry. Accordingly, the City has the power as conferred by the State of Idaho, to provide directly for certain promotional activities to enhance the trade, commerce, industry, and economic well being of the City.
5. Sun Valley City Ordinance Nos. 389 and 456 provide for the imposition of a non-property tax on the sales price of certain goods sold or otherwise transferred in Sun Valley. Pursuant to the language of the Ordinances, which were approved by the voters of Sun Valley, the municipal sales tax revenue derived shall be used for, among other things, municipal transit, public information and education, and economic-development activity.

CONTRACT FOR SERVICES BETWEEN THE CITY OF SUN VALLEY, IDAHO AND
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6. The primary reason for the City to enter this Contract is to increase Local Option Tax revenues, to wit: those generated by retail sales, food, meals or drinks, ski tickets, lodging, and liquor by the drink in the City of Sun Valley.

7. SVMA is to establish, implement, maintain, fund, and operate a comprehensive marketing program for the Sun Valley resort area.

8. The Organizational Goals of SVMA are consistent with the purposes and findings of Sun Valley Ordinance Nos. 389 and 456.

9. It is the intention of the City to contract with SVMA to provide such services for consideration as hereinafter provided.

10. SVMA desires to enter into a contract with the City to provide marketing services as hereinafter provided.

NOW, THEREFORE, in consideration of the mutual promises and agreements set forth herein, it is agreed by and between the City and SVMA as follows:

1. Services To Be Provided.

1. SVMA agrees to provide Sun Valley resort area marketing services to the City as follows and as further set forth in Exhibit A, which is incorporated herein by reference. For the purposes of this Agreement, the "Sun Valley resort area" means the cities of Sun Valley and Ketchum, Idaho and associated tourist attractions. The marketing services are described in the attached Exhibit A, the Strategic and Operational Plan Summary.
2. SVMA agrees that it shall provide, at its sole expense, all costs of labor, materials, supplies, business overhead and financial expenses, liability insurance, fidelity bonds, and all necessary equipment and facilities required to provide the services as set forth in this Contract.
3. Term. The term of this Contract shall commence upon the day of its execution and shall terminate on the 30th day of September, 2015.
4. Consideration. In consideration for providing the services herein described, the City agrees to pay to SVMA twenty-five percent (25%) of the total Local Option Tax receipts (the "LOT"), minus the 1% Air Service LOT (as outlined in Sun Valley City Ordinance No. 456), payable in twelve (12) monthly installments. The first six (6) months of the contract period will be paid in equal installments of \$25,000 each. For the remaining six (6) months of the contract, payment for each installment will be calculated based on 25% of actual LOT received. The final payment will be due within sixty (60) days of

CONTRACT FOR SERVICES BETWEEN THE CITY OF SUN VALLEY, IDAHO AND
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the end of the quarter (9/30/15), the amount of which will be determined by the final reconciliation for that fiscal year, whereby SVMA will be paid the difference of 25% of total annual LOT receipts less the total amount received in the previous eleven (11) installments.

For each of the first six (6) installments, SVMA will provide the City with an invoice, during which SVMA performs services hereunder, setting forth the amount due for each installment. Invoices shall be mailed to the City no later than the 20th day of each month. For each of the last six (6) installments, the City's Treasurer will provide a backup notice for the payment amount, in lieu of an invoice from SVMA, prior to payment. The backup notice figure will be based on actual LOT receipts. The City shall pay SVMA the amount set forth in all invoices and backup notices no later than thirty (30) days after the date of such invoice or notice.

- a. In consideration and as part of this Contract SVMA agrees to:
 - i. Provide to the City:
 1. Written operational highlights twice per quarter;
 2. Written quarterly progress reports towards annual performance metrics specified in Exhibit B, which is incorporated herein by reference; and
 3. A Quarterly Income Statement and a current Balance Sheet.
 - ii. Maintain complete records of all written, electronic and oral complaints received by it from tourists regarding air and ground transportation and tourist facilities in the Sun Valley resort area.
 - iii. Exercise due diligence to obtain from member businesses and other entities, which may be of interest to tourists and visitors to the Sun Valley area, all digital and printed promotional and informational material that may be reasonably available and cause that information to be distributed at the visitor center and/or on the Visit Sun Valley website, as applicable. Non-member businesses may obtain a simple listing by category (name of business, address and phone number) on the www.visitsunvalley.com website upon request.
 - iv. The SVMA will:

CONTRACT FOR SERVICES BETWEEN THE CITY OF SUN VALLEY, IDAHO AND
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1. Provide to the Sun Valley City Council at a regular meeting once each Quarter, a presentation outlining the quarterly information in (i) above; and
 2. Provide to the City at SVMA's expense externally prepared financial reviews (actual P&L and year-end balance sheet) on an annual basis and;
 3. Provide to the City all SVMA financial information at any time for any reason with 10 days' notice.
 4. Provide IRS form 990 within thirty (30) days of filing.
- v. Provide SVMA's bylaws to the City and advise the City within two (2) business days in writing of any proposed changes to the bylaws or proposed changes to the organizational structure.
 - vi. Ensure that all SVMA Board meetings are noticed at least thirty (30) days in advance and that such board meetings be open for public attendance.
 - vii. Provide to the City Council a proposed detailed work statement and draft contract for fiscal year 2016 by June 1, 2015 to facilitate proper planning and budgeting by the City and the SVMA.
 - viii. Provide, upon request, detailed compensation information for all employees.
- b. Quarterly reports will be based on the government fiscal year of October 1st to September 30th. The quarterly reporting schedule for Sun Valley City Council meetings will be as follows, unless notice is given to SVMA of a schedule change, with written notice to SVMA.
- i. Quarterly report for the first quarter: Monthly Regular Council Meeting – January, 2015
 - ii. Quarterly report for second quarter: Monthly Regular Council Meeting – April, 2015
 - iii. Quarterly report for third quarter: Monthly Regular Council Meeting – July, 2015
 - iv. Quarterly report for fourth quarter: Monthly Regular Council Meeting – October, 2015

5. Termination. The City may terminate this Contract with ninety (90) days written notice to SVMA with or without cause. The City recognizes that the SVMA has made significant financial commitments (e.g. vendor contracts, leases, employees, etc.) on behalf of the City and SVMA will need time to adjust its obligations. In the event of such termination, the City shall have no further responsibility to make any payment to SVMA under this Contract at the end of the 90-day period. The City reserves the right to request an independent audit under the provisions herein upon termination, and such audit obligation and cost on the part of SVMA shall survive any termination of this Contract.
6. Equal Employment Opportunity. SVMA covenants that it shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin.
7. Independent Contractor Status. The parties acknowledge and agree that SVMA shall provide its services for the fee specified herein in the status of independent contractor, and not as an employee of the City. SVMA shall create, direct, and control its own means and methods of performing this Contract. SVMA and its agents, members, employees, and volunteers, shall not accrue leave, retirement, insurance, bonding, or any other benefit afforded to employees of the City. The sole interest and responsibility of the City under this Contract is to assure itself that the services covered by this Agreement shall be performed and rendered by SVMA in a competent, efficient and satisfactory manner and that full transparency with respect to all financial details of the SVMA organization (including detailed compensation data) be provided to the City and, therefore, to its citizens.
8. Hold Harmless Agreement. Any contractual obligation entered into or assumed by SVMA, or any liability incurred by reason of personal injury and/or property damage in connection with or arising out of SVMA's obligations pursuant to this Contract shall be the sole responsibility of SVMA, and SVMA covenants and agrees to indemnify and hold the City harmless from any and all claims or causes of action arising out of SVMA's activities and obligations as set forth hereinabove, including, but not limited to, personal injury, property damage, and employee complaints.
9. Non-Assignment. This Contract may not be assigned by or transferred by SVMA, in whole or in part, without the prior written consent of the City.
10. Mediation/Arbitration. In the event of any controversy, claim or dispute between the parties concerning this Contract or the breach of this Contract, including questions concerning the scope and applicability of this dispute resolution provision, the parties agree to participate in good faith in a mediation of said dispute in Blaine County, Idaho. If mediation is

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unsuccessful then the dispute shall be finally settled by binding arbitration in Blaine County, Idaho, pursuant to the rules then applying of the American Arbitration Association and the laws of the State of Idaho. The decision or award in writing of the arbitrator shall be binding and conclusive on the parties to this Contract. The arbitrator shall have no power to award punitive or exemplary damages.

11. Miscellaneous Provisions.

- a. Paragraph Headings. The headings in this 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 of the provisions of the Contract.
- b. Provisions Severable. Every provision of this Contract is intended to be severable. If any term or provision hereof is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the Contract.
- c. Rights and Remedies are Cumulative. The rights and remedies provided by this Contract are cumulative and the use of any one right or remedy by any party shall not preclude nor waive its rights to use any or all other remedies. Any rights provided to the parties under this Contract are given in addition to any other rights the parties may have by law, statute, ordinance or otherwise.
- d. Successor and Assigns. This Contract and the terms and provision hereof shall inure to the benefit of and be binding upon the heirs, personal representatives, successors and assigns of the parties hereto.
- e. Entire Contract. This Contract contains the entire agreement between the parties respecting the matters herein set forth and supersedes all prior agreements between the parties hereto respecting such matters.
- f. Governing Law. This Contract shall be construed in accordance with the laws of the State of Idaho.
- g. Preparation of Contract. No presumption shall exist in favor of or against any party to this Contract as a result of the drafting and preparation of the document.
- h. No Waiver. No waiver of any breach by either party of the terms of this Contract shall be deemed a waiver of any subsequent breach of the Contract.

CONTRACT FOR SERVICES BETWEEN THE CITY OF SUN VALLEY, IDAHO AND
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- i. Amendment. No amendment of this Contract shall be effective unless the amendment is in writing, signed by each of the parties.
- j. Notices. Notices hereunder shall be by personal delivery or US Mail Certified/Return Receipt and shall be deemed effective upon such personal delivery or two (2) business days after mailing, whichever is later. Notices shall be provided as follows:

a. City: City of Sun Valley
P.O. Box 416
Sun Valley, ID 83353

b. SVMA: P.O. Box 4934
Ketchum, Idaho 83340

IN WITNESS WHEREOF, the parties hereto have executed this Contract as of the date first set forth above.

CITY OF SUN VALLEY, IDAHO

SUN VALLEY MARKETING ALLIANCE,
INC.

By: _____
Dewayne Briscoe, Mayor

By: _____
Its: _____

DATE: _____

DATE: _____

Attest:

Alissa Weber, City Clerk

DATE: _____

CONTRACT FOR SERVICES BETWEEN THE CITY OF SUN VALLEY, IDAHO AND
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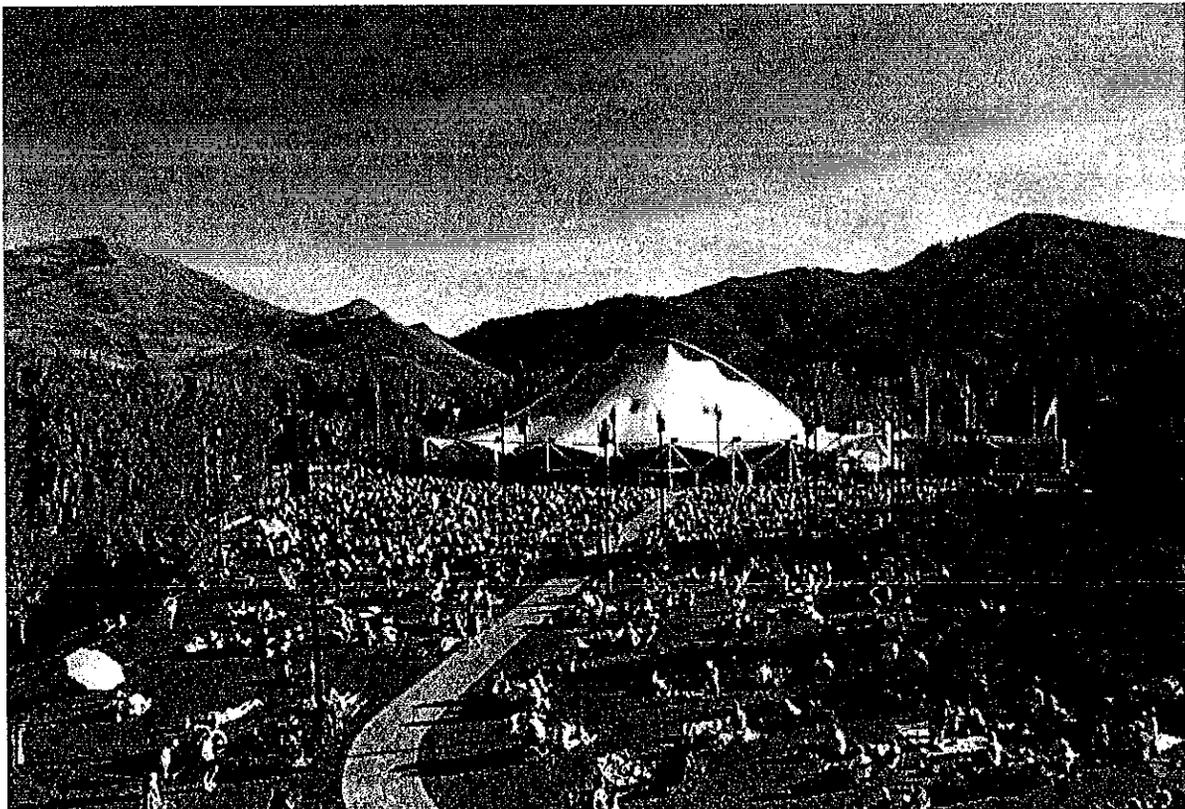
EXHIBIT A

Visit Sun Valley

Strategic and Operational Plan Summary

2014/15

September 2, 2014



Visit Sun Valley 2014/2015 Strategic Plan Summary

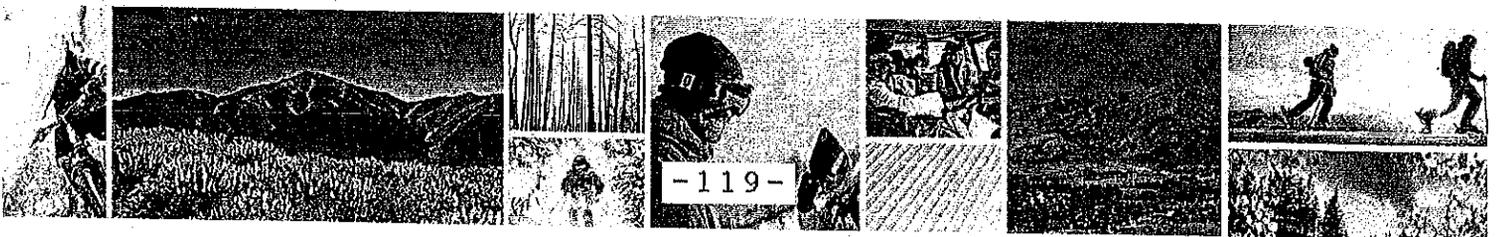
This document provides an overview of Visit Sun Valley's strategic and operational plan for 2014/15.

Introduction:

Since its inception, Visit Sun Valley has been working to position Sun Valley as a top of mind winter and summer destination for potential travellers from key target markets. These efforts have taken place with an extremely limited budget compared to our key competitors but they are starting to yield positive results. For example, this past year Sun Valley was named to thirteen top 10 lists of destinations to visit, including Ski Magazine, Powder Magazine, Smithsonian Magazine, USA Today, Fodor's Travel, Lonely Planet, Outside Magazine, Artplace, Huffington Post, Travel Guidepost, BuzzFeed and more. In addition, Visit Sun Valley has maintained a paid media presence in key target markets during this same time period. This has resulted in more people paying attention to what Sun Valley has to offer as evidenced by significant increases in website visits from all key target markets.

Visit Sun Valley approaches all marketing efforts with a consistent representation of the Sun Valley brand. The combination of brand characteristics that differentiates Sun Valley from its competitors is: active and athletic; pristine and untouched; spirited; unaffected and real; friendly and generous; locally-minded and culture conscious; steeped in history yet future focused.

In addition to ensuring that marketing efforts reflect the brand characteristics listed above, each seasonal or product campaign also clearly highlights the key selling points of Sun Valley over its competitors for that season or product. These selling points include: no lift lines or crowds on the mountain; 200+ miles of impeccably groomed Nordic trails; 400+ miles of flowy, crowd-free single track mountain biking; a unique combination of world class recreation paired with world class arts and culture. These product strengths are highlighted in an inspirational manner to create an emotional connection with the target audience that will ideally lead to consideration and trial. Once a visitor is inspired to include Sun Valley in their vacation plans, there is a good chance that they will become a repeat visitor. Sun Valley is very successful in securing repeat visitation and sits a full 10 points ahead of its competitors in this regard. The biggest challenge is therefore new business development and in particular, creating new demand in markets where the community is supporting air service contracts.



Situation:

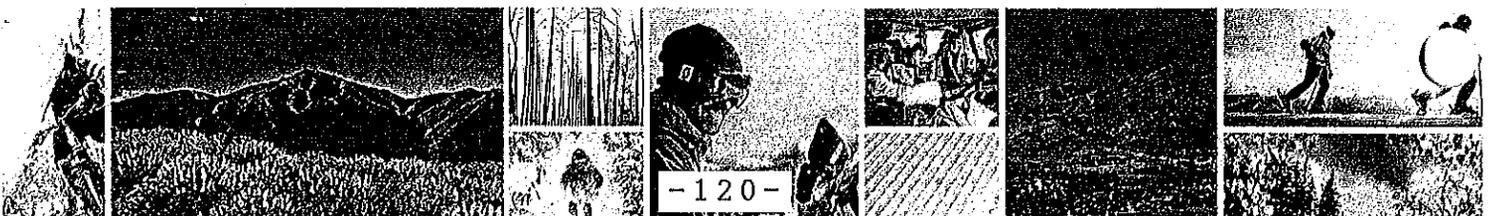
The most recent year has been one of both challenges and opportunities. The winter season was challenging due to a lack of snow, and in particular, the all-important early season snow that provides potential visitors with confidence in early booking.

There were also budgetary challenges over the past year that required some tough decisions. Boise had to be dropped as a winter market so that marketing could be directed to San Francisco in support of the new nonstop flight. Summer had to be dropped in favor of winter so that funds would not be diluted to the point of ineffectiveness. However, once the 1% tax passed and a contract was secured with the Air Service Board, funds became available for summer marketing in air service markets. In addition, the Visit Sun Valley board authorized the use of reserve funds to develop a regional summer/fall marketing campaign showcasing the area's feature events.

The marketing specific portion of the funds that are generated by the new 1% tax will be put entirely into external marketing activities. The current infrastructure and staffing level is sufficient that the organization is able to cover the increased workload without incurring additional overhead costs.

The core funding remains essential to overall operations and marketing. It also allows for a focus on the regional, drive market. A decrease in core funding will take away from the intent of the new tax – to grow the investment in marketing. As such, the efforts by the cities of Sun Valley and Ketchum to keep their investment whole is paramount to the overall success of the organization in driving increased visitation.

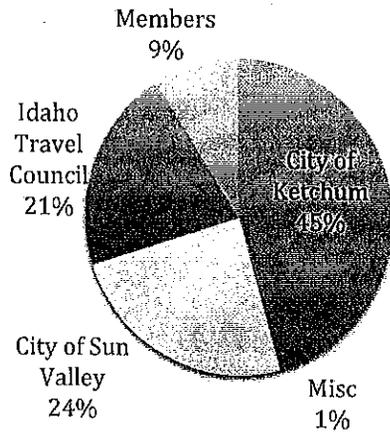
While these opportunities bode very well for the future, it is important to remember that it takes time to develop a new market and results may take 1-3 years to materialize. For example, this past winter, the marketing efforts in San Francisco resulted in a 1,000% increase in visits to the website from that market (and moved San Francisco into the number one spot for website visitors). However, not all of these website visitors booked their trips in the winter that they visited the website. Snow conditions factor very heavily into the decisions of winter travellers and we may not see some of these bookings until next winter.



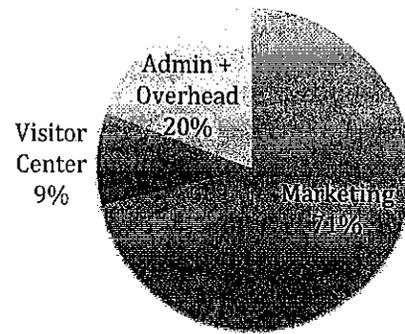
Budget and Financial Outlook:

The core budget for 2014/15 is confirmed at just over 1 million dollars (\$1,005,135). The sources of revenue are: \$450,00 from the City of Ketchum, \$244,625 (25% of LOT) from the City of Sun Valley, \$225,000 from the Idaho Travel Council, \$90,000 from membership dues and \$10,000 from miscellaneous revenue.

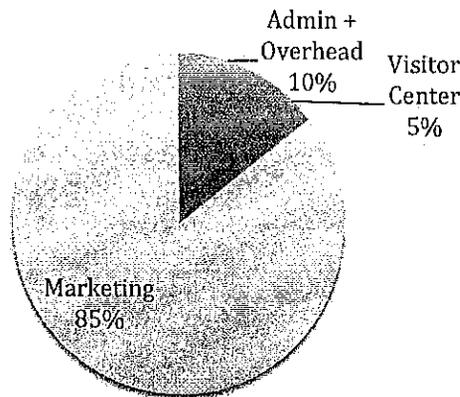
Sources of Revenue 2014/15



Budgeted Expenses 2014/15



Once the dedicated 1% funds are added, the marketing to administration ratio improves dramatically. The chart below assumes \$900,000 in additional funding from the new tax in 2014/15.



Target Markets:

Visit Sun Valley focuses on target markets based on geography, demographics and psychographics.

Geographic Target:

The determination of geographic markets is based on two key factors: budget and access. A relatively small budget determines the number of geographic markets that can be targeted, while access (air or drive) determines those markets most likely to visit and provide the greatest potential ROI.

As referenced earlier, the funds from the new 1% tax must be dedicated to air service markets. For winter 2014/15 and summer 2015 (pending confirmation of air service routes and frequency), those markets will be:

- Los Angeles, Seattle, San Francisco, Denver and New York

In addition to the air service markets, the core budget will also allow for coverage in the regional (drive markets) of Boise, Idaho Falls, Twin Falls and Salt Lake City.

Demographic (age) Target:

The demographic target is primarily focused on the 25 to 55 age group; however, the passions and interests of a potential visitor supersede any age criteria, as identified in the subsequent section.

Psychographic Target:

Psychographics refer to personality, values, attitudes, interests and lifestyles. For example, anyone who defines themselves as a skier/snowboarder/Nordic skier would be part of the target market, regardless of age. The following areas reflect Visit Sun Valley's primary focus. In general, the target market for summer is much broader than that of winter. People who travel to mountain resort destinations in the winter tend to be snowsports enthusiasts.

- Alpine skiers/snowboarders
- Mountain Bikers
- Nordic Skiers
- Summer/Shoulder - recreation and culture seekers; event goers



Mission, Vision, Goals and Objectives:

I. The mission of Visit Sun Valley is:

- To raise awareness of Sun Valley and increase visitor traffic from our target markets

II. The vision of Visit Sun Valley is:

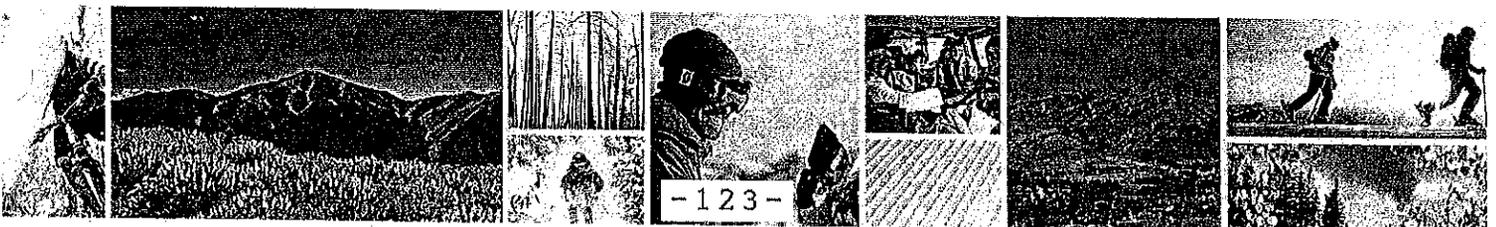
- Sun Valley will be recognized as a leader in mountain resort living and recreation

Overall Goals:

- To increase brand awareness and engagement
- To attract a younger demographic (25-55)
- To increase visitation (sales), particularly in the winter

Overall Objectives:

- To increase top-of-mind awareness amongst destination skiers in California from 1% to 3% and amongst Washington state skiers from 9% to 12%. This benchmark was set after the 2011/12 ski season and will be measured again after the 2014/15 ski season.
- To increase room nights sold by 3%
- To increase local option tax collected by 3%



Operational Plan Summaries

External Marketing:

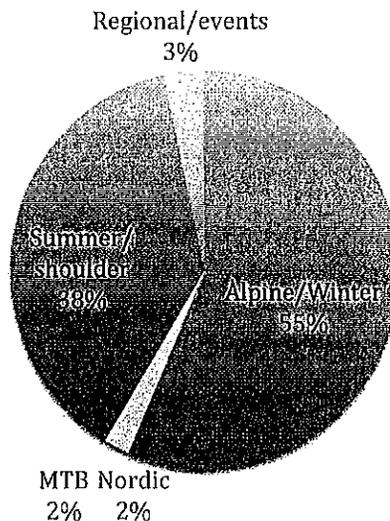
Visit Sun Valley's marketing budget must be split in several different ways. First, the budget is divided by product sector and corresponding season. It must further be divided by brand awareness efforts (long-term) and short-term transactional efforts in each of these categories. Finally, within these breakdowns of product, season, brand/tactical, the budget must also be split to address priority geographic target markets. This section considers both the core budget and the anticipated budget from the new 1% tax.

Advertising Budget by Product Sector

The majority of funds will be allocated to winter/alpine. Currently, winter visitation is 10 points below that of summer. Given the investment in winter infrastructure and the potential for more local spending by winter guests, there is significant opportunity to improve these winter results, particularly in light of the new nonstop seasonal flights.

Summer (recreation and culture) represents the next largest category; again, due to the support for the new seasonal flights. The niche campaigns (Nordic, Mountain Biking and Events) are significantly smaller due to a more limited focus (vertical sector focus for mountain biking and Nordic and regional focus for events). Still, all three niche campaigns reflect a small increase in budget over the previous year.

Advertising Budget by Product Sector

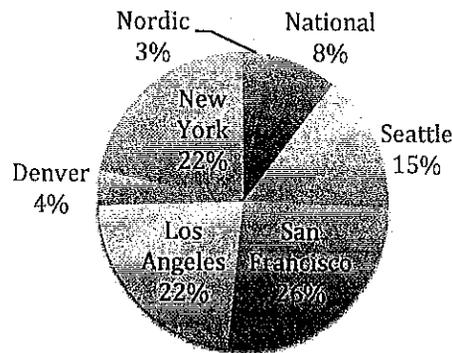


Advertising Budget by Geographic Market

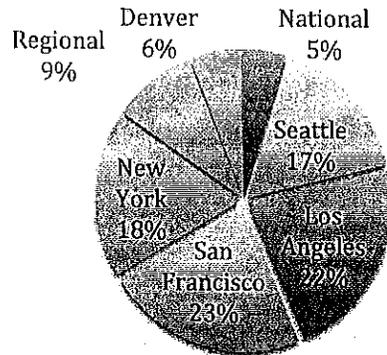
The geographic breakdown of Visit Sun Valley's advertising is a mix of location specific and niche specific markets. For example, when advertising in a ski/snowboard publication or website, those properties typically have a national reach. The following chart therefore includes "national" to reflect the vertical publications and websites, as well as pay per click advertising (PPC) and retargeting. The majority of the budget will be geo-targeted to focus on the air service markets.

The following preliminary charts are inclusive of both the core budget and the additional 1% funds.

Winter 2014/15 Advertising Budget by Geographic Market



Summer 2015 Advertising Budget by Geographic Market



As identified in the overarching goals, Visit Sun Valley must serve the dual purpose of inspiring and informing potential visitors of everything Sun Valley has to offer while at the same time trying to encourage immediate travel to the area. Given that Visit Sun Valley does not control a product or pricing, the transactional success depends in large part on the offerings of local businesses. Further, Visit Sun Valley can only promote an offer that is relevant to more than one member business. Typically, the role of a destination marketing organization is new business development or furthering the brand recognition of the destination. As such, the goal for the future should be to continue to increase brand awareness efforts relative to tactical advertising. This is particularly important in a destination such as Sun Valley where there is very little brand awareness advertising in the marketplace.

The bulk of Visit Sun Valley's advertising (80%) will be focused on digital media in order to maximize both the budget and measurement of results and to allow for flexibility in messaging (i.e. to reflect changes in snow conditions and prices). However, the goal is to utilize a mix of traditional and non-traditional media to best achieve the stated marketing goals within the allocated budget. Visit Sun Valley will also look to partnerships with industry partners and like-minded companies to extend the external reach of marketing programs (for example, the Idaho Travel Council, The Sun Valley Resort, local businesses, airlines, etc.).

Marketing Goals:

- To increase awareness of the breadth of Sun Valley product offerings
- To stand out from other mountain resorts through clear competitive differentiation
- To provide emotional and rational inspiration that leads to increased visitation

Marketing Objectives:

- To increase visits to www.visitsunvalley.com by a minimum of 10%
- To achieve click-through rates on digital campaigns of at least 2X the industry average
- To develop a minimum of 5 annual campaigns showcasing Sun Valley's unique offerings (alpine, Nordic, mountain biking, events and summer recreation/culture)

Public Relations

PR is a critical component of the marketing outreach for Visit Sun Valley. In order to leverage a relatively small budget, Visit Sun Valley needs to garner earned media to gain significant exposure. This can be done in a number of ways, including the following:



- A unique PR hook/campaign that draws attention to the destination in an unusual and compelling way. For example, the “Skip Town” promotion that was launched in the summer of 2012 focused on something that was both topical (connection of the virtual environment to the actual physical environment) and unique (nothing like this had been done before). This promotion resulted in an unprecedented 2.7 million dollars of PR coverage for Sun Valley along with exposure to a new and relevant audience (the tech crowd). To put this in perspective, the ad equivalency of this 5-day promotion nearly doubled the annual coverage for the area.
- Engaging in contests that select top towns/resorts for a specific activity (i.e. skiing). In 2013 Sun Valley waged a solid campaign for the Powder Magazine Ski Town Throwdown and the USA Today 10best contests. The results not only generated PR at the time but also led to other consideration from writers covering similar topics.
- Hosting editors and writers so that they experience the destination first hand. Again, a significant hook is required to compel both the visit and any resulting coverage.
- Ongoing outreach, including the development of personal relationships, dissemination of press releases, etc.

With limited resources available for PR, Visit Sun Valley must be extremely targeted with outreach and must engage community partners to ensure success for the area. This past winter, Visit Sun Valley was very successful with obtaining media coverage after hosting both individual writers and groups of writers. There was significant community and Idaho Travel Council support for the signature winter media familiarization (“fam”) trip. As a result, there was enough budget remaining to host a similar familiarization trip in the summer.

In the coming year, Visit Sun Valley will once again host both individual writers as well as groups of writers for seasonal fam trips. Partnerships with the community, the Sun Valley Resort and the Idaho Travel Council remain key to the success of these trips.

Public Relations Goals:

- To increase the visibility of Sun Valley in the media
- To increase earned media coverage of Sun Valley
- To increase relationships with a diverse range of media as related to Sun Valley’s broad product offering
- To influence perceptions of Sun Valley



Public Relations Objectives:

- To secure one major piece of coverage in each nonstop fly market – Seattle, Los Angeles, San Francisco and Denver
- To secure two major pieces of coverage in winter-oriented outlets
- To secure two major pieces of coverage in bike/outdoor outlets
- To secure one major piece of coverage in a mainstream media outlet
- To increase arts and culture media contacts by 10%
- To secure one major piece of coverage featuring a signature Sun Valley event

Social Media

Social media provides an excellent platform for visitors to share their experiences and pass along positive word of mouth to potential visitors. Sun Valley's followers tend to be highly engaged and are great ambassadors for the area. Visit Sun Valley's social media program consists of Facebook, Twitter, Pinterest, Instagram, Google+ and the Searching for Sun Valley blog.

Facebook continues to be the primary focus for Visit Sun Valley's efforts. The strategy of working together with the Sun Valley Resort has been very effective as it provides one point of contact for visitors interested in Sun Valley and avoids duplication of efforts. Numbers continue to grow at a steady, albeit slower, pace. Recent changes to Facebook for businesses have introduced new challenges in ensuring our audience is exposed to our content. As a result, more funds will need to be dedicated to promoted posts in the coming year.

The Searching for Sun Valley blog will continue to showcase stories and imagery that reveal the unique and interesting character of Sun Valley. Certain local writers and photographers have proven to be a great fit for the blog and we will continue to use their services. As with Facebook, the Searching for Sun Valley blog is shared with the Sun Valley Resort. The Sun Valley Resort also has their own blog that focuses more on resort products and services.

The other properties remain Visit Sun Valley properties. Over the past year, more emphasis was placed on Twitter, with a corresponding increase in the number of followers. Twitter as well as Pinterest, Instagram, Google+ and the blog will all receive increased focus in 2014/15. The challenge will be to continue to populate these properties with engaging, interesting content to keep the momentum going. The new social media aggregator on the website will continue to provide a platform for showcasing social media content on the website, and for driving traffic from social media back to the website.



this needs to be a community-wide effort, ideally including the Sun Valley Resort, the City of Sun Valley and the City of Ketchum.

For the first time in 2014, a regional events co-op campaign was created to showcase the featured events as a reason to visit Sun Valley in the summer and fall. The budget for this first time campaign was quite small, but the intent is to grow this effort to showcase more events, by genre, and to increase coverage in the regional/drive market (and the fly market, when appropriate).

Event Tourism Goals:

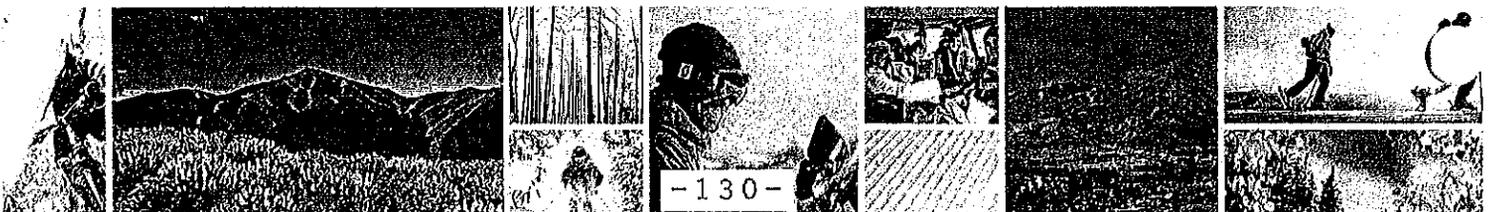
- Use events as a hook to increase interest in Sun Valley – both direct to consumer and via the media
- Act as the first point of contact for large events that express an interest in Sun Valley (reactive)
- Increase outreach efforts to potential event producers to fill in event timing and genre gaps (proactive)

Event Tourism Objectives:

- Identify 5 potential events that are consistent with the Sun Valley brand and connect with these event producers to position Sun Valley as an ideal location for their events
- Work with a minimum of 10 local event producers (based on the events with either the greatest attendance or the strongest PR hook) to promote their signature events externally to grow visitation

Visitor Services:

Visit Sun Valley currently operates the Visitor Center using both new technology and personal assistance to visitors via paid staff. As the use of technology continues to increase as a means of obtaining destination information both prior to arrival and in the destination via smart phones, the use of visitor centers everywhere has been declining. In 2013/14, an analysis was done to evaluate the ROI on the current visitor center as related to the number of visitors that are currently served. This analysis showed that the dedicated space of 1,000 square feet was far more than what was required to serve the 10,000 annual visitors that we receive. The cost of serving a visitor under this model was \$9.00 per visitor, as compared to the US average of \$2.68 per visitor.



As a result of the analysis and the rising common area maintenance costs, Visit Sun Valley reached an agreement with the Ketchum Urban Renewal agency (KURA) to reduce the amount of space that is leased in the building from 1,000 square feet to 200 square feet, dependent on the KURA securing a tenant for the remaining space.

In addition to the physical Visitor Center, there are other mechanisms in place to serve potential visitors. These include a "Contact Us" form on the website, the 1-800 number and a "Live Chat" function that allows visitors to ask questions real-time with a Visitor Center Agent. Visit Sun Valley also has a mobile version of it's website intended to provide easy to access information about the destination for those here on the ground.

Visitor Services Goals:

- To continue to identify new and innovative ways of meeting visitor needs both prior to arrival and in Sun Valley
- To provide exceptional customer service to all visitors and potential visitors
- To showcase member businesses and services to meet visitor needs (as well as non-member businesses, where/when applicable)

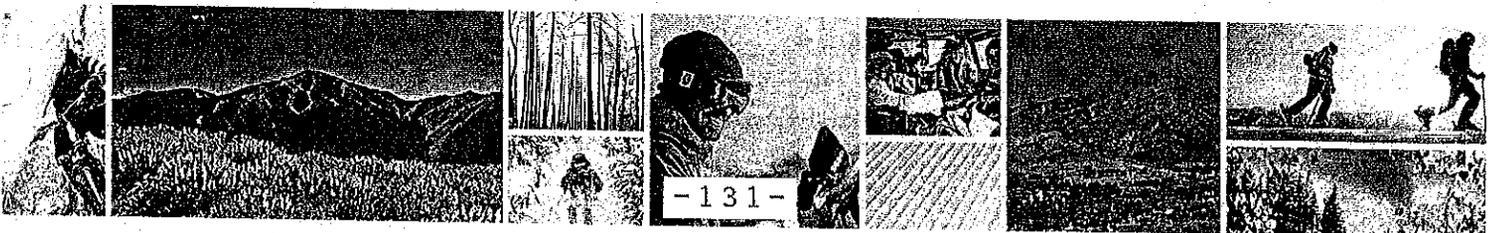
Visitor Services Objectives:

- To operate the Visitor Center year-round; 365 days per year
- To respond to "Contact Us" visitor emails within 24 hours of receipt on Monday through Friday and within 48 hours of receipt for emails received on Saturday and Sunday
- To operate the "Live Chat" for a minimum of 8 hours per day on Monday through Friday

Member Services:

Membership for Visit Sun Valley has been growing steadily over the past few years – from 242 to 2011/12 to 302 in 2012/13 to 325 in 2014/15. However, in an effort to further increase the participation of the local business community, the membership dues structure has been revised for 2014/15. For all categories, rates will be lowered. As well, new categories will be added for those who receive fewer benefits. The hope is that any loss in revenue from the new rate structure will be offset by additional memberships.

In addition to restructuring the membership dues, other efforts to maintain and increase membership will also be continued. Member communication and outreach will be essential and will include greater involvement by the advisory committee.



Member Services Goals:

- To retain existing members and attract new members
- To increase member engagement

Member Services Objectives:

- To increase the number of members by 8% by the end of September 2015 (from 325 to 350)
- To retain 90% of the existing 325 members
- To increase member open rate of weekly newsletter from 33% to 38%
- To increase attendance at member meetings by 10%
- To increase member feedback and participation at the quarterly community meetings and annual listening sessions

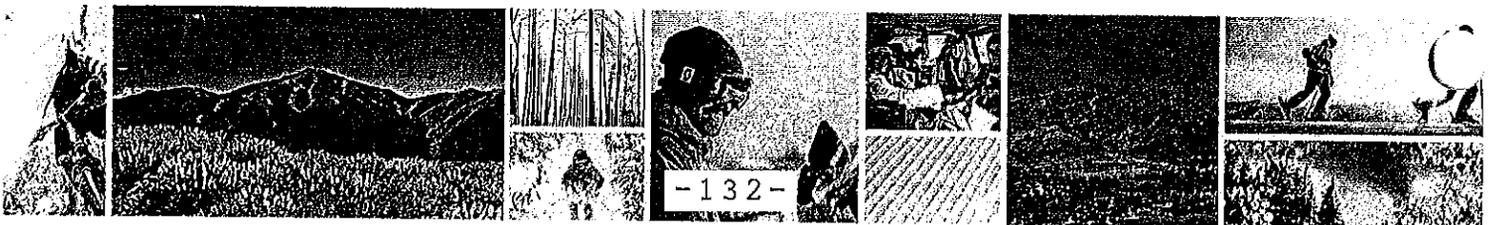


EXHIBIT B

Visit Sun Valley 2014/2015 Performance Tracking - Exhibit B

Measure	Actuals @ 9.30.13	Actuals @9.30.14	Target for 9.30.15	Target increase (% or pts)	Actuals YTD	Progress towards target	Source of Measurement
1. Sales Indicators							
Local Option Tax - SV/Ketchum	3,022,900			+3%			City Data
Add'l 1% LOT	N/A						City Data
Skier Visits	386,782	348,269	400,000	+15%			SVR - target to reflect SVR goals
Room Nights Sold, Winter (Nov-Apr)	100,107	101,209	104,245	+3%			Member Hotels
Room Nights Sold, Summer (May-Oct)	149,478	TBC	TBC	TBC			Member Hotels
Total Enplanements	51,392	TBC	TBC	TBC			Freidman Memorial Airport
Estimated # of Visitors	273,350	TBC	TBC	TBC			Various - compiled by VSV
Estimated # of Visitors - Winter	123,872	131,768	135,721	+3%			Various - compiled by VSV
Estimated # of Visitors - Summer	149,478	TBC	TBC	TBC			Various - compiled by VSV
2. Brand Engagement							
Facebook Fans	51,750			+10%			Internal
Twitter Followers	3,600			+10%			Internal
Instagram	980			+10%			Internal
Website Visits	222,539	315,000 (est)	350,000	+11%			Google Analytics
3. Internal							
Membership	304	325	350	+8%			Internal

EXHIBIT B
[In Clerk's Confidential Files]

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CITY OF SUN VALLEY RESOLUTION 2014-20

A RESOLUTION OF THE CITY OF SUN VALLEY AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT FOR SERVICES WITH THE BLAINE COUNTY HOUSING AUTHORITY

WHEREAS, the City of Sun Valley desires to enter into an agreement with Blaine County Housing Authority (BCHA), an Idaho housing authority, to provide services related to the City's workforce housing needs and for the development and preservation of community housing for low-to moderate-income households; and

WHEREAS, the City of Sun Valley and BCHA have agreed to the terms and conditions of the Contract for Services, a copy of which is attached hereto in "Exhibit 1"; and

WHEREAS, the City of Sun Valley desires transparency in the expenditure of public funds, Blaine County Housing Authority discloses employee salary and benefit information, a copy of which is attached hereto as "Exhibit 2."

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUN VALLEY, IDAHO, that the City of Sun Valley approves the Contract for Services between the City of Sun Valley and Blaine County Housing Authority and that the Mayor is authorized to execute the attached Agreement,

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

Dewayne Briscoe, Mayor

Alissa Weber, City Clerk

EXHIBIT 1

**AGREEMENT BETWEEN THE CITY OF SUN VALLEY AND THE BLAINE COUNTY
HOUSING AUTHORITY**

THIS CONTRACT made and entered into this the 1st day of October, 2014~~1st day of October, 2013~~~~2014~~, by and between the CITY OF SUN VALLEY, IDAHO, a municipal corporation (hereinafter referred to as "the City") and the BLAINE COUNTY HOUSING AUTHORITY, an Idaho housing authority (hereinafter referred to as "BCHA").

FINDINGS

1. The City is a municipal corporation duly organized and existing under the laws of the State of Idaho.
2. BCHA is an Idaho independent public body, corporate and politic, duly organized and operating under the laws of the State of Idaho.
3. BCHA has proposed to the City to provide services related to the City's workforce housing needs and for the development and preservation of community housing for low- to moderate-income households. BCHA provided the City with its Scope of Services, attached hereto as Exhibit "A," and operating and program budget for FY 2014~~5~~ BCHA operations and services, attached hereto as Exhibit "B".
4. BCHA, in its budget, identified that funding will be required beyond the fees received by BCHA on the sale of deed restricted properties to carry out the proposed work, and in that budget identified the requested funding for Contract for Services needed from Blaine County jurisdictions to compensate BCHA.
5. Pursuant to Idaho Code §§ 50-301 and 50-302, the City is empowered to enter into contracts and take such steps as are reasonably necessary to maintain the peace, good government and welfare of the city.
6. It is the intention of the City to contract with BCHA to provide such services for consideration as hereinafter provided.
7. BCHA desires to enter into a Contract with the City to provide such services all as hereinafter provided.

NOW, THEREFORE, the parties hereto covenant and agree as follows:

1. **SERVICES TO BE PROVIDED.** BCHA agrees to provide those services described in Exhibit "A", as an independent contractor.
2. **TERM.** The term of this Contract shall commence on October 1, 2013~~4~~, and shall terminate on the 30th day of September, 2014~~5~~.

3. CONSIDERATION. In consideration for providing the professional services as herein provided, the City agrees to pay to BCHA the total sum of \$180,000 (EIGHTEEN THOUSAND DOLLARS) payable in two installments: the first 50% in the amount of \$59,000 on or before October 31, 2013~~4~~; and the second 50% in the amount of \$2,500-~~59,000~~ on or before April 1, 2014~~5~~. The estimated total revenues and expenditures for providing these services on a regional basis are presented in the BCHA approved budget Exhibit "B".

4. REPORTING. The BCHA shall provide two reports annually on the services funded through this Contract. The reports shall be delivered on or before April 30, 2013~~5~~, and on or before November 15, 2014~~5~~, after the end of the fiscal year.

5. TERMINATION. Notwithstanding any contrary provision of this Contract, either party may terminate this Contract effective upon thirty (30) days written notice to the other for any reason or no reason.

6. NOTICES. All notices to be served pursuant to this Contract or which are served with regard to this Contract shall be sent by general mail to the parties at the following addresses:

The City:
City Administrator
City of Sun Valley
Post Office Box 416
Sun Valley, ID 83353

BCHA:
Executive Director
BCHA
Post Office Box 4045
Ketchum, ID 83340

7. EQUAL EMPLOYMENT OPPORTUNITY. BCHA covenants and agrees that it shall not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin.

8. TERMINATION. In addition to the termination provision of paragraph 5 above, the parties agree that in the event BCHA fails, refuses or is unable to provide the services set forth herein, the same shall constitute a default under the terms of this Contract, and that the City shall have the power to terminate this Contract upon two (2) days' written notice to BCHA. Furthermore, this Contract shall be terminable by the City upon five (5) days' written notice if BCHA is adjudicated bankrupt, or subject to the appointment of a receiver, or has any of its property attached, or becomes insolvent, or is unable to pay its debts as the same become due.

9. NONASSIGNMENT. This Contract, in whole or in part, shall not be assigned or transferred by BCHA to any other party except upon the prior written consent of the City and approved by the Sun Valley City Council.

10. HOLD HARMLESS. Any contractual obligation entered into or assumed by BCHA, or any liability incurred by reason of personal injury and/or property damage in connection with or arising out of BCHA's obligations pursuant to this Contract shall be the sole responsibility of BCHA, and BCHA covenants and agrees to indemnify and hold the City harmless from any and all claims or causes of action arising out of BCHA's activities and

obligations as set forth hereinabove, including, but not limited to, personal injury, property damage and employee complaints.

11. ENTIRE CONTRACT. This Contract contains the entire agreement between the parties hereto and shall not be modified or changed in any manner, except by prior written agreement executed by the parties hereto. If any term or provision of this Contract or application thereof shall be declared invalid or unenforceable by a court of competent jurisdiction, the remainder of this Contract shall not be affected thereby and shall remain in full force and effect.

13. SUCCESSION. This Contract shall be binding upon all successors in interest of either party hereto.

15. LAW OF IDAHO. This Contract shall be construed in accordance with the laws of the State of Idaho.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed on the day and years first written above.

BLAINE COUNTY HOUSING AUTHORITY

CITY OF SUN VALLEY

By _____
David Patrie
Executive Director

By _____
Dewayne Briscoe
Sun Valley Mayor

ATTEST:

By _____
Alissa Weber
Sun Valley City Clerk

**AGREEMENT BETWEEN THE CITY OF SUN VALLEY AND THE BLAINE COUNTY
HOUSING AUTHORITY**

THIS CONTRACT made and entered into this the _____ day of October, 2014 by and between the CITY OF SUN VALLEY, IDAHO, a municipal corporation (hereinafter referred to as "the City") and the BLAINE COUNTY HOUSING AUTHORITY, an Idaho housing authority (hereinafter referred to as "BCHA").

FINDINGS

1. The City is a municipal corporation duly organized and existing under the laws of the State of Idaho.

2. BCHA is an Idaho independent public body, corporate and politic, duly organized and operating under the laws of the State of Idaho.

3. BCHA has proposed to the City to provide services related to the City's workforce housing needs and for the development and preservation of community housing for low- to moderate-income households. BCHA provided the City with its Scope of Services, attached hereto as Exhibit "A," and operating and program budget for FY 2015 BCHA operations and services, attached hereto as Exhibit "B".

4. BCHA, in its budget, identified that funding will be required beyond the fees received by BCHA on the sale of deed restricted properties to carry out the proposed work, and in that budget identified the requested funding for Contract for Services needed from Blaine County jurisdictions to compensate BCHA.

5. Pursuant to Idaho Code §§ 50-301 and 50-302, the City is empowered to enter into contracts and take such steps as are reasonably necessary to maintain the peace, good government and welfare of the city.

6. It is the intention of the City to contract with BCHA to provide such services for consideration as hereinafter provided.

7. BCHA desires to enter into a Contract with the City to provide such services all as hereinafter provided.

NOW, THEREFORE, the parties hereto covenant and agree as follows:

1. SERVICES TO BE PROVIDED. BCHA agrees to provide those services described in Exhibit "A", as an independent contractor.

2. TERM. The term of this Contract shall commence on October 1, 2014, and shall terminate on the 30th day of September, 2015.

3. CONSIDERATION. In consideration for providing the professional services as herein provided, the City agrees to pay to BCHA the total sum of \$18,000 (EIGHTEEN THOUSAND DOLLARS) payable in two installments: the first 50% in the amount of \$9,000 on or before October 31, 2014; and the second 50% in the amount of \$9,000 on or before April 1, 2015. The estimated total revenues and expenditures for providing these services on a regional basis are presented in the BCHA approved budget Exhibit "B".

4. REPORTING. The BCHA shall provide two reports annually on the services funded through this Contract. The reports shall be delivered on or before April 30, 2015, and on or before November 15, 2015, after the end of the fiscal year.

5. TERMINATION. Notwithstanding any contrary provision of this Contract, either party may terminate this Contract effective upon thirty (30) days written notice to the other for any reason or no reason.

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The City:
City Administrator
City of Sun Valley
Post Office Box 416
Sun Valley, ID 83353

BCHA:
Executive Director
BCHA
Post Office Box 4045
Ketchum, ID 83340

7. EQUAL EMPLOYMENT OPPORTUNITY. BCHA covenants and agrees that it shall not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin.

8. TERMINATION. In addition to the termination provision of paragraph 5 above, the parties agree that in the event BCHA fails, refuses or is unable to provide the services set forth herein, the same shall constitute a default under the terms of this Contract, and that the City shall have the power to terminate this Contract upon two (2) days' written notice to BCHA. Furthermore, this Contract shall be terminable by the City upon five (5) days' written notice if BCHA is adjudicated bankrupt, or subject to the appointment of a receiver, or has any of its property attached, or becomes insolvent, or is unable to pay its debts as the same become due.

9. NONASSIGNMENT. This Contract, in whole or in part, shall not be assigned or transferred by BCHA to any other party except upon the prior written consent of the City and approved by the Sun Valley City Council.

10. HOLD HARMLESS. Any contractual obligation entered into or assumed by BCHA, or any liability incurred by reason of personal injury and/or property damage in connection with or arising out of BCHA's obligations pursuant to this Contract shall be the sole responsibility of BCHA, and BCHA covenants and agrees to indemnify and hold the City harmless from any and all claims or causes of action arising out of BCHA's activities and

obligations as set forth hereinabove, including, but not limited to, personal injury, property damage and employee complaints.

11. ENTIRE CONTRACT. This Contract contains the entire agreement between the parties hereto and shall not be modified or changed in any manner, except by prior written agreement executed by the parties hereto. If any term or provision of this Contract or application thereof shall be declared invalid or unenforceable by a court of competent jurisdiction, the remainder of this Contract shall not be affected thereby and shall remain in full force and effect.

13. SUCCESSION. This Contract shall be binding upon all successors in interest of either party hereto.

15. LAW OF IDAHO. This Contract shall be construed in accordance with the laws of the State of Idaho.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed on the day and years first written above.

BLAINE COUNTY HOUSING AUTHORITY

CITY OF SUN VALLEY

By _____
David Patrie
Executive Director

By _____
Dewayne Briscoe
Sun Valley Mayor

ATTEST:

By _____
Alissa Weber
Sun Valley City Clerk

EXHIBIT A

Blaine County Housing Authority
Scope of Services – City of Sun Valley
Exhibit A

1. Asset Management:

- a. Manage the BCHA inventory of for-sale and rental Community Housing for low to moderate income households, which currently includes eight (8) Community Homes within Sun Valley and ninety-four (94) ownership and rental units county-wide that are available to city and other Sun Valley business employees.

Asset management includes, but is not limited to:

- i. monitoring occupancy and other occupant activity to ensure compliance with the applicable BCHA deed covenants at least once each annum;
 - ii. preserving housing stock by ongoing monitoring and enforcement as necessary; and
 - iii. providing referrals to counseling and consulting services to minimize any loss of community housing owners due to payment problems.
- b. Provide Notices of Intent to Sell (or Rent) in a timely manner and work closely with potential buyers from pre-qualification counseling through closing to facilitate quick sales and re-sales and/or rental, as applicable.

2. Database Management:

- a. Maintain accurate, up-to-date database of qualified low to moderate income applicants for BCHA, ARCH Community Housing Trust, and other jurisdiction managed community housing. Update applicant information annually on a quarterly schedule to keep database current.
- b. Match buyers and renters to available Community Housing units, including re-sales, managed by BCHA as well as those managed by ARCH and other organizations or governmental entities.
- c. Provide data regarding the applicant database to the County, cities, developers and civic organizations requesting assistance in planning and allocating community housing. This demographic information will be useful as new developments are being planned. Fees to cover BCHA staff time for analysis of the requested information may be charged to the City.

3. Conduct an annual review of the city's housing benefit:

- a. BCHA will conduct an annual review of the City's housing benefit provided to qualified employees, currently a total of two (2) employees. BCHA keeps current and historical rental data for the north and south valley markets. We use this data to analyze current conditions, identify trends and to predict possible changes in

the market. We also keep current data provided by the Sun Valley Board of Realtors including average and median home prices in the county's distinct markets.

- b. With pertinent information provided by the city, BCHA will analyze employee income, local housing and utility costs compared to widely accepted affordability standards. We will use this analysis to make recommendations to the Mayor and Council regarding an appropriate level of housing benefit.

EXHIBIT B

BCHA FY 2015 Budget - Adopted, 2014-09-17

BCHA OPERATING and PROGRAM BUDGET	FY 2012 Actual	FY 2013 Original	FY 2013 Amended	FY 2013 Actual	FY 2014 Original	FY 2014 Amended	FY 2014 Actual	FY 2015 Adopted
Income								9/17/2014
CH Administrative Fees	\$5,430	\$18,750	\$18,750	\$22,845	\$18,750			\$18,750
Contracts for Services	\$141,115	\$147,465	\$147,465	\$147,500	\$152,500			\$160,500
Grant Income		\$31,500	\$0	\$7,270	\$14,100			\$5,000
Other / New Income								\$6,950
Rental Mgmt Income		\$0	\$5,350	\$3,595	\$15,301			\$16,500
Interest Income	\$275	\$350	\$350	\$255	\$300			\$300
Total Income	\$146,820	\$198,065	\$171,915	\$181,465	\$200,951	\$0	\$0	\$208,000
Expenses								
Payroll & Benefit Expenses								
Salary: Executive Director	\$55,000	\$60,900	\$60,900	\$60,530	\$65,000			\$67,600
Salary: Program Administrator	\$36,865	\$44,660	\$36,000	\$35,955	\$47,000			\$48,900
Salary: Part-time Staff Assistant								\$6,000
Sub Total Payroll/Benefit Expenses	\$19,545	\$27,323	\$27,063	\$19,210	\$25,950			\$25,630
Total Payroll Expenses	\$111,410	\$132,883	\$123,963	\$115,695	\$137,950	\$0	\$0	\$148,130
Capital Outlay								
Community Home Purchase	\$0	\$0	\$78,000		\$0			\$0
Computer Equipment	\$300							
Office Furniture								
Capital Outlay Sub-total	\$300	\$0	\$78,000	\$0	\$0	\$0	\$0	\$0
General and Administrative								
Ads	\$240	\$500	\$500	\$205	\$500			\$500
Audit & Bookkeeping	\$3,260	\$0	\$0	\$560	\$3,600			\$250
Computer Equipment		\$500	\$500		\$1,200			\$1,000
Computer Expenses	\$765	\$900	\$900	\$885	\$1,000			\$2,500
Contract Labor	\$2,415	\$5,000	\$3,000	\$2,975	\$5,000			\$2,000
Dues & Subscriptions & Credentials	\$555	\$500	\$500	\$525	\$2,275			\$6,000
HOA Dues	\$0	\$0	\$0	\$820	\$5,880			\$3,000
Legal & Professional	\$470	\$5,000	\$1,500	\$555	\$5,000			\$2,100
Liability Insurance	\$2,815	\$2,550	\$2,550	\$1,900	\$2,080			\$900
Meals & Entertainment	\$660	\$600	\$600	\$615	\$750			\$1,600
Mileage Reimbursement	\$1,565	\$1,400	\$1,000	\$1,150	\$1,100			\$3,500
Office Expenses	\$2,475	\$3,200	\$3,700	\$4,220	\$4,500			\$12,570
Postage & Delivery	\$340	\$470	\$470	\$225	\$0			\$400
Rent	\$4,800	\$7,800	\$9,000	\$8,980	\$11,700			\$4,000
Repairs		\$500	\$500	\$230	\$750			
Telephone & Internet/Website expenses	\$3,830	\$3,700	\$3,200	\$3,905	\$4,000			
Utilities	\$640.00	\$1,350.00	\$500	\$435.00	\$0.00			
G & A Sub-Total	\$24,830	\$33,970	\$28,420	\$27,985	\$49,335	\$0	\$0	\$40,320

BCHA FY 2015 Budget - Adopted, 2014-09-17

BCHA OPERATING and PROGRAM BUDGET	FY 2012 Actual	FY 2013 Original	FY 2013 Amended	FY 2013 Actual	FY 2014 Original	FY 2014 Amended	FY 2014 Actual	FY 2015 Adopted
Program Budgets:								9/17/2014
CHAMP - Community Housing Asset Management Program	\$685	\$6,450	\$3,000	\$3,175	\$7,000		pending	\$6,000
CHIP - Community Housing Initiative	\$3,510	\$8,800	\$4,000	\$3,505	\$5,000			\$5,000
Capacity - Building Capacity for the Future	\$640	\$10,250	\$3,000	\$3,505	\$9,000			\$4,750
Programs Sub-Total	\$4,835	\$25,500	\$10,000	\$10,185	\$21,000	\$0	\$0	\$15,750
Sub-Total Expense	\$141,375	\$192,353	\$240,383	\$153,865	\$208,285	\$0	\$0	\$204,200
Operating Contingency		\$5,710	\$5,710	\$2,215	\$5,687			\$3,800
Total Expense	\$141,375	\$198,063	\$246,093	\$156,080	\$213,972	\$0	\$0	\$208,000
Income less Expenses	\$5,445	\$2	(\$74,178)	\$25,385	(\$13,021)	\$0	\$0	\$0
Contract for Service Income								
Blaine County	\$63,650	\$70,000		\$70,000	\$70,000	\$70,000	\$70,000	\$70,000
City of Ketchum	\$70,000	\$70,000		\$70,000	\$70,000	\$70,000	\$70,000	\$70,000
City of Sun Valley	\$5,000	\$4,965		\$5,000	\$10,000	\$10,000	\$10,000	\$18,000
City of Bellevue	\$6,000	\$2,500		\$2,500	\$2,500	\$2,500	\$2,500	\$0
City of Hailey								\$2,500
	\$144,650	\$147,465	\$0	\$147,500	\$152,500	\$152,500	\$152,500	\$160,500



BCHA FY 2015 Budget - Adopted, 2014-09-17

CHAMP	Community Housing Asset Management Program	Associated strategies
CHU marketing & Outreach	Direct costs of flyers, print ads, radio, real estate magazines	\$5,000
Develop Maintenance Standards and Checklist to use at the time an owner expresses an interest in selling a unit.	The checklist would be used to determine if deductions from the maximum sale price are necessary.	\$1,000
	Sub-Total	\$6,000

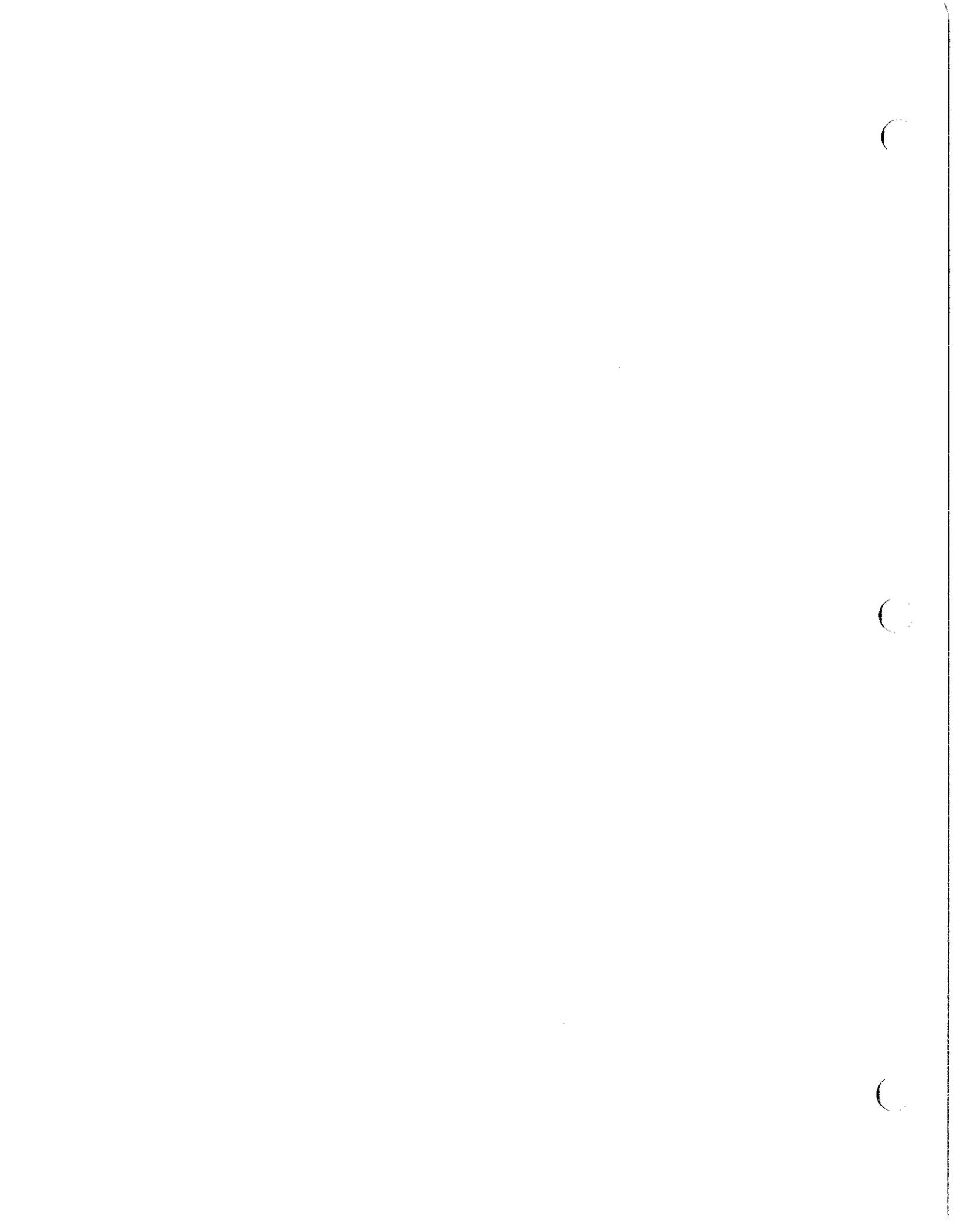
BCHA FY 2015 Budget - Adopted, 2014-09-17

CHIP	Community Housing Initiative Program		
Develop, fund and implement a rental assistance program.	Primary use is temporary lending program to help with security deposits and bridge loans. The bridge loans can be thought of in terms of a small business going to a bank for loans to fund their business during slack. Like businesses, many workers loose revenue during slack and need "gap financing" until they are able to work more hours.	\$3,000	Commitment to Mission, Goal IV(A): Assist as many low to moderate income households as feasible to secure safe affordable housing in Blaine County. Strategy 2. Work with community leaders to evaluate and develop appropriate funding options that will create more housing opportunities for those households who are in the low to moderate income categories.
Develop a case management and HUD certified counseling program.	Blaine County does not have many HUD Certified counseling services available. We will identify ways to make these types of services to Blaine County residents through research, gaining credentials and forming partnerships.	\$1,000	Commitment to Mission, Goal I(B) Provide highest quality service and communications to community home owners and tenants. Strategy 3. Determine needs/interests of community home owners and tenants and create programs/services to meet these needs.
Explore lease-to-own programs.	This is a homeownership tool that warrants more research into successful programs as well as the pitfalls and drawbacks.	\$500	Commitment to Mission, Goal I(B) Provide highest quality service and communications to community home owners and tenants. Strategy 3. Determine needs/interests of community home owners and tenants and create programs/services to meet these needs.
Help employers understand, develop and implement Employer Assisted Housing programs.	Much like the report BCHA did for Sun Valley.	\$500	Commitment to Mission, Goal III(B): Increase public's awareness and understanding of available community housing programs. Strategy 3. Utilize survey information to identify local employers that either offer or wish to offer housing assistance to support employee retention; analyze response rate to determine if formal employer-assisted housing program is warranted
	Sub-Total	\$5,000	

EXHIBIT 2

BCHA FY 2015 Budget - Adopted, 2014-09-17

BCHA OPERATING and PROGRAM BUDGET	FY 2012 Actual	FY 2013 Original	FY 2013 Amended	FY 2013 Actual	FY 2014 Original	FY 2014 Amended	FY 2014 Actual	FY 2015 Adopted
Income								9/17/2014
CH Administrative Fees	\$5,430	\$18,750	\$18,750	\$22,845	\$18,750	none		\$18,750
Contracts for Services	\$141,115	\$147,465	\$147,465	\$147,500	\$152,500			\$160,500
Grant Income		\$31,500	\$0	\$7,270	\$14,100		\$0	\$5,000
Other / New Income		\$0	\$5,350	\$3,595	\$15,301			\$6,950
Rental Mgmt Income	\$275	\$350	\$350	\$255	\$300			\$16,500
Interest Income								\$300
Total Income	\$146,820	\$198,065	\$171,915	\$181,465	\$200,951	\$0	\$0	\$208,000
Expenses								
Payroll & Benefit Expenses								
Salary, Executive Director	\$55,000	\$60,900	\$60,900	\$60,530	\$65,000			\$67,600
Salary, Program Administrator	\$36,865	\$44,660	\$36,000	\$35,955	\$47,000			\$48,900
Salary, Parttime Staff Assistant								\$6,000
Sub Total Payroll/Benefit Expenses	\$19,545	\$27,323	\$27,063	\$19,210	\$25,960			\$25,630
Total Payroll Expenses	\$111,410	\$132,883	\$123,963	\$115,695	\$137,950			\$148,130
Capital Outlay								
Community Home Purchase	\$0	\$0	\$78,000		\$0	\$0	\$0	\$0
Computer Equipment	\$300	\$0	\$0		\$0	\$0	\$0	\$0
Office Furniture								
Capital Outlay Sub-total	\$300	\$0	\$78,000		\$0	\$0	\$0	\$0
General and Administrative								
Ads	\$240	\$500	\$500	\$205	\$500			\$600
Audit & Bookkeeping	\$3,260	\$0	\$0	\$660	\$3,600			\$250
Computer Equipment		\$500	\$500		\$1,200			\$1,000
Computer Expenses	\$765	\$900	\$900	\$885	\$1,000			\$2,500
Contract Labor	\$2,415	\$5,000	\$3,000	\$2,975	\$5,000			\$2,500
Dues & Subscriptions & Credentials	\$555	\$500	\$500	\$325	\$2,275			\$2,000
HOA Dues	\$0	\$0	\$0	\$820	\$5,880			\$6,000
Legal & Professional	\$470	\$5,000	\$1,500	\$555	\$5,000			\$3,000
Liability Insurance	\$2,815	\$2,550	\$2,550	\$1,900	\$2,080			\$2,100
Meals & Entertainment	\$960	\$600	\$600	\$615	\$750			\$900
Mileage Reimbursement	\$1,565	\$1,400	\$1,000	\$1,150	\$1,100			\$1,600
Office Expenses	\$2,475	\$3,200	\$3,700	\$4,220	\$4,500			\$3,500
Postage & Delivery	\$340	\$470	\$470	\$225	\$0			\$12,570
Rent	\$4,800	\$7,800	\$9,000	\$8,980	\$11,700			\$400
Repairs		\$500	\$500	\$230	\$750			\$4,000
Telephone & Internet/Website expenses	\$3,830	\$3,700	\$3,200	\$3,905	\$4,000			\$4,000
Utilities	\$640,000	\$1,350,000	\$500	\$435,000	\$0,000			\$40,320
G & A Sub-Total	\$24,830	\$33,970	\$28,420	\$27,985	\$49,335			\$40,320





CITY OF SUN VALLEY
REPORT TO THE CITY COUNCIL

TO: Honorable Mayor and City Council

FROM: Susan E. Robertson, ICMA-CM 
City Administrator

SUBJECT: Resolution 2014-21

DATE: September 25, 2014

The 2014-2015 City of Sun Valley Budget provides for the addition of two Firefighter/Emergency Medical Technician full-time positions in the Fire Department. In order to move forward with those positions, a salary range needs to be established within the City of Sun Valley's Salary Pay Range. Utilizing the same method and communities for comparison that were used for the Salary Comparison and updated Salary Pay Range that the City Council considered in December 2013, a pay range for the Firefighter/Emergency Medical Technician of \$37,200 minimum and \$48,950 maximum has been determined. The recommended range for this position has been added to the City's Salary Pay Range and is depicted in the Exhibit for Resolution 2014-21.

RECOMMENDATION

I recommend that Resolution 2014-21 with its accompanying exhibit be adopted.

POSITION: FIREFIGHTER/EMT	COMMUNITY	MINIMUM SALARY	% DIFF. FROM 2013 SUN VALLEY SALARY	% DIFF. FROM 2014 PROPOSED SUN VALLEY SALARY	MAXIMUM SALARY	% DIFF. FROM 2013 SUN VALLEY SALARY	% DIFF. FROM 2014 PROPOSED SUN VALLEY SALARY
	Aspen, CO	n/a			n/a		
	Blaine County, ID	n/a			n/a		
	Boise, ID	37,128			47,902		
	Breckenridge, CO	n/a			n/a		
	Crested Butte, CO	n/a			n/a		
	Dillon, CO	n/a			n/a		
	Frisco, CO	n/a			n/a		
	Hailey, ID	n/a			n/a		
	Jackson, WY	n/a			n/a		
	Ketchum, ID	40,766			52,263		
	Mountain Villages, CO	n/a			n/a		
	Park City, UT	n/a			n/a		
	Snowmass Village, CO	n/a			n/a		
	Steamboat Springs, CO	44,307			56,063		
	Telluride, CO	n/a			n/a		
	Twin Falls, ID	34,310			49,406		
	Whitefish, MT	38,501			38,501		
	Jerome Fire Department, ID	27,216			57,751		
	Snowmass-Wildcat Fire District, CO	n/a			n/a		
	Jackson Hole Fire/EMS, WY	35,651			51,667		
	Wood River Fire and Rescue, ID	36,400			36,400		
	Trimmed Mean of Surveyed Communities	37,126	n/a		48,950	n/a	
	2013 Sun Valley Salary Range	n/a			n/a		
	2014 Proposed Sun Valley Salary Range	37,200		0.00%	48,950		0.00%

CITY OF SUN VALLEY

RESOLUTION NO. 2014-21

A RESOLUTION OF THE CITY OF SUN VALLEY ADOPTING THE CITY OF SUN VALLEY 2014 SALARY PAY RANGE

WHEREAS, *City of Sun Valley Personnel Policy (Personnel Policy)* in Section IX. (A) states, "... the City uses a competitive Salary Pay Range to determine the salary of its employees"; and

WHEREAS, a Salary Pay Range was previously adopted by the City Council on December 5, 2013; and

WHEREAS, the Salary Pay Range establishes salary minimums and maximums for City of Sun Valley employee positions;

WHEREAS, a Salary Pay Range for the position of Firefighter/Emergency Medical Technician needs to be established; and

WHEREAS, the City Council has reviewed a market comparison for the Firefighter/Emergency Medical Technician position.

NOW, THEREFORE, BE IT RESOLVED THAT, the City Council hereby adopts the City of Sun Valley Salary Pay Range presented in the attached Exhibit A, which establishes minimum and maximum salaries for all current City positions, including the position of Firefighter/Emergency Medical Technician, except for the City Attorney.

DATED THIS ____ DAY OF October, 2014

Dewayne Briscoe, Mayor

Alissa Weber, City Clerk

EXHIBIT A

CITY OF SUN VALLEY SALARY PAY RANGE

EFFECTIVE OCTOBER 3, 2014

SALARY PAY RANGE/STEPS	MIN	MAX	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
ADMINISTRATION											
CITY ADMINISTRATOR	122,670	134,950	122,670	124,205	125,740	127,275	128,810	130,345	131,880	133,415	134,950
FINANCE MANAGER/TREASURER	72,400	103,250	72,400	76,256	80,113	83,969	87,825	91,681	95,538	99,394	103,250
CITY CLERK	51,800	72,000	51,800	54,325	56,850	59,375	61,900	64,425	66,950	69,475	72,000
ASSISTANT CITY CLERK/ASSISTANT TREASURER	39,175	55,315	39,175	41,193	43,210	45,228	47,245	49,263	51,280	53,298	55,315
DEPUTY CITY CLERK	37,400	50,500	37,400	39,038	40,675	42,313	43,950	45,588	47,225	48,863	50,500
ADMINISTRATIVE RECEPTIONIST	29,675	40,425	29,675	31,019	32,363	33,706	35,050	36,394	37,738	39,081	40,425
COMMUNITY DEVELOPMENT DEPARTMENT											
COMMUNITY DEVELOPMENT DIRECTOR	79,475	111,750	79,475	83,509	87,544	91,578	95,613	99,647	103,681	107,716	111,750
BUILDING OFFICIAL	62,075	87,975	62,075	65,313	68,550	71,788	75,025	78,263	81,500	84,738	87,975
PRINCIPAL PLANNER	53,500	74,425	53,500	56,116	58,731	61,347	63,963	66,578	69,194	71,809	74,425
ASSOCIATE PLANNER	44,100	62,100	44,100	46,350	48,600	50,850	53,100	55,350	57,600	59,850	62,100
PLANNING TECHNICIAN	37,350	51,675	37,350	39,141	40,931	42,722	44,513	46,303	48,094	49,884	51,675
STREET DEPARTMENT											
STREET SUPERINTENDENT	62,950	89,614	62,950	66,283	69,616	72,949	76,282	79,615	82,948	86,281	89,614
STREET SUPERVISOR/ CITY EVENTS COORDINATOR	46,727	64,050	46,727	48,892	51,058	53,223	55,389	57,554	59,719	61,885	64,050
STREET MAINTENANCE/ FACILITIES ADMINISTRATOR	46,727	64,050	46,727	48,892	51,058	53,223	55,389	57,554	59,719	61,885	64,050
STREET MAINTENANCE WORKER/EQUIPMENT OPERATOR/DATA TECHNICIAN	39,525	54,525	39,525	40,869	42,213	43,556	44,900	46,244	47,588	48,931	54,525
POLICE DEPARTMENT											
POLICE CHIEF	83,550	114,350	83,550	87,400	91,250	95,100	98,950	102,800	106,650	110,500	114,350
ASSISTANT POLICE CHIEF	72,425	96,050	72,425	75,378	78,331	81,284	84,238	87,191	90,144	93,097	96,050
POLICE SERGEANT	57,050	78,450	57,050	59,725	62,400	65,075	67,750	70,425	73,100	75,775	78,450
POLICE CORPORAL	51,725	68,100	51,725	53,772	55,819	57,866	59,913	61,959	64,006	66,053	68,100
PATROL OFFICER	42,675	59,350	42,675	44,759	46,844	48,928	51,013	53,097	55,181	57,266	59,350
POLICE CLERK	33,500	45,367	33,500	34,983	36,467	37,950	39,434	40,917	42,400	43,884	45,367
FIRE DEPARTMENT											
FIRE CHIEF	87,525	111,650	87,525	90,541	93,556	96,572	99,588	102,603	105,619	108,634	111,650
ASSISTANT FIRE CHIEF	72,425	88,000	72,425	74,372	76,319	78,266	80,213	82,159	84,106	86,053	88,000
TRAINING & OPERATIONS OFFICER	60,400	73,025	60,400	61,978	63,556	65,134	66,713	68,291	69,869	71,447	73,025
FIRE CODE ENFORCEMENT OFFICER	43,600	56,525	43,600	45,216	46,831	48,447	50,063	51,678	53,294	54,909	56,525
FIREFIGHTER/EMERGENCY MEDICAL TECHNICIAN	37,200	48,950	37,200	38,669	40,138	41,606	43,075	44,544	46,013	47,481	48,950

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CITY OF SUN VALLEY
REPORT TO THE CITY COUNCIL

TO: Honorable Mayor and City Council

FROM: Susan E. Robertson, ICMA-CM *SER*
City Administrator

SUBJECT: Personnel Policy – Proposed Amendments

DATE: September 25, 2014

The City of Sun Valley Personnel Policy was adopted in October 2012 and most recently updated in December 2013. With the addition of Firefighter/Emergency Medical Technician positions in the Fire Department, it is necessary to update some of the language to provide for these non-exempt Fair Labor Standards Act (FLSA) impacted positions. The FLSA applies to wages and hours of work of employees. Hours and wages of positions that are considered non-exempt must comply with FLSA rules. The rules of the FLSA do not apply to positions that are considered exempt.

EMPLOYEE CLASSIFICATION AND BENEFIT ALLOWANCES – SECTION VI.C.1.

The Employee Classification and Benefit Allowances Section of the Personnel Policy defines various types of employees. Currently, regular full-time employees in the Fire Department have a typical work schedule of 80 hours of scheduled work during a fourteen (14) calendar day period. This definition is still relevant for the existing Fire Department employees that are exempt under FLSA. A definition of the typical work schedule for the Firefighter/Emergency Medical Technician positions which are non-exempt needs to be established. It is proposed that the typical work schedule for Fire Department employees be defined as 212 hours of scheduled work during a twenty-eight (28) calendar day period which is the maximum amount of time that can be worked before overtime pay must be granted.

OVERTIME COMPENSATION – SECTION VI.D.5.

The changes that are proposed in the Overtime Compensation section of the Personnel Policy are similar to those described above. The work period for the Firefighter/Emergency Medical Technician position (212 hours of scheduled work during a twenty-eight calendar day period) that will be utilized for the computation of overtime pay needs to be added to this Section and that is accomplished with the proposed change.

RECOMMENDATION

I recommend that Resolution 2014-22 with its accompanying exhibit be adopted.

CITY OF SUN VALLEY

RESOLUTION NO. 2014-22

A RESOLUTION OF THE CITY OF SUN VALLEY AMENDING THE CITY OF SUN VALLEY PERSONEL POLICY

WHEREAS, the City Council believes its personnel policies should reflect the needs of the City and meet all applicable state and federal labor laws; and

WHEREAS, the City Council adopted an updated Personnel Policy on or about October 2, 2012 and amended it on February 7, 2013, March 7, 2013, April 4, 2013, November 7, 2013, and December 5, 2013; and

WHEREAS, the City Council believes it is in the best interest of the City and its employees to make additional amendments to said Personnel Policy;

NOW, THEREFORE, BE IT RESOLVED THAT, the City Council hereby AMENDS the City of Sun Valley Personnel Policy as set forth in Exhibit A, attached hereto, with an effective date of October 3, 2014.

DATED THIS ____ DAY OF OCTOBER, 2014.

Dewayne Briscoe, Mayor

Attest:

Alissa Weber, City Clerk

EXHIBIT A

CITY OF SUN VALLEY

PERSONNEL POLICY

EFFECTIVE OCTOBER 1, 2012

ADOPTED BY
THE SUN VALLEY CITY COUNCIL
BY
Resolution 2012 - 05
October 2, 2012

AMENDED BY
THE SUN VALLEY CITY COUNCIL
BY

Resolution 2013 - 02 February 7, 2013
~~February 7, 2013,~~
Resolution 2013 - 06 March 7, 2013,

~~March 7, 2013,~~
Resolution 2013 - 08 April 4, 2013,

~~April 4, 2013,~~
Resolution 2013 - 22 November 7, 2013,
~~November 7, 2013,~~ and
Resolution 2013 - 29 December 5, 2013; and
Resolution 2014 - 21 October 2, 2014
~~December 5, 2013~~

WELCOME!

Welcome to the City of Sun Valley. The City of Sun Valley has carefully selected you to be one of its valued employees. The City realizes it can only be successful from the efforts of skilled, committed, sincere and enthusiastic employees who work together as a team to provide the highest level of service to residents and visitors. All jobs are important at the City of Sun Valley. No matter what your assignment may be, be assured it is important and the degree of efficiency and professionalism you demonstrate will have bearing on the future of the City's organizational success.

CITY OF SUN VALLEY STATEMENT OF SERVICE

We, the employees of the City of Sun Valley, are dedicated to providing a positive environment wherein the quality of life and economic well-being of all who live, visit and work in Sun Valley may be preserved. The success of the City of Sun Valley relies on a sense of stewardship and adherence to excellence in service to its citizens through the contribution of all employees.

PURPOSE

The purpose of the *City of Sun Valley Personnel Policy (Personnel Policy)* is to establish a safe, efficient and cooperative working environment, to establish the responsibilities and level of performance expected of all City employees and to explain benefits provided to City employees.

PERSONNEL POLICY IS NOT AN EMPLOYMENT CONTRACT

This *Personnel Policy* is not a contract and is not to be construed as a contract of employment. It is not intended to specify the duration of employment or limit the reasons for which an employee may be discharged. This policy creates no rights, contractual or otherwise, on behalf of employees of the City. Notwithstanding anything said by any representative of the City of Sun Valley, no contract of continued employment shall be implied. Thus, unless an employee has a written contract signed by the Mayor that specifies an employment term or limits the reasons for which the employee can be terminated, or unless otherwise provided by law, employment with the City of Sun Valley is "at will". At-will employment means that either the employee or the City of Sun Valley can terminate the employment relationship at any time with or without cause and with or without notice.

PERSONNEL POLICY AMENDMENTS

The City Council may, at its sole discretion, alter or amend this *Personnel Policy* or portions thereof, including benefit offerings established herein, at any time without prior notice to or consent by its employees.

CITY OF SUN VALLEY PERSONNEL POLICY

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CITY OF SUN VALLEY PERSONNEL POLICY

I. GENERAL POLICIES

A. GOVERNANCE OF *PERSONNEL POLICY*

Working for the City of Sun Valley may be somewhat different from any employer for which you may have worked for in the past. The City of Sun Valley is a political subdivision of the State of Idaho, though it is not a part of state government. The City Council serves as the governing body of the City of Sun Valley, carrying out local legislative duties and fulfilling other obligations as provided by law. The City Council is the policy making legislative body for the City of Sun Valley, and as such, has primary authority to establish the policy for the terms and conditions of employment with the City of Sun Valley. The policy terms and conditions set forth in this *Personnel Policy*, and in the resolutions and policy statements which support it, cannot be superseded by any other official's pledge, without the express action of the City Council. That is particularly true for terms or conditions that would establish a financial obligation for the City of Sun Valley now or in the future.

B. *PERSONNEL POLICY* SUBJECT TO CHANGE WITHOUT PRIOR NOTICE

The rules contained in this *Personnel Policy* are subject to change, without prior notice, at any time in the sole discretion of the City Council. The terms set forth herein reflect City policy at the time of its adoption, but the policy is subject to change at any time, without prior notice, and at the sole discretion of the City Council. Any deviation from these policies must be approved by the City Council.

C. DISTRIBUTION OF *PERSONNEL POLICY*

At the time of receiving a written appointment letter or contract from the Mayor, each employee shall be provided a paper or electronic copy of the current *Personnel Policy*. It is the responsibility of the employee. In writing, to acknowledge receipt of the *Personnel Policy* and that he or she has read and understands the *Personnel Policy* by completing the *Acknowledgment of Receipt & Understanding of the City of Sun Valley Personnel Policy* form (see Appendix A) prior to beginning employment with the City.

Periodic updates or changes shall be distributed to all employees either by paper or electronic copy, within five (5) business days and will be acknowledged by each employee of its receipt in writing within ten (10) business days by completing the *Acknowledgment of Receipt & Understanding of the City of Sun Valley Personnel Policy* form. The most current version of the *Personnel Policy* shall be maintained by the City Clerk and shall be made available for inspection or copying by any City of Sun Valley employee.

D. ADMINISTRATION OF THE *PERSONNEL POLICY*

While the City Council has authority to establish the policy for the terms and conditions of employment with the City of Sun Valley, the Mayor is the Chief Administrative Official of the City and has the sole authority to establish administrative policies and procedures, which implement the policy of the City Council.

The Mayor may designate in writing other personnel (designee) to help carry out administrative policies and procedures and notify all staff of such designations.

Individual department heads may, with the Mayor or designee's approval, establish work standards and procedures necessary to safely and effectively carry out the functions of the department,

provided such standards and procedures do not diminish the benefits or protections granted to the employee by City policy.

Each employee should recognize that although he or she may serve as an employee supervised by the Mayor, designee or a department head, he or she remains an employee of the City of Sun Valley, not of the official who supervises his or her work.

E. AT-WILL EMPLOYMENT

Except as required by law, or pursuant to a written contract signed by the Mayor that specifies an employment term or limits the reasons for which the employee can be terminated, employment with the City of Sun Valley is "at-will." At-will employment means that either the employee or the City of Sun Valley can terminate the employment relationship at any time with or without cause and with or without notice.

F. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

All selection of City of Sun Valley employees and all employment decisions, including classification, transfer, discipline, and discharge, will be made without regard to race, religion, gender, age, national origin, sexual orientation, gender identity, genetic information or non-job-related disability. No job or class of jobs will be closed to any individual except where a mental or physical attribute, gender, or age is a bona fide occupational qualification. All objections to application of City of Sun Valley policy in this regard shall be brought to the attention of the Mayor or designee, respective department head, or in the case of objection to actions undertaken by that person, taken to the next higher supervisor. As a general rule, objections shall be taken to legal counsel for the City by the supervisor of the employee with the objection.

G. ELECTED OFFICIALS

Elected officials are not considered employees and as such this *Personnel Policy* does not apply to those who are elected to the positions of Mayor or City Councilperson.

II. APPOINTMENT, REMOVAL AND ADMINISTRATIVE SUPERVISION AUTHORITY

A. APPOINTMENT AND REMOVAL AUTHORITY

1. City Officers

Idaho Code 50-204 establishes the Mayor, with the consent of the Council, shall appoint three officers, including a City Clerk, City Treasurer and City Attorney. The affirmative vote of one-half plus one of the members of the full Council shall be required to confirm any nomination by the Mayor. A City Officer may be removed by the Mayor for any cause with the affirmative vote of one-half plus one of the members of the full Council; provided, that the City Council, by the unanimous vote of all its members, may upon its own initiative remove any appointive officer.

2. Other City Officers

The City Council may designate additional appointed officers. The City Council has designated the City Administrator as a City Officer. The process for appointing and removal is the same as for the City Clerk, City Treasurer and City Attorney.

3. Other City Employees

All other personnel employed by the City shall be appointed and removed by the Mayor or designee.

B. ADMINISTRATIVE SUPERVISION AUTHORITY

1. The City Administrator and the City Attorney shall be directly supervised and evaluated by the Mayor.
2. All other personnel, including the City Clerk and City Treasurer, shall be supervised directly and evaluated by the Mayor or Designee.

III. RECRUITMENT, PREFERENCE FOR HIRING, NEPOTISM LIMITATION AND SELECTION

A. RECRUITMENT

The employment hiring process is comprised of the following stages:

1. Vacancies

When a vacancy occurs, a request to fill the vacant position shall be prepared by the respective department head and presented to the Mayor or designee. It shall include information pertinent to the decision of whether or not to fill the vacancy. The Mayor or Mayor's designee shall review the budget to ensure that each vacancy is within its budgeted position allocation. The Mayor or Mayor's designee shall also consider the availability of in-house candidates to fill the vacancy.

2. Recruitment Process

The recruitment process will begin when a request is received and approved by the Mayor or Mayor's designee. The Mayor or Mayor's designee shall determine the recruiting sources to be used and the recruitment time period, taking into account the City's needs, recruitment strategy, and any special requirements of the position.

Notice shall be provided to City employees and the public of the position opening once the recruiting process has been determined. A competitive hiring process will be used in determining the best candidate for the position. A rigorous, comprehensive evaluation of each applicant's qualifications will be completed.

3. Notice of Recruitment

Notice of all City recruitments shall be posted on the City's facilities bulletin boards or other designated locations for a period of at least three (3) business days. This notice shall include the deadline for filling applications.

4. Application Process

All applications for employment shall be made on an official City application form. The form will require information covering a candidate's education, training, experience, and other information deemed pertinent and allowable by law. When the position to be filled requires special educational or professional experience, a resume and other application submittals may be required instead of the official City application being filled out.

B. HIRING PREFERENCE

1. PREFERENCE FOR HIRING EQUALLY QUALIFIED CANDIDATES FROM WITHIN

City staff will be notified of all employment opportunities. Qualified individuals who are already employees of the City of Sun Valley may be given preference over outside applicants to fill vacancies in the workforce when his or her qualifications are equal or greater than those of other applicants.

2. VETERAN'S PREFERENCE

The City of Sun Valley shall comply with the reemployment, leave of absence, and other provisions of the uniformed services employment and reemployment rights act ("USERRA"), 38 U.S.C. Section 4301, et. seq. as amended, and with provisions of Idaho Code §65-503 or its successor. These rights can include the right to reinstatement to the same or equivalent job

following qualifying military service and the right to termination only for cause for a certain period of time following reinstatement, depending on the length of qualifying military service.

3. NEPOTISM LIMITATION

No person shall be employed by the City of Sun Valley when said employment would result in a violation of provisions found in Idaho Code, including but not limited to Idaho Code § 59-701 et seq., Idaho Code §18-1359 and their successors. Any such appointment made in violation of these sections may be void. The appointment or employment of the following persons is prohibited: (The graphic below depicts the degree of relationships.)

- a. No person related to the Mayor or a City Council member by blood or marriage within the second degree shall be appointed to any office, position, employment or duty; and
- b. No public servant of the City of Sun Valley, including elected officials and employees, shall appoint or vote for the appointment of any person related to him or her by blood or marriage within the second degree to any office, position, employment or duty.

An employee whose relative is subsequently elected may be eligible to retain his or her position and pay increases as allowed in Idaho Code §18-1359(5).

			4 GREAT GREAT GRANDPARENT
		4 GREAT GRAND UNCLE/AUNT	3 GREAT GRANDPARENT
	3 CHILD OF GREAT UNCLE/AUNT	3 GREAT UNCLE/AUNT	3 GRANDPARENT
3 SECOND COUSIN	3 COUSIN	3 UNCLE/AUNT	3 PARENT
3 COUSIN'S CHILD	3 NEPHEW/NIECE	3 SIBLING	1 SPOUSE/SIGNIFICANT OTHER
3 GRAND NEPHEW/NIECE			1 CHILD
			2 GRANDCHILD
			3 GREAT GRANDCHILD

C. SELECTION

- 1. Applicants for positions shall meet the minimum qualifications of the position for which he or she has applied. Qualifications shall be evaluated on the basis of information provided on the application form, resume, personal interview, and any supplemental documents required by the City, as well as on written and performance test scores, interview scores, references and background investigations.
- 2. When a candidate has been selected for a position, the Mayor or designee shall prepare an employment offer letter or employment contract. The employment offer letter or employment contract will include, but not be limited to, the following information:
 - a. The position title and effective date of hire;
 - b. The wage/salary which will be offered; and determination whether the position is exempt from overtime under federal labor law;
 - c. The working hours;
 - d. Notice that the appointment is contingent upon successful completion of applicable background checks, a physical examination, if the position is in a classification, which requires such, and other appropriate contingencies as determined by the Mayor or designee;
 - e. A copy of the job description;
 - f. A copy of the *Personnel Policy and Acknowledgment of Receipt & Understanding of the City of Sun Valley Personnel Policy* form;

- g. A signature block for the candidate to sign, indicating that he or she has accepted the position under the above circumstances.
- h. A signature block for the Mayor, and when required, dates of City Council consent for the appointment.

IV. EMPLOYMENT COMMENCEMENT & RECORDS

A. EMPLOYMENT FORMS TO BE COMPLETED

The following pre-employment forms must be completed before the employee may begin work for the City of Sun Valley:

1. Employment application form, including employee appointments that provided resumes at the time of application for the position.
2. Background check(s).
3. Insurance forms.
4. Immigration form (I-9).
5. Insurance information about dependents (if such coverage is available).
6. Authorization for the City of Sun Valley to issue employee's paycheck by direct deposit.
7. Signed "Acknowledgment of Receipt of the City of Sun Valley *Personnel Policy*" form.
8. Any other benefit forms necessary for employee information.

B. EMPLOYEE PERSONNEL & PAYROLL FILES

1. Personnel Records

a. Official Employee Records

Employee personnel records for the City of Sun Valley will be kept in the office of the Mayor or designee, who serves the City as its human resource administrator. Within these personnel files will be kept all records of employee performance evaluation, employee status, and other relevant materials related to the employee's service with the City of Sun Valley. The employee's supervisor, Mayor or designee or the employee himself or herself may contribute materials to the personnel files deemed relevant to the employee's performance and tenure. Each employee shall have the right to review all materials placed in his or her personnel file at any reasonable time. Copies of materials in an employee's personnel file are available to that employee without charge. Personnel files shall not be removed from the premises except as necessary for City purposes. Employee medical records, if any, shall be filed and kept in full compliance with the requirements of the Health Insurance Portability and Accountability Act (HIPAA).

b. Access to Personnel Files

It is the policy of the City of Sun Valley to allow only limited access to an employee's personnel file. Those authorized to evaluate materials in a personnel file include the Mayor or designee, the employee's supervisor, attorney(s) for the City under certain conditions when approved by the Mayor or designee, and the employee himself or herself. Based upon the general confidentiality of personnel files, access of others to such files shall be allowed only with authorization of the supervising official after consultation with the City Attorney. Information regarding personnel matters will only be provided to outside parties with a release from the employee, or when deemed necessary by legal counsel for the City or pursuant to Court Order, or pursuant to a proper subpoena. The City, through the Mayor, reserves the right to disclose the contents of personnel files to outside state or federal agencies, when the agency provides sufficient documentation for such access; to its insurance carrier or its agents for risk management purposes, including liability or property damage; or when necessary to defend itself against allegations of unlawful conduct.

2. Payroll Records

The Finance Manager will maintain separate employee records in a file to be known as the employee's Payroll Record File, which will include the following originals or copies: the employee's W-2 form; the Employee's Employment Eligibility Verification Form (Form I-9) (required for all employees by the U. S. Department of Justice, Immigration and Naturalization Service); the employee's PERSI application; authorizations for salary deduction for benefits; copies of the employee's selection of benefits; time and attendance records; payroll records; changes to pay rates or salary, wage garnishments and any other records which are not related to the employee's performance.

V. RULES OF EMPLOYEE CONDUCT

Violation of any of the rules set forth below shall be grounds for disciplinary action including possible dismissal from employment. This list, however, is not all inclusive and other acts of misconduct not specifically set out below may be grounds for disciplinary action as well. Among these rules, the most important is the rule addressing attitude and cooperative behavior.

A. PERSONAL PERFORMANCE AND BEHAVIOR

Each employee of the City of Sun Valley is expected to conduct him or herself in a manner that is respectful, helpful, productive, and that does not reflect adversely upon the City of Sun Valley. Each employee must recognize that public employees are subject to additional public scrutiny in their public and personal lives because the public's business requires the utmost integrity and care. In order to accomplish the goals of the City of Sun Valley as a public institution, each employee is expected to scrupulously avoid personal behaviors that would bring unfavorable public impressions upon the City of Sun Valley and its officials. In order to accomplish this, each employee must comply with the following expectations:

1. Work cooperatively and constructively with fellow workers and members of the public to provide public service of the highest quality and quantity. This is the first priority for all employees.
2. Shall be prompt and regular in attendance at work or other required employer functions.
3. Shall comply with dress standards established in the department for which the employee works. Dress standards shall be set by the managing official, but in the absence of any departmental dress standards, clothing shall be appropriate for the functions performed and shall present a suitable appearance to the public.
4. Shall dedicate primary efforts to the City of Sun Valley employment with secondary employment subject to approval by the appointing official. Each employee must notify the appointing official of any other employment, self-employment or other business interests. Secondary employment should not conflict with duties performed for the City in any meaningful way. Individual department rules may spell out permissible examples of "moonlighting" wherein employees may hold additional positions.
5. Shall avoid conflicts of interests in appointments and working relationships with other employees, contractors and potential contractors in the City of Sun Valley and related agencies. No employee shall engage in conduct which violates the laws of the State of Idaho, including but not limited to Idaho Code §18-1356 (accepting gifts that exceed a value of \$50.00), Idaho Code §59-701 et seq. (Ethics in Government Act), Idaho Code §59-201 (Prohibitions Against Contracts) and Idaho Code §18-1359 (Using Public Position for Personal Gain).
6. Shall not accept gifts or gratuities in any personal or professional capacity, which is in violation of Idaho Code § 18-1356 and Idaho Code § 18-1357.

7. Shall not serve on any board, commission or committee that is funded in whole or part by the City or that regulates or otherwise affects the official duties or personal interests of said official or employee in a way that could create disadvantage for other members of the public or advantage for the employee, unless appointed by the City Council to said board, commission or committee.
8. Shall not release any public record except through the City Clerk, who administers the Public Document Request process for the City, including any order from a court or public agency of competent jurisdiction.
9. Only the City Clerk may release personnel records for custody of the record and after consulting with legal counsel for the City or with an order from a court or public agency of competent jurisdiction.
10. Shall not engage in conduct away from work that may reflect adversely upon the City of Sun Valley or its officials or otherwise impair the employee's ability to perform.
11. Shall not use, sell, purchase, transfer or possess any illegal drugs or be under the influence of any illegal drug or alcohol while in a City of Sun Valley facility, operating a City of Sun Valley vehicle, or while performing City of Sun Valley business. Further, except as provided below, the use of or being under the influence of legally obtained drugs while performing City of Sun Valley business is prohibited to the extent that such use or influence may affect the safety of the employee taking the legal drug, the safety of other City of Sun Valley employees or other third parties, or it effects the employee's ability to perform the essential function of their job or otherwise impedes the efficient operations of the City of Sun Valley business.
An employee may continue to work, even though under the influence of a legal drug. If the employee does not pose a threat to their own safety or the safety of others, and their job performance is not significantly affected by the legal drug, and the use of the legal drug does not otherwise disrupt the efficient operations of the City of Sun Valley business. Should the City of Sun Valley have a reasonable basis to believe that an employee's use of a legal drug impairs the employee's ability to safely do his or her job, risk the safety of others, or impair the employee's ability to perform the essential functions of his or her job, or otherwise disrupt the efficient operations of the City of Sun Valley business, the employee may be required to attend a medical examination for the purpose of determining answers to those questions, including whether these concerns can be alleviated through a reasonable accommodation.
12. Shall not engage in workplace or public conduct that is otherwise detrimental to the accomplishment of the goals established by the City Council, the Mayor or the department head for whom he or she works.

B. WORKPLACE CONDUCT

Each employee will be expected to conduct him or herself in the workplace in accordance with the following rules. These rules are not all-inclusive of conduct expected of City of Sun Valley employees. Each employee of the City of Sun Valley shall:

1. Give his or her best efforts to accomplish the work of the City of Sun Valley for public benefit in accordance with policies adopted by the City Council and the procedures established by the Mayor displaying an attitude of cooperation and constructive participation.
2. Be subject to the administrative authority of the officials who supervise the department where the employee works even though the officials may not have been involved in the hiring of the employee.
3. Adhere to any code of ethics in his or her profession and avoid conflicts of interest or using his or her public position for personal gain.

4. Follow all rules for care and use of public property to assure that the public investment in such property is protected and that the safety of the public and other workers is maintained, as specified in these *Personnel Policies*.
5. Abide by all departmental rules whether the rules are written or issued orally by the supervisor. No employee shall be required to follow the directive of a supervisor which violates laws of the City of Sun Valley, any other local jurisdiction or the State, or nation.
6. Abide by all applicable State and federal statutes, and City of Sun Valley rules concerning the dissemination of information to the public about the City of Sun Valley business or the disclosure of a public record maintained by the City of Sun Valley. The decision to release information from the public record or to disclose writings or other information in the hands of a public official belongs to the City Clerk. Therefore, each custodian of a public record maintained by the City of Sun Valley and any employee assisting such custodian must take reasonable measures to ensure the confidential nature of records which are exempt from the public disclosure laws. Any employee that has a question about a public record's request or whether a document or record in the custody or control of the City of Sun Valley is exempt from the public records disclosure laws should contact the City Clerk.
7. Follow all rules and procedures established by the Mayor or Mayor's designee for workplace drug testing.
8. Adhere to defined work schedules and follow procedures for requesting exceptions from normal work schedules. Each employee shall follow the rules regarding the reporting of work hours and obtaining the supervisor's approval for time-keeping records. Failure to follow such rules may be grounds for delayed payment of wages, salaries, or reimbursements or for imposition of appropriate disciplinary penalties.
9. Follow rules regarding breaks and lunch periods, including provisions granting supervisors authority to adjust them. Timing of breaks or lunch periods may be changed to accommodate the completion of necessary work.
10. Report all accidents that occur or are observed on the job. Each employee shall cooperate in the reporting and reconstruction of any job-related accident in order that workplace hazards can be eliminated and that proper consideration can be accorded to injured workers and the public.
11. Report any accidents observed to have happened on City property or involving City property. Each employee shall provide as much information as he or she can from the observations made in the course of activities associated with one's work. Such information should be reported to the employee's immediate supervisor as soon as physically possible and reasonable efforts should be made to assist that in need.
12. Follow all rules regarding safety in the workplace whether established formally by the department or by outside agencies. Employees are encouraged to suggest ways to make the workplace or work procedures safer.
13. Maintain a current driver's license when necessary in the conduct of work for the City of Sun Valley. Each employee must report any state-imposed driving restrictions to his or her immediate supervisor. Each employee is also obligated to notify his or her supervisor in the event that his or her driving abilities are impaired.
14. Perform such obligations as are necessary to carry out the work of the City of Sun Valley in an efficient and effective manner at minimal costs and with limited risk to the public and fellow workers.

C. PROHIBITED WORKPLACE CONDUCT

Each employee of the City of Sun Valley is prohibited from the following conduct. These rules are not all inclusive of the prohibited conduct of each employee.

1. Be present in the workplace under the influence of drugs, alcohol, illegal substances or other legal substances which would impair the ability of the employee to perform his or her work competently or which would threaten the safety or well being of other workers or the public, except as agreed to after proper evaluation by the City.
2. Engage in abusive conduct to fellow employees or to the public, or use abusive language in the presence of fellow employees or the public. Abusive language shall include profanity and loud or harassing speech.
3. Sleep or be absent from the employee's workstation when on duty. Employees shall be attentive to their work at all times.
4. Engage in malicious gossip and/or spread rumors, engage in behavior designed to create discord and lack of harmony, or willfully interfere with another employee's work output or encourage others to do the same.
5. Use work time for personal business, including the selling of goods or services to the general public and fellow employees.
6. Use work time or public premises to promote religious beliefs to members of the public or fellow employees.
7. Engage in political activities while on duty in public service. This rule shall not apply to elected officials.
8. Provide false or misleading information on employment applications, job performance reports, or any other related personnel documents or papers.
9. Destroy, alter, falsify or steal the whole or any part of a police report or any record kept as part of the official governmental records of the City (IDAHO CODE §§ 18-3201 and 18-3202).
10. Discriminate in the treatment of co-workers or members of the public on the basis of race, religion, gender, age, disability, national origin, sexual orientation, gender identity or genetic information.
11. Smoke, except in designated outdoor smoking areas, if so provided.
12. Abuse employee benefit offerings by taking unjustified sick leave, unearned vacation, or otherwise participate in a scheme or deception designed to create incorrect personnel records or to claim benefits which are not deserved in accordance with City of Sun Valley policy.
13. Violate rules concerning absence from the workplace without proper authorization. Employees must obtain prior permission as required by the City of Sun Valley policy for use of vacation, sick, bereavement, or other types of leave granted by this *Personnel Policy*.
14. Engage in prolonged visits with co-workers, children, friends, or family members who interfere with the course of work in the office or department in which the employee serves.
15. Use phones or computers in the workplace in a manner that violates policy or which disrupts workplace activities.
16. Engage in criminal conduct of any kind while on duty or off. City of Sun Valley employees are expected to behave in a lawful and socially acceptable manner and failure to do so is a violation of the trust placed in such employees by the public and the appointing official.
17. Violate any lawful rule established by the appointing official to maintain order and productivity in the workplace.

18. Unlawfully harass a fellow worker or member of the public at any time while in the City of Sun Valley active service, as outlined in the City's Unlawful Harassment Policy.

D. RELATIONSHIP POLICY

1. No employee of the City of Sun Valley shall hire another paid employee who is related to the supervisor within the second degree of affinity or consanguinity (Idaho Code §18-1359 or its successor)
2. No employee of the City of Sun Valley shall supervise or otherwise exercise discretion concerning another paid employee who is related to him or her within the second degree of affinity or consanguinity.
3. Any supervisor involved in a romantic relationship with a subordinate must immediately notify his or her superior of the existence of any such relationship. Efforts should be made to eliminate supervisory responsibility for one who is romantically involved with a subordinate.

E. HOURS OF WORK

City Hall shall be open from 8:00 AM to 5:00 PM Monday through Friday, except holidays. Because City of Sun Valley employees are public servants serving the residents and visitors of the City of Sun Valley, it is expected that each employee complete work assignments at City offices and not at home or other locations, except as necessary to complete their assignments. The hours of work of individual positions may be outside of these open hours, when proposed by the respective department head, in writing, and approved by the Mayor or designee, in order to serve the needs of the City.

F. RESIDENCY REQUIREMENTS

1. The Fire Chief, Assistant Fire Chief, Police Chief, Assistant Police Chief and Street Superintendent are required to reside within the incorporated limits of the City of Sun Valley or Ketchum, or when approved by the Mayor, a reasonable travel distance from his or her primary station. The City Council may on an annual basis budget a housing allowance or suitable housing to aid in the additional costs of residency on a case-by-case basis.
2. The Mayor may adopt residency restrictions on travel time and distance requirements for emergency services employees or Fire Department paid on-call employees in order to maintain and ensure rapid employee response times during emergencies.

G. VEHICLE USE POLICY – Appendix B

1. City-owned vehicles are intended to be used for City purposes, however, an employee may use a City vehicle for transportation to and from an eating establishment, only if the meal period occurs during the employee's working hours and the employee, due to the particular work assignment, has no access to a private vehicle or needs to respond immediately during the employee's working hours. When employees are required to travel outside the City while on City business, employees should use a City vehicle, unless the Mayor or designee approves use of a private vehicle.
2. Fire Department personnel, including full-time employees and paid on-call employees may be provided EMS licensure vehicles, subject to the licensure standards set forth in Idaho statute. These City-owned vehicles may be taken home for the purpose of responding to non-transport EMS and other emergency calls in the City and other mutual aid, auto aid jurisdictions and for incident command response. EMS licensure vehicles shall not be used for private purposes or personal use except for meal or break stops taken in the course of employment or *de minimis* personal errands only while traveling between work and home in a manner that does not

materially increase the number of miles a vehicle is driven. *De minimis* refers to small, trifling, and insignificant personal use that is incidental to business use.

3. During winter months, the Street Department personnel may be provided a City-owned truck, equipped with plow and sanding equipment, to respond quickly to road safety needs. Personal use of such vehicles is not authorized except for meal or break stops taken in the course of employment or de minimis personal errands only while traveling between work and home in a manner that does not materially increase the number of miles a vehicle is driven. *De minimis* refers to small, trifling, and insignificant personal use that is incidental to business use.
4. The Mayor or designee shall develop procedures for the use and maintenance of City-owned vehicles. Appendix B provides the current policy for use of the City-owned vehicles.

H. ELECTRONIC COMMUNICATION DEVICES & SYSTEMS USAGE POLICY – Appendix C

The Mayor or designee shall develop procedures for the use of electronic communication devices and systems. Appendix C provides the current policy for use of electronic communication devices and systems.

I. FIRE DEPARTMENT VEHICLE REPAIR BAYS, TOOLS, AND EQUIPMENT USE POLICY

Fire Department vehicle repair bays, tools, and equipment are intended to be used for City purposes, however, Fire Department off-duty or paid on-call employees may use the equipment and vehicle repair bays between 5:01 p.m. and 7:59 a.m. to wash and do basic maintenance on their personal vehicles. The personal vehicles must be those that are used to attend or participate in City of Sun Valley Fire Department functions or training exercises or to respond to emergency calls. Only those materials, tools, and equipment purchased by the off-duty or paid on-call employees or by the volunteer association may be used.

J. FIRE DEPARTMENT UNIFORM POLICY

Fire Department issued uniforms shall not be worn when not on-duty for the City of Sun Valley. Tee shirts and sweatshirts with the Sun Valley Fire logo may be worn when off-duty provided they are not worn at parties or locations where the primary function is the service of alcoholic beverages. No Fire Department uniforms or clothing whether issued by the Department or purchased by an employee may be sold.

VI. EMPLOYEE CLASSIFICATION FOR POLICY PURPOSES AND COMPENSATION

A. DETERMINATION OF EMPLOYEE CLASSIFICATION – JOB DESCRIPTION

Employee classification and status is determined by the employee's job description provided at the time of appointment. The job description will include but is not limited to the position title, statement of duties, required skills, knowledge and abilities, education and experience requirements, and hours of work. The job description will be developed by the department head and approved by the Mayor or designee. The Mayor or designee shall conduct a review of each job description periodically. The Mayor or designee may from time to time abolish certain job positions or leave the position unfilled based upon the needs of the City.

B. GENERAL CLASSIFICATION POLICIES

Employee classification is organized by class or category in order to administer employee policies, benefits and/or other employment issues. It is generally the responsibility of the employee to assure that he or she is properly categorized for purposes of each issue or benefit type. The City will endeavor to assist with such matters, but the employee shall be ultimately responsible to assure that his or her service is properly categorized.

1. Employee Classification

Any employee, regardless of designation, and including the City Clerk, City Treasurer, City Attorney and City Administrator, may utilize the opportunity to be heard with regard to allegations of unlawful discrimination and "name-clearing hearing" procedures set out in Section XII of this *Personnel Policy* should he or she believe that an employment action taken against him or her was the result of unlawful discrimination or involves an allegation entitling him or her to a name-clearing hearing.

2. Paid on-call Firefighters Classification

City paid on-call firefighters are accepted into the department by the Mayor and may be removed at anytime by the Mayor. Any paid on-call firefighter may utilize the opportunity to be heard with regard to allegations of unlawful discrimination and "name-clearing hearing" procedures set out in Section XII of this *Personnel Policy* should he or she believe that an employment action taken against him or her was the result of unlawful discrimination or involves an allegation entitling him or her to a name-clearing hearing.

3. Reduction in Force

Changes in employment status that are the result of budgetary needs, reductions in force, or general changes in the terms or conditions of employment or of benefit offerings may be made at the sole discretion of the City Council. The City Council, therefore, retains full authority, without prior notice, to modify the general terms and conditions of employment. Should an employee believe that any such decision is the result of unlawful discrimination, he or she may utilize the opportunity to be heard procedures set out in Section XII of this *Personnel Policy*.

C. EMPLOYEE CLASSIFICATION AND BENEFIT ALLOWANCES

The classification of a position an employee holds with the City of Sun Valley may affect the status of obligations or benefits associated with his or her employment. The primary classes of employees and respective benefits are outlined as follows:

1. Full-Time Regular Employee

a. Employee whose typical work schedule calls for at least 30 hours of scheduled work during a seven (7) calendar day period; ~~or Police Department or Fire Department~~ employee whose typical work schedule calls for 80 hours of scheduled work during a fourteen (14) calendar day period; or Fire Department employee whose typical work schedule calls for 212 hours of scheduled work during a twenty-eight calendar day period.

b. A full-time regular employee shall receive all employee benefits provided by the City as such benefits now exist or may be subsequently changed at any time by action of the City Council.

2. Part-Time Regular Employee

a. Employee whose typical work schedule calls for at least twenty (20) hours, but not more than thirty (30) hours of scheduled work during a seven (7) calendar day period.

b. A part-time regular employee shall receive employee benefits as follows:

i. Health Insurance - 25 or more hours a week must be worked to be eligible for health insurance benefits.

ii. Worker's Compensation.

iii. PERSI – as provided to other regular employees and proportional to hours worked per week.

iv. Vacation and Sick Days – Proportional accruals based upon hours work per week.

- v. Holidays – If scheduled to work on regular basis on the day a holiday falls, the part-time regular employee shall be paid holiday pay; otherwise, no holiday pay is provided.
- 3. Temporary or Seasonal Employee
 - a. Employee who works on an irregular, seasonal or temporary basis, even though he or she may work more than twenty (20) hours per week.
 - b. A temporary or seasonal employee will receive no benefits provided to regular full-time or regular part-time employees, except those required by law.
- 4. Independent Contractor

An independent contractor, who provides service(s) to the City on a contractual basis, is not considered a City employee. As such, this *Personnel Policy* does not apply to an independent contractor.
- 5. Paid On-Call Firefighter

The City of Sun Valley Fire Department welcomes men and women interested in serving as paid on-call firefighters for the community. A Fire Department paid on-call firefighter is an employee who generally works on a part-time basis and may have other part-time or full-time employment outside the City. Paid on-call firefighters receive State workers' compensation coverage and only those other benefits require by law. The Mayor or designee shall develop for City Council approval, a salary plan for Fire Department paid on-call employees.

D. COMPENSATION POLICIES

The City of Sun Valley compensates employees in accord with decisions made by the City Council as budgets are set and tax levies are authorized. Pay for any given position is subject to the annual budgetary process and as such may be subject to increase, reduction, or status quo maintenance for any time period. The Mayor or designee shall maintain a Salary Pay Range (See Section IX below), but the final decision regarding compensation policy rests with the City Council. The City Council reserves the right to make budget adjustments, and consequently pay adjustments, during the course of the budget year in order to manage cash flow or to deal with other circumstances which justify or require change in City expenditures.

- 1. Compliance with State and Federal Pay Acts

The City of Sun Valley shall comply with all State and Federal Pay Acts respecting the compensation of employees for services performed in the public service.
- 2. Compensation while Serving on Jury Duty or as a Witness in a Court Proceeding

Leave will be granted and full pay provided to employees called to serve as a court witness in matters specifically related to City operations, who are required to obey a subpoena compelling their appearance before a court or other proceeding, or who are called to serve on jury duty. Employees who are released from jury duty or subpoena during scheduled work hours must immediately report to his or her supervisor and work-site for duty. An employee noticed for jury duty or a proceeding pursuant to a subpoena or other judicial process shall notify his or her supervisor within three (3) business days after receiving the notice, and, upon being called or summoned for a specific date to serve as juror or appear as a court witness, the employee shall notify his or her supervisor immediately that he or she shall not be at work for such purpose.
- 3. Military Leave and Re-employment

The City's employment policy will comply with the provisions of Idaho Code § 46-224, et seq., or its successor, as those Code provisions govern leaves of absence for military service and the Uniformed Services Employment and Reemployment Rights Act of 1994, as amended (USERRA). An employee who is a member of the National Guard, or is in a reserve component of the

Armed Forces of the United States, or of the Public Health Services, shall be entitled to a leave of absence from City service for a period not exceeding 15 calendar days in any one (1) calendar year period. Such leave shall be granted without loss of time, pay, or other benefits to which the employee is entitled. When an employee receives bona fide orders to temporary active or training duty, such military leave longer than 15 days in any calendar year shall be granted without City pay.

4. Right to Change Compensation and Benefits

The City of Sun Valley reserves the right to change general compensation for any reason deemed appropriate by the Council. Compensation may also be adjusted based upon job performance and the availability of funds to maintain a solvent City budget. Hours worked may be reduced or employees may be laid off as necessary to meet budgetary constraints or as workload changes.

5. Overtime Compensation Policy

In addition to the employee classifications set forth elsewhere in this *Personnel Policy*, all employees are classified as Exempt (salaried) or Nonexempt (hourly) for purposes of complying with the Federal Fair Labor Standards Act (FLSA). FLSA is the federal wage and hour law, which governs the obligation of employers to pay overtime compensation. Certain employees are exempt from operation of FLSA because they perform work that qualifies for the professional, executive administrative, outside sales, or computer/IT employee exemptions. As such, exempt employees are not entitled to receive overtime pay for hours worked beyond the limits provided by the statute.

- a. It is the policy of the City of Sun Valley that non Police and non Fire hourly employees who work over the regular 40 hours paid in each seven-day work period; ~~and~~ Police and Fire hourly employees who work over the regular 80 hours paid in each 14-day work period; ~~and~~ Fire hourly employees who work over the regular 212 hours paid in each 28-day work period will be compensated in the appropriate payroll period at 1 ½ times their regular rate of pay for each additional hour worked. For purpose of calculating qualifying overtime hours, the City of Sun Valley's work week shall be Monday through Sunday of each week for all non Police and non Fire hourly employees who work over the regular 40 hours paid in each seven-day work period, and Monday through the second following Sunday for all Police and Fire hourly employees who work over the regular 80 hours paid in each 14-day work period, and Monday through the fourth following Sunday for all Fire hourly employees who work over the regular 212 hours paid in each 28-day work period. Additionally, the 40 hour, ~~and~~ 80 hour, ~~and~~ 212 hour thresholds for overtime compensation only includes hours actually worked, and not vacation hours, sick leave hours, compensatory time taken, or the like.
- b. An employee may request "compensatory time off without pay" in lieu of receiving overtime pay consistent with the applicable FLSA regulations. It is the policy of the City, however, to pay overtime instead of allowing an employee to accrue compensatory hours. A compensatory time off request must be made each time overtime hours are worked and should be directed to the employee's supervisor, who may grant the request, if time off would not pose a disruption of operations and the delivery of services, and is acceptable to the Mayor or designee. Compensatory time off will be at the rate of 1 1/2 hours off for each hour of overtime worked.
- c. The City Council has set a maximum compensatory time accumulation of 40 hours.

6. Employee Changes in Classification

- a. Promotions: An employee who is promoted to a higher classification shall be placed in the higher salary range and receive an increase not to exceed the maximum rate in the new range. When promoted, an employee will retain his or her original hire date for purposes of calculating annual benefits, but November 1st, the annual evaluation date for all employees, will be used for purposes of performance evaluations and merit consideration.
- b. Demotion: An employee who is demoted will be placed in a new job position and his or her salary reduced according to the appropriate pay step for that new position.
- c. Transfers: An employee who transfers laterally to a classification with the same salary range shall retain his or her present salary placement.

VII. REPORTING AND VERIFYING TIME RECORDS

A. TIME REPORTS

It is the responsibility of each hourly employee, and each salary employee who is FLSA non-exempt, to properly record hours he or she has worked each pay period. Each time sheet shall bear the signature of the employee with a statement verifying its accuracy and a counter signature by a supervisor indicating the hours claimed were actually worked. These records shall be retained as required by the records retention policy of the City, consistent with State law. Exempt employees may be required to document time worked for accountability and benefit purposes, when requested by the Mayor or designee, but as a usual practice, a FLSA exempt employee does not track or report his or her hours.

Any employee with concerns about his or her compensation, rate of pay, payroll status, deductions, etc. shall communicate such concerns to the Finance Manager as soon as any such concern becomes evident. If the response from the Finance Manager is unsatisfactory, the employee should address the issue to his or her immediate supervisor in order to resolve stated concerns. A written record of such issues may be maintained in the employee's personnel file, at his or her request.

B. PAYROLL PROCEDURES AND PAYDAYS

All employees other than on-call firefighters are paid every other week throughout the year for a total of 26 pay periods. The Finance Manager or his or her assistant will issue paychecks by Direct Deposit, on every other Thursday for all employees other than on-call firefighters. On-call firefighters shall be paid once a month for a total of 12 pay periods. The Finance Manager or his or her assistant will issue paychecks for the on-call firefighters on the first Thursday of each month. Paychecks compensate employees for work performed in the pay period proceeding the week in which the check is issued.

C. PAYROLL DEDUCTIONS

In accord with Idaho Code § 45-609 or its successor, no payroll deductions will be made from an employee's paycheck unless authorized in writing by the employee or as required by law.

It is the obligation of each employee to monitor the accuracy of each paycheck received. Information shown on the employee's paycheck stub is provided for information only. Actual practices respecting the issuance of paychecks and allocation of employee benefits must be consistent with the official policy of the City. In the event of disagreement between the computer-generated paycheck stub and official policy as interpreted by the Finance Manager, the policy shall prevail. Employees are obligated to call to the City Finance Manager's attention to any discrepancies in payroll practices, whether to the advantage or disadvantage of the employee.

D. TRAVEL EXPENSE REIMBURSEMENT

An employee on approved City business shall be reimbursed within 30 days of the submission of an approved expense report for expenses incurred in completing his or her work-related assignment in accord with the procedures established by the Mayor or designee.

E. ON-THE-JOB INJURIES

All on-the-job injuries shall be reported to the employee's supervisor as soon as practicable to allow filing of a worker's compensation claim in the proper manner. If an employee is disabled temporarily by an on-the-job accident he or she should be eligible for worker's compensation benefits. Return to employment will be authorized on a case-by-case basis upon consultation with the supervising official and the State Insurance Fund. Concerns associated with injured worker status may be brought before the Mayor or designee. For sworn law enforcement officers, the City will handle worker's compensation claims consistent with Idaho Code, Title 72, Chapter 11.

VIII. PERFORMANCE EVALUATIONS

The Mayor or designee serving as the City's human resource manager shall maintain a performance evaluation process, including schedule for evaluations, and criteria to measure employee performance, forms and procedures to evaluate employee performance, including but not limited to tying performance to the City Council's annual priorities and goals of the employee's respective department.

The City of Sun Valley uses a five (5) level system to evaluate employee performance. Performance evaluations are conducted at an initial six months for new employees; and on November 1st, the annual evaluation date for all employees. The five (5) performance levels are:

- EXCEPTIONAL - Outstanding performance that consistently results in extraordinary and exceptional accomplishments with significant contributions to the objectives of the department and the city.
- EXCEEDS EXPECTATIONS – Excellent performance that exceeds position requirements generating results that positively affect the objectives of the department.
- SATISFACTORY – Good performance with employee fulfilling all position requirements, and, on occasion, generating results above those expected for the position.
- NEEDS IMPROVEMENT – Performance is passable but not up to full expectations for the position. There is room for significant improvement.
- UNSATISFACTORY - Performance does not meet expectations. Situation requires prompt attention and an action plan to address deficiencies.

IX. SALARY PAY RANGE APPROVAL, ADMINISTRATION AND MERIT INCREASES

A. MARKET PAY RANGE APPROVAL

The City's policy is to compensate employees for expected work performed within and beyond the normal work period. The City desires that its salaries are competitive in regional and resort labor markets for its various needed staff positions. Accordingly, the City uses a competitive Salary Pay Range to determine the salary of its employees.

B. SALARY PAY RANGE ADMINISTRATION

1. The Salary Pay Range shall be implemented and administered, under the direction of the Mayor or designee, who shall determine the rate of pay for each employee.
2. The Mayor or designee gathers salary data for the Salary Pay Range at least once every three years. The Salary Pay Range shall include all current job positions in the City and shall set forth minimum and maximum salary ranges for those positions. The Salary Pay Range minimum and maximums shall be approved by the City Council prior to implementation.
3. A new employee's starting salary shall be based upon the employee's qualifications, experience and education.

C. MERIT INCREASES

When available in the annual budget, merit increases may be awarded by the Mayor or designee based upon the employee's annual performance evaluation completed on November 1st. Merit pay

will be awarded by an increase in the step(s) as set forth in the Salary Range Plan and as determined by the employee's location in the Salary Pay Range.

1. Adjustments will not be automatic, but shall depend upon achieving a performance level satisfactory to the Mayor or designee for consideration of a merit increase upon completion of the annual performance evaluation conducted on November 1st.
2. An employee, who has reached the maximum salary approved for his or her respective position in the Salary Pay Range, may be eligible for a one-time bonus for the year based upon his or her annual performance evaluation. The Mayor shall approve any bonus in writing and only if funds are available in the budget's annual merit appropriation, if any.
3. The Mayor shall report in writing to the City Council the total number of employees receiving merit increases and total amount awarded, within thirty (30) days of making the merit awards.

X. EMPLOYEE BENEFITS

The City of Sun Valley offers a number of employee benefits for regular full-time and part-time employees. These benefit offerings are subject to change or termination at the sole discretion of the City Council.

A. VACATION LEAVE

The explicit purpose of vacation leave is to allow the employee extended rest and rejuvenation. Vacation accrues from the start of employment. Vacation leave is available to full time and part time regular employees who have completed the equivalent of six (6) months of employment. As a general practice, an employee will use all vacation days accrued in a given year within 13 months of the employee's anniversary date (start of annual vacation accrual period). At times, annual vacation accruals may not be used due to the need for an employee to work to meet the City's resort seasons service demands and/or an employee's preference to manage the duration of approved vacation periods. A portion of annual accrued vacation, therefore, may be carried over for future scheduled vacation leave depending on the length of the employee's service. The accrual rates use requirements and allowed carry-over limits are as follows:

<u>Accrual Period</u>	<u>Days</u>	<u>Minimum Vacation to be Used in 13 months</u>	<u>Allowed Carry-over Hours</u>
1 - 24 months (1 - 2 years)	10	10	8
25 - 98 months (3 - 9 years)	15	15	24
99 - 240 months (10 - 20 years)	20	15	40
241 months (21+ years)	25	20	40

Vacation leave is to be scheduled with consent of the responsible department supervisor. Efforts will be made to accommodate the preference of the employee in vacation scheduling, but first priority will be the orderly functioning of the City. Employees may need to regularly schedule vacation during slower periods during the resort year.

Upon separation from employment unused vacation leave, which has been carried-over up to the maximum hourly allowance, will be compensated by lump-sum payment at the then-current hourly or daily rate for employees with 99 months or more of service to the City.

B. SICK LEAVE

1. Sick leave benefits are provided to regular full-time employees at the rate of eight (8) hours per every month of employment. Sick leave is a benefit to provide relief to the employee in the event of illness to the employee or his or her immediate family (spouse, domestic partner, parents, grandparents, children, grandchildren, brothers, sisters or any other person for whom the employee is legal guardian). It is to be used only in the event of an illness or injury that prevents the employee from working productively or safely or if an immediate family illness presents no practical alternative or for Bereavement Leave for an additional seven (7) days. Sick leave must be requested at least within two (2) hours of the time when the scheduled work period is to begin, unless circumstances outside the control of the employee prevent such notice. Supervisors asked to approve use of sick leave may, at City of Sun Valley expense, request an independent review of reported illness at any time by a competent medical authority, with the approval of the Mayor or designee.
2. Sick leave may accrue to a maximum of 400 hours. Sick leave benefit recipients receive normal compensation when using sick leave. All unused sick leave will be forfeited without compensation upon separation from employment.
3. Compassionate Leave Donations to a Sick Bank
The Mayor at anytime may allow for the creation of a permanent or temporary Sick Bank to allow an employee with accrued sick days to donate a certain number of hours to a fellow employee to cover time lost due to illness or accident of the employee or an immediate family member of the employee (spouse, domestic partner, parents, grandparents, children, grandchildren, brothers, sisters or any other person for whom the employee is legal guardian). Donated sick leave hours will be converted to a dollar value based on the donating employee's regular hourly rate at the time of donation. This amount will then be divided by the receiving employee's hourly rate to determine the actual number of hours received from the donation. There is no entitlement to a Sick Bank being created or implemented.

C. HOLIDAYS

Eleven (11) official holidays are provided for full-time regular employees. An employee who has regular full-time active status on the date of any holiday shall receive compensation for that day even though he or she is not scheduled or expected to work. Holidays which fall on Saturdays shall be observed on the preceding Friday. Those which fall on Sundays shall be observed on the succeeding Monday. The holiday schedule may be changed at any time by the City Council.

Full-time regular non-exempt hourly employees who are scheduled to work on a holiday shall be compensated at a rate of two times the employee's regular rate of pay. Unscheduled emergency work by a non-exempt employee on a holiday shall be compensated at a rate of two times the employee's regular rate of pay.

Full-time regular exempt employees who are required to work on a holiday shall be provided with an equivalent amount of time off up to a maximum of eight (8) hours. The equivalent amount of time off shall be designated as a floating holiday. The floating holiday must be used within one (1) year of the holiday that was worked by the employee, has no cash value, and, therefore, is not paid out if the employee leaves employment with the City. In order to use a floating holiday, the employee must obtain prior approval from the Mayor or designee.

Recognized Holidays:

New Year's Day	Labor Day
Martin Luther King, Jr. /Human Rights Day	Columbus Day
Presidents' Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Friday after Thanksgiving Day
	Christmas Day

D. BEREAVEMENT LEAVE

Up to three (3) days of paid leave of absence shall be provided for a death in the immediate family (spouse, domestic partner, parents, grandparents, children, grandchildren, brothers, sisters or any other person for whom the employee is legal guardian). Additional leave may be granted from accrued vacation or sick leave or unpaid leave of absence with the approval of the Mayor or designee.

E. LEAVES OF ABSENCE

The Mayor can grant unpaid leave for any reasonable justifiable purpose. Unpaid leave in excess of thirty (30) days shall require written approval of the City Council.

F. INSURANCE COVERAGE AVAILABLE TO EMPLOYEES

Health insurance is available to employees and family members in accordance with the terms and conditions of the City's contract for such services. Other insurance offerings including life insurance, disability insurance, dental insurance, vision insurance and supplemental income protection may be available at employee or City expense. Any such offerings are subject to change at any time.

G. RETIREMENT

The retirement plan of the City of Sun Valley combines benefits of the Public Employees Retirement System of Idaho (PERSI) with Social Security (FICA). PERSI mandates withholding a percentage of an employee's gross salary for pension purposes, which is presently exempt from Federal and State income taxes, and the City of Sun Valley matches this with an additional larger contribution.

H. MISCELLANEOUS BENEFITS

In addition to the benefits listed on the previous pages, the following miscellaneous benefits may be available to employees for participation in accordance with the terms of his or her respective policy or agreement:

1. Deferred compensation plans handled by payroll deduction, such as 457 and 401K plans.
2. Credit union participation.
3. Employee-requested deduction programs subject to City policy.
4. Provision of uniforms, tools, equipment allowance, etc.
5. Further training, as deemed necessary by supervisor.
6. Any such offerings are subject to change at the City Council's sole discretion at any time.

J. TRANSFER OF BENEFITS WITH EMPLOYEE TRANSFER

Accrued benefits for each employee continue to the benefit of that employee if the employee transfers from one department to another within the City of Sun Valley. Any such transfer will not result in a reduction of benefit offerings separate and apart from those realized by employees similarly situated.

K. CHANGE IN BENEFITS

The City of Sun Valley, through its City Council, reserves the right to change, condition, or terminate any benefits set forth in this *Personnel Policy*. No employee shall acquire any rights in any current or future status of benefits except as the law otherwise requires.

L. DISCRETIONARY LEAVE

The Mayor may authorize discretionary leave (time off with pay) for an exempt employee in the event of unusual work demands requiring excessive hours of work beyond the employee's normal work schedule.

Such discretionary leave shall not exceed four (4) days in a calendar year, be taken within a reasonable time period of the excessive hours of work, has no cash value, and, therefore, is not paid out if the employee leaves employment with the City. In order to use discretionary leave, the employee must obtain prior approval from the Mayor or designee and utilize the discretionary leave in increments no less than one day each.

XI. EMPLOYEE PERFORMANCE AND DISCIPLINE

A. PURPOSE OF DISCIPLINE/PERFORMANCE POLICY

The purpose underlying the discipline/performance policy of the City of Sun Valley is to establish a consistent procedure for maintaining suitable behavior and a productive working environment in the workplace. These procedures are directory in nature and minor variations of the processes set forth herein shall not affect the validity of any actions taken pursuant to this policy.

B. DISCIPLINARY/PERFORMANCE SYSTEM FRAMEWORK

The City of Sun Valley adopts the following framework for actions to be taken in the event that any employee subject to this policy violates employment policies or fails to perform adequately. Progressive steps may be implemented in order to encourage improved performance or attitude, but are not required. The City of Sun Valley reserves the right to take any of the prescribed steps in any order in the event that a supervisor deems a policy violation or action of the employee to be serious enough to warrant a certain step.

C. DISCIPLINARY ACTIONS AVAILABLE

The following actions are among the disciplinary steps that may be taken by the supervisor in response to *Personnel Policy* violations:

- Oral warning
- Written warning or reprimand
- Suspension without pay
- Demotion
- Dismissal

D. OPPORTUNITY TO BE HEARD—ASSERTIONS OF UNLAWFUL DISCRIMINATION AND “NAME-CLEARING HEARING”

All City of Sun Valley employees are at-will employees. The City of Sun Valley recognizes, however, at-will employees may from time to time suffer from the adverse consequences of unlawful discrimination. The City of Sun Valley also recognizes a public employee who is being demoted with a reduction in pay or terminated from employment based upon allegations of dishonesty, immorality or criminal misconduct is entitled to a “Name-Clearing” hearing.

Unlawful discrimination addresses actions that are alleged to involve decisions based upon age, sex, race, religion, national origin, sexual orientation, gender identity, genetic information or disability that is not a bona fide occupational qualification. The City of Sun Valley does not condone discrimination on the basis of the foregoing unlawful categories. Failure to pursue this opportunity pursuant to this policy shall constitute a failure to exhaust remedies under this policy. Issues involving job performance or employee attitude are not the proper subjects of this procedure and will not be heard.

The elements of procedure to be followed and undertaken at the direction of the Mayor or designee unless waived by the employee are the following:

1. The employee may, within fourteen (14) days of his or her termination or demotion, submit a written allegation of unlawful discrimination or the basis for entitlement to a “name-clearing hearing,” stating with particularity the basis for the requested meeting. Written allegations filed untimely or failing to state a particular, legally recognized basis will not be granted an opportunity to be heard.

2. An employee alleging unlawful discrimination or the entitlement to a "name-clearing hearing" will be entitled to meet with the designated person, and the meeting will last no longer than two (2) hours unless otherwise approved.
3. There shall be a record maintained, including a tape recording of the meeting.
4. The employee's supervisor, to the extent of his or her knowledge, may be required to provide a brief written statement in response to the particular allegation of discrimination or "name-clearing" request. The Mayor or designee may request that the employee's supervisor participate in the meeting.
5. The employee will not be prohibited from having an attorney assist him/her at the employee's own expense.
6. The employee will be allowed to present oral testimony (or provide written statements) concerning evidence upon which the alleged discrimination or "name-clearing" is based.
7. The Mayor or designee may ask the employee's witness's questions for clarification purposes should that be necessary during the discussion process.
8. The employee shall not have the opportunity to question any participants during this process, but may submit written questions for the Mayor or designee to consider.
9. The Idaho Rules of Evidence do not apply to this opportunity to be heard.

The opportunity to be heard shall take place as soon as it can be accommodated by the schedules of those involved. Additional time may be granted at the request of the employee upon a showing that additional time is needed to provide facts necessary to respond to the charges.

After the meeting, the Mayor shall consider the information submitted and such other information as might be in the City's records to arrive at a decision concerning the allegations. Said decision shall set forth the reasons for the determination in writing. If as a result of this opportunity to be heard, the Mayor finds fault with the basis for the City's action, remedial action may be prescribed, including restoration of employment and payment of back pay.

XII. DISCRIMINATORY WORKPLACE HARASSMENT POLICY AND COMPLAINT PROCEDURE

A. PURPOSE

The purpose of this Harassment Policy is to clearly establish the City's commitment to provide a work environment free from discrimination, harassment and retaliation to define discriminatory harassment, and to set forth the procedures for investigating and resolving internal complaints of harassment. Because of the importance of a workplace free from discrimination, harassment and retaliation, this policy should be reviewed with each employee on a regular basis.

It is important that all employees treat all other employees and members of the public with decency and respect. It is the responsibility of each and every employee, supervisor and department head to prevent inappropriate behavior in the workplace. Inappropriate behavior which impacts the workplace, or has the potential to impact the workplace, will not be tolerated.

This Policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, job retention, promotion, disciplinary action, layoff, reinstatement, transfer, leave of absence, compensation and training.

B. POLICY

Harassment of an applicant for employment, a member of the public, or an employee by any employee of the City on the basis of race, color, religion, national origin, sex, age (40 and over), sexual orientation, gender identity, genetic information or disability is in violation of State and/or Federal law and/or the City of Sun Valley Personnel Policy and will not be tolerated by the City of Sun Valley.

Employees found to be participating in any form of employment-related unlawful harassment or retaliating against another employee for filing a complaint or cooperating with an investigation shall be subject to disciplinary action up to and including termination of employment.

C. RESPONSIBILITIES

The City: It is the responsibility of the City to develop this policy, provide training on this policy, keep it up to date, and to ensure that any violation of this policy brought to its attention is dealt with as required by law and according to this Policy.

The Mayor shall designate in writing who will be responsible for following the Complaint Procedures as set out in this policy. The person designated by the Mayor will be referred to as the "Designated Official."

Supervisors: It is the responsibility of supervisors to enforce the policy, to train new employees on the policy, to make a regular review with all employees to ensure they know the policy and to regularly check the workplace to make sure the policy is being followed.

If a supervisor observes that discrimination, harassment or retaliation in violation of federal or state law or these personnel policies is occurring, he or she should take immediate action to address the problem. Such action should include, but is not limited to, speaking directly with the affected person, developing a specific account of the actions, omissions or occurrences that are deemed discriminatory, consulting with the supervisor, or a department head and taking corrective or disciplinary action as appropriate. If the alleged discrimination, harassment or retaliation is not within the supervisor's area of responsibility or oversight, he or she should notify the department head or other appropriate management employee, who should then take steps within not more than two (2) days to address the allegation.

If harassment in violation of federal or state law or these personnel policies reported or alleged, it must be followed up. No complaining party should be allowed to retract an allegation of harassment without proving that it was made erroneously. If a supervisor receives information that discrimination, harassment or retaliation in violation of federal or state law or these personnel policies might be occurring, he or she should follow the Complaint Procedure as set out in this policy below.

Employees: It is the responsibility of each and every employee to know this policy and to follow it. All City employees share the responsibility of understanding and preventing discrimination and harassment. Ultimately, no satisfactory investigation or resolution of complaints can occur without the initiative and continued cooperation of the affected person. An individual who believes he or she has been discriminated against or harassed in violations of federal or state law or these personnel policies has the primary obligation of informing his or her supervisor, department head, Mayor, Mayor's designee or legal counsel for the City on the act of discrimination, harassment or retaliation, recounting specific actions or occurrences whenever possible. It is imperative that every employee treats every other employee and members of the public with decency and respect so as to facilitate a sound professional work environment.

D. DEFINITIONS

For purposes of clarification, harassment in violation of federal or state law or these personnel policies includes but is not limited to the following behaviors:

1. Verbal Harassment – Epithets, derogatory comments, slurs, propositioning, profanity, loud or otherwise offensive words or comments on the basis of race, color, religion, national origin, gender, age (40 and over), sexual orientation, gender identity, genetic information or disability whether made in general, directed to an individual or directed to a group of people regardless of whether the behavior was intended to harass. This includes, but is not limited to, inappropriate sexually oriented comments, including dress or physical features, sexual rumors, code words, and race-oriented

- stories, as well as jokes of a sexual or discriminatory nature or "kidding" which is oriented towards a prohibited form of harassment.
2. Physical Harassment – Assault, impeding or blocking movement, leering, or the physical interference with normal work, privacy or movement when directed at an individual on the basis of race, color, religion, national origin, gender, age (40 and over), sexual orientation, gender identity, genetic information or disability. This includes pinching, patting, grabbing, inappropriate behavior in or near bathrooms, sleeping facilities and eating areas, or making explicit or implied threats or promises in return for submission to physical acts.
 3. Visual Forms of Harassment – Derogatory, prejudicial, stereotypical or otherwise offensive posters, photographs, cartoons, e-mails, notes, bulletins, drawings or pictures on the basis of race, color, religion, national origin, gender, age (40 and over), sexual orientation, gender identity, genetic information or disability. This applies to both posted material and material maintained in or on City of Sun Valley equipment or personal property in the workplace.
 4. Sexual Harassment – Any act which is sexual in nature and is made explicitly or implicitly a term or condition of employment, is used as the basis of an employment decision, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

There are two types of sexual harassment:

- a. "Quid pro quo" harassment, where submission to unlawful harassment is used as the basis for employment decisions.

Employee benefits such as raises, promotions, better working hours, job retention, etc., are directly linked to compliance with sexual advances. Therefore, only someone in a supervisory capacity (with the authority to grant such benefits) can engage in quid pro quo harassment. Example: A supervisor promising an employee a raise if the employee goes on a date with the supervisor; a department head telling an employee the employee will be fired if the employee does not have sex with the department head.

- b. "Hostile work environment," where the unlawful harassment creates an offensive and unpleasant working environment.

Hostile work environment can be created by anyone in the work environment, whether it be supervisors, other employees, or in certain circumstances, the public. Hostile environment harassment consists of verbiage of a sexual nature, unwelcome sexual materials, or even unwelcome physical contact as a regular part of the work environment. Cartoons or posters of a sexual nature, vulgar or lewd comments or jokes, or unwanted touching or fondling all fall into this category.

E. COMPLAINT PROCEDURE

The following complaint procedure will be followed in order to address a complaint regarding harassment, discrimination, or retaliation:

1. A person who believes he or she has been harassed, discriminated or retaliated against in violation of federal or state law or these personnel policies should report it to his or her supervisor, department head, Mayor, Mayor's designee or legal counsel for the City. If a supervisor becomes aware that harassment or discrimination in violation of federal or state law or these personnel policies is occurring in any City department as a result of an employee coming forward, the supervisor should immediately report it to a designated official pursuant to this policy. Once a complaint of harassment, discrimination or retaliation in violation of federal or state law or these

personnel policies has been made, the complaint cannot be withdrawn by the complainant without a determination that it was made erroneously.

2. Within twenty-four (24) hours upon receiving the complaint, the Designated Official should initiate the investigation to determine whether there is a reasonable basis for believing that an alleged violation of these personnel policies occurred.
3. Upon receiving the complaint, or being advised by a supervisor that violation of these personnel policies may be occurring, the Designated Official should review the complaint with the City Attorney, Mayor and/or Mayor's designee.
4. The Designated Official, in conjunction with legal counsel for the City, should engage an appropriate person to investigate the complaint. The investigator should be a neutral party.
5. The investigator will interview the complainant, the respondent, and any relevant witnesses to determine whether the conduct occurred.
6. As soon as practical, the investigator will conclude the investigation and submit a report of his or her findings to the Designated Official, who then will route it as appropriate. The investigator shall report every week to the Designated Official the expected timeframe for completion of the investigation.
7. If it is determined that harassment or discrimination in violation of personnel policies has occurred, the appropriate official will recommend the appropriate course of action to be taken by the City. The appropriate action will depend on the following factors:
 - a. The severity, frequency and pervasiveness of the conduct;
 - b. Prior complaints made by the complainant;
 - c. Prior complaints made against the respondent; and
 - d. The quality of the evidence (first hand knowledge, credible corroboration, etc.).
8. If the investigation is inconclusive or it is determined that there has been no harassment or discrimination in violation of these personnel policies, but some potentially problematic conduct is revealed, corrective action must be taken.
9. Within three (3) business days after the investigation is concluded, the supervisor(s) will meet with the complainant and the respondent separately in order to notify them in person of the findings of the investigation. The supervisor, complainant and respondent shall each document in writing and in separate documents the date and time of the meeting.
10. The complainant and the respondent may submit statements to the supervisor(s) challenging the factual basis of the findings. Any such statement must be submitted no later than five (5) working days after the meeting with the supervisor(s) in which the findings of the investigation is discussed.
11. Within two (2) business days after the supervisor(s) has met with both parties and reviewed the documentation, he or she will decide, after consultation with legal counsel, what action, if any, should be taken.

F. DISCIPLINARY ACTION

If harassment or discrimination in violation of these personnel policies is determined to have occurred, the supervisor should take action within not more than two (2) business days and effective remedial action against the harasser or discriminator with the overarching goal of implementing reasonable measures to prevent any further harassment. The action will be commensurate with the severity of the offense, up to and including termination of employment.

G. RETALIATION

Retaliation in any manner against a person for filing an harassment or discrimination charge or initiating an harassment or discrimination complaint, testifying in an investigation, providing information or assisting in an investigation, is expressly prohibited and subject to disciplinary action up to and including termination.

H. CONFIDENTIALITY

Confidentiality will be maintained in accordance with applicable Federal, State and local law. A complete and thorough investigation of the allegations, however, may require the investigator to inform witnesses of certain aspects of the complaint in order to obtain an accurate account of the actions of the parties involved.

I. FALSE COMPLAINTS

Any complaint made by an employee of the City regarding employment-based harassment or discrimination which is based upon a fraudulent statement of fact may be subject to discipline, including termination of employment. This section is not intended to discourage employees from making complaints regarding employment-based harassment or discrimination. However, false complaints adversely impact the workplace and the career of the accused, even when disproved, and will not be tolerated.

J. DISTRIBUTION

Access to this policy shall be provided to all employees of the City either by paper or electronic copy. Any questions, concerns or comments related to this policy should be directed to the Mayor or designee or respective department head.

XIII. GENERAL PERSONNEL POLICY VIOLATION AND COMPLAINT PROCEDURE

If an employee believes there is or are a significant violation(s) of this *Personnel Policy* or of local, state or federal law occurring, and not pertaining to Discriminatory Workplace Harassment cover in Section XII. Above, the following complaint procedure will be followed:

- A. The Mayor shall designate in writing who will be responsible for following the Complaint Procedures as set out in this policy. The person designated by the Mayor will be referred to as the "Designated Official."
- B. A person who believes there is or are significant violation(s) of this *Personnel Policy* or of local, state or federal law occurring, should report it to his or her supervisor, department head, Mayor, Mayor's designee or legal counsel for the City. Once a complaint has been made, the complainant cannot withdraw the complaint without a determination that it was made erroneously.
- C. Within twenty-four (24) hours upon receiving the complaint, the Designated Official should initiate the investigation to determine whether there is a reasonable basis for believing that an alleged violation of this Policy occurred.
- D. Upon receiving the complaint, or being advised by a supervisor that violation of this policy may be occurring, the Designated Official should review the complaint with the City Attorney, Mayor and/or Mayor's designee.
- E. The Designated Official, in conjunction with legal counsel for the City, as soon as practicable shall determine the process for determining whether a violation of the Policy has occurred, including but not limited to identifying an appropriate, neutral person to investigate the complaint.
- F. If it is determined that a violation of the City's policy has occurred, the appropriate official will recommend the appropriate course of action to be taken by the City.

- G. Within three (3) business days after the review process is concluded, the supervisor(s) will meet with the complainant and the respondent separately in order to notify them in person of the findings of the investigation. The supervisor, complainant and respondent shall each document in writing and in separate documents the date and time of the meeting.

XIV. SEPARATION FROM EMPLOYMENT

A. REDUCTIONS IN FORCE (RIF)

When financial circumstances or changes of workload require, the City of Sun Valley reserves the right to reduce forces or reorganize the office in such manner as it deems necessary to maintain the effective functioning of City of Sun Valley services.

B. RETIREMENT POLICY

The retirement policy of the City of Sun Valley shall comply in all respects with federal and state requirements respecting mandatory retirement and the obligations established by the Public Employee Retirement System of Idaho (PERSI).

C. COBRA BENEFITS

Employees of the City of Sun Valley who currently receive medical benefits, who separate their employment may be eligible to continue those medical benefits for a limited time in accordance with the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). For questions regarding continuing rights to health coverage after separating from the City of Sun Valley, contact the Finance Manager.

D. EXIT INTERVIEW

Each employee who terminates from employment with the City of Sun Valley is encouraged to participate in an exit interview with the designated representative of the City, or in the event of involuntary termination with the Mayor or designee. In such interview, the employer should notify the employee when certain benefits will terminate, when final pay will be issued and review the process to receive COBRA benefits. The employee will be invited to inform the interviewer about his or her impressions of employment in such interview. An employee exit form may be completed at this point and will be retained in the employee's personnel file.

E. RESIGNATION POLICY

Voluntary resignations will generally be made in writing. If the employee wants their formal records to indicate "voluntary resignation", he or she must do so in writing to his or her supervisor or department head. The department head will document oral resignations in a form determined by the Mayor or designee as human resource director. Evidence of acceptance of a resignation shall be provided to the ex-employee; unless it is determined the ex-employee has no verified contact information where such evidence of acceptance can be delivered. An employee who has an unexcused or unauthorized absence of three (3) working days or more may be considered to have abandoned his or her position and therefore resigned.

APPENDIX A – ACKNOWLEDGEMENT OF RECEIPT OF THE CITY OF SUN VALLEY PERSONNEL POLICY

CITY OF SUN VALLEY PERSONNEL POLICY
ACKNOWLEDGMENT OF RECEIPT & UNDERSTANDING
OF THE CITY OF SUN VALLEY PERSONNEL POLICY

I, _____ acknowledge receipt on _____ (date) of a paper or electronic copy of this *Acknowledgment of Receipt & Understanding of the City of Sun Valley Personnel Policy* form; and, receipt of a paper or electronic copy of the *City of Sun Valley Personnel Policy*, which was adopted by City Council Resolution 2012-05, on October 2, 2012; and, I understand I am required to return this form not later than _____ (date), to the Mayor or designee.

In addition, I verify:

Initials

_____ I have read and understand the *Personnel Policy*.

_____ I understand this *Personnel Policy* is not a contract and cannot create a contract.

_____ I understand I am obligated to perform my duties of employment in conformance with the provisions of this *Personnel Policy* and any additional rules, regulations, policies or procedures imposed by the department in which I work whether or not I choose to read the new *Personnel Policy*.

_____ I understand this *Personnel Policy* may be modified without prior notice to me.

_____ I understand should this *Personnel Policy* be modified I will be provided with a copy of the modifications in paper format within five (5) business days of modification; and must return this *Acknowledgment of Receipt & Understanding of the City of Sun Valley Personnel Policy* form within ten (10) business days.

DATED this ___ day of _____.

Employee Printed Name: _____ Title: _____

Employee Signature: _____

APPENDIX B - VEHICLE USE POLICY
CITY OF SUN VALLEY PERSONNEL POLICY
VEHICLE USE POLICY

DEFINITION: Motor vehicle or vehicle shall be defined as any motor vehicle, including road or street and path maintenance equipment.

- A. **PURPOSE:** the purpose of the vehicle use policy is to set the policies and procedures for the use and operation of city of Sun Valley vehicles by its employees. The policy and procedures:
1. Help ensure the safety of city employees.
 2. Encourage the efficient and effective use of city resources; and
 3. Minimize liability to the city.
 4. Establish the understandings, requirements and rules for all employees who drive a motor vehicle in the course of city business.
- B. **ADMINISTRATION:** The Mayor of Sun Valley is the administrative authority issuing this policy. Daily administration is the responsibility of the mayor or designee and department heads.
- C. **GENERAL POLICIES AND PROCEDURES**
1. In order to be authorized to operate a City vehicle, an employee must possess a valid State of Idaho Driver's License of the class required for operation of the particular City vehicle. Driver's Licenses will be filed with the Treasurer/Finance Manager. It is the responsibility of the department head to document and monitor each employee's license in his or her respective department, providing updated copies of renewed licenses to the Treasurer/Finance Manager.
 2. In the event an employee's driver's license is suspended for any reason, the employee will promptly notify the department head. The employee will not operate a City vehicle during the term of the suspension.
 3. An employee is granted permission to use a City-owned vehicle with the express understanding that the vehicle is for official City business. An employee operating a City vehicle shall not permit persons other than City employees, elected or appointed officials and persons required to be conveyed in the performance of duty or as otherwise authorized to ride as a passenger in their vehicle.
 4. The driver and all occupants must wear seat belts at all times when operating any City vehicle.
 5. The driver must obey all traffic laws at all times and to drive in a safe and courteous manner.
 6. The use of alcohol, illegal drugs, or any drugs or substances that may affect the employee's ability to drive safely are prohibited.
 7. An employee's intentional or negligent abuse or misuse of a City vehicle may lead to discipline including, but not limited to the cost of repair or replacement.
 8. All City owned vehicles are subject to inspection and/or search at any time by a supervisor. No employee assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.
 9. Any employee fueling a City vehicle will follow the instructions on the Fuel Log provided and fully explained and monitored by the department head.
- D. **VEHICLE CARE**
1. Each employee will be responsible for the safekeeping, serviceable condition, proper care, use and replacement of any vehicle assigned or entrusted to them.
 2. Before taking the vehicle into service, the Employee will inspect the interior and exterior of any assigned vehicle. Any previously unreported damage, mechanical problem, unauthorized

contents or other problems with the vehicle shall be promptly reported to a supervisor and documented as appropriate.

3. The use of damaged or unserviceable vehicles should be discontinued as soon as practical and replaced with a serviceable vehicle as soon as available following notice to the department head.
4. Use will be limited to official purposes and in the capacity for which it was designed. No modifications, additions or deletions of any equipment or accessories shall be made to the vehicle without written permission from a supervisor. In the event that a vehicle becomes damaged or unserviceable no employee shall attempt to repair the vehicle without prior approval of a supervisor.

E. VEHICLE COLLISION OR ACCIDENT

1. When a City owned vehicle is involved in a traffic collision, the involved employee shall promptly notify his or her supervisor.
2. A traffic collision report shall be filed with the agency having jurisdiction. In addition, the City of Sun Valley Traffic Collision Report must be completed.

F. TYPES OF VEHICLE ASSIGNMENTS – Vehicle assignments are established in the *City of Sun Valley Personnel Policy*.

1. Assigned Vehicle for Unrestricted Use: The City does not assign vehicles for unrestricted use.
2. Assigned Vehicle for the Employee's Restricted Use: A City vehicle may be assigned to an employee who needs to respond, at any time, to emergencies or safety needs. The employee may have 24-hour use of an assigned vehicle and may garage it at his or her residence overnight due to the duties of his or her position. Personal use of the City vehicle is prohibited except for meal or break stops taken in the course of employment or *de minimis* personal errands only while traveling between work and home in a manner that does not materially increase the number of miles a vehicle is driven. *De minimis* refers to small, trifling, and insignificant personal use that is incidental to business use.
3. Assigned Vehicle/Work Related Use Only: A City vehicle may be assigned to an employee to allow the employee to respond back to work for work related activities as required. Personal use of the City vehicle is prohibited except for meal or break stops taken in the course of employment or *de minimis* personal errands only while traveling between work and home in a manner that does not materially increase the number of miles a vehicle is driven. *De minimis* refers to small, trifling, and insignificant personal use that is incidental to business use. Vehicles may be garaged overnight at the employee's residence.

APPENDIX C - ELECTRONIC COMMUNICATION DEVICES & SYSTEMS USAGE POLICY

CITY OF SUN VALLEY PERSONNEL POLICY

ELECTRONIC COMMUNICATIONS DEVICES & SYSTEMS USAGE POLICY

- A. **PURPOSE:** The availability of electronic communication devices & systems within the work environment provides many opportunities for enhancement of productivity and effectiveness. These systems also entail the opportunity for rapid transfer and broad dissemination of sensitive material that can have damaging effects on the City of Sun Valley, its employees, and the public, if not managed properly. It is important, therefore, that the City of Sun Valley establish a policy which provides direction to City employees regarding the purchase, lease, license and use of electronic communication devices & systems.
- B. **ADMINISTRATION:** The Mayor or designee shall be responsible for the implementation of the Electronic Communication System Usage Policy.
- C. **DEFINITIONS:**
1. Electronic Communication Devices & Systems include, but are not limited to City-owned computers, cell phones, PDAs, hardware, tablet computers, software, webpage, electronic mail systems (email), voice mail systems, paging systems, electronic bulletin boards, Internet services, fax machines, mobile digital terminals (MDT), and any part of the City of Sun Valley leased or acquired network system(s) of any sort.
 2. Computer - A programmable electronic device that can store, retrieve, and process data, including any computer issued or maintained by the City of Sun Valley, including but not limited to both laptop and desktop versions, or any computer which is attached to or a part of the City of Sun Valley computer network.
 3. Hardware - The physical components of a computer, including the monitor, keyboard, central processing unit, floppy drives, CD-ROM drives, external storage media, and all peripheral accessories, including but not limited to, network connections, printers, scanners, speakers, printer cables and mouse.
 4. License - To permit or authorize the use of.
 5. Network System - The hardware and software which provides for the interconnection of City computers.
 6. Programming - A sequence of coded instructions that can be inserted into a mechanism (such as a computer) to work out a series of instructions.
 7. Shareware - Computer software that can be used and copied without charge. However, shareware is copyrighted and, if the copyright holder requests, a donation or fee must be paid if the software is used regularly.
 8. Software - The entire set of programs, procedures and related documentation associated with a computer system/program.
- D. **PURCHASES, COPYRIGHT AND LICENSES**
1. The purchase, lease, or license of all electronic communication system hardware and software must be approved by the Mayor or designee.
 2. Copying of computer software owned by the City of Sun Valley shall be governed by the copyright agreement.
 3. License agreements will be maintained by the Mayor or designee. The license agreement shall be the ultimate rule governing the use of the software. Any act permitted by this policy, but not permitted by the license agreement of the software program, shall be considered null and void.
 4. Software registration must be completed for all software purchased by the City at the time of purchase and shall list the City of Sun Valley as the purchaser and list the Mayor or designee as the contact for inquiries as to the use of the product.

E. GENERAL REQUIREMENTS

1. City Electronic Communication Devices & Systems is to be used for City business purposes only.
 - a. Cell phones and/or PDAs are provided to an employee when the employee's duties:
 1. Include a significant amount of work time out-of-the-office; or
 2. Require the employee be reached as needed at any time for the immediate or emergency needs of the City.
 - b. The Mayor or designee shall approve which employee(s) may have a cell phone or PDA and the respective phone or data service plan, including the provider, terms, hours, coverage and rates.
 - c. The cell phone number will be the cell number given out by the City to reach an employee when working out-of-the-office and the cell phone shall be listed on the City phone roster.
 - e. A City-owned cell phone may be used by the employee for "emergency only", non-City calls. Any usage over an approved number of minutes for the cell phone shall be deducted automatically from the employee's pay after taxes have been deducted.
 - f. The City shall not reimburse any employee for use of his or her personal cell phone for City business.
2. Incidental and occasional personal use of the Internet is allowed from time-to-time during scheduled breaks, including the lunch hour, to check for email on a personal, non-City account(s).
3. All messages or information composed, sent, stored, copied or received via electronic communication devices and systems are the property of the City. These messages and information are not private property of any employee, and no employee should have any expectations of privacy in such messages or information. The Mayor or designee have the right to access, close and/or disclose all messages sent via an electronic communication devices and/or systems or other information stored on an electronic communication device or system that is the property of the City. Employees, therefore, should treat electronic communications with the same degree of propriety and professionalism as official correspondence.
4. The Mayor or designee shall consult with the City's IT provider to regulate the requirements for City password usage. All employees shall change, alter, or modify their passwords as required by the City's IT provider. No employee shall disclose his or her password to any other employee or person.
5. Confidential electronic files must be professionally erased or storage devices containing these files removed from any computer or hardware device prior to the computer or hardware device being removed from the agency for servicing, repairs, or replacement.
6. The Mayor or designee must be notified immediately when --
 - a. Sensitive information is or suspected of being lost or disclosed to unauthorized parties.
 - b. Unauthorized use of the electronic communication devices & systems has taken place, or is suspected of taking place.
 - c. Passwords are lost, stolen or are suspected of being lost, stolen, or disclosed.
 - d. Any unusual system behavior such as missing files, frequent system crashes, misrouted messages, and the like appear because it may indicate a computer virus infection or similar security problem.
7. It is the intent of the City to provide the tools that every employee needs to successfully complete assignments; therefore no employee is allowed to use his or her personal computer, PDA, cell phone or other communication device for City business.
8. The Mayor or designee shall define the network server uses, organizational format, use of folder/file protection, storage and other aspects of network capabilities. Employees have the responsibility to use the network server effectively in meeting these directions.
9. Electronic communications are subject to the provisions of Resolution 2006-05 – Records Retention.

10. The use of electronic communication devices & systems shall be in keeping with applicable Federal, State, local, civil and criminal laws.

F. UNAUTHORIZED ACTIVITIES

1. No personally owned software applications or shareware software may be installed on a City computer, including, but not limited to, games, entertainment software, and screen savers unless written permission is given by the Mayor or designee and it is allowed by the licensing agreement of the software.
2. No employee may tamper with, change, delete, reprogram, copy protected codes, enter into areas of the program reserved for programming, insert additional programming, or rename any computer software program purchased, leased, or licensed for use by the agency, unless it is authorized by the licensing agreement. No employee shall perform any repairs, installations, modifications, removal, or relocation of any computer hardware, peripherals, and associated components without first obtaining authorization by the Mayor or designee.
3. Electronic transfer of files, software, or programs purchased by the City is not authorized unless it is allowed by the licensing agreement of the software product and approved by Mayor or designee.
4. Employees shall not use the email account or password assigned to another individual to send or receive messages.
5. The electronic communication system shall not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non job-related solicitations, or used for any personal commerce or purchases.
6. The electronic communication system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, or proprietary information. Failure to observe copyright or license agreements may result in disciplinary action by the City and/or legal action by the copyright owner.
7. No employee shall utilize or cause any City-owned computer to utilize an automatic log-on. Employees are prohibited from leaving a City computer unattended while logged on.
8. The encryption of files and the use of encryption programs are not permitted on any City computer without the prior authorization of the Mayor or designee.
9. No employee shall bypass or modify any installed security systems or menu interfaces without the expressed permission of the Mayor or designee.
10. No employee shall knowingly introduce any computer virus into any part of the electronic communication system operated by the City. Employees must use due care and caution to avoid inadvertently introducing computer viruses into any City computer by any means. Any material received which is suspect, e.g. multiple copies of email with the same subject line information received in rapid succession, should not be opened.
11. Viewing, downloading, communicating and/or transmitting material (for other than law enforcement purposes) that is known to involve the use of obscene language, images, jokes, sexually explicit materials or messages that disparage any person, group, or classification of individuals is strictly prohibited. Any employee who uses the City's equipment or network for these purposes will be subject to an immediate, severe disciplinary response.
12. Employees shall not use photographs or other material depicting City logos, vehicles, etc. on any personal or privately-owned home page. Personal/private home pages shall be clearly identifiable as personal pages.

13. Electronic communication devices & systems are for the exclusive and sole use of City employee for City business and shall not be used at any time by family members, friends or other persons not employed by the City.

**APPENDIX D - FEDERAL MEDICAL LEAVE ACT (FMLA)
CITY OF SUN VALLEY PERSONNEL POLICY
FEDERAL MEDICAL LEAVE ACT (FMLA)**

A. Eligibility Requirements

To be eligible for FMLA benefits, prior to any leave request, the employee:

1. must have worked for the employer for at least 12 months;
2. must have worked at least 1,250 hours for the employer during the previous 12 months.

The employee must meet all eligibility requirements before FMLA benefits will be extended him/her.

If your employment situation does not meet all of the qualifications set forth above, the subsequent FMLA policy, which is required by law to be included in our policy, does not apply to employee.

B. Entitlements

The Family and Medical Leave Act (FMLA) provides an entitlement of up to 12 weeks of job-protected, unpaid leave during any 12-month period to eligible, covered employees for the following reasons: 1) birth and care of the eligible employee's child, or placement for adoption or foster care of a child with the employee; 2) care of an immediate family member (spouse, child, parent) who has a serious health condition, defined by the Department of Labor as: (1) any period of incapacity due to pregnancy and prenatal care (825.114(a)(2)(ii)); (2) a chronic serious health condition (such as asthma, diabetes, etc., (3) a permanent or long-term condition for which treatment may not be effective (such as Alzheimer's, strokes, terminal diseases; and (4) to receive multiple treatments (including recovery there from) either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment (such as dialysis, chemotherapy, etc.); or 3) care of the employee's own serious health condition. It also requires that the employee's group health benefits be maintained during the leave. The 12-month period is determined using a "rolling" 12-month period measured backward to the date an employee first uses any FMLA leave.

If all eligibility requirements are met, the employee is covered under the FMLA. He or she may request up to 12 weeks of leave where the City of Sun Valley will continue the employee's benefits (employer portion only) during the leave period. If the employee does not return to work for reasons other than their own continued serious health condition or that of an eligible family member, the City of Sun Valley may recover from the employee the premium(s) that were paid for the employee's medical coverage.

Total FMLA leave for employee spouses/parents who both work for the City of Sun Valley is 12 weeks combined if the leave is for reasons other than the employee's own personal serious illness.

Examples where employees of the City of Sun Valley are entitled to leave under FMLA include:

1. To care for a child following a birth or placement of a child with the employee for adoption or foster care.
2. To care for a sick child, spouse or parent who has a "serious health condition."
3. If the employee himself or herself is unable to perform his or her own work responsibilities because of his or her own serious health condition.
4. Leave as provided for in the National Defense Authorization Act, see subsection (g).

C. Concurrent Use of Accrued Leave and Worker's Compensation Required

Employees are required to use any accrued paid vacation and sick leave (if applicable) concurrently with any FMLA leave. If paid leave accruals are less than 12 weeks, the employee may take the remainder of FMLA leave as unpaid leave. An employee will continue to accrue leave while utilizing their paid sick and vacation leave. He or she will cease to accrue vacation and sick leave during the unpaid portion of their leave. If the employee is on Worker's Compensation leave, such leave will also run concurrently with any FMLA leave.

D. Employee Obligations

An employee is required to give 30 days' advance notice or as much time as practical when the need for FMLA leave is foreseeable. The City of Sun Valley reserves the right to request medical certification supporting any leave, and may require second or third opinions (at City of Sun Valley expense). The City of Sun Valley may also require a doctor's fitness for duty report prior to your returning to work. Leave may be denied if these requirements are not met. The decision to allow an employee to return to work will be solely that of the City of Sun Valley in compliance with the provisions of the Family and Medical Leave Act. Should a doctor not find the employee fit to return to duty, the employee will not be allowed to return to work.

When an employee is off work for FMLA leave, the employee will not be allowed to work for any other employer without prior approval from the Mayor. An employee who violates this rule will be subject to disciplinary proceedings up to and including termination from employment.

Contact the Finance Manager to discuss your rights and obligations for continuation of any current benefits you are receiving. Employees must make arrangements for payment of their portion of their benefit costs or discontinuation of those benefits will occur.

To request FMLA leave please contact the Mayor or designee, indicating the reason for requesting FMLA leave and the expected duration of leave. Note: Employee may be required to provide medical certification by your physician or medical practitioner indicating the diagnosis and probable duration of your medical condition or the medical condition of your family member.

E. Intermittent Leave Requests

FMLA leave may be taken intermittently or on a reduced leave schedule to allow the employee to care for a sick family member, or for an employee's own serious health condition with prior written approval from the employee's supervisor or when "medically necessary." In the circumstance of birth or placement of a child for adoption or foster care, intermittent leave is only available by written approval of the City.

F. Employer's Rights and Obligations

The City of Sun Valley has the right to determine whether the employee is or is not an "eligible employee" under the Act. The City of Sun Valley has the right to place an employee on FMLA leave without the employee's consent should the City determine that the employee meets the eligibility requirements under the Act.

The City of Sun Valley will return the employee to the same or an equivalent position after returning from FMLA leave, subject to the terms of the Family and Medical Leave Act. The only exception may be for individuals who, under the provisions of the FMLA, are considered to be a "key employee" whose extended absence would cause "substantial and grievous economic injury".

The City of Sun Valley reserves the right to require periodic notices (determined by the City of Sun Valley) of you, or your family member's FMLA status and your intent to return to work.

G. The National Defense Authorization Act

On January 28, 2008, the National Defense Authorization Act amended the FMLA. This amendment provides an entitlement of up to 26 weeks of unpaid leave during a single 12-month period to an eligible employee who must care for a covered service member—a person who is a spouse, son, daughter, parent or next of kin of the employee and has a serious injury or illness incurred in the line of duty which renders that person unfit to perform his or her duties in the Armed Forces. The City of Sun Valley may require the request for this type of leave be supported by certification that the service member being cared for by the employee has a serious health condition.

The National Defense Authorization Act also provides 12 weeks of FMLA leave to an employee if his or her spouse, son, daughter or parent has been called to active duty with the Armed Forces. No serious medical condition is required for this type of leave. The City of Sun Valley may require the request for this type of leave be supported by certification that the service member has actually been called to active duty. The City of Sun Valley employees shall provide prior notice when the need for this type of leave is foreseeable.

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Mayor
Dewayne Briscoe

Council
Keith Saks,
Council President
Michelle Griffith
Franz Suhadolnik
Peter Hendricks

Memo

To: Mayor and Council
From: Alissa Weber, City Clerk *AW*
Date: October 2, 2014
Re: Updated Special Events Funding Application

Overview

At the September 4, 2014 Regular Council Meeting, the City Council made several motions to amend the City of Sun Valley's Special Event Funding Application and Guidelines. After that meeting, I incorporated all changes made through motion into the documents prepared and presented by the Special Events Funding Subcommittee, which are reflected in the updated document in your packet.

In the process of making those edits, I noticed that several of the factors on the Scoring Matrix were not represented in the questions on the Application. In order to fully utilize the approved portions of the Scoring Matrix, I made some suggested edits/additions to the Application. These changes are not substantive and should ensure that agencies applying for Special Events Funding provide all of the information needed to score projects based on the Scoring Matrix.

Recommendation

I recommend that the Council adopt Resolution 2014-23, which incorporates the suggested edits to the Application so that those responsible for reviewing Special Event Funding Applications have all of the information needed to score projects on the Scoring Matrix.

CITY OF SUN VALLEY

RESOLUTION NO. 2014-23

A RESOLUTION OF THE CITY OF SUN VALLEY, IDAHO, REVISING THE SPECIAL EVENT FUNDING GUIDELINES AND APPLICATION

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, The Mayor and City Council are dedicated to governing efficiently and effectively with a commitment to working together and defining priorities; and

WHEREAS, City Council previously adopted an External Contracts Policy on June 11, 2009 by Resolution 2009-15, and amended it on November 18, 2010 by Resolution 2010-15 and March 6, 2014 by Resolution 2014-9, and wishes to update the application, guidelines and scoring portions of the application, attached hereto as "Exhibit 1;" and

WHEREAS, the policy was adopted by resolution and, therefore, should be revised by resolution.

NOW, THEREFORE, IT IS RESOLVED BY THE CITY OF SUN VALLEY, IDAHO:

SECTION 1: That the Mayor and City Council revise the Event Funding Guidelines and Application of the External Contracts Policy, attached hereto as "Exhibit 1", which shall guide applicants requesting funding and aid the City in making funding decisions.

SECTION 2: That this Resolution shall be known as Resolution No. 2014-23 of the City of Sun Valley, Idaho and shall be in full force and effect from and after its passage and approval.

PASSED by the City Council and approved by the Mayor this ____ day of October 2014.

Dewayne Briscoe, Mayor

ATTEST:

Alissa Weber, City Clerk

EVENT FUNDING REQUEST GUIDELINES AND APPLICATION INSTRUCTIONS

Objective:

One of the priorities of the Sun Valley City Council is to encourage and support events in the City which help grow local option tax (LOT) to support our tourist economy. By providing financial support of up to \$5,000 per event for events held in Sun Valley, one of the Council's priorities is fulfilled. In order to ensure that events meet Council priorities, a threshold ~~criteria~~criterion has been established. Events which are not, to some degree, taking place in Sun Valley will not be considered. One-off, exceptional events will be considered outside the criteria outlined below.

Ineligible Events:

Events which are political, religious, or fund charitable organizations will not be considered. ~~Also, events in which the proceeds do not remain in the Wood River Valley will not be considered.~~

Guidelines:

Each year following the budget process, if the Council elects to fund events, applications will be accepted in October for consideration at the November, or subsequent, Council Meeting. Regular, planned events may submit applications only at this time.

At the November, or subsequent, meeting in which applications for funding are considered, the Council may elect to hold a portion of the budgeted amount in reserve for one-off, exceptional events which seek funding later in the year.

All applications will be scored against a ~~point criteria~~scoring matrix outlined below and funding will be allocated to the highest-scoring applications subject to the discretion of the City ~~Counsel~~Council.

Instructions:

The application must be complete, legible, and submitted in order to meet the appropriate deadlines for the November meeting.

A representative of the organization shall attend the November meeting, make a brief presentation and be capable of answering questions on behalf of the event / organization.

An event summary report must be submitted within 60 days of the end of the event. No funding shall be made unless and until such event summary report is timely filed. The report must include tax and LOT collection receipt information for the City of Sun Valley.

~~A copy of the organizations most recent financial statements including a complete itemization of salaries and benefits for the highest paid 5 employees or most recent IRS form 990 shall accompany this application.~~

Any organization applying for City funding shall provide its last 3 years' IRS Form 990's with their application unless it is exempt from such filing, in which event the specific exemption shall be provided. In addition, any organization that is exempt from Form 990 filing, or a new organization that has not previously filed a Form 990, shall provide a breakdown of the salary and benefits of the five (5) highest paid employees, and the most recent financials, including a P&L statement and balance sheet.

A copy of the specific event budget must accompany the application.

CITY FUNDING REQUEST APPLICATION

Deadline: October 24, 2014

Name of Organization:

Complete Address:

Federal Tax ID#:

Primary Contact: Name, Title, Contact Number, Email address:

Organization website:

Outline the Organization Purpose / Mission.

Date organization was founded:

Describe the event for which funding is being requested. In addition to a general description, please include information about the length and specific location(s) of the event.

What is the amount of the request? What is the event's total budget?

How will the City benefit from this event?

~~Expected number of participants;~~ How many participants do you expect for this year and future years?
From where do you expect your participants (e.g. outside of Idaho, Sun Valley residents, etc.)?

Is your event seeking other funding?

How will funding from the City of Sun Valley be leveraged to gain other funding?

Will this be an annual event? If so, will it be held in Sun Valley every year? How long has this event been taking place?

~~What~~ Which event costs will be offset by funding from the City of Sun Valley?

How will you publicize the event?

How will the City be acknowledged at this event?

Is this a political, religious or partisan event, or will the event be used in any way to fund charitable organizations? If so, explain.

Will all proceeds from the event stay in the Wood River Valley?

Will there be an admission charge for your event(s)? If so, what is it? Will there be any special discounts or privileges offered to Sun Valley residents?

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Will there be merchandise or services sold at the event which generate additional tax and Local Option Tax (LOT) revenue?

CITY EVENT APPLICATION SCORING MATRIX
(For Internal Use Only)

How long has this event been taking place?

Year 1 5 points
2 - 5 years 3 points
> 5 years 1 point

Has this event been previously funded by the City of Sun Valley?

Year 1 5 points
2-5 years 3 points
> 5 years 1 point

What is the expected overall attendance (please include unique individuals do not count the same person multiple times if the overall event has multiple events)?

> 1000 5 points
500 - 1000 3 points
< 500 1 point

How many days will the event last?

> 3 days 5 points
2 days 3 points
1 day 1 point

Is the event based only in Sun Valley?

Yes 5 points

Is the event based in Blaine County?

Yes 3 points

Is this event based on a National or International model?

Yes 3 points

Is this an annual event?

Yes 3 points

Will the event intended to take place in Sun Valley annually?

Yes 5 points

Will the event generate LOT In Sun Valley?

> \$5,000 10 points
\$2,000 - \$5,000 5 points
< \$2,000 3 points

What percent of the total event budget does this funding represent?

< 10% 7 points
< 5% 5 points
< 3% 3 points

Who will attend this event?

- Most attendees are from outside of Idaho 7 points
- Most attendees are from outside of Blaine County 5 points
- Most attendees are local 3 points

Where is the event publicized-?

- Nationally 7 points
- In Idaho only 3 points
- Locally only 1 point

Do you expect the number of attendees to increase next year?

- > 20% 7 points
- > 10% 5 points

Are any special discounts or privileges offered to Sun Valley residents?

- Yes 5 points

How much of the events procurement / expenditures are in Blaine County?

- > 75% 7 points
- > 50% 5 points
- > 25% 3 points

EVENTS CHARGING ADMISSION OR OTHER CHARGES MUST OBTAIN A CITY OF SUN VALLEY PERMIT.

Will there be an admission charge for your event(s)? If so, how much? Will there be merchandise or services sold at the event which generate additional tax and LOT revenue?

EVENT FUNDING REQUEST GUIDELINES AND APPLICATION INSTRUCTIONS

Objective:

One of the priorities of the Sun Valley City Council is to encourage and support events in the City which help grow local option tax (LOT) to support our tourist economy. By providing financial support of up to \$5,000 per event for events held in Sun Valley, one of the Council's priorities is fulfilled. In order to ensure that events meet Council priorities, a threshold criterion has been established. Events which are not, to some degree, taking place in Sun Valley will not be considered. One-off, exceptional events will be considered outside the criteria outlined below.

Ineligible Events:

Events which are political, religious, or fund charitable organizations will not be considered.

Guidelines:

Each year following the budget process, if the Council elects to fund events, applications will be accepted in October for consideration at the November, or subsequent, Council Meeting. Regular, planned events may submit applications only at this time.

At the November, or subsequent, meeting in which applications for funding are considered, the Council may elect to hold a portion of the budgeted amount in reserve for one-off, exceptional events which seek funding later in the year.

All applications will be scored against a scoring matrix and funding will be allocated to the highest-scoring applications subject to the discretion of the City Council.

Instructions:

The application must be complete, legible, and submitted in order to meet the appropriate deadlines for the November meeting.

A representative of the organization shall attend the November meeting, make a brief presentation and be capable of answering questions on behalf of the event / organization.

An event summary report must be submitted within 60 days of the end of the event. No funding shall be made unless and until such event summary report is timely filed. The report must include tax and LOT collection receipt information for the City of Sun Valley.

Any organization applying for City funding shall provide its last 3 years' IRS Form 990's with their application unless it is exempt from such filing, in which event the specific exemption shall be provided. In addition, any organization that is exempt from Form 990 filing, or a new organization that has not previously filed a Form 990, shall provide a breakdown of the salary and benefits of the five (5) highest paid employees, and the most recent financials, including a P&L statement and balance sheet.

A copy of the specific event budget must accompany the application.

CITY FUNDING REQUEST APPLICATION

Deadline: October 24, 2014

Name of Organization:

Complete Address:

Federal Tax ID#:

Primary Contact: Name, Title, Contact Number, Email address:

Organization website:

Outline the Organization Purpose / Mission.

Date organization was founded:

Describe the event for which funding is being requested. In addition to a general description, please include information about the length and specific location(s) of the event. What is the amount of the request? What is the event's total budget?

How will the City benefit from this event?

How many participants do you expect for this year and future years? From where do you expect your participants (e.g. outside of Idaho, Sun Valley residents, etc.)?

Is your event seeking other funding?

How will funding from the City of Sun Valley be leveraged to gain other funding?

Will this be an annual event? If so, will it be held in Sun Valley every year? How long has this event been taking place?

Which event costs will be offset by funding from the City of Sun Valley?

How will you publicize the event?

How will the City be acknowledged at this event?

Is this a political, religious or partisan event, or will the event be used in any way to fund charitable organizations? If so, explain.

Will all proceeds from the event stay in the Wood River Valley?

Will there be an admission charge for your event(s)? If so, what is it? Will there be any special discounts or privileges offered to Sun Valley residents?

Will there be merchandise or services sold at the event which generate additional tax and Local Option Tax (LOT) revenue?

CITY EVENT APPLICATION SCORING MATRIX
(For Internal Use Only)

How long has this event been taking place?

- Year 1
- 2 – 5 years
- > 5 years

Has this event been previously funded by the City of Sun Valley?

- Year 1 2-5 years
- > 5 years

What is the expected overall attendance (please include unique individuals do not count the same person multiple times if the overall event has multiple events)?

- > 1000
- 500 – 1000
- < 500

How many days will the event last?

- > 3 days
- 2 days
- 1 day

Is the event based only in Sun Valley?

Yes

Is the event based in Blaine County?

Yes

Is this event based on a National or International model?

Yes

Is this an annual event?

Yes

Will the event intended to take place in Sun Valley annually?

Yes

Will the event generate LOT in Sun Valley?

- > \$5,000
- \$2,000 – \$5,000
- < \$2,000

What percent of the total event budget does this funding represent?

- < 10%
- < 5 %
- < 3 %

Who will attend this event?

Most attendees are from outside of Idaho

Most attendees are from outside of Blaine County

Most attendees are local

Where is the event publicized?

Nationally

In Idaho only

Locally only

Do you expect the number of attendees to increase next year?

> 20%

> 10%

Are any special discounts or privileges offered to Sun Valley residents?

Yes

How much of the events procurement / expenditures are in Blaine County?

> 75%

> 50%

> 25%

EVENTS CHARGING ADMISSION OR OTHER CHARGES MUST OBTAIN A CITY OF SUN VALLEY PERMIT.

Will there be an admission charge for your event(s)? If so, how much? Will there be merchandise or services sold at the event which generate additional tax and LOT revenue?





Mayor
Dewayne Briscoe

Council
Keith Saks,
Council President
Michelle Griffith
Franz Suhadolnik
Peter Hendricks

Memo

To: Mayor and Council
From: Alissa Weber, City Clerk *AW*
Date: October 2, 2014
Re: Sun Valley Company Alcohol Beverage License Amendment

Overview

The Sun Valley Company contacted me about whether its City of Sun Valley liquor licenses would permit it to sell retail wine by the bottle. While the City of Sun Valley Code does permit retail sales of wine, the Sun Valley Company did not select the option to sell "Wine NOT to be consumed on the premises" in any of its 2014/2015 liquor license applications. Based on this, I informed the Sun Valley Company that it is not currently permitted to sell retail wine at any of its licensed businesses, which include Carol's Dollar Cabin, the Sun Valley Inn, and the Sun Valley Lodge.

In order for the Sun Valley Company to sell retail wine, I requested it reapply for its liquor licenses to include "Wine NOT to be consumed on the premises." It did so, through the attached "Beer, Wine, and Liquor by the Drink Applications."

City of Sun Valley Resolution No. 97-11 and the Alcohol Beverage License Application require a \$100 flat fee for any sale of wine (which includes both retail and wine to be consumed on premises). The Sun Valley Company submitted the \$100 wine fee with its original 2014/2015 applications. As such, the Company should not be required to submit an additional fee in order to conduct retail sales.

Recommendation

I recommend the Council approve the amended Alcohol Beverage Licenses for the Sun Valley Company, without any additional fees, so it may conduct retail sales of wine. The proposed amended licenses are attached for your review.

CITY OF SUN VALLEY

RESOLUTION NO. 2014-24

A RESOLUTION OF THE CITY OF SUN VALLEY AMENDING THE SUN VALLEY COMPANY RETAIL ALCOHOL BEVERAGE LICENSES FOR 2014/2015

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, The Mayor and City Council are dedicated to govern efficiently and effectively with a commitment to the promotion of values and integrity of local government and democracy; and

WHEREAS, Idaho Code Title 23 Alcohol Beverages and Sun Valley City Code Title 3 Chapter 2 govern alcoholic beverages and liquor licenses and permits; and

WHEREAS, the Sun Valley Company wishes to amend its Alcohol Beverage Licenses for Dollar Cabin, Sun Valley Inn and Sun Valley Lodge to include the retail sale of wine; and

WHEREAS, City Council previously adopted Resolution 2014-15 approving Retail Alcohol Beverage Licenses for 2014/15; and

WHEREAS, the said resolution was adopted and, therefore, should be revised by resolution.

NOW, THEREFORE, IT IS RESOLVED BY THE CITY OF SUN VALLEY, IDAHO:

1. This Resolution shall be known as Resolution 2014-24 of the City of Sun Valley, Idaho and shall be in full force and effect from and after its passage and approval.
2. The following Sun Valley Company Retail Alcohol Beverage Licenses for 2014/2015 will be amended to include:

Beer

Sun Valley Inn
Sun Valley Lodge
Carol's Dollar Cabin

Liquor

Sun Valley Inn
Sun Valley Lodge
Carol's Dollar Cabin

Wine (To be consumed both on and off the premises)

Sun Valley Inn
Sun Valley Lodge
Carol's Dollar Cabin

Fees (already paid)

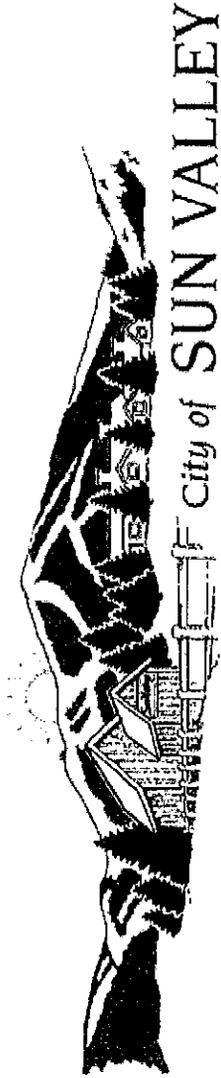
Liquor License \$375.00
Beer License \$100.00
Wine License \$100.00

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

Dewayne Briscoe, Mayor

Attest:

Alissa Weber / City Clerk



RETAIL ALCOHOL BEVERAGE LICENSE

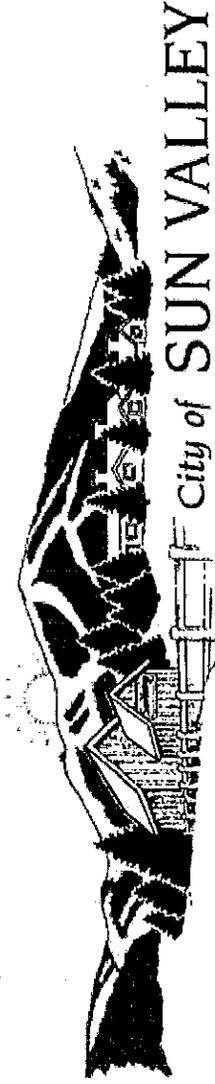
This is to certify, that
 doing business as: Sun Valley Company
 Dollar Cabin
 is licensed to sell alcoholic beverages as stated below at: Elkhorn Road, Sun Valley, Blaine County,
 Idaho

Acceptance of a license by a retailer shall constitute knowledge of and agreement to operate by and in accordance to the Alcohol Beverage Code, Title 23 and the City of Sun Valley Municipal Code. Only the licensee herein specified shall use this license.

License Valid: October 3, 2014 – July 31, 2015
EXPIRES: July 31, 2015
 WITNESS my hand and Seal of the City of Sun Valley,
 Idaho this 2nd day of October, 2014.

Beer On-Premises	\$100.00
Beer Off-Premises	N/A
Wine On-Premises	\$100.00
Wine Off-Premises (included)	
Liquor by the Drink	\$375.00
Total Fee	\$575.00

Alissa Weber, City Clerk
City of Sun Valley, Idaho



RETAIL ALCOHOL BEVERAGE LICENSE

This is to certify, that
 doing business as:
 is licensed to sell alcoholic beverages as stated below at: **1 Sun Valley Road, Sun Valley, Blaine County, Idaho**

Sun Valley Company
 Sun Valley Inn

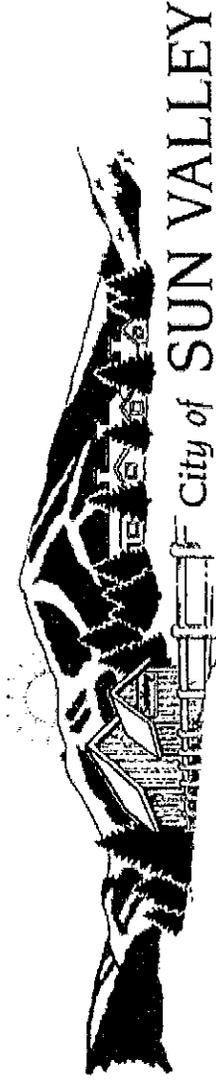
Acceptance of a license by a retailer shall constitute knowledge of and agreement to operate by and in accordance to the Alcohol Beverage Code, Title 23 and the City of Sun Valley Municipal Code. Only the licensee herein specified shall use this license.

License Valid: October 3, 2014 – July 31, 2015
EXPIRES: July 31, 2015

WITNESS my hand and Seal of the City of Sun Valley,
 Idaho this 2nd day of October, 2014.

Alissa Weber, City Clerk
City of Sun Valley, Idaho

Beer On-Premises	\$100.00
Beer Off-Premises	N/A
Wine On-Premises	\$100.00
Wine Off-Premises (included)	
Liquor by the Drink	\$375.00
Total Fee	\$575.00



RETAIL ALCOHOL BEVERAGE LICENSE

This is to certify, that
 doing business as:
 is licensed to sell alcoholic beverages as stated below at: **1 Sun Valley Road, Sun Valley, Blaine County, Idaho**

Sun Valley Company
 Sun Valley Lodge

Acceptance of a license by a retailer shall constitute knowledge of and agreement to operate by and in accordance to the Alcohol Beverage Code, Title 23 and the City of Sun Valley Municipal Code. Only the licensee herein specified shall use this license.

License Valid: October 3, 2014 – July 31, 2015
EXPIRES: July 31, 2015

WITNESS my hand and Seal of the City of Sun Valley,
 Idaho this 2nd day of October, 2014.

Beer On-Premises	\$100.00
Beer Off-Premises	N/A
Wine On-Premises	\$100.00
Wine Off-Premises (included)	
Liquor by the Drink	\$375.00
Total Fee	\$575.00

Alissa Weber, City Clerk
City of Sun Valley, Idaho

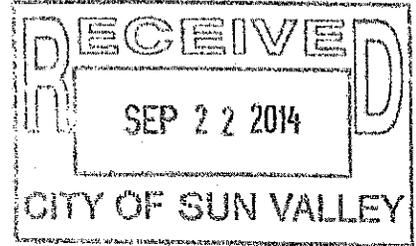
BEER, WINE AND LIQUOR BY THE DRINK LICENSE APPLICATION

To the City Council, Sun Valley, Idaho :

Year Applying for: 2014/2015

The undersigned, a Corporation , Partnership , or Individual does hereby make application for a license to sell during the year 2014/2015, the following:

- | | |
|-------------------------------------------------------------------------------------------------------|------------|
| 1. BEER LICENSE | Fee |
| <input checked="" type="checkbox"/> Draft, bottled or canned beer
(to be consumed on the premises) | \$100.00 |
| <input type="checkbox"/> Bottled or canned beer
(NOT to be consumed on premises) | \$25.00 |
| 2. LIQUOR LICENSE | |
| <input checked="" type="checkbox"/> Liquor to be consumed on the premises | \$375.00 |
| 3. WINE LICENSE | |
| <input checked="" type="checkbox"/> Wine to be consumed on the premises | |
| <input checked="" type="checkbox"/> Wine NOT to be consumed on the premises | \$100.00 |



Total Due \$ 575.00

STATE LICENSE NO. 5333 COUNTY LICENSE NO. 46 (copies attached)

Within the City of Sun Valley, Idaho at the place of business described below, and tenders herewith the license fee as provided by law. The following is a true and correct statement of the nature, place, ownership and management of the business for which this application is made and of the qualifications and disqualifications of the applicant:

Name of applicant Sun Valley Company Attn: Tim Silva
 P.O. address P.O. Box 10, Sun Valley, ID 83353
 DBA Dollar Cabin
 Street address where license will be displayed 92 Elkton Rd, Sun Valley, ID 83353
 Record owner of the property Sun Valley Company, a Wyoming Corporation

Has the applicant, or any partner of his, or any member of the applying partnership, or the active manager of the applying partnership, or any other officer of the applying corporation been convicted of a violation of any law of the State of Idaho, or any other state, or of the United States regulating, governing, or prohibiting the sale of alcoholic beverages or intoxicating liquor, or has any one of them within three years forfeited, or suffered the forfeiture of, a bond for his appearance to answer charges of any such violation? NO

Has the applicant or any partner or actual active manager or officer of the applicant been convicted of any felony within five years? Yes No

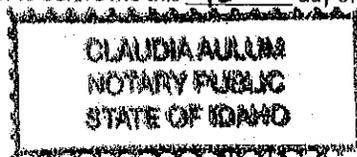
If applicant is a partnership or corporation:

Is the corporation authorized to do business in Idaho? Yes

If a partnership, attach names and addresses of all partners. If a corporation, attach names and addresses of officers.

Applicant: [Signature] Title: Vice President / General Manager

Subscribed and sworn to before me this 18th day of September, 2014.



[Signature]
Notary Public

By _____
City Clerk

Approved by the City of Sun Valley, Idaho

By _____
Mayor

License Fee Received \$ _____
License Number _____

BEER, WINE AND LIQUOR BY THE DRINK LICENSE APPLICATION

To the City Council, Sun Valley, Idaho :

Year Applying for: 2014/2015

The undersigned, a Corporation , Partnership , or Individual does hereby make application for a license to sell during the year 2014/2015, the following:

1. BEER LICENSE

- Draft, bottled or canned beer (to be consumed on the premises)
- Bottled or canned beer (NOT to be consumed on premises)

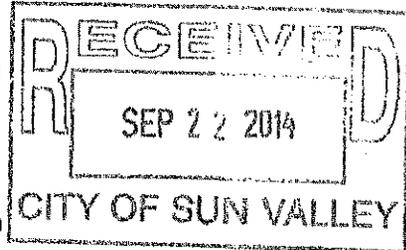
2. LIQUOR LICENSE

- Liquor to be consumed on the premises

3. WINE LICENSE

- Wine to be consumed on the premises
- Wine NOT to be consumed on the premises

Fee
 \$100.00
 \$25.00
 \$375.00
 \$100.00



Total Due \$ 575.00

STATE LICENSE NO. 1534 COUNTY LICENSE NO. 63 (copies attached)

Within the City of Sun Valley, Idaho at the place of business described below, and tenders herewith the license fee as provided by law. The following is a true and correct statement of the nature, place, ownership and management of the business for which this application is made and of the qualifications and disqualifications of the applicant:

Name of applicant Sun Valley Company Attn: Tim Silva
 P.O. address P.O. Box 10, Sun Valley, ID 83753
 DBA Sun Valley Inn
 Street address where license will be displayed 1 Sun Valley Rd, Sun Valley, ID 83753
 Record owner of the property Sun Valley Company, a Wyoming Corporation

Has the applicant, or any partner of his, or any member of the applying partnership, or the active manager of the applying partnership, or any other officer of the applying corporation been convicted of a violation of any law of the State of Idaho, or any other state, or of the United States regulating, governing, or prohibiting the sale of alcoholic beverages or intoxicating liquor, or has any one of them within three years forfeited, or suffered the forfeiture of, a bond for his appearance to answer charges of any such violation? NO

Has the applicant or any partner or actual active manager or officer of the applicant been convicted of any felony within five years? Yes No

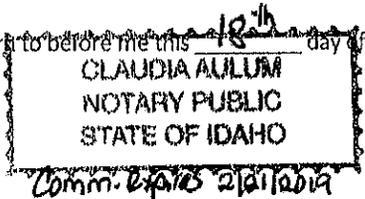
If applicant is a partnership or corporation:

Is the corporation authorized to do business in Idaho? Yes

If a partnership, attach names and addresses of all partners. If a corporation, attach names and addresses of officers.

Applicant: [Signature] Title: Vice President / General Manager

Subscribed and sworn to before me this 18th day of September, 2014.



[Signature]
Notary Public

By _____
City Clerk

Approved by the City of Sun Valley, Idaho

By _____
Mayor

License Fee Received \$ _____
License Number _____

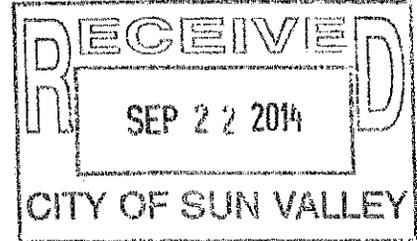
BEER, WINE AND LIQUOR BY THE DRINK LICENSE APPLICATION

To the City Council, Sun Valley, Idaho

Year Applying for: 2014/2015

The undersigned, a Corporation , Partnership , or Individual does hereby make application for a license to sell during the year 2014/2015, the following:

- 1. BEER LICENSE
 - Draft, bottled or canned beer (to be consumed on the premises) \$100.00
 - Bottled or canned beer (NOT to be consumed on premises) \$25.00
- 2. LIQUOR LICENSE
 - Liquor to be consumed on the premises \$375.00
- 3. WINE LICENSE
 - Wine to be consumed on the premises
 - Wine NOT to be consumed on the premises \$100.00



Total Due \$ 575.00

STATE LICENSE NO. 1535 COUNTY LICENSE NO. 26 (copies attached)

Within the City of Sun Valley, Idaho at the place of business described below, and tenders herewith the license fee as provided by law. The following is a true and correct statement of the nature, place, ownership and management of the business for which this application is made and of the qualifications and disqualifications of the applicant:

Name of applicant Sun Valley Company Attn: Tim Silva
 P.O. address P.O. Box 10, Sun Valley, ID 83353
 DBA Sun Valley Lodge
 Street address where license will be displayed 1 Sun Valley Rd., Sun Valley, ID 83353
 Record owner of the property Sun Valley Company, a Wyoming Corporation

Has the applicant, or any partner of his, or any member of the applying partnership, or the active manager of the applying partnership, or any other officer of the applying corporation been convicted of a violation of any law of the State of Idaho, or any other state, or of the United States regulating, governing, or prohibiting the sale of alcoholic beverages or intoxicating liquor, or has any one of them within three years forfeited, or suffered the forfeiture of, a bond for his appearance to answer charges of any such violation? NO

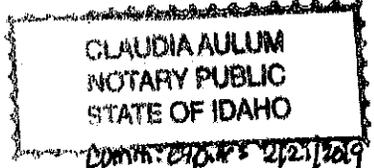
Has the applicant or any partner or actual active manager or officer of the applicant been convicted of any felony within five years? Yes No

If applicant is a partnership or corporation: Is the corporation authorized to do business in Idaho? Yes

If a partnership, attach names and addresses of all partners. If a corporation, attach names and addresses of officers.

Applicant: Tim Silva Title: Vice President / General Manager

Subscribed and sworn to before me this 18th day of September, 2014.



[Signature]
Notary Public

By _____
City Clerk

Approved by the City of Sun Valley, Idaho
By _____
Mayor

License Fee Received \$ _____
License Number _____

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Mayor
Dewayne Briscoe

Council
Keith Saks,
Council President
Michelle Griffith
Franz Suhadolnik
Peter Hendricks

Memo

To: Mayor and Council
From: Alissa Weber, City Clerk
Date: October 2, 2014
Re: Resolution 2014-25, Destruction of City Records

In our ongoing effort to clear space in the Elkhorn Fire Station storage room, Jim Bennion has continued to categorize and Laserfiche temporary (2-year) and semi-permanent (5-year) building plan materials. This enables the City to eliminate records that are no longer needed. The items proposed for destruction in the attached resolution represent building plan files for Nonexistent Structures (NES) and Residential (R) properties and some duplicate plans (DP). The Residential plans range in dates from 1974 – 1991, well past the records-retention requirement. All of the documents included in the attached resolution are categorized and in Laserfiche.

Recommendation: Adopt Resolution 2014-25 and authorize the City Clerk to destroy the listed records.

CITY OF SUN VALLEY

RESOLUTION 2014-25

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; 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 October, 2014.

Dewayne Briscoe, Mayor

Attest:

Alissa Weber, City Clerk

EXHIBIT 1

Archive Plans Marked For Destruction / Upper Storage / Fire Station
Duplicate Plans / Non Existing Structures / Residential

Plan Number	# of Sets	Name or Bussiness	
D - 3	2	Whitting Res.	[R]
499-N/A	1	" "	[R]
D-4	1	" "	[R]
N / A	3	" "	[R]
D - 2	2	" "	[R]
D - 1	1	" "	[R]
100-F	1	Sagehill #4 & 5	[DP]
100-A	1	Sagehill A & B	[DP]
100-B	1	" " "	[DP]
100-C	1	" " "	[DP]
100-G	1	" " "	[DP]
800-N/A	1	Harker Center Boiler	[DP]
301-A	1	Sun Valley Ctr. / Arts / Photo	[DP]
201-N/A	1	Elkhorn Hotel	[NES]
201-A	1	" "	[NES]
202-N/A	1	" "	[NES]
205-B	1	" "	[NES]
205-A	1	" "	[NES]
203-N/A	1	" " Tent	[NES]
204-N/A	1	Elkhorn Inn	[NES]
205-C	1	Tequila Joe's	[NES]
205-D	1	Elkhorn Village	[NES]
205-E	1	Tequila Joe's	[NES]
206-N/A	1	Elkhorn Lodge II	[NES]
207-N/A	1	Tequila Joe's	[NES]
207-A	1	Papa Dino's	[NES]
208-A	1	Elkhorn Village Salon	[NES]
208-N/A	1	" " "	[NES]
209-N/A	1	" " Road	[NES] [DP]
202-A	1	Tequila Joe's	[NES]
205-E	1	Tequila Joe's	[NES]
212-N/A	1	Elkhorn Village Lounge	[NES]
211-A	2	Elkhorn Village II	[NES]
207-B	1	Papa Dino's	[NES]
210-A	1	Elkhorn Village II	[NES]
210-N/A	1	Elkhorn Village II	[NES]
212-B	1	Elkhorn Village II	[NES]
216-N/A	1	Elkhorn Village II	[NES]
214-N/A	1	Elkhorn Village II	[NES]
216-N/A	1	Elkhorn Village II	[NES]

Plan Number	# of Sets	Name or Bussiness
217-N/A	1	Tequila Jc e's {NES}
216-B	1	Elkhorn Village [NES]
218-N/A	1	" " II [NES]
216-A	1	" " Lounge [NES]
605-B	1	Bluff Condos [DP]
612-A	1	
611-A	1	Sunburst Landscape [DP]
613-N/A	1	Fairway Nine [DP]
620-N/A	1	Ridge Garage [DP]
404-N/A	1	S. V. Mall Kitzbuhl [I NES]
404-A	1	S. V. Mall [DP]
404-B	1	S. V. Mall [DP]
404-C	1	S. V. Mall [DP]
404-D	1	S. V. Mall Kitzbuhl [I DP]
405-A	1	Ore House [DP]
410-N/A	1	Lodge [DP]
412-A	1	Lodge Gretchens [DP]
412-J1	1	" " [DP]
404-E	1	Lodge Geiger [DP]
500-N/A	1	Talor [R]
501-N/A	1	Kreizenbeck [R]
502-D-11	1	Collet [R]
503-D-9	1	Pesh [R]
504-N/A	1	Pesh [R] [DP]
505-N/A	1	Edelman [R]
506-D-7	1	Daniels [R]
506-A	1	" [R]
507-N/A	1	Anderson [R]
508-N/A	1	Down [R]
508-A	1	" [R]
509-N/A	1	Peterson [R]
510-N/A	1	Bradshaw [R]
511-N/A	1	Kitso [R]
512-N/A	1	Carr [R]
513-N/A	1	Allen [R]
513-A	1	" [R]
514-D-10	1	Janss [R]
515-E-1	1	Dupont [R]
515-A	1	" [R]
517-N/A	1	Larson [R]
518-N/A	1	Roth [R]

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Plan Number	# of Sets	Name or Bussiness
516-N/A	1	Highlands Plot [DP]
516-D-6	1	Gurrentz [R]
519-N/A	1	Ridland [R]

All of the above listings have been entred into Laserfiche and all commercial and originals have been saved
except for non-existing buildings / structures

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