

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 30, 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. Approval March 2, 2015 meeting minutes.
2. Review and discussion of all recurring payables and payroll from March 2015.
3. Review of non-reoccurring bills on-hand as of March 20, 2015 and recommendation for approval to the City Council at its April 2, 2015 Council Meeting.

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

ADJOURNMENT

Posted City Hall: March 23, 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
March 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 March at 1:00 p.m.

CALL TO ORDER

Chair Jane Conard called the meeting to order at 12:58 p.m.

ROLL CALL

Present: Finance Committee Chair Jane Conard and Member Peter Hendricks.

Also Present: Mayor Dewayne Briscoe; Council Member Michelle Griffith; City Administrator Susan Robertson; City Clerk Alissa Weber; Police Chief Walt Femling; Sun Valley resident Jim Bronson.

PUBLIC COMMENT

Jim Bronson, Sun Valley resident, commented on the City's legal expenses. He noted that from 2012 through mid-February 2015, the City Attorney billed \$227,681.84 and the City paid him that exact amount. He encouraged the Finance Committee and City Council to challenge the City Attorney's bills. He also recommended the Council reconsider the method in which it pays the City Attorney, perhaps setting a flat fee to cover certain duties of the City Attorney, such as attending public meetings. He also suggested the Council consider issuing an RFP to solicit bids for the City Attorney work.

Jim Bronson further commented about the bills from Moffatt Thomas for the same period of time, which was \$46,087.90. He noted he is concerned that the City rubber stamps City Attorney bills.

Mayor Dewayne Briscoe made a comment that citizens have raised concerns about the Mayor and Council Members covering their children on the City health care plan. He read Ordinance No. 385, which was passed in 2007, and cited it as authorization. Susan Robertson noted that the City will be on its new health plan starting in either October or November of 2015.

Committee Member Peter Hendricks responded to the comments made by Jim Bronson. He noted the Committee questions attorney bills at each of its meetings and has received changes in bills as a result. He also said he appreciated Mr. Bronson's comments about contracts and agreed the City should occasionally reconsider and bid out contracts. He noted the City Council may be examining all external contracts at some point. Council Member Michelle Griffith stated she agreed with these statements.

Committee Chair Jane Conard commented that the suggestion for attorneys be paid flat fees may not be realistic, as traditional fee-per-hour is the industry standard, but the Council could still consider it.

1. Discussion regarding employee advance payment for training travel

Susan Robertson explained that under the current policy of only paying bills once a month, staff are often required to front travel expenses when they go to training. She noted some employees are not able to do that comfortably. She suggested training travel expenses be added to the list of recurring bills so staff can be given advance payment for the expenses. Michelle Griffith stated she wanted to see the training expenses detailed separately from the other recurring payables. Susan Robertson stated staff would update the recurring payables resolution for Council approval and all training expenses would be

detailed separately in the Treasurer's Oath included in the Committee packet. Michelle Griffith said thought the updated resolution could go straight to Council once ready.

2. Approval of February 5th, 2015 meeting minutes

Peter Hendricks moved to approve the minutes of the February 5, 2015 Finance Committee meeting. Jane Conard seconded the motion. All in favor. The motion carried.

3. Review and discussion of all recurring payables and payroll from February 2015.

Peter Hendricks moved to approve all recurring payables and payroll from February 2015. Jane Conard seconded the motion. All in favor. The motion carried.

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.

Peter Hendricks asked about the charge from Boise Mobile Equipment for radios. Susan Robertson explained it was for the Fire Department, but was charged to the fixed asset fund. She noted the Department received a grant to help cover the expense. Peter Hendricks asked why the Department was acquiring these radios. Susan Robertson explained they were for the two new full-time staff members. The Committee had a conversation about what constitutes a fixed asset.

Peter Hendricks asked whether the CH2M Hill charges are reimbursable. Susan Robertson stated they are. Peter Hendricks suggested that staff include whether expenses are reimbursable or not on the summary printout that goes to the Finance Committee.

Peter Hendricks asked about the Eggers and Associates charge for landscape drawings. Susan Robertson explained this is part of the effort by the Fire Department to conceal the trailer. She stated the trees that were previously planted to hide the trailer did not sufficiently conceal it. Peter Hendricks asked whether it was possible to get a good faith waiver from the Sun Valley Elkhorn Association on the requirement to conceal the trailer because it is a public safety issue. Susan Robertson stated that Fire Chief Ray Franco and former Community Development Director Mark Hofman had conversations with SVEA about this issue. Mayor Dewayne Briscoe offered to revisit negotiations with SVEA.

Peter Hendricks asked about whether the City still has a vacant rental unit. Susan Robertson explained that one became vacant in February, which the City plans to paint and re-carpet before it is occupied. She explained that the City plans to rent the two bedrooms in one unit separately and use the other unit for firefighters on call at night. Michelle Griffith mentioned that ARCH has federal funding for owner-occupied housing if employees are interested in purchasing a home.

Peter Hendricks asked about the charge from Gunarama Wholesale and whether the City traded in old weapons for new ones. Susan Robertson confirmed that was the case and noted the lifetime for most weapons is either 5, 8, or 10 years.

Peter Hendricks asked which budget paid for the Idaho Department of Land charge for wild land protective gear. Susan Robertson responded that the Fire Department budget paid for it, noting the City will be making budget amendments to cover it. The equipment was in the FY2014 budget but the charge came too late to bill it to the previous fiscal year.

Peter Hendricks stated he wanted to talk about the privileged bills from Adam King in executive session. The Committee reviewed Adam King's bills for public matters.

Peter Hendricks asked about the bill from Moffatt Thomas for "miscellaneous business matters." Susan Robertson explained they were for the letter they submitted to the auditor regarding potential legal liability. The Committee members, Michelle Griffith, and Mayor Dewayne Briscoe had a conversation about whether to bill the letter to the specific legal issue, the audit, or the "miscellaneous" category.

Jane Conard moved that as to the audit letter from Moffat Thomas, it shall be categorized in the approval of payables as an audit letter and an audit expense. Peter Hendricks seconded the motion. All in favor. The motion carried.

Peter Hendricks asked about the charge from the Sun Valley Company for the annual antenna rental. He requested City staff review and bring to the Committee the terms of the land lease for the antenna.

Peter Hendricks asked about the finance charges from Territorial Supplies and requested that City staff request a waiver of the fees.

Peter Hendricks asked about the charges from Walker Sand and Gravel. Susan Robertson explained that the Street Department stores some of its off-season equipment.

Jane Conard asked about the charge from Emergency Reporting. Susan Robertson explained it is an annual charge but offered to bring more information to the Committee on what it covers.

Mayor Dewayne Briscoe noted that there were three Council members present and going forward perhaps the Finance Committee should be noticed as a Council meeting. Peter Hendricks stated he didn't think it was handled in a Council fashion, as Michelle Griffith did not have a vote on any motion.

EXECUTIVE SESSION

Peter Hendricks moved to go into Executive Session pursuant to Idaho Code 67-2345 for the purpose of discussing confidential legal invoices. Jane Conard seconded. All in favor. The motion carried. The Finance Committee moved into Executive Session at 2:09 pm.

Peter Hendricks moved to leave Executive Session. Jane Conard seconded. All in favor. The Finance Committee left Executive Session at 2:56 p.m.

ADJOURNMENT

Peter Hendricks moved to adjourn. Jane Conard seconded. All in favor. The motion carried. The meeting was adjourned at 2:58 p.m.

Respectfully Submitted,
Alissa Weber
City Clerk

Jane Conard, 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 March 2014
DATE: March 23, 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 March.

Administration – There were no changes or abnormalities for March.

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

Police – There were 16 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 March.

Fire – There were no hours of overtime due to shift coverage. The paid on call firefighters' had 574.75 hours in March. This was due to shift coverage, Academy training, and AIRE training. The Fire Department Paid per Call line item, 10-423-120, is within budget. There were no other changes or abnormalities for March.

Street – There were no changes or abnormalities for March.

Vendor Name	Invoice #	Description	Account #	Budgeted	Dept.	Amount
AC HOUSTON LUMBER CO	014-452264	filters for heater Elkhorn station	10-423-585	Yes	FIRE	99.90
AC HOUSTON LUMBER CO	014-459151	Stain for City Hall Bench	10-431-614	Yes	STR	25.78
AIR ST. LUKE'S MEMBERSHIP	2015-3	new employee - Wayt, Rachel	10-415-480	Yes	ADM	35.00
BARRY EQUIPMENT & RENTAL	129697-1	Tool Cat tail lights	10-431-595	Yes	STR	63.63
BLUE HERON WORKSHOP	1052	Poster board and reframing for 2 new Zoning Maps	10-418-310	Yes	COM	179.99
BOISE MOBILE EQUIPMENT	15691	2 battery packs for hand held radios	10-423-615	Yes	FIRE	130.00
BUSINESS AS USUAL	124794	White markers for marking air packs	10-423-310	Yes	FIRE	3.50
CLEAR WATER POWER EQUIP	02261511	Pick up plow wear blades	10-431-600	Yes	STR	383.56
COPY & PRINT	58494	white board and box of dry erase markers	10-423-310	Yes	FIRE	221.87
COPY & PRINT	62590	8 clip boards	10-423-310	Yes	FIRE	12.72
COPY & PRINT	63757	Calculator for Staff Assist and cabinet folders for Police Chief	10-421-310	Yes	POLI	85.48
COPY & PRINT	63770	Copy Paper	10-415-310	Yes	ADM	37.99
COPY & PRINT	63784	3" binder for City Council Minutes Archive	10-415-310	Yes	ADM	16.59
COPY & PRINT	63798	CD envelopes for video/audio traffic stops and DVD's for court	10-421-310	Yes	POLI	37.99
COPY & PRINT	63919	Office pens for station	10-423-310	Yes	FIRE	38.97
COPY & PRINT	63966	Window envelopes and security envelopes	10-415-310	Yes	ADM	158.27
COPY & PRINT	64135	Office supplies for copy room	10-415-310	Yes	ADM	59.55
COPY & PRINT	64149	2 cases of binder for council meetings and budget hearings	10-415-310	Yes	ADM	104.16
COPY & PRINT	64254	writing tablets/rulers/tape/pens/sticky notes	10-415-310	Yes	ADM	83.80
COPY & PRINT	64255	confidential envelopes	10-415-310	Yes	ADM	51.99
DAVIS EMBROIDERY INC.	24207	shirts for Reid Black and David Bowman	10-423-631	Yes	FIRE	76.00
DAVIS EMBROIDERY INC.	24425	Uniform shirts and Embroidery for Rachel Wayt	10-421-665	Yes	POLI	154.90
FIRST RESPONDERS	46701	3 Uniform Pants for Rachel Wayt	10-421-665	Yes	POLI	145.39
FRANCO, RAY	030115	Reimburesment to Ray for wildland Fire costs	10-423-470	Yes	FIRE	408.54
FRANCO, RAY	030215	Reimburesment to Ray for wildland Fire costs	10-423-470	Yes	FIRE	316.54
FRANCO, RAY	031915	Per Diem for safety officer course in Reno, NV	10-423-470	Yes	FIRE	306.00
FREIGHTLINER OF IDAHO	166952	Safety lights for sweeper and oshkosh plow	10-431-595	Yes	STR	87.90
GEM STATE PAPER	927896-00	paper towels for Admin Bldg.	10-415-310	Yes	ADM	57.91
GEM STATE WELDERS SUPPLY	155959	welding tank rentals	10-431-320	Yes	STR	14.56
GO-FER IT EXPRESS INC	46630	shipped fuel tank for oshkosh to twin falls	10-431-595	Yes	STR	33.00
GRAINGER	9688235440	Repair the City Hall Bench	10-431-614	Yes	STR	23.88
Harris & Co. PLLC	21357	Finanical Audit for Year End September 30, 2014	10-415-421	Yes	ADM	14,000.00
IDAHO HYDRO JETTING	4563	Jetting frozen culverts S. Village Way/Juniper	10-431-780	Yes	STR	750.00
IDAHO LUMBER	598997	bolts and screws	10-431-320	Yes	STR	32.95
IDAHO MOUNTAIN EXPRESS	12517082	Display ad public notice comp plan feb 19	10-418-437	Yes	COM	205.20
IDAHO MOUNTAIN EXPRESS	12517308	Display ad public notice for legal ordinances 474 and 427 and 2/19 site visit and public hearin	10-418-440	Yes	COM	307.80
IDAHO MOUNTAIN EXPRESS	12517324	Display ad public notice for legal ordinances 474 and 427 and 2/19 site visit and public hearin	10-418-440	Yes	COM	307.80
IDAHO MOUNTAIN EXPRESS	12517435	Display ad public notice comp plan feb 19	10-418-437	Yes	COM	205.20
IDAHO MOUNTAIN EXPRESS	12517455	Legal - Quarterly Report	10-415-440	Yes	ADM	123.12
IDAHO MOUNTAIN EXPRESS	12517456	Legal - Road report	10-415-440	Yes	ADM	160.97
IDAHO MOUNTAIN EXPRESS	12517607	Community Development Ad	10-418-440	Yes	COM	269.80
IDAHO MOUNTAIN EXPRESS	12517607.1	Community Development Ad	10-418-440	Yes	COM	269.80
IDAHO MOUNTAIN EXPRESS	12517753	Display ad public notice for legal ordinances 474 and 427 and 2/19 site visit and public hearin	10-418-440	Yes	COM	100.28
IDAHO MOUNTAIN EXPRESS	12517754	Display ad public notice for legal ordinances 474 and 427 and 2/19 site visit and public hearin	10-418-440	Yes	COM	280.60
IDAHO MOUNTAIN EXPRESS	12517838	Display ad public notice comp plan feb 19	10-418-437	Yes	COM	205.20
IDAHO MOUNTAIN EXPRESS	12518236	Building Official Ad	10-418-440	Yes	COM	193.00
INTEGRATED TECHNOLOGIES	17930	Black Printer Cartridge Printer CP2025	10-418-310	Yes	COM	114.00

Vendor Name	Invoice #	Description	Account #	Budgeted	Dept.	Amount
INTEGRATED TECHNOLOGIES	18607	Yellow printer cartridge for Treasurer office	10-415-310	Yes	ADM	118.00
INTEGRATED TECHNOLOGIES	943	credit for cartridges returned because of new copier/printer	10-415-310	Yes	ADM	391.50-
JACKSON GOUP PETERBILT	143652	diesel fuel additive	10-431-350	Yes	STR	129.00
KETCHUM COMPUTERS	11351	Computer Support - 02/18/15 - 02/26/15	10-415-427	Yes	ADM	781.25
KETCHUM COMPUTERS	11409	Computer Support - 03/04/15-03/13/15	10-415-427	Yes	ADM	843.75
KING, ADAM ATTORNEY AT LA	32015	Legal Services - Confidential Matters	10-415-425	Yes	ADM	1,791.00
KING, ADAM ATTORNEY AT LA	32015	Legal Services - Public Matters	10-415-425	Yes	ADM	1,955.00
L. N. CURTIS & SON	3152793-01.	2 pair of fire fighter gloves	10-423-576	Yes	FIRE	35.81
L. N. CURTIS & SON	3153868-00	2 co personal monitors - replacements - they expire after 2 years	10-423-325	Yes	FIRE	394.00
L. N. CURTIS & SON	3154831-00	- new fitting for monitor on bucket	10-423-595	Yes	FIRE	69.15
L. N. CURTIS & SON	3156207-00	1.75 inch tail gasket for hose	10-423-595	Yes	FIRE	16.53
L. N. CURTIS & SON	3156676-00	Credit Memo for 1.75 inch hose	10-423-595	Yes	FIRE	16.53-
L. N. CURTIS & SON	3157919-00	ruck 61 hose fitting	10-423-595	No	FIRE	79.10
L. N. CURTIS & SON	8111632-00	Air pack repair on all air packs	10-423-595	Yes	FIRE	3,101.25
L. N. CURTIS & SON	8111641-00	small skirt for face mask for new fire fighters on air packs	10-423-595	Yes	FIRE	481.50
L. N. CURTIS & SON	8380016-00	1 of 2 drums ordered for the year foam for fire fighting	10-423-595	Yes	FIRE	840.00
LAKESIDE INDUSTRIES	13001058	cold asphalt patch	10-431-780	Yes	STR	217.50
LIZANO, FABRIZIO	0000003	CPR class for 7 SVPD Officer's	10-421-470	Yes	POLI	238.00
LOGSDON, CLIFFORD	030815	Milage and per diem for Less Lethal Instructor Class	10-421-470	Yes	POLI	292.31
LOGSDON, CLIFFORD	031115	Milage and per diem for Basic Swat training	10-421-470	Yes	POLI	258.02
MASON'S TROPHIES & GIFTS	73359	Name plate for new council member	10-415-310	Yes	ADM	13.20
METROQUIP, INC.	27037	brooms & wear skirts for street sweeper	10-431-591	Yes	STR	1,388.28
MOFFATT THOMAS	202239	Legal Services and Costs through March 5, 2015 - Personal & Confidential	10-411-429	Yes	LEGI	6,187.50
MOTOROLA	13052302	5 pagers w/3 year RSA - replacement for old pagers	10-423-615	Yes	FIRE	1,999.75
MUNICIPAL EMERGENCY SERV	00609660	right chest personalization new jackets	10-423-631	Yes	FIRE	58.07
MUNICIPAL EMERGENCY SERV	00610962	New hose straps for Engine 60 62 and truck 61	10-423-595	Yes	FIRE	483.70
NAPA AUTO PARTS	806025	head lights for squad 1	10-423-600	Yes	FIRE	19.48
NORCO	15461275	Oxygen Cylinder Rental	10-423-325	Yes	FIRE	53.76
OLSEN, TRAVIS	0892	EQUIPMENT FOR AR-15 Maintenance	10-421-595	Yes	POLI	87.93
OPTIONS	15-0397	Business Cards for Jane Conard	10-415-310	Yes	ADM	98.35
ORCHARD, KIM	031115	Arrest Control Techniques Instructor class	10-421-470	Yes	POLI	177.81
O'REILLY AUTO PARTS	02271750	Finance charges on late payments	10-431-600	Yes	STR	3.33
O'REILLY AUTO PARTS	2238975	Finance charges on late payments	10-431-600	Yes	STR	2.54
O'REILLY AUTO PARTS	4635-157418	jack stands - shop tools	10-431-340	Yes	STR	59.99
O'REILLY AUTO PARTS	4635-157418	radiator hose for 2001 F350	10-431-600	Yes	STR	12.96
O'REILLY AUTO PARTS	4635-157418	water outlet for 2001 F-350	10-431-600	Yes	STR	20.96
PIPECO,INC.	S2040133.00	2.5 inch valave for replacement at elkhorn bays	10-423-590	Yes	FIRE	238.79
RIVER RUN AUTO	6538-83040	work lights for loader	10-431-595	Yes	STR	43.32
RIVER RUN AUTO	6538-83111	Transmission filters for 0 - F350	10-431-600	Yes	STR	59.08
RIVER RUN AUTO	6538-83263	3 way plug for sweeper and tools for F350	10-431-591	Yes	STR	11.96
RIVER RUN AUTO	6538-83263	brake fluid	10-431-350	Yes	STR	22.95
RIVER RUN AUTO	6538-83263	pocket lite	10-431-340	Yes	STR	10.95
RIVER RUN AUTO	6538-83307	Parts for 06- F350	10-431-600	Yes	STR	393.53
RIVER RUN AUTO	6538-83308	Ultra Grey TRV Silicone for 06-F350	10-431-600	Yes	STR	7.49
RIVER RUN AUTO	6538-83356	3 way plug for sweeper and tools for F350	10-431-340	Yes	STR	30.57
RIVER RUN AUTO	6538-83392	Front axle oil seal for 06 F-350	10-431-600	Yes	STR	107.98
S. ERWIN EXCAVATION	15-114	Sweeper transport	10-431-591	Yes	STR	275.00

Vendor Name	Invoice #	Description	Account #	Budgeted	Dept.	Amount
SAWTOOTH WOOD PRODUCTS	88538	2 replacement chains for eng 60 and truck 61 chain saws	10-423-595	Yes	FIRE	61.55
SILVER CREEK FORD	031015	New Police vehicle	29-490-761	Yes	EXP	26,257.00
SILVER CREEK FORD	16700	Axle Seal 2006 F-350	10-431-600	Yes	STR	31.34
SUN VALLEY CLEANERS, INC	022515	Dry cleaning Police	10-421-630	Yes	POLI	237.25
SUN VALLEY COMPANY	9171	1/3 split on radio tower on baldy Ketchum and Rural	10-423-320	Yes	FIRE	661.95
SUNRISE ENVIRO SCIENTIFIC	47372	vehicle cleaning supplies - note that the last case of product lasted 6 years	10-431-320	Yes	STR	171.86
TEAM EAGLE	14479	Oshkosh plow fuel tank	10-431-595	Yes	STR	1,586.00
Tiffin Metal Products	008575	Police evidence lockers	10-421-321	Yes	POLI	1,423.00
TREASURE VALLEY COFFEE	03958526	Coffee for all departments	10-415-310	Yes	ADM	13.64
TREASURE VALLEY COFFEE	03958526	Coffee for all departments	10-418-310	Yes	COM	13.64
TREASURE VALLEY COFFEE	03958526	Coffee for all departments	10-421-310	Yes	POLI	13.64
TREASURE VALLEY COFFEE	03958526	Coffee for all departments	10-423-310	Yes	FIRE	13.64
TREASURE VALLEY COFFEE	03958526	Coffee for all departments	10-431-320	Yes	STR	13.64
WALLS, ANGELA	021715	Per Diem & Mileage Reimbursement for Mountain West Municipal Clerk & Treasurers Trainin	10-415-470	Yes	ADM	267.15
WITMER PUBLIC SAFETY GRO	1580239.001	Helmets for Fire Fighter of the year Bill 1/2 to Ketchum Fire	10-423-576	Yes	FIRE	491.18
WITMER PUBLIC SAFETY GRO	1606979	New Command board for Chief 2 vehicle	10-423-595	Yes	FIRE	176.58
WOODSIDE RV CENTER	171094	snowmobile repairs	10-423-595	Yes	FIRE	1,595.84
Grand Totals:						<u>77,112.35</u>

Finance Committee Chair, Peter Hendricks: _____ Date : _____