

AGENDA
REGULAR MONTHLY MEETING OF THE CITY OF SUN VALLEY
FINANCE COMMITTEE
IN THE COUNCIL CHAMBERS – 81 ELKHORN ROAD
CITY OF SUN VALLEY, IDAHO
March 2, 2015 - 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 regarding employee advance payment for training travel.
2. Approval of February 5th, 2015 meeting minutes.
3. Review and discussion of all recurring payables and payroll from February 2015.
4. Review of non-reoccurring bills on-hand as of February 25, 2015 and recommendation for approval to the City Council at its March 5, 2015 Council Meeting.

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

ADJOURNMENT

Posted City Hall: February 27, 2015 at 12:00 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
February 2, 2015**

The City of Sun Valley Finance Committee met in regular session in the Council Chambers in Sun Valley City Hall on the 2nd of February at 1:03 p.m.

Present: Finance Committee Chair Peter Hendricks and Alternate Michelle Griffith.

Also Present: City Administrator Susan Robertson; City Clerk Alissa Weber; City Treasurer Angela Walls; City Council Appointee Jane Conard; and Sun Valley Property Owner Noel Ellman.

Public Comment

City Council Appointee Jane Conard stated that she was present as an observer to learn about her new position on the City Council as quickly as possible.

1. Approval of January 5, 2015 meeting minutes.

City Clerk Alissa Weber suggested an edit of changing the listed meeting Chair to Peter Hendricks.

Committee Member Michelle Griffith moved to approve the minutes of the January 5, 2015 Finance Committee meeting with the suggested edit. Committee Chair Peter Hendricks seconded the motion. All in favor. The motion carried.

1. Review and discussion of all recurring payables and payroll from January 2015.

Michelle Griffith stated that she was surprised to see that the City continues to have overtime in the Fire Department now that there are two new full-time staff. Susan Robertson responded that three staff people were required to fill the prior staffing gap, so it was never expected that overtime would be eliminated. She also noted that some overtime was required to cover people who are out at trainings.

2. Review of non-reoccurring bills on-hand as of January 28, 2015 and recommendation for approval to the City Council at its February 5th, 2015 Council Meeting.

Michelle Griffith raised a question about the role of the Finance Committee as it relates to City Council meetings. She noted her question arose out of an email exchange she had with Council President Keith Saks, in which he requested that issues identified at the Finance Committee meeting be publicly aired at the following City Council meeting. There was a discussion between the Committee members, Susan Robertson, and Treasurer Angela Walls about updating the process. The group agreed that the new process, with the Mayor's approval, should be that the Committee Chair will state at the Council meetings which items were queried by the Committee and whether or not their questions were answered to the satisfaction of the Committee. The Chair would then direct all questions from the public directly to the Treasurer.

Michelle Griffith asked about whether the invoices from CH2M Hill were the last invoices the City would pay related to the Sinclair Wall and Trail Creek Path projects. Susan Robertson stated that these should be the final bills. Angela Walls explained these were invoices that had been previously held by the Council. She also offered to print a report that included the total amount paid for both jobs and confirm whether these were the final bills.

Peter Hendricks noted his concern that one of the bills was from July. Angela Walls explained that it was from the previous check run, from which several bills were accidentally omitted.

Michelle Griffith noted that the City consistently uses CH2M Hill and doesn't bid out projects to other local companies. Susan Robertson explained CH2M Hill was selected as the City Engineer, but the Council had the authority to choose a new one. She also explained that when there are opportunities, such as standalone projects, the City does look at other vendors.

On behalf of Council President Keith Saks, Michelle Griffith asked about the Dick York's Auto Service bill and whether they were duplicates. Angela Walls explained that they were for two separate invoices – one for towing and the diagnostic scanner test and the other for the repair.

Michelle Griffith asked about the Ferguson Enterprises Inc. payment. Alissa Weber explained that Ferguson had been charging Local Option Tax to the Sun Valley Company on building materials, which is exempt from the LOT. Michelle Griffith suggested that the City consider a workshop to devise a more effective system at collecting the LOT.

Michelle Griffith asked about the bill from Gem State Communication. Angela Walls explained that they often apply credit memos without alerting the City and that the current bill is a reconciliation. She also explained that she has discussed this issue with the book keeper and it should be resolved.

Peter Hendricks asked about the charge from Hughes Fire Equipment. Angela Walls explained that the charge was for a repair, not just checking the check engine light.

Peter Hendricks asked about the charges for Ketchum Computers and whether they are hourly charges. Susan Robertson explained that the City gets a very detailed list of work for those charges and she is satisfied that they are justified.

Peter Hendricks asked why there were two bills from City Attorney Adam King for public matters. Angela Walls explained that he billed the City twice in the previous month on the Mayor's request. The Committee members reviewed the public portion of the bills and indicated they wanted to review the privileged bills in Executive Session.

Michelle Griffith noted that invoice 12849 was listed twice. Angela Walls stated that the invoice for Silver Creek should not be listed – it was an error.

Michelle Griffith asked about the Territorial Supplies charges for equipment on the new police vehicle. Susan Robertson explained it was for the car's computer and to alter the rear lighting. Peter Hendricks asked to see a total cost for the purchase and outfitting of the new vehicle.

Peter Hendricks asked about the charge from the Sun Valley Elkhorn Association regarding creek restoration. Susan Robertson explained that SVEA received a permit for clearing the creek, and they requested the City pay a portion for the work for which the City would typically be responsible.

Peter Hendricks asked about the charge from Webb Landscaping for snow shoveling on the Bitterroot Foot Bridge. Angela Walls explained that the Street Department does not have enough staff to shovel the path, as staff are busy plowing the streets.

Peter Hendricks asked about the charges from Western States for plow blades. Angela Walls explained the City has several snow plows and there is a lot of maintenance/repair required on snow plow blades.

Angela Walls summarized what she would prepare for the next meeting, which included:

- Total expenses for both the Sinclair Wall and Trail Creek path and whether these were final expenses for those projects;
- Create line items on the Payables report so the Council could refer to invoices by number; and
- Compile the total amounts for the purchase and outfitting of the new Police vehicle.

Executive Session

Michelle Griffith moved to go into Executive Session. Peter Hendricks seconded. All in favor. The Finance Committee entered Executive Session at 1:58 p.m.

Michelle Griffith moved to leave Executive Session. Peter Hendricks seconded. All in favor. The Finance Committee left Executive Session at 2:13 p.m.

Adjournment: Michelle Griffith made a motion to adjourn, seconded by Peter Hendricks. All in favor. The motion carried. The meeting was adjourned at 2:14 p.m.

Respectfully Submitted,
Alissa Weber
City Clerk

Peter Hendricks, Chair

Date



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

TO: Finance Committee
FROM: Angela Walls, Treasurer/Finance Manager
SUBJECT: Recurring Payables and Payroll for February 2014
DATE: February 27, 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 February.

Administration – There were no changes or abnormalities for February.

Community Development – There were no changes or abnormalities for February.

Police – There were 49 hours of overtime due to training and shift coverage. The Police Department overtime line item, 10-421-122, is within budget. There were no other changes or abnormalities for February.

Fire – There were 34.5 hours of overtime due to shift coverage. The paid on call firefighters' had 230.5 hours in February. This was due to shift coverage, event 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 February.

Street – There were no changes or abnormalities for February.

| Vendor Name | Invoice # | Description | Account # | Budgeted | Dept. | Amount |
|---------------------------|-------------|--|------------|----------|-------|-----------|
| AC HOUSTON LUMBER CO | 014-449884 | Utility knife/Aviation Snips/Struc screws | 10-431-340 | Yes | STR | 61.37 |
| AC HOUSTON LUMBER CO | 014-452253 | Work Gloves | 10-431-320 | Yes | STR | 30.09 |
| AC HOUSTON LUMBER CO | 0414-449800 | Storage Shelves | 10-431-614 | Yes | STR | 190.86 |
| AIR ST. LUKE'S MEMBERSHIP | 2015-2 | 1 new employee membership | 10-415-480 | Yes | ADM | 35.00 |
| APA WASHINGTON | 16 | Community Development Director Ad | 10-418-440 | Yes | COM | 100.00 |
| BOISE MOBILE EQUIPMENT | 15659 | 4 radios & software - 7,500 reimbursed by grant | 29-490-753 | Yes | EXP | 9,365.00 |
| BROOKS WELDING | 10298 | Plow repair materials | 10-431-595 | Yes | STR | 35.37 |
| CENTRAL DRUG SYSTEM, INC. | 241241 | Random Processing Fee / MIS Report | 10-415-420 | Yes | ADM | 14.50 |
| CESCO | P50836 | Fuel System for loader | 10-431-595 | Yes | STR | 45.07 |
| CESCO | P50844 | Addition parts for fuel system for loader | 10-431-595 | Yes | STR | 1.94 |
| CH2M HILL | 4006115 | Engineering review for development applications- Diamond Back Townhomes | 10-418-422 | Yes | COM | 780.31 |
| CH2M HILL | 4006115 | Engineering review for development applications- White Clouds Lot 28 Plat review | 10-418-422 | Yes | COM | 692.40 |
| CH2M HILL | 4009752 | Engineering review for development applications-Lane Meadows Final Plat and As Built Engin | 10-418-422 | Yes | COM | 1,544.28 |
| CHATEAU DRUG | 1307658 | light bulbs | 10-431-614 | Yes | STR | 19.99 |
| CHATEAU DRUG | CREDIT1 | overpayment credit | 10-431-614 | No | STR | 1.93- |
| COPY & PRINT | 62825 | Office supplies and paper plates | 10-421-310 | Yes | POLI | 109.19 |
| COPY & PRINT | 62825 | Paper, folders, folder holders | 10-421-310 | Yes | POLI | 109.19 |
| COPY & PRINT | 63223 | 3 Wall calendars | 10-421-310 | Yes | POLI | 44.07 |
| COPY & PRINT | 63231 | DVD | 10-421-310 | Yes | POLI | 12.49 |
| COPY & PRINT | 63232 | copy paper | 10-415-310 | Yes | ADM | 37.99 |
| COPY & PRINT | 63476 | 2 boxes project folders CD Dept | 10-418-310 | Yes | COM | 67.58 |
| COPY & PRINT | 63476 | 4 packs of sign here flags | 10-415-310 | Yes | ADM | 21.16 |
| COPY & PRINT | 63569 | Office supplies for police clerk | 10-421-310 | Yes | POLI | 95.91 |
| COPY & PRINT | 63586 | Office supplies for police clerk | 10-421-310 | Yes | POLI | 12.38 |
| COPY & PRINT | DOUBLE EN | double entry | 10-421-310 | No | POLI | 109.19- |
| D & B SUPPLY COMPANY | 82640 | 2pk 18v xrp Batteries and Dewalt Battery | 10-431-340 | Yes | STR | 150.94 |
| EASY PACK | 174064 | Shipping old firearms for trade in | 10-421-370 | Yes | POLI | 243.80 |
| EGGERS & ASSOCIATES | 12.29-04 | Landscape drawings for trailer | 10-423-320 | Yes | FIRE | 399.33 |
| ELKHORN SPRINGS RESIDENTI | 213677 | Quarterly Dues on A03 | 42-470-705 | Yes | WFH | 911.10 |
| ELKHORN SPRINGS RESIDENTI | 213678 | Quarterly Dues on A04 | 42-470-705 | Yes | WFH | 919.74 |
| EMERGENCY REPORTING | 2015-0422 | Renewal of Emergency Reporting subscription | 10-423-480 | Yes | FIRE | 1,419.24 |
| ESRI | 25670221 | Annual ArcGIS single use primary maintenance for the CD Dept GIS software | 10-418-310 | Yes | COM | 418.00 |
| FINI MACHINERY | 7482 | engine 62 maintenance | 10-423-595 | Yes | FIRE | 217.43 |
| FIRST RESPONDERS | 46596 | 2 Gun Holsters | 10-421-665 | Yes | POLI | 330.00 |
| FREIGHTLINER OF IDAHO | 164704 | Peterbilt air dryer | 10-431-595 | Yes | STR | 43.90 |
| FREIGHTLINER OF IDAHO | 165549 | Electrical repair parts for Oshkosh #82 | 10-431-595 | Yes | STR | 141.44 |
| GEM STATE COMMUNICATION | 130081 | Squad 1 radio control box | 10-423-595 | Yes | FIRE | 1,225.00 |
| GEM STATE PAPER | 915065 | paper goods for City Hall | 10-415-310 | Yes | ADM | 173.65 |
| GEM STATE WELDERS SUPPLY | 155359 | Tank rental | 10-431-320 | Yes | STR | 16.12 |
| GRAINGER | 9671175348 | Street shop garage door repair | 10-431-614 | Yes | STR | 59.05 |
| GUNARAMA WHOLESALE, INC | 803763 | NEW DUTY WEAPONS | 10-421-340 | Yes | POLI | 5,977.00 |
| GUNARAMA WHOLESALE, INC | 807546 | TRADE IN OLD DUTY WEAPONS | 10-421-340 | Yes | POLI | 4,378.00- |
| HURTIG SHOOTING CENTER | 13115 | Annual Shooting Club Membership | 10-421-480 | Yes | POLI | 750.00 |
| ICMA | 020115 | Membership Renewal Invoice | 10-415-480 | Yes | ADM | 1,018.20 |
| IDAHO DEPARTMENT OF LAND | 320-8677-CD | Wildland protective gear | 10-423-631 | No | FIRE | 3,025.80 |
| IDAHO MOUNTAIN EXPRESS | 12515810 | Display ad public notice for January 7 and 21, 2015 CC meeting | 10-418-440 | Yes | COM | 351.54 |
| IDAHO MOUNTAIN EXPRESS | 12516480 | Display ad public notice for January 7 and 21, 2015 CC meeting | 10-418-440 | Yes | COM | 401.76 |

| Vendor Name | Invoice # | Description | Account # | Budgeted | Dept. | Amount |
|---------------------------|-------------|--|------------|----------|-------|----------|
| Idaho Sporting Goods | 020115 | Idaho POST clothing for Monique Ray | 10-421-665 | Yes | POLI | 76.00 |
| INREACH | DL08326700 | monthly dues | 10-423-480 | Yes | FIRE | 183.62 |
| INTEGRATED TECHNOLOGIES | 14568 | contract base rate and copies 12/17/14 - 01/16/15 | 10-423-310 | Yes | FIRE | 55.00 |
| INTEGRATED TECHNOLOGIES | 14990 | contract base rate and copies 12/17/14-1/16/15 | 10-421-610 | Yes | POLI | 30.25 |
| INTEGRATED TECHNOLOGIES | 15642 | Contract base rate and copies 1/4/15 - 2/3/15 | 10-415-310 | Yes | ADM | 64.86 |
| INTEGRATED TECHNOLOGIES | 16370 | Magenta toner for Treasurers printer | 10-415-310 | Yes | ADM | 118.00 |
| INTEGRATED TECHNOLOGIES | 16375 | Magenta toner for copy room | 10-415-310 | Yes | ADM | 130.50 |
| INTEGRATED TECHNOLOGIES | 16430 | Contract base rate and copies 1/17/15-2/16/15 | 10-423-310 | Yes | FIRE | 69.55 |
| INTEGRATED TECHNOLOGIES | 16638 | copier lease | 10-421-610 | Yes | POLI | 30.25 |
| INT'L CODE COUNCIL, INC. | 0511908 | EC'12 IECC/ASHRAE/IRC Significant Changes | 10-418-310 | Yes | COM | 59.00 |
| JACKSON GOUP PETERBILT | 141612 | Oshkosh Electrical | 10-431-595 | Yes | STR | 20.25 |
| JACKSON GOUP PETERBILT | 142502 | Oshkosh Electrical | 10-431-595 | Yes | STR | 71.07 |
| KETCHUM COMPUTERS | 11234 | Computer Support - 01/16/15 - 01/29/15 | 10-415-427 | Yes | ADM | 1,125.00 |
| KETCHUM COMPUTERS | 11290 | Computer Support - 2/3/15 -2/11/15 | 10-415-427 | Yes | ADM | 1,000.00 |
| KING, ADAM ATTORNEY AT LA | 022515 | Legal Services - Confidential Matters | 10-415-425 | Yes | ADM | 3,948.62 |
| KING, ADAM ATTORNEY AT LA | 022515 | Legal Services - Public Matters | 10-415-425 | Yes | ADM | 2,852.00 |
| L. N. CURTIS & SON | 3154998-00 | truck 61 hose fitting | 10-423-595 | Yes | FIRE | 79.10 |
| L. N. CURTIS & SON | 3155026-00 | Anja Sundali structural firefighting boots | 10-423-576 | Yes | FIRE | 388.65 |
| LUTZ RENTALS | 44585-1 | Tool Rental | 10-431-555 | Yes | STR | 13.31 |
| MAGIC VALLEY PROTECTIVE C | 5224 | Fuel Tank Driver Side for oshkosh plow | 10-431-595 | Yes | STR | 190.00 |
| MASON'S TROPHIES & GIFTS | 73204 | New name plate for council | 10-415-310 | Yes | ADM | 11.80 |
| MASON'S TROPHIES & GIFTS | 73276 | Plaque for Mark Hofman | 10-415-420 | Yes | ADM | 86.75 |
| MOFFATT THOMAS | 201398 | legal Services and Costs through December 20, 2014 - Employment Law Matters | 10-411-429 | Yes | LEGI | 2,934.03 |
| MOFFATT THOMAS | 201798 | Legal Services and Costs through January 20, 2015 - Miscellaneous Business Matters | 10-411-429 | Yes | LEGI | 298.50 |
| MOORE MEDICAL GROUP | 0111402 | EMT kits for new EMTs | 10-423-325 | Yes | FIRE | 850.19 |
| MOUNTAIN RIDES | 4121 | Night Owl Service winter 2015 | 10-411-694 | Yes | LEGI | 2,000.00 |
| NORCO | 15263503 | Oxygen Cylinder Rental | 10-423-325 | Yes | FIRE | 59.52 |
| OFFICEBRIGHT, INC | 3883 | Office cleaning per proposed February 2015 | 10-415-500 | Yes | ADM | 1,170.00 |
| OHIO GULCH TRANSFER STATI | 284950 | tree down on Horseshoe Rd. - Dump Fee | 10-431-780 | Yes | STR | 5.60 |
| OLSEN, TRAVIS | 022315 | AR 15 Armorer Course | 10-421-470 | Yes | POLI | 267.95 |
| OLSEN, TRAVIS | 022515 | Active Shooter School - Safety Meeting | 10-421-470 | Yes | POLI | 95.68 |
| OLSEN, TRAVIS | 022515 | Active ShooterResponse Training non-tactical | 10-421-470 | Yes | POLI | 166.91 |
| PIPECO,INC. | S2031024.00 | Ice Melt | 10-431-614 | Yes | STR | 47.92 |
| PUBLIC SAFETY CENTER, INC | 5573957 | 96 BATTERIES | 10-421-340 | Yes | POLI | 72.74 |
| RADAR SHOP | 7294 | RADAR RE-CERT | 10-421-595 | Yes | POLI | 236.00 |
| RIVER RUN AUTO | 6538-81261 | AEROVANTAGE BLADE - Windshield wipers | 10-421-600 | Yes | POLI | 29.90 |
| RIVER RUN AUTO | 6538-82158 | Battery Welder | 10-431-595 | Yes | STR | 94.95 |
| ROBERTS ELECTRIC, INC | 1203 | City Hall Parking Light | 10-431-614 | Yes | STR | 241.78 |
| ROBERTS ELECTRIC, INC | 1632 | Elctric work for new Police work stations. | 10-421-740 | Yes | POLI | 36.93 |
| ROBERTS ELECTRIC, INC | 1636 | changed ballast in the HID lamp at fire station | 10-423-585 | Yes | FIRE | 396.39 |
| ROBERTS ELECTRIC, INC | 189407A | new electrical outlets | 10-421-595 | Yes | POLI | 70.00 |
| ROBERTSON, SUSAN | 012715 | Per Diem for IDCMA Conf. | 10-415-470 | Yes | ADM | 171.15 |
| ROBERTSON, SUSAN | 021915 | reimbursement for CDD Position AD on the Colorado APA website | 10-418-440 | Yes | COM | 15.00 |
| SENTINEL FIRE & SECURITY | 018/497 | Annual Monitoring Fee for Sun Valley City Hall | 10-415-585 | Yes | ADM | 360.00 |
| SHARP, JAMESON | 010215 | Per Dier and Mileage for Evidence room training in Provo | 10-421-470 | Yes | POLI | 509.44 |
| SHARP, JAMESON | 010215 | void the per diem portion of po | 10-421-470 | No | POLI | 127.50- |
| SUN VALLEY CLEANERS, INC | 1.2015 | Police Dry Cleaning | 10-421-630 | Yes | POLI | 283.70 |

| Vendor Name | Invoice # | Description | Account # | Budgeted | Dept. | Amount |
|---------------------------|-------------|--|------------|----------|-------|------------------|
| SUN VALLEY COMPANY | 28815 | annual antenna rental dolalr mountain | 10-423-615 | Yes | FIRE | 1,200.00 |
| SUN VALLEY GARDEN CENTER | 73680 | 104 Grey Eagle Condemnation- winter snow removal for driveway and 1/3 Grey Eagle share | 10-418-420 | Yes | COM | 95.00 |
| SUN VALLEY MARKETING ALLI | 5017 | City of Sun Valley Contract - Installment 5 for March 2015 | 10-411-689 | Yes | LEGI | 20,000.00 |
| TEAM EAGLE | 14158 | Oshkosh Fuel Tank and Mounts | 10-431-595 | Yes | STR | 1,973.32 |
| TERRITORIAL SUPPLIES INC | 272 | FINANCE CHARGES | 10-421-310 | Yes | POLI | 21.27 |
| TERRITORIAL SUPPLIES INC | 275 | FINANCE CHARGES | 10-421-310 | Yes | POLI | 30.35 |
| THE WESTERN PLANNER | 0211-2015.S | Community Development Director Ad | 10-418-440 | Yes | COM | 15.00 |
| TREASURE VALLEY COFFEE | 03925461 | Coffee for all departments | 10-415-310 | Yes | ADM | 35.46 |
| TREASURE VALLEY COFFEE | 03925461 | Coffee for all departments | 10-418-310 | Yes | COM | 35.46 |
| TREASURE VALLEY COFFEE | 03925461 | Coffee for all departments | 10-421-310 | Yes | POLI | 35.46 |
| TREASURE VALLEY COFFEE | 03925461 | Coffee for all departments | 10-423-310 | Yes | FIRE | 35.46 |
| TREASURE VALLEY COFFEE | 03925461 | Coffee for all departments | 10-431-320 | Yes | STR | 35.46 |
| WALKER SAND AND GRAVEL | 410631 | Storage rental 6 months | 10-431-780 | Yes | STR | 1,200.00 |
| WEBB LANDSCAPING | CREDIT | Credit for overpayment | 10-431-780 | Yes | STR | 41.09- |
| WHITESELL, BILL | 020215 | reimbuirsement for Pavement Maintenance Training | 10-431-470 | Yes | STR | 383.86 |
| WINDY CITY ARTS, INC. | 2014-829 | Decals for police vehicles units 1, 2, 3 | 10-421-321 | Yes | POLI | 3,150.00 |
| WOODSIDE RV CENTER | 169774 | parts for snow machine | 10-423-595 | Yes | FIRE | 78.89 |
| Grand Totals: | | | | | | <u>76,304.32</u> |

Finance Committee Chair, Jane Conard: _____ Date : _____