

AGENDA
REGULAR MONTHLY MEETING OF THE CITY OF SUN VALLEY
FINANCE COMMITTEE
IN THE COUNCIL CHAMBERS – 81 ELKHORN ROAD
CITY OF SUN VALLEY, IDAHO
AUGUST 29, 2016 at 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 of the August 2, 2016 Finance Committee meeting minutes.
2. Review and discussion of all recurring payables and payroll from August 2016.
3. Review of non-recurring bills on-hand as of August 25, 2016 and recommendation for approval to the City Council at its September 1, 2016 Council Meeting.

EXECUTIVE SESSION – IF CALLED Pursuant to Idaho Code §74-206 (d) To consider records that are exempt from disclosure as provided in chapter 1, title 74, Idaho Code.

ADJOURNMENT

DRAFT

August 2, 2016 Finance Committee Meeting Minutes

The City of Sun Valley Finance Committee met in regular session in the Council Chambers in Sun Valley City Hall on the 2nd of August, 2016 at 3:30 p.m.

CALL TO ORDER

Chair Michelle Griffith called the meeting to order at 3:30 p.m.

ROLL CALL

Present: Finance Committee Chair Michelle Griffith and Committee Member Keith Saks.

Also Present: City Administrator Susan Robertson; City Clerk Alissa Weber.

PUBLIC COMMENT

None.

1. Approval of the July 5, 2016 Finance Committee meeting minutes.

Keith Saks moved to approve the July 5, 2016 Finance Committee meeting minutes, seconded by Michelle Griffith. All in favor. The motion carried unanimously.

2. Review and discussion of all recurring payables and payroll from July 2016.

a. Review of Wells Fargo credit card charges.

Keith Saks asked why certain charges are put on the credit card rather than following the normal purchasing process. Susan Robertson responded there are several reasons something may be charged to the credit card, such as items that would incur finance charges or vendors that will not accept checks.

Keith Saks asked about rewards for the credit card. Susan Robertson explained the City accrues miles that can be used for work-related travel. The Committee discussed the option of a fee-less card.

Keith Saks asked about the finance charges. Michelle Griffith stated it is for late fees.

Keith Saks asked about the City's long-distance plans and whether unlimited plans were available. Susan Robertson explained the bills have gone down since the City switched to VOIP. The Committee held a discussion about the Verizon cell phone charges and exploring less expensive plans. Michelle Griffith stated a benefit of lower-cost plans is to ensure staff use the City phones for City-related calls only. The Committee requested staff look into lower-cost plans when the new Finance Manager starts.

3. Review of non-recurring bills on-hand as of July 28, 2016 and recommendation for approval to the City Council at its August 4, 2016 Council Meeting.

Keith Saks asked about the "Over Budget" heading on the report. Susan Robertson responded that it was mislabeled and they are all under budget.

Keith Saks asked about certain charges from BME Uplifting for the new police patrol vehicle. Susan Robertson responded that about \$2,500 of the charges were for labor and the rest were for parts. Michelle Griffith noted that armrests were listed on two of the invoices for BME and asked staff to look into that charge. Robertson stated that all charges were within budget for the vehicle.

Keith Saks asked about the charges for Cole Architects to attend a City Council meeting. Susan Robertson explained the contract allowed for a flat fee plus mileage for attending meetings. She also confirmed that his presence was requested by City staff.

Michelle Griffith asked about the areas sprayed as part of the charges from AK Pest Management. Susan Robertson responded that she did not know without looking at the contract. Keith Saks stated he thought it included the City right of way.

Keith Saks asked about the charges from Hughes Fire Equipment for light handles, and whether the old ones were under warranty. Susan Robertson stated they would be out of warranty by now.

Keith Saks asked about charges from Municipal Emergency Service for Fire Department duty shirts. Susan Robertson explained staff get five shirts per season and these had been backordered.

Keith Saks asked about the conduit for the antennae on Elkhorn Station. Susan Robertson responded the charges cover unit prices for clamps and other materials and about 230 feet of the conduit.

Keith Saks asked about the charges for the Sun Valley Garden Center for plow damage. Susan Robertson responded that if there is vegetative damage the City will either repair or replace it. Saks asked if the tree was in the right of way. Robertson responded she did not know. Saks stated that the City should not pay for damage to trees in the right of way.

Keith Saks asked whether quotes were received for the police vehicle video camera. Susan Robertson responded that is the normal process.

Keith Saks asked about the legal services bills. Susan Robertson responded that the charges in this period were for before the retainer was put into place.

Michelle Griffith noted that the charges for Webb landscaping should also be examined regarding whether or not the damaged property was in the right of way. She stated that going forward the City should ensure that the damage is not in the right of way before incurring the charges for repairs.

EXECUTIVE SESSION

Michelle Griffith moved to go into closed section pursuant to Idaho Code 74-206(d), seconded by Keith Saks. All in favor. The motion carried.

The Committee entered executive session at 4:01 p.m.

The Committee reconvened in open session at 4:05 p.m.

ADJOURNMENT

Michelle Griffith moved to adjourn, seconded by Keith Saks. All in favor. The motion carried.

The Finance Committee meeting adjourned at 4:06 p.m.

Respectfully Submitted,
Alissa Weber / City Clerk

Michelle Griffith, Chair

Date

Vendor Name	Invoice #	Invoice Date	Description	Account #	Budgeted	Dept.	Amount
AC HOUSTON LUMBER CO	014-587856	08/05/2016	Work gloves	10-431-780	Yes	STR	30.09
AC HOUSTON LUMBER CO	583177 5849	07/21/2016	Paint thinner and brush, batteries for garage openers	10-423-585	Yes	FIRE	40.10
AK PEST MANAGEMENT	2944	08/07/2016	3rd application of weed abatement per contract.	10-431-621	Yes	STR	3,875.00
ASPHALT SYSTEMS INC.	29537	08/11/2016	Chip seal oil/ N. Village way	52-431-780	Yes	SPF	3,568.00
BME UPLIFTING, LLC	215081	08/15/2016	1 Relm antenna for duty staff radio	10-423-615	Yes	FIRE	39.50
BOISE MOBILE EQUIPMENT	062916	06/29/2016	2 New portable pumps from grant from IDL	10-423-591	Yes	FIRE	9,248.56
BOISE MOBILE EQUIPMENT	215066	07/25/2016	Radio belt clips for hand held radios	10-423-615	Yes	FIRE	240.00
CENTRAL DRUG SYSTEM, INC.	258865	08/06/2016	Random Processing Fee/ Drug Testing	10-415-420	Yes	ADM	3.50
CH2M HILL	4036359	07/28/2016	Engineering review for development applications	10-418-422	Yes	COM	2,284.06
CHATEAU DRUG	081816	08/18/2016	Spray paint	10-431-320	Yes	STR	3.99
COPY & PRINT	73370	07/28/2016	Business Cards for Bill Dyer (250ct)	10-418-310	Yes	COM	54.99
COPY & PRINT	73619	08/05/2016	Plastic sleeves, and copy paper.	10-415-310	Yes	ADM	46.28
COPY & PRINT	73652	08/04/2016	4 Plastic picture frames for Police Mission statement.	10-421-320	Yes	POLI	19.56
COPY & PRINT	73806	07/29/2016	Box of checks	10-415-310	Yes	ADM	174.61
D & B SUPPLY COMPANY	062616	06/26/2016	Refund - roll of bungee cord	10-431-320	Yes	STR	165.20
DICK YORK'S AUTO SERVICE	69294 70044	07/29/2016	Checked brake control module; mount & balance tires	10-423-595	Yes	FIRE	154.44
ELKHORN SPRINGS RESIDENTI	214134	08/01/2016	Quarterly Dues on A03	42-470-705	Yes	WFH	834.51
ELKHORN SPRINGS RESIDENTI	214135	08/01/2016	Quarterly Dues A04	42-470-705	Yes	WFH	834.51
EVERGREEN VENTURES	082316	08/23/2016	Partial Refund of Landscaping Bond for Lane Meadows	10-418-390	Yes	COM	1,814.40
FEDEX	5-495-28257	07/28/2016	Cost of shipping for Police department (Meridian Lab)	10-421-370	Yes	POLI	68.96
FRANCO, RAY	073016	07/31/2016	Fuel reimbursement for wildland fire in Nevada	10-423-591	Yes	FIRE	86.29
FRANCO, RAY	101	07/29/2016	Reimburesment for Hotel on wildland fire	10-423-470	Yes	FIRE	90.47
GARDNER LANDSCAPING	3040	07/01/2016	Repaired lawn that was accidently sprayed with herbicide by street dept staff.	10-431-780	Yes	STR	289.44
GEM STATE PAPER	1064330-00	08/19/2016	Utensils, soap, toilet seat covers, cups, papertowels, hand sanitizer	10-415-315	Yes	ADM	320.62
HARRIS & CO, PLLC	24315	03/31/2016	Financial Audit for Year End September 30, 2015	10-415-420	Yes	ADM	14,000.00
HUGHES FIRE EQUIPMENT	505450 5055	08/18/2016	Service call on ladder truck replace handle on rear lights	10-423-600	Yes	FIRE	275.41
IDAHO MOUNTAIN EXPRESS	10004349	07/27/2016	Display Ad, &Z 7/28	10-418-440	Yes	COM	84.53
IDAHO MOUNTAIN EXPRESS	12546021	07/13/2016	Display Ad, P&Z 7/14/16	10-418-440	Yes	COM	151.80
IDAHO MOUNTAIN EXPRESS	12546022	07/13/2016	Legal Ad for Ordinance 487	10-415-440	Yes	ADM	55.20
IDAHO MOUNTAIN EXPRESS	12546840	07/27/2016	Legal Ad for Public hearing/ Proposed budget	10-415-440	Yes	ADM	211.20
IDAHO MOUNTAIN EXPRESS	12546842	07/27/2016	Legal Ad for Ordinance 484	10-415-440	Yes	ADM	264.04
IDAHO TRAFFIC SAFETY, INC	18376	08/01/2016	Road striping	10-431-592	Yes	STR	10,792.50
IMPERIAL ASPHALT	3134	08/22/2016	Path slurry seal per bid.	52-431-780	Yes	SPF	28,877.88
IMPERIAL ASPHALT	3138	08/23/2016	Additional path slurry seal between the 2 Morning Star entrances.	52-431-780	Yes	SPF	1,794.00
INREACH - DELMORE	DL09141610	08/07/2016	Monthly dues 06/07 to 08/07 to 9/6/2016	10-423-480	Yes	FIRE	103.60
INTEGRATED TECHNOLOGIES	55600	08/24/2016	Contract base rate and copies - City Hall	10-415-510	Yes	ADM	241.24
JEROME PETERBILT	159471	08/17/2016	Case of high pressure grease.	10-431-350	Yes	STR	10.75
JOE'S BACKHOE SERVICE	21543	08/11/2016	Equipment operator for chip seal project.	52-431-780	Yes	SPF	770.00
JPS COMMUNICATIONS	1216	08/10/2016	Replacement cable for King radios, cloning	10-423-615	Yes	FIRE	248.00
KETCHUM AUTOMOTIVE	69763	07/27/2016	Replace brake light switch in squad 1	10-423-595	Yes	FIRE	106.65
KETCHUM COMPUTERS	12744	05/02/2016	Computer Support - 4/15/16-4/30/16	10-415-427	Yes	ADM	435.00
KETCHUM COMPUTERS	12787	05/16/2016	Computer Support - 5/1/16-5/15/16	10-415-427	Yes	ADM	616.25
KETCHUM COMPUTERS	12836	06/01/2016	Computer Support - 5/15/16-5/31/16	10-415-427	Yes	ADM	652.50
KETCHUM COMPUTERS	13115	08/16/2016	Computer Support - 8/1/16-8/15/16	10-415-427	Yes	ADM	435.00
LAKE SHORE INDUSTRIES INC.	B31055	07/21/2016	Street name signs Keystone/East Lake	10-431-780	Yes	STR	526.00
LONNIE JESSER	070816	07/08/2016	Purchase and delivery for (3) 275 gal. totes for used oil and antifreeze storage.	10-431-350	Yes	STR	400.00
MIICOR INC.	14738	08/17/2016	Barracuda Email Security Service - 1 year	10-415-740	Yes	ADM	427.50

Vendor Name	Invoice #	Invoice Date	Description	Account #	Budgeted	Dept.	Amount
NORCO	19076923	07/31/2016	Cylinder rent for the month of 07/ to 08/2016	10-423-325	Yes	FIRE	61.38
OFFICEBRIGHT, INC	4186	08/23/2016	Office cleaning August, 2016	10-415-500	Yes	ADM	1,170.00
PIPECO,INC.	S2472979.00	07/29/2016	Spring sprinkler repair parts for City Hall, Elkhorn Fire, and Festival Meadows	10-431-790	Yes	STR	17.85
PIPECO,INC.	S2473246.00	07/29/2016	spring sprinkler repair parts for City Hall, Elkhorn Fire, and Festival Meadows	10-431-790	Yes	STR	13.75
RIVER RUN AUTO	6538-101652	07/06/2016	Absorbant for oil spill in shop.	10-431-320	Yes	STR	65.94
SAFETY & SUPPLY CO.	154628	06/28/2016	Misc. street signs for replacement and inventory.	10-431-780	Yes	STR	794.81
SILVER CREEK FORD	128207	06/30/2016	Program brake controller in engine 64	10-423-595	Yes	FIRE	66.00
SILVER CREEK FORD	18551	08/04/2016	Hub cap for Police vehicle unit 4	10-421-595	Yes	POLI	69.30
ST FRANCIS PET CLINIC	05020	07/14/2016	Stray cat impound/ 1 night of boarding at St. Francis.	10-421-480	Yes	POLI	18.00
SUN VALLEY CLEANERS, INC	072816	07/28/2016	Dry cleaning for Police uniforms	10-421-630	Yes	POLI	308.00
SUN VALLEY CLEANERS, INC	072916	07/28/2016	Clean and press 1 shirt Charlie Butterfield	10-423-630	Yes	FIRE	10.00
SUN VALLEY TRANSFER & STO	081116	08/11/2016	Plans Storage Boxes	10-418-310	Yes	COM	150.00
SUNSEAL ASPHALT MAINTENA	8578	08/08/2016	Striping for path seal project and chip seal.	52-431-780	Yes	SPF	748.00
TREASURE VALLEY COFFEE	2160:046220	08/16/2016	Coffee for Admin	10-415-310	Yes	ADM	22.84
TREASURE VALLEY COFFEE	2160:046220	08/16/2016	Coffee for Community Development Department	10-418-310	Yes	COM	22.84
TREASURE VALLEY COFFEE	2160:046220	08/16/2016	Coffee for Police Department	10-418-310	Yes	COM	22.84
TREASURE VALLEY COFFEE	2160:046220	08/16/2016	Coffee for Streets Department	10-431-310	Yes	STR	22.84
TREASURE VALLEY COFFEE	2160:046220	08/16/2016	Coffee for Fire Department	10-431-310	Yes	STR	22.84
WALKER SAND AND GRAVEL	435316	07/13/2016	3/8 chips for 2016 chip seal project.	52-431-780	Yes	SPF	7,446.68
WALKER SAND AND GRAVEL	435454	07/14/2016	Fork lift time for unloading V-plow for summer storage.	10-431-780	Yes	STR	27.50
WEIDNER FIRE	112540	08/12/2016	4 25 foot makeup lines two for each engine, eng 66 and 65 (fire hose)	10-423-600	Yes	FIRE	236.80
WHITE PETERSON	119783	07/31/2016	Legal Services - General Matters - Non-privileged	10-415-425	Yes	ADM	2,500.00
WHITE PETERSON	119784	07/31/2016	Legal Services - General Matters - Privileged	10-415-425	Yes	ADM	183.75
WHITE PETERSON	119785	07/31/2016	Legal Services - P&Z- Privileged	10-415-425	Yes	ADM	2,651.25
WHITE PETERSON	119786	07/31/2016	Legal Services - City Council - Privileged	10-415-425	Yes	ADM	140.00
WINDY CITY ARTS, INC.	2016-679	08/08/2016	Recycling signage	10-431-614	Yes	STR	37.50
WOOD RIVER LOCK SHOP	9286	06/30/2016	10 Keys for New Patrol vehicle (unit 2)	29-490-761	Yes	EXP	45.00
Grand Totals:							102,311.44

Finance Committee Chair, Michelle Griffith: _____

Date : _____