AGENDA
REGULAR MONTHLY MEETING OF THE CITY OF SUN VALLEY
FINANCE COMMITTEE
IN THE COUNCIL CHAMBERS – 81 ELKHORN ROAD
CITY OF SUN VALLEY, IDAHO
June 29, 2015 - 1:00 P.M.

Notice: A possible quorum of the Mayor and City Council may convene at the Finance Committee meeting. However, no City Council business will take place and no binding decisions will be made.

CALL TO ORDER

ROLL CALL

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

1. Approval June 1, 2015 meeting minutes.
2. Review and discussion of all recurring payables and payroll from June 2015.
3. Review of non-reoccurring bills on-hand as of June 24, 2015 and recommendation for approval to the City Council at its July 2, 2015 Council Meeting.

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

ADJOURNMENT

Posted City Hall: June 26, 2015 at 3:00 pm

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

DRAFT
Minutes of the City of Sun Valley Finance Committee
June 1, 2015

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

CALL TO ORDER

Chair Peter Hendricks called the meeting to order at 1:00 p.m.

ROLL CALL

Present: Finance Committee Chair Peter Hendricks and Committee Member Michelle Griffith.
Also Present: City Administrator Susan Robertson; Assistant Clerk/Assistant Treasurer Robin Crotty; City Clerk Alissa Weber.

PUBLIC COMMENT

There was no public comment.

1. **Approval May 4, 2015 meeting minutes**

Committee Member Michelle Griffith moved to approve the minutes of the May 4, 2015 Finance Committee meeting. Peter Hendricks seconded. All in favor. The motion carried.

2. **Review and discussion of all recurring payables and payroll from May 2015**

The Committee members had no questions.

Michelle Griffith moved to approve the recurring payables and payroll from May 2015. Peter Hendricks seconded. All in favor. The motion carried.

3. **Review of non-reoccurring bills on-hand as of May 22, 2015 and recommendation for approval to the City Council at its June 2, 2015 Council meeting**

Michelle Griffith asked about the charges from AK Pest Management and where the weed spraying occurred. Susan Robertson stated that is determined by the Street Department. Alissa Weber explained there was a map included in the packet when the Council approved the contract and that this charge was for the first of three applications.

Michelle Griffith asked about the ArborCare Resources charges. Susan Robertson explained what the charges covered, including turf-top dressing application, weed prevention spray and a monthly inspection of plants.

Peter Hendricks noted his concern about the descriptions included in the packet and whether they are detailed enough. Robin Crotty explained there is the ability to include more information up to a certain character limit. Peter Hendricks asked that staff include more details in the description going forward, especially as it relates to the most germane items included in the charge.

In reference to charges from CH2M Hill, Michelle Griffith asked if there is a way to note which expenses are reimbursed through building and design fees. Robin Crotty explained that it is possible to include

whether something is reimbursable or not in the description. Michelle Griffith asked that this be the practice going forward. Robin Crotty noted that the City is planning to budget for an accounts receivable module for its accounting software, which should make the process for tracking reimbursements more streamlined.

Michelle Griffith asked about the payment to Ferguson Enterprises for an Local Option Tax (LOT) refund. Robin Crotty explained that it was a reimbursement for LOT charged to the Sun Valley Company for building materials, which are exempt from the LOT. She noted this should be the last reimbursement for those errors.

Michelle Griffith asked whether the City charges franchise fees. Susan Robertson responded that the City does charge the fees, but she would double check the exact list of which utilities are charged.

Michelle Griffith asked, on behalf of Council President Keith Saks, whether there was a less expensive place to buy duty boots than from Elephant's Perch. Susan Robertson stated she could ask the Fire Department.

Michelle Griffith asked what the charges from InReach. Susan Robertson stated she find out more information on them.

Peter Hendricks asked about the charges from Big Wood Landscape. Susan Robertson stated the landscaping work was done at both City Hall and the Fire Station.

Peter Hendricks re-addressed the issue whether CH2M Hill charges are reimbursable. He noted his concern that the City does not currently have accounts receivable software. He asked how the City tracks whether the City is reimbursed for the charges. Robin Crotty explained that the accounting software does track that and at the end of every month the City rebills for any outstanding payments.

Peter Hendricks asked about a fuel reimbursement to Assistant Police Chief Mike Crawford. Susan Robertson explained the City does not yet have a fuel card for the new police vehicle.

Peter Hendricks asked about the charges from Elkhorn Springs. Susan Robertson explained they are homeowner's association quarterly dues. Peter Hendricks said he noticed the City pays dues on the Fire Station and does not believe it should. Michelle Griffith asked staff to approach the SVEA Board. Susan Robertson asked that the Finance Committee ask the Mayor to direct her to do so.

Peter Hendricks asked about the travel reimbursement charges for the Community Development Director position. Susan Robertson stated for that position the City reimbursed up to $1,000 for travel.

Michelle Griffith asked about the rate for the City Attorney's bills. Susan Robertson stated it was $175 per hour.

Michelle Griffith asked for more description for the Motorhead Garage charges. Susan Robertson stated it was for modifying the rear doors, wiring for the lighting and cables for bars and lights. Peter Hendricks requested a total amount for the new police vehicle.

Michelle Griffith asked about the charges from Roberts Electric regarding street light repair. Susan Robertson explained that when City staff was doing a drainage project the circuit to the light was damaged and had to be fixed.

Peter Hendricks asked about the charges from Ketchum Computers and whether any of the charges were related to public records requests. Susan Robertson stated they were not.

Peter Hendricks asked about the charges from MCCI. Susan Robertson explained that it was the annual fee for laserfische services.

Michelle Griffith asked about the charge from Whitehead Landscaping. Susan Robertson explained it was for work started last spring, but the City held back 10% to ensure that what was seeded grew properly. She noted Street Superintendent Bill Whitesell was confident the work was done properly.

Peter Hendricks asked about the City's policy on determining if something is paid by check or credit card. Susan Robertson responded that some vendors will only take credit cards, while other items need to be purchased before they are approved at the next City Council meeting. It is also often used for online and travel purchases. Peter Hendricks asked about several charges on the credit card and noted his discomfort with so many things being charged. Susan Robertson explained that everything that is charged to the credit card is approved by both the Treasurer and the City Administrator through the purchase order process. Peter Hendricks asked about whether the receipts are double checked against the bill. Susan Robertson stated they are. Michelle Griffith asked why the Treasurer has the authority to travel with the credit card. Peter Hendricks stated he didn't think it was appropriate and asked that practice be discontinued.

The Committee held a brief conversation about approving minutes when there is turnover in membership. The Committee agreed the previous member would email the new Chair to approve of or give comments on the minutes prior to the meeting.

EXECUTIVE SESSION

Michelle Griffith moved to enter into Executive Session pursuant to Idaho Code 67-2345 for the purpose of discussing confidential legal invoices. Peter Hendricks seconded. All in favor. The motion carried. The Finance Committee moved into Executive Session at 1:42 p.m.

Michelle Griffith moved to exit Executive Session, seconded by Peter Hendricks. All in favor. The motion carried. The Finance Committee exited Executive Session at 1:50 p.m.

Michelle Griffith moved to recommend payment of all bills except the bill from Moffatt Thomas, pending a revised bill. Peter Hendricks seconded. All in favor. The motion carried.

ADJOURNMENT

Michelle Griffith moved to adjourn, seconded by Peter Hendricks. All in favor. The motion carried.

The Finance Committee meeting adjourned at 1:51 p.m.

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 2014
DATE:	June 26, 2015

RECURRING PAYABLES

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

PAYROLL

Legislation – There were no changes or abnormalities for June.

Administration –There were no changes or abnormalities for June.

Community Development – A Community Development Director was hired at Step 6 of the "City of Sun Valley Salary Pay Range". There were no other changes or abnormalities for June.

Police – There were 30.50 hours of overtime due to training and investigation. The Police Department overtime line item, 10-421-122, is within budget. There were no other changes or abnormalities for June.

Fire –There were 53 hours of overtime due to shift coverage. The paid on call firefighters' had 577.25 hours in June. This was due to hydrant testing, shift coverage, and training. The Fire Department Paid per Call line item, 10-423-120, is within budget. There were no other changes or abnormalities for June.

Street - There were no changes or abnormalities for June.

CITY OF SUN VALLEY

APPROVAL OF PAYABLES, ON HAND, AS OF JUNE 24TH, 2015
Report dates: 10/1/2014-6/30/2015

Vendor Name	Invoice #	Description	Account #	Budgeted	Dept.	Amount
AC HOUSTON LUMBER CO	014-468284	Sawblades and gloves for street dept.	10-431-320	Yes	STR	105.77
AC HOUSTON LUMBER CO	014-477843	screws and bolts	10-431-320	Yes	STR	22.51
AC HOUSTON LUMBER CO	014-481797	Materials for Cone Pallet	10-431-610	Yes	STR	28.63
AC HOUSTON LUMBER CO	014-482236	Gloves and Nozzle	10-431-320	Yes	STR	39.08
AC HOUSTON LUMBER CO	014-483935	Wood for T olsens training classs at SVPD	10-421-340	Yes	POLI	37.42
AIR ST LUKE'S MEMBERSHIP	2015-5	new employee - Jane Conard	10-415-480	Yes	ADM	35.00
AIR ST. LUKE'S MEMBERSHIP	2015-6	1 new employee membership	10-415-480	Yes	ADM	35.00
AK PEST MANAGEMENT	3065	2 out of 3 - spay for noxious weed per contract	10-431-621	Yes	STR	3,875.00
AK PEST MANAGEMENT	3103	weed abatement	10-431-800	Yes	STR	450.00
AK PEST MANAGEMENT	3104	Weed spray for the raod and paths	10-431-780	Yes	STR	3,875.00
AK PEST MANAGEMENT	3115	Rodent control at CH Police crawlspace	10-431-614	Yes	STR	250.00
AK PEST MANAGEMENT	3116	five acre parcel weed spray	10-431-790	Yes	STR	350.00
ARBORCARE RESOURCES, INC	32484	Mite control on 4 Aspen Trees along walkwy to City Hall and Police Door	10-431-620	Yes	STR	288.00
ARBORCARE RESOURCES, INC	32661	pine tree spraying for bark beetle control	10-431-620	Yes	STR	240.00
BACKGROUND SOLUTIONS, LP	BS2015-17	Annual renewal/ background check software	10-421-480	Yes	POLI	195.00
BECK, ROB	4012	2 days for grinding stumps/Juniper Rd	10-431-780	Yes	STR	600.00
BOISE MOBILE EQUIPMENT	15860	new solenoids and valves extend hose bed connection to rear of engine 66	10-423-600	Yes	FIRE	3,180.73
BROOKS WELDING	10541	steel pipe for crosswalk flag holders	10-431-780	Yes	STR	29.76
CASCADE FIRE EQUIPMENT C	66317	draft hose for engine 66	10-423-591	Yes	FIRE	332.22
CENTRAL DRUG SYSTEM, INC	245652	Random Processing Fee / Drug Screening	10-415-420	Yes	ADM	138.00
CH2M HILL	022715	Bill Whitesell attended Autocad training and site visit	10-431-470	Yes	STR	1,234.80
CHATEAU DRUG	1387670	Gun cleaning/ cotton swab	10-421-595	Yes	POLI	3.99
CHATEAU DRUG	1392833	Tennis Balls for sharp edges of cone pallet	10-431-610	Yes	STR	11.97
Coast to Coast Solutions	IVC0066853	Kids hats plastic hand outs	10-423-920	Yes	FIRE	336.40
Conard, Jane	061515	Mileage reimbursement for AIC training in Burley ID	10-411-475	Yes	LEGI	127.69
COPY & PRINT	64340	Wall clock for Elkhorn station	10-423-585	Yes	FIRE	44.09
COPY & PRINT	65446	clip boards/copy paper/pens/tape for supply room	10-415-310	Yes	ADM	87.24
COPY & PRINT	66110	Office supplies (scissors, buisness card holders, file folder)	10-421-310	Yes	POLI	59.54
DAVIS EMBROIDERY INC.	24874	names embroidered on jackets for duty staff	10-423-631	Yes	FIRE	175.00
DAVIS EMBROIDERY INC	24878	Uniform shirts and Embroidery for Rachel Wayt	10-421-665	Yes	POLI	71.94
DAVIS EMBROIDERY INC.	24985	4 embroidered hats	10-431-631	Yes	STR	51.96
DICK YORK'S AUTO SERVICE	65247	repair tire on SVPD2	10-421-600	Yes	POLI	23.00
DICK YORK'S AUTO SERVICE	65342	oil change and AC service on SVPD 1	10-421-600	Yes	POLI	888.22
DICK YORK'S AUTO SERVICE	65350	oil change and air filter for SVPD3	10-421-600	Yes	POLI	76.58
DICK YORK'S AUTO SERVICE	65351	oil change , transmission fluid, and power steering line on SVPD2	10-421-600	Yes	POLI	491.34
EAGLE ENGRAVING, INC	2015-1344	Accountability Tags for new recruits	10-423-576	Yes	FIRE	23.00
ELEPHANT'S PERCH	031615	13.00 not paid from last bill	10-423-631	Yes	FIRE	13.00
ELEPHANT'S PERCH	1000525481	Wildland boots for David Bowman	10-423-635	Yes	FIRE	238.00
FINI MACHINERY	7662	DOT inspections for all fire engines 2015	10-423-600	Yes	FIRE	750.00
FINI MACHINERY	7693	Oil change and service on Engine 60	10-423-600	Yes	FIRE	340.52
FINI MACHINERY	7694	Oil change and service for Engine 62	10-423-600	Yes	FIRE	340.52
FIRST RESPONDERS	47870	12 rubber ear piece for all Officers	10-421-340	Yes	POLI	84.00
FIRST RESPONDERS	48207	3 Uniform Polo shirts and embroidery/ Jeffrey Macinanti	10-421-665	Yes	POLI	173.67
FREIGHTLINER OF IDAHO	172006	glass cleaner	10-431-320	Yes	STR	36.48
GEM STATE PAPER	946676-00	c/fold towels and paper plates for council mtgs and supply closet	10-415-310	Yes	ADM	88.37
GEM STATE WELDERS SUPPLY	157872	welding tank rental	10-431-320	Yes	STR	16.12
GEM STATE WELDERS SUPPLY	158025	welding tank rental	10-431-320	Yes	STR	54.08

Vendor Name	Invoice #	Description	Account #	Budgeted	Dept.	Amount
GRAINGER	9752089178	cone pallets & parts	10-431-320	Yes	STR	29.72
GRAINGER	9755899284	Soldering Iron Kit	10-431-340	Yes	STR	67.20
HILL, JEFFREY	052915	Reimbursement for 1/2 of hotel room	10-418-470	Yes	COM	109.87
INTEGRATED TECHNOLOGIES	23094	Contract base rate and copies 04/16 to 05/18/2015	10-423-320	Yes	FIRE	65.14
INTEGRATED TECHNOLOGIES	23799	Contract base rate and copies 04/27/15-05/26/15	10-415-310	Yes	ADM	140.11
INTEGRATED TECHNOLOGIES	23802	Contract base rate and copies 04/27/15-05/26/15	10-421-610	Yes	POLI	28.00
JEROME PETERBILT	145700	oil and fuel filters for engine 62	10-423-600	Yes	FIRE	41.60
JEROME PETERBILT	145703	oil and fuel filters for engine 60	10-423-600	Yes	FIRE	76.60
JEROME PETERBILT	145704	fuel and oil and air filters for engine 63	10-423-600	Yes	FIRE	91.59
JEROME PETERBILT	145873	Electrical Connectors	10-431-595	Yes	STR	13.58
JEROME PETERBILT	145914	Electrical Connectors	10-431-595	Yes	STR	36.78
JEROME PETERBILT	145982	wiper blades for eng 66	10-423-595	Yes	FIRE	25.14
JEROME PETERBILT	146029	wiper blades replacement for engine 63	10-423-600	Yes	FIRE	47.98
JEROME PETERBILT	146127	2 air filters for pump engines on engine 65 and 66	10-423-600	Yes	FIRE	42.46
JOE'S BACKHOE SERVICE	18866	Firewood to 512 Juniper - Per Bid	10-431-780	Yes	STR	8,920.00
JOE'S BACKHOE SERVICE	18867	512 Juniper to 228 Bluebell - Per Bid	10-431-780	Yes	STR	7,320.00
JOE'S BACKHOE SERVICE	18868	225 Bluebell to 210 Lupine - Per Bid	10-431-780	Yes	STR	9,975.00
JOE'S BACKHOE SERVICE	18871	Exposing Culvert @ Corner of Mayleaf and Juniper	10-431-780	Yes	STR	765.00
KETCHUM COMPUTERS	11678	Computer Support - 5/20/15-5/28/15	10-415-427	Yes	ADM	687.50
KETCHUM COMPUTERS	11725	Computer Support - 06/03/15-06/10/15	10-415-427	Yes	ADM	531.25
KING, ADAM ATTORNEY AT LA	062515	Legal Services - Confidential Matters	10-415-425	Yes	ADM	38.94
KING, ADAM ATTORNEY AT LA	92394	Legal Services - Confidential Matters	10-415-425	Yes	ADM	175.00
KING, ADAM ATTORNEY AT LA	92395	Legal Services - Confidential Matters	10-415-425	Yes	ADM	678.99
KING, ADAM ATTORNEY AT LA	92396	Legal Services - Confidential Matters	10-415-425	Yes	ADM	70.00
KING, ADAM ATTORNEY AT LA	92397	Legal Services - Public Matters	10-415-425	Yes	ADM	223.56
KING, ADAM ATTORNEY AT LA	92398	Legal Services - Public Matters	10-415-425	Yes	ADM	390.00
L. N. CURTIS & SON	3159157-01	6 new sets of turnouts for new fire fighters	10-423-576	Yes	FIRE	11,809.61
L. N. CURTIS & SON	3159157-04	4 pairs of small gloves womens size	10-423-576	Yes	FIRE	250.25
L. N. CURTIS & SON	3159157-05	1 leather patch for Hollis name tag for turn outs	10-423-576	Yes	FIRE	50.79
LOCAL HIGHWAY TECH ASSIST	T2-051915-1	Communication skills & storm water class for S. Storey & T. Davitt	10-431-470	Yes	STR	340.00
MIICOR INC	14364	Email Archiever Update - 1 Year Update	10-415-740	Yes	ADM	439.12
MOSS GARDEN CENTER	121594	weed killer/ soil for City Hall gardens	10-431-621	Yes	STR	65.52
MUNICIPAL EMERGENCY SERV	00634687_S	Winter parkas for duty staff	10-423-631	Yes	FIRE	1,216.05
Neopost USA Inc	448992	Annual postage ACH fee - 2013	10-415-370	Yes	ADM	50.00
Neopost USA Inc	484877	Annual postage ACH fee - 2014	10-415-370	Yes	ADM	50.00
NORCO	15972518-16	9 medical oxgen bottles and rent	10-423-325	Yes	FIRE	275.89
OFFICEBRIGHT, INC	3924	Office cleaning per proposal May 2015	10-415-500	Yes	ADM	1,170.00
OFFICEBRIGHT, INC	3939	Office cleaning per proposal June 2015	10-415-500	Yes	ADM	1,170.00
OHIO GULCH TRANSFER STATI	4723	dump fee	10-431-780	Yes	STR	38.80
OHIO GULCH TRANSFER STATI	5942	Wood Waste disposal	10-431-780	Yes	STR	1.80
PIPECO,INC.	S2104023.00	City Hall Sprinkler Repair	10-431-614	Yes	STR	8.98
PIPECO,INC.	S2133578.00	Staples/ Edging tool	10-431-614	Yes	STR	61.63
PRECISION PLUMBING, INC	15816	Maintenance on Boiler	10-431-614	Yes	STR	255.00
REPCO MARKETING, INC	10492	12 bottles BAC Simulator Solution (For Intoxilyzer)	10-421-595	Yes	POLI	102.25
RIVER RUN AUTO	6538-8636	Headlight bulb for unit 1	10-421-595	Yes	POLI	16.95
ROAD WORK AHEAD CONSTRU	29142	2 Bike Bath Signs	10-431-780	Yes	STR	180.00
ROAD WORK AHEAD CONSTRU	29367	Path signs - Path Closed	10-431-780	Yes	STR	238.00

Vendor Name	Invoice #	Description	Account #	Budgeted	Dept.	Amount
ROBERTS ELECTRIC, INC	20674,20654	Idaho power for irrigation time clock - 104 Grey Eagle	10-431-800	Yes	STR	135.00
ROBERTS ELECTRIC, INC	20674,20654	Street Lights City Hall Intersection	10-431-780	Yes	STR	231.40
ROBERTS ELECTRIC, INC	20674,20654	Turn on power, check clocks & closed panel box - 104 Grey Eagle	10-431-800	Yes	STR	70.00
SHERWIN WILLIAMS	73931	Paint for fire hydrants	10-423-595	Yes	FIRE	103.73
SHERWIN WILLIAMS	7602-5	Paint for hydrants	10-423-595	Yes	FIRE	27.28
SIDWELL COMMUNICATIONS	1104	Parts for phones/labor and install	10-415-510	Yes	ADM	350.00
SIDWELL COMMUNICATIONS	1106	Parts for phones/labor and install	10-415-510	Yes	ADM	340.00
SLA Corporation	04202015-24	Goverment phone radio back service - annual subscription	10-423-480	Yes	FIRE	318.79
SPECIALTY PLASTICS & FAB	63472	CAUTION stencil	10-431-592	Yes	STR	262.53
SUN VALLEY CLEANERS, INC	20.0515	Dry cleaning Police	10-421-630	Yes	POLI	207.30
SUN VALLEY GARDEN CENTER	50404	Sprinkler repairs/ Grey Eagle	10-431-800	Yes	STR	681.98
SUN VALLEY MARKETING ALLI	061515	July per contract 2014	10-411-692	Yes	LEGI	11,211.07
VALLEY CO-OPS OMC/	005165/9	Weed Spray	10-431-621	Yes	STR	89.99
VALLEY CO-OPS OMC/	5618/9	Weed killer	10-431-621	Yes	STR	165.97
VERIPIC	042015	1 year Veripic (evidence) software license	10-421-480	Yes	POLI	940.00
WEBB LANDSCAPING	37121	Tree replacement at street shop	10-431-614	Yes	STR	259.98
WITMER PUBLIC SAFETY GRO	1619857	EMS stickers for helmets	10-423-325	Yes	FIRE	90.79
WITMER PUBLIC SAFETY GRO	1624753	star of life decal for helmets	10-423-631	Yes	FIRE	30.93
WOODSIDE RV CENTER	175737	Hydralic dump trailer jack	10-431-610	Yes	STR	349.99
WOODSIDE RV CENTER	21315	Full service on back country Ranger snowmobile	10-423-595	Yes	FIRE	482.13
WOODSIDE RV CENTER	21316	Full service on back country Gator snowmobile	10-423-595	Yes	FIRE	273.51
Grand Totals:						84,952.66

Finance Committee Chair, Michelle Griffith: _____ Date : _____