

AGENDA
REGULAR MONTHLY MEETING OF THE CITY OF SUN VALLEY
FINANCE COMMITTEE
IN THE COUNCIL CHAMBERS – 81 ELKHORN ROAD
CITY OF SUN VALLEY, IDAHO
July 1st, 2013 - 1:00 P.M.

CALL TO ORDER

ROLL CALL

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

1. Discussion and review of all recurring payables and payroll from June 2013.
2. Review of non-reoccurring bills on-hand June 26th and recommendation for approval to the City Council at its July 3rd Council Meeting.
3. Approval of June 3rd, 2013 meeting minutes.

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

ADJOURNMENT

Posted City Hall: June 28th, 2013 at 9:30am



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

TO: Finance Committee
FROM: Angela Walls, Treasurer/Finance Manager
SUBJECT: Recurring Payables and Payroll for June 2013
DATE: June 27th, 2013

RECURRING PAYABLES

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

PAYROLL

Legislative - There were no changes or abnormalities for June.

Administrative - The Deputy City Clerk/ Admin Receptionist, on Step 9 of the "Sun Valley Salary Pay Range", resigned and an Assistant Clerk/ Assistant Treasurer was hired at Step 5 of the "Sun Valley Salary Pay Range". There were no other changes or abnormalities for June.

Community Development - There were no changes or abnormalities for June.

Police - There was one new hire that started on Step 1 of the "Sun Valley Salary Pay Range" and one police officer, on Step 1 of the "Sun Valley Salary Pay Range", resigned. There were 5.55 hours of overtime due to training. There were no other changes or abnormalities for June.

Fire - A Fire Chief at Step 9 of the "Sun Valley Salary Pay Range", with a housing allowance of \$6,500 a year and Training Officer at Step 1 of the "Sun Valley Salary Pay Range" was hired. The paid on call firefighters hours raised from the estimated normal of 150 hours to 353.75 hours in June, due to Wildland Fire classes starting and three firefighters were assisting with hydrant testing. There were no other changes or abnormalities for April or May.

Street - There were no changes or abnormalities for June.

ORIGINAL

CITY OF SUN VALLEY
RESOLUTION NO. 2012 - 07

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

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

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

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

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

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

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

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

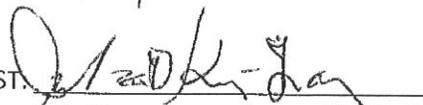
WHEREAS, certain supplies, utilities, leases, payroll taxes, health benefits and court actions are billed in a manner with the expectation of payment to be made prior to City Council approval at its regular monthly meeting.

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

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

DATED THIS 29 DAY OF, August 2012


Dewayne Briscoe, Mayor

ATTEST: 
Julia Kinsey-Lovey, Deputy City Clerk

**EXHIBIT 1
RESOLUTION 2012 - 07
REOCCURRING VENDOR EXPENSES**

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

CITY OF SUN VALLEY
 APPROVAL OF PAYABLES, ON HAND, AS OF JUNE 26th, 2013

#	Vendor Name	Invoice #	Description	Account #	In Line Item	Line Item Over-spent	Within Dept Budget	Dept.	Amount
1	Abaid, Mike		Reimbursement for travel & per diem for Training: Managing Property & Evidence Room in Meridian Idaho	10-421-470	Y	N	Y	PD	\$ 256.98
2	AC Houston Lumber	014-311708	Work gloves & misc shop supplies	10-431-320	Y	N	Y	SD	\$ 64.77
3	AC Houston Lumber	014-315091	Clear vinyl tubing for shop fluid pump	10-431-320	Y	N	Y	SD	\$ 16.07
4	AC Houston Lumber	014-172957	Lock for medical cabinet	10-423-590	Y	N	Y	FD	\$ 11.27
5	AC Houston Lumber	014-321413	Picket lath for posting public notices at project application sites- One bundle of 48" wood lath pickets consisting of approximately 50 pieces.	10-418-310	Y	N	Y	CD	\$ 25.62
6	AK Pest Management	2660	First of three applications for weed abatement	10-431-621	Y	N	Y	SD	\$ 3,875.00
7	AK Pest Management	2658	Sprayed weeds at the 5 acre parcel	10-431-621	Y	N	Y	SD	\$ 350.00
8	Arborcare Resources, Inc.	27789	Tree Spraying Elkhorn Fire Station for bark beetle control	10-431-620	Y	N	Y	SD	\$ 168.00
9	Benchmark Associates	0513-09	Professional engineering services to provide survey information to the City, including 1-foot contour data and aerial photo base layer, for the Elkhorn & Juniper Road Safety Evaluation completed in May, 2013 by CH2MHill.	10-418-420	Y	N	Y	CD	\$ 2,031.26
10	Blaine County	207	Consolidated Emergency Communication Service Agreement for Fiscal Year 2013 - 4th quarter	10-421-348	Y	N	Y	AD	\$ 27,587.50
11	Blaine County	209	GIS Salary and Benefit Reimbursement FY 2013 - 4th Qtr 20% of Salary and Benefits	10-418-423	Y	N	Y	AD	\$ 3,557.99
12	Blue Heron Workshop	12619	Poster board and fit for two updated Zoning Maps and two updated Future Land Use Maps for the City Council Chambers and City Hall hallway. The four existing frames were reused and the new poster board is for solid backing of the paper maps.	10-418-310	Y	N	Y	CD	\$ 289.88
13	Business As Usual	113503	Red heavy paper for red cards for fire fighters ID for wild land	10-423-310	Y	N	Y	FD	\$ 3.50
14	Caselle, Inc.	Various	Conference in October - Early Registration for Angela Walls	10-415-470	Y	N	Y	AD	\$ 425.00
15	Central Drug System	218690	Random Drug Screening / Annual Admin Fee / Annual Regulation Update Service for 2012	10-415-420	Y	N	Y	AD	\$ 195.00
16	CH2M Hill	3857963	City Engineering review work for the plat amendment to property lines and building envelopes of four single family residential lots of the White Clouds Subdivision: Application No. SUPPA 2013-01	10-418-422	Y	N	Y	CD	\$ 469.90
17	CH2M Hill	3857963	Sinclair path wall review & solution	10-431-780	Y	N	Y	SD	\$ 1,194.80
18	Chateau Drug	1018380	Purchase of a construction calculator for the Building Official	10-418-310	Y	N	Y	CD	\$ 7.99
19	Copy & Print	51966	Office supplies for the printing of regular Certificates of Occupancy and Certificates of Completion for building permit project applications- 1 ream of beige heavy stock 8.5" by 11" plain copy paper.	10-418-310	Y	N	Y	CD	\$ 14.49
20	Copy & Print	51898	Three color ink cartridge replacements for the CD Director's printer- 1 magenta; 1 cyan; and 1 black.	10-418-310	Y	N	Y	CD	\$ 225.97
21	Copy & Print	151338	1 box copy paper	10-421-310	Y	N	Y	PD	\$ 17.99
22	Copy & Print	0000187-001	1 Tape, 75X1000 6 roll/PK, CR	10-421-310	Y	N	Y	PD	\$ 6.99
23	Copy & Print	51985	Name Plate for Robin Crotty	10-415-310	Y	N	Y	AD	\$ 11.20
24	Copy & Print	51967	Legal Pads & file folders	10-415-310	Y	N	Y	AD	\$ 23.28
25	Copy & Print	51765	Bankers Boxes, Tabs, Pens, & Sticky Notes	10-415-310	Y	N	Y	AD	\$ 44.05
26	Copy & Print	51861	"File Copy" stamp for City Clerk's office	10-415-310	Y	N	Y	AD	\$ 8.79
27	Copy & Print	51998	"Entered" stamp for Treasurer's office, protector sheets for ordinances and adding machine for front desk	10-415-310	Y	N	Y	AD	\$ 84.30
28	Copy & Print	51745	Binders for budget work session, index tabs, and copy paper	10-415-310	Y	N	Y	AD	\$ 121.74
29	Copy & Print	45291	Date received stamp	10-421-310	Y	N	Y	PD	\$ 56.30

30	Copy & Print	43881	Blank CD package for the Building Official in 2012 when there was a Building Department with a separate budget from the Community Development Department. This invoice was discovered as passed due and can now only be covered in the CD Department budget.	10-418-310	Y	N	Y	CD	\$18.99
31	Copy & Print	Various	Invoices for various office supplies from 2012	10-415-310	Y	N	Y	AD	746.60
32	Copy & Print	45456	12 spiral notebooks	10-421-310	Y	N	Y	PD	27.72
33	DK Engineering	13-027-2	Building inspection professional fees for Dennis Keierleber to perform building inspections for significant projects during Building Official, Eric Adams, three week sabbatical- week of May 26, 2013	10-418-420	Y	N	Y	CD	187.50
34	Express Publishing, Inc.	N/A	Public notice publication in Mt Express for two (2) Comp Plan Steering Committee meeting notices, one (1) City Council public hearing notice and publication of one (1) ordinance in the legalis section (Ordinance No. 460)	10-418-440	Y	N	Y	CD	1,088.82
35	Fastenal	IDJER42573	New pole for washing brush in bays for washing engines	10-423-595	Y	N	Y	FD	17.19
36	Fred Pryor Seminars	14669280	Seminar X7 Microsoft Excel for Cindy Moore in Twin Falls, ID on 7/19/13	10-421-470	Y	N	Y	PD	79.00
37	Friedlander, Margery	LOT06.2013	Refund - Double payment received for Temp Tax Permit	10-313-300	Y	N	Y	AD	10.00
38	Gem State Communications	116781	new wire end for new radio at Elkhorn station to make it able to page out fire fighters	10-423-615	Y	N	Y	FD	69.45
39	Gem State Welders Supply Inc	142806	Welding tank rental	10-431-320	Y	N	Y	SD	13.64
40	Grainger	9163590434	Valve repair for water fountain on bike path	10-431-780	Y	N	Y	SD	51.36
41	Idaho Traffic Safety	15877	Street striping for the entire City - Double yellow & white lines	10-431-592	Y	N	Y	SD	10,032.00
42	Interstate Batteries	40006684	4 new batteries for Eng 60	10-423-600	Y	N	Y	FD	431.80
43	Ketchum Computers	9446	Computer consultants for 5/15 - 5/31/13	10-415-427	Y	N	Y	AD	1,093.75
44	Ketchum Computers	9473	Computer consultants for 6/1 - 6/15/13	10-415-427	Y	N	Y	AD	562.50
45	King, Adam	91800-91801	Legal services for June for public matters	10-415-425	Y	N	Y	AD	2,024.00
46	King, Adam	91795-91799	Legal services for June for privileged matters	10-415-425	Y	N	Y	AD	2,686.48
47	L N Curtis & Son	3134895-00	1.5 inch foam nozzle, 5 inch supply line for the Aerial tower replacement	10-423-595	Y	N	Y	FD	770.00
48	MES	00421800-SNV	Duty shorts uniforms for Mai Prior, Reid Black, Taan Robrahn, & Ray Franco	10-423-631	Y	N	Y	FD	181.75
49	Moore, Cindy		Prepayment of travel & per diem for Microsoft Excel Basics exam in Twin Falls ID on 7/9/13	10-421-470	Y	N	Y	PD	90.00
50	Mooremedical	977776981	New EMT jump kits medical bags for EMT's and Police - 1/2 for Police Dept	10-423-325	Y	N	Y	FD	512.00
51	Mooremedical	977776981	1/2 share of Rescue Response Kits (4) for Police department. First Aid kits for patrol cars.	10-421-320	Y	N	Y	PD	512.00
52	Norco	11536626	Rental on o2 cylinders	10-423-325	Y	N	Y	FD	55.80
53	Orvik, Wayne	1	Building inspection professional fees for Wayne Orvik to perform building inspections for the Mercer Residence in Lane Ranch during Building Official, Eric Adams, three week sabbatical- May 30 and June 6, 2013	10-418-420	Y	N	Y	CD	70.00
54	Pipico	121689	Hose bib	10-431-320	Y	N	Y	SD	9.51
55	Pipico	119160	Garden hose fittings & Paint pen for marking metal	10-431-320	Y	N	Y	SD	4.67
55	Public Agency Training Council	166768	Seminar Managing the Property & Evidence Room. Mike Abaid in Meridian ID from 6/17 - 6/18/13	10-421-470	Y	N	Y	PD	260.00
56	Public Safety Center	5426283	4 PDI Sani Hand wipes (one box for each patrol car), 2 Nitrile exam gloves, large, & 2 Nitrile exam gloves Xlarge (Protective disposable gloves)	10-421-320	Y	N	Y	AD	22.77
57	Quill	3144843	Audio Cassettes	10-415-310	Y	N	Y	AD	14.99
58	River Run Auto	6538-59551	Coolant filter for Eng 66	10-423-600	Y	N	Y	FD	7.00
59	River Run Auto	6538-59111	2 cycle oil for small equipment	10-431-350	Y	N	Y	SD	7.00
60	Sawtooth Wood Products, Inc	78412	New chainsaw chains and file	10-423-595	Y	N	Y	FD	62.10
61	Sawtooth Wood Products, Inc	78963	Chain sharpening (labor)	10-423-595	Y	N	Y	FD	9.50
62	Sidwell Communications	1181	Service Call for reprogramming of phones - Transfer lines	10-423-510	Y	N	Y	AD	110.00
63	Silver Creek Ford	14409	Radiator cap for 2006 F 350 & 6 gallons of antifreeze	10-431-600	Y	N	Y	SD	112.86

64	Snake River Hydraulics, Inc	222650	Hydraulic ram repair and hydraulic spinner motor repair Oshkosh plow #82	10-431-595	Y	N	Y	SD	\$	404.80
65	Sun Valley Animal Center	185427	4 nights boarding due to Mike Abaid being on vacation & 1 medication application	10-421-780	Y	N	Y	PD	\$	147.32
66	Sun Valley Cleaners, Inc		Dry-cleaning Police Uniforms	10-421-630	Y	N	Y	PD	\$	89.05
67	Sunrise Enviro Scientific	28111	Upholstery cleaner & vehicle wash and wax	10-425-595	Y	N	Y	FD	\$	404.27
68	Tac 1 Systems	51-002603	3 Polo S/S; 2 Short 30" waist, 3 Pants 30/30-TUYEN NGUYEN; 2 short 34" waist, 3 -34/30 Pants DANIEL FRATTURA; 2 short 36" waist, ISAAC GOODRICH; 2 32/32 Pants-KIM ORCHARD	10-421-665	Y	N	Y	PD	\$	796.55
69	Team Eagle	648	Right side fuel tank replacement for Oshkosh snow plow #82	10-431-595	Y	N	Y	SD	\$	1,616.31
70	Thornton Heating & Sheetmetal	20613	Roof drains at Elkhorn station hooked up to main drain system, roof leaked in to building due to bad drainage.	10-423-590	Y	N	Y	FD	\$	959.02
71	United Oil	734805	Fuel for the Community Development Department automobile for 6/1 - 6/15/13	10-418-350	Y	N	Y	CD	\$	93.17
72	United Oil	733405	Fuel for Police vehicles for 5/15 - 5/31/13	10-421-350	Y	N	Y	PD	\$	384.83
73	United Oil	734802	Fuel Police Vehicles for 6/1 - 6/15/13	10-421-350	Y	N	Y	PD	\$	703.91
74	United Oil	733407	Fuel purchases for 5/15 - 5/31/13	10-431-350	Y	N	Y	SD	\$	196.52
75	United Oil	368922	Antifreeze for all diesel equipment	10-431-350	Y	N	Y	SD	\$	651.20
76	United Oil	734803	Fuel for all fire department vehicles for 6/1 - 6/15/13	10-423-350	Y	N	Y	FD	\$	324.80
77	United Oil	734804	Fuel purchases for 6/1 - 6/15/13	10-431-350	Y	N	Y	SD	\$	135.74
78	United Oil	368963	Antifreeze	10-431-350	Y	N	Y	SD	\$	122.16
79	Valley Paving Inc	13209	Asphalt patching Prospecter, Big Wells, N Village Way, Highlands, Elkhorn Road, Elkhorn Fire Station.	10-431-780	Y	N	Y	SD	\$	2,642.40
80	Webb Landscaping	130523-0022	Snow plow damage on Snowbrush	10-431-780	Y	N	Y	SD	\$	969.62
81	Webb Landscaping	130513-0271	Sprinkler repair at Elkhorn Fire Station	10-431-614	Y	N	Y	SD	\$	3,460.00
82	Webb Landscaping		Outstanding balance on account from Aug of 2012 - Webb posted a SVC payment to the CSV account	10-431-620	Y	N	Y	SD	\$	280.00
83	Whitehead Landscaping & Snow	36650/36651	Spring landscape cleanup at City Hall and Elkhorn Fire Station	10-431-614	Y	N	Y	SD	\$	544.28
84	Wood River Lock	5533	Copies of 6 file cabinet keys	10-431-320	Y	N	Y	SD	\$	12.00
84	WS Darley	17071038	New water pump and foam kit for engine 66 replaces old pump	29-490-781	Y	N	Y	FD	\$	14,367.81
85										
86										

\$ 92,997.14

Recommended approval to the City Council

Finance Committee Chairmen: Michelle Griffith

Date

Minutes of the City of Sun Valley Finance Committee
June 3, 2013

The City of Sun Valley Finance Committee met in regular session in the Council Chambers of Sun Valley City Hall on the 3rd day of June, 2013 at 1:00 p.m.

Present: Finance Committee members Council Member Nils Ribi and Council Member Michelle Griffith.

Also Present: City Administrator Susan Robertson, City Clerk Hannah Stauts, Mayor's Intern Nicole Jones, and Assistant Clerk/Treasurer Robin Crotty.

Public Comment: None present.

- 1. Discussion and review of all recurring payables and payroll from April 2013:** The Committee reviewed the recurring payables and commended Finance Manager/Treasurer Angela Walls on her work. Council Member Ribi said he felt the new information provided helps them to meet the requirements of the Finance Committee resolution perfectly.

Council Member Griffith asked for clarification regarding credit card purchases. City Administrator Susan Robertson reviewed the purchases with them. The Committee members requested a print out of the online credit card statement to date for review at future Finance Committee meetings. Council Member Griffith shared questions provided to her from Council Member Suhadolnik, which City Administrator Susan Robertson answered.
- 2. Review of non-reoccurring bills on-hand as of May 29th and recommendation for approval to the City Council at its June 6th Council Meeting:** The Committee members asked several questions for clarification on items in the payables spreadsheet. City Administrator Susan Robertson will look into the following payables items identified by the Committee for further information: Dick York- police vehicle repairs; the potential for a new procedure requiring quotes for repairs, such as those for vehicles and facilities; United Oil invoice for the Street Department; whether the cost for the L.N. Curtis & Son hose replacement for the aerial tower is a shared cost; and Sidewall Communication's charges for phone services.
- 3. Approval of April 29th, 2013 meeting minutes:** Council Member Ribi suggested the addition of the sentence "Staff explained to Sun Valley Resident Kevin Laird the reason for the timing of the Finance Committee meetings require some last minutes payables to be added at the Committee meetings." City Clerk Hannah Stauts noted the changes and the Committee approved the minutes as amended.
- 4. Executive Session:** Council Member Ribi moved to go into Executive Session pursuant to Idaho Code 67-2345, Section 1 (a) and (f), seconded by Council Member Griffith.

The Finance Committee moved into Executive Session at 1:45 p.m.

The Finance Committee came out of Executive Session at 1:52 p.m.

- 5. Adjournment:** Council Member Griffith moved to adjourn, seconded by Council Member Ribi. The meeting was adjourned at 1:53 p.m.

Respectfully Submitted,

Hannah L. Stauts, City Clerk

Nils Ribi, Finance Committee Chairperson

Date