

REVISED
AGENDA
REGULAR COUNCIL MEETING OF THE MAYOR AND CITY COUNCIL
IN THE COUNCIL CHAMBERS – 81 ELKHORN ROAD
CITY OF SUN VALLEY, IDAHO
November 6th, 2014 - 4:00 P.M.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT - *The Mayor and Council welcome comments from the public on any subject. Please state your name and address for the record. Public comments may be limited to three (3) minutes. Please note this is the only time during this meeting that public comment time will be provided.*

MAYOR AND COUNCIL RESPONSE TO PUBLIC COMMENT (5 min.)

COUNCIL COMMENT (5 min.)

MAYOR COMMENT (5 min.)

QUESTIONS FROM THE PRESS (3 min.)

CONSENT AGENDA (5 min.) *All items listed under the Consent Agenda will be approved in one motion without discussion unless any Council Member requests that the item be removed for individual discussion and possible action.*

1. Approval of Council Minutes of September 30, 2014 and October 2, 2014; 1
2. Receive and File Financials:
 - a. October, 2014 Paid Invoice Report 15
 - b. September, 2014 Preliminary Financial Report 25
 - c. Local Option Tax Report 51
3. Authorize payment of bills and payroll (recurring per Resolution 2014-7) for November, 2014, when due; (no documents)
4. Authorize payment of bills (non-recurring) on-hand due after October 30, 2014 and recommended for approval by the Finance Committee; 56

PRESENTATION (7 min.)

5. Introduction and swearing-in of new Sun Valley Firefighter/EMTs (7 min.); (no documents)

APPOINTMENT OF NEW CITY COUNCIL MEMBER (10 min.)

6. Appointment of Planning and Zoning Commissioner Jake Provonsha to the City Council, pursuant to Idaho Code 50-704 (5 min.); 62
 - a. City Council vote to reject or approve appointment, requiring vote of the majority of the City Council members present (2) (5 min.) (no documents)

PUBLIC HEARING (5 min.)

7. Public hearing on Ordinance No. 473, FY 2014 Tentative Budget Amendment, to account for additional LOT monies received in FY 2014 (5 min.); 72

DISCUSSION/ACTION (45 min.)

8. Discussion and action on request for funding for the Climate Adaptation Plan with the United States

Forest Service (10min.);.....	99
9. Update and action regarding the Sinclair Wall Project (10 min.);.....	114
10. Update and action regarding the Trail Creek Path Project (10 min.);.....	131
11. First reading of Ordinance No. 473, FY 2014 Tentative Budget Amendment, to account for additional LOT monies received in FY 2014 (10 min.);.....	135
12. Discussion and action on City Hall Drainage Improvements (5 min.);	separate handout

BREAK (5 min.)

DISCUSSION/ACTION CONTINUED (1 hr. 50 min.)

13. Discussion and action on Special Events Funding Application submitted by Sun Valley Ski Education Foundation, requesting \$5,000 in support (10 min.);	separate handout
14. Discussion and action on Special Events Funding Application submitted by Rebecca’s Private Idaho, requesting \$5,000 in support (10 min.);	136
15. Discussion and action on Special Events Funding Application submitted by Sun Valley Harvest Festival, requesting \$5,000 in support (10 min.);	145
16. Discussion and action on Special Events Funding Application submitted by Sun Valley Film Festival, requesting \$5,000 in support (10 min.);	153
17. Discussion and action on Special Events Funding Application submitted by the Trailing of the Sheep Festival, requesting \$5,000 in support (10 min.);	179
18. Discussion and action regarding Recommendations for Employee Benefit Options (30 min.);	192
a. Action re Resolution 2014-26 Amending the 2012 City of Sun Valley Personnel Policy	
19. Review and action on Resolution 2014-27 authorizing the Mayor to Execute a FY15 Contract for Services with Mountain Rides Transportation Authority (5 min.);	247
20. Review and action on Resolution 2014-28 authorizing the Mayor to Execute a FY15 Interlocal Agreement (Sun Valley/Blaine County) for GIS Services (5 min.);	265
21. Review and action on City Council Findings of Fact for appeal decision upholding the Planning and Zoning Commission's approval of Design Review Application No. DR 2014-21 for two townhomes at 113 and 115 Senabi Lane in Elkhorn Springs (5 min.);	269
22. Review and action regarding quotation for purchase of Police vehicle (5 min.);	272
23. Update and action regarding Granicus software (10 min.);.....	279

EXECUTIVE SESSION – Pursuant to Idaho Code 67-2345 sections (a), (b) and (f).

ADJOURNMENT - Meeting will conclude after the completion of agenda items or at the latest 9:00 p.m. Any item under discussion or consideration at 9:00 p.m. will be completed. Any remaining items on the agenda will be scheduled for another meeting

**SPECIAL COUNCIL MEETING
OF THE MAYOR AND CITY COUNCIL
IN THE COUNCIL CHAMBERS - 81 ELKHORN ROAD
CITY OF SUN VALLEY, IDAHO
SEPTEMBER 30, 2014 AT 4:00 P.M.**

The Mayor and the City Council of Sun Valley, Blaine County, State of Idaho, met in a Special Council Meeting in the Sun Valley City Hall Council Chambers on September 30, 2014 at 4:00 p.m.

CALL TO ORDER

[Mayor Dewayne Briscoe called the meeting to order at 4:00 p.m.](#)

ROLL CALL

PRESENT: Mayor Dewayne Briscoe, Council Member Michelle Griffith, Council President Keith Saks, and Council Member Peter Hendricks.

ABSENT: None

PLEDGE OF ALLEGIANCE – Led by Tim Silva.

PUBLIC COMMENT

[Mayor Dewayne Briscoe made a comment.](#)
[Donald Timmons made a public comment.](#)
[Mayor Dewayne Briscoe made a comment.](#)
[Donald Timmons made a public comment.](#)
[Mayor Dewayne Briscoe made a comment.](#)
[Mayor Dewayne Briscoe closed public comment.](#)

MAYOR COMMENT

[Mayor Dewayne Briscoe made a comment.](#)

COUNCIL COMMENT

[Council President Keith Saks made a comment.](#)

QUESTIONS FROM THE PRESS

[None.](#)

ACTION/DISCUSSION

1. [Letter of Resignation of Council Member and Possible Appointment of New Council Member;](#)

[Mayor Dewayne Briscoe made a comment.](#)
[Council President Keith Saks made a comment.](#)

MOTION

Council Member Michelle Griffith moved to accept the resignation letter from Council Member Franz

Suhadolnik dated September 24, 2014; seconded by Council Member Peter Hendricks. A roll call vote was taken.

AYES: Council Member Michelle Griffith, Council Member Keith Saks, and Council Member Peter Hendricks.

NAYS: None

The Mayor declared the motion approved.

[Mayor Dewayne Briscoe made a comment.](#)

[Council Member Peter Hendricks asked a question.](#)

[City Attorney Adam King made a comment.](#)

[Council Member Peter Hendricks asked a question.](#)

[Mayor Dewayne Briscoe made a comment.](#)

2. [Review and Possible Action Based on the Record Only regarding an Appeal of the Planning and Zoning Commission's July 24, 2014 Approval Action for the Design Review Application No. DR 2014-21, Lot T3-3, Block 6 of Elkhorn Springs Phase II, 113 Senabi Lane;](#)

[Mayor Dewayne Briscoe made a comment.](#)

[Council Member Peter Hendricks made a comment.](#)

[Council President Keith Saks made a comment.](#)

[Council Member Michelle Griffith made a comment.](#)

[Council Member Peter Hendricks made a comment.](#)

[Mayor Dewayne Briscoe explained the process for hearing an appeal on the record.](#)

[Council Member Michelle Griffith asked a question.](#)

[Community Development Director Mark Hofman made a comment.](#)

[Mayor Dewayne Briscoe made a comment.](#)

[City Attorney Adam King made a comment.](#)

[Council Member Michelle Griffith asked a question.](#)

[City Attorney Adam King responded.](#)

[Mayor Dewayne Briscoe made a comment.](#)

[Community Development Director Mark Hofman made a comment.](#)

[Donald Timmons made a presentation as the Appellant.](#)

[Council Member Michelle Griffith asked a question.](#)

[Community Development Director Mark Hofman responded.](#)

[Appellant Donald Timmons made a comment.](#)

[Mayor Dewayne Briscoe made a comment.](#)

[David Hennessy made a presentation as the Appellee.](#)

[Mayor Dewayne Briscoe asked a question.](#)

[Appellant Donald Timmons responded as the Appellant.](#)

[Mayor Dewayne Briscoe made a comment.](#)

[Community Development Director Mark Hofman made a comment.](#)

[Council Member Peter Hendricks asked a question.](#)

[Community Development Director Mark Hofman responded.](#)

[Mayor Dewayne Briscoe made a comment.](#)

[Council Member Peter Hendricks made a comment.](#)

[City Attorney Adam King made a comment.](#)

[Council Member Peter Hendricks asked a question.](#)
[Community Development Director Mark Hofman responded.](#)
[Council President Keith Saks made a comment and asked a question.](#)
[Community Development Director Mark Hofman made a comment.](#)
[Council President Keith Saks asked a question.](#)
[Community Development Director Mark Hofman responded.](#)
[Council President Keith Saks asked a question.](#)
[Appellant Donald Timmons responded.](#)
[Council President Keith Saks made a comment.](#)
[Donald Timmons made a comment.](#)
[Council President Keith Saks made a comment.](#)
[Community Development Director Mark Hofman made a comment.](#)
[Council President Keith Saks made a comment.](#)
[Council Member Michelle Griffith made a comment.](#)
[Mayor Dewayne Briscoe made a comment.](#)
[Appellant Donald Timmons made a comment.](#)
[City Attorney Adam King made a comment.](#)

MOTION

Council Member Keith Saks moved to deny the appeal request and uphold the findings and decision of the Sun Valley Planning and Zoning Commission; seconded by Council Member Michelle Griffith. A roll call vote was taken.

AYES: Council Member Michelle Griffith, Council Member Keith Saks, and Council Member Peter Hendricks.

NAYS: None

The Mayor declared the motion approved.

BREAK

Mayor Dewayne Briscoe called for a break at 4:59 p.m.

[Meeting called back to order at 5:11 p.m.](#)

3. [Initial Discussion and Review of the Planning and Zoning Commission’s Recommendations for the City of Sun Valley \(Draft\) 2014 Comprehensive Plan Update.](#)

[Mayor Dewayne Briscoe described the process for updating the Comprehensive Plan.](#)

[Council Member Michelle Griffith asked a question.](#)

[Community Development Director Mark Hofman responded.](#)

[Council Member Michelle Griffith made a comment and asked a question.](#)

[Community Development Director Mark Hofman responded.](#)

[Council Member Michelle Griffith asked a question.](#)

[Community Development Director Mark Hofman responded.](#)

[Council Member Peter Hendricks asked a question.](#)

[Community Development Director Mark Hofman responded.](#)

[Council Member Peter Hendricks made a comment.](#)

[Council Member Michelle Griffith asked a question.](#)

[Community Development Director Mark Hofman responded.](#)

[Council President Keith Saks asked a question.](#)
[Community Development Director Mark Hofman made a comment.](#)
[Council President Keith Saks made a comment.](#)
[Community Development Director Mark Hofman made a comment.](#)
[Council President Keith Saks made a comment.](#)
[Community Development Director Mark Hofman made a comment.](#)
[Council Member Michelle Griffith asked a question.](#)
[Community Development Director Mark Hofman responded.](#)
[Council Member Michelle Griffith asked a question.](#)
[Community Development Director Mark Hofman made a comment.](#)
[Council Member Peter Hendricks made a comment and asked a question.](#)
[Community Development Director Mark Hofman responded.](#)
[Council President Keith Saks made a comment.](#)
[Community Development Director Mark Hofman made a comment.](#)
[Council President Keith Saks asked a question.](#)
[Community Development Director Mark Hofman responded.](#)
[Mayor Dewayne Briscoe made a comment.](#)
[Community Development Director Mark Hofman made a comment.](#)
[Mayor Dewayne Briscoe asked a question.](#)
[Community Development Director Mark Hofman made a comment.](#)
[Council Member Michelle Griffith made a comment.](#)
[Community Development Director Mark Hofman made a comment.](#)
[Council Member Michelle Griffith made a comment.](#)
[Mayor Dewayne Briscoe made a comment.](#)
[Community Development Director Mark Hofman made a comment.](#)
[Council Member Michelle Griffith made a comment.](#)
[Community Development Director Mark Hofman made a comment.](#)
[Council Member Michelle Griffith asked a question.](#)
[Community Development Director Mark Hofman made a comment.](#)
[Mayor Dewayne Briscoe asked a question.](#)
[Council Member Michelle Griffith made a comment.](#)
[Mayor Dewayne Briscoe asked a question.](#)
[Council Member Michelle Griffith made a comment.](#)
[Council President Keith Saks made a comment.](#)
[Council Member Peter Hendricks made a comment.](#)
[Mayor Dewayne Briscoe made a comment.](#)
[Community Development Director Mark Hofman made a comment.](#)
[Mayor Dewayne Briscoe made a comment.](#)
[Council Member Michelle Griffith made a comment.](#)
[City Council and Mayor had a discussion about scheduling the next Special City Council meeting to begin work on updating the Comprehensive Plan.](#)
[Community Development Director Mark Hofman made a comment.](#)
[Council Member Michelle Griffith asked a question.](#)
[Community Development Director Mark Hofman made a comment.](#)
[Mayor Dewayne Briscoe made a comment and asked a question.](#)
[Council Member Michelle Griffith asked a question.](#)
[Mayor Dewayne Briscoe made a comment.](#)

[City Administrator Susan Robertson made a comment.](#)
[Mayor Dewayne Briscoe made a comment.](#)
[Council Member Michelle Griffith asked a question.](#)
[Mayor Dewayne Briscoe made a comment.](#)
[City Attorney Adam King made a comment.](#)
[Mayor Dewayne Briscoe made a comment.](#)
[City Attorney Adam King made a comment.](#)
[Council Member Michelle Griffith made a comment.](#)
[City Attorney Adam King made a comment.](#)
[Mayor Dewayne Briscoe made a comment.](#)

1. [\[Reopened Agenda Item\] Discussion on Letter of Resignation of Council Member and Possible Appointment of New Council Member](#)

[Mayor Dewayne Briscoe made a comment and indicated his nominee for the new Council Member to be discussed at the October 2, 2014 Regular City Council meeting.](#)

EXECUTIVE SESSION

None called.

ADJOURNMENT

MOTION

Council Member Michelle Griffith moved to adjourn, seconded by Council Member Keith Saks. A roll call vote was taken.

AYES: Council Member Michelle Griffith, Council Member Keith Saks, and Council Member Peter Hendricks.

NAYS: None

The Mayor declared the motion approved.

[Meeting adjourned at 5:45 p.m.](#)

Dewayne Briscoe, Mayor

Alissa Weber, City Clerk

**COUNCIL MEETING
OF THE MAYOR AND CITY COUNCIL
IN THE COUNCIL CHAMBERS - 81 ELKHORN ROAD
CITY OF SUN VALLEY, IDAHO
OCTOBER 2, 2014 AT 4:00 P.M.**

The Mayor and the City Council of Sun Valley, Blaine County, State of Idaho, met in a Council Meeting in the Sun Valley City Hall Council Chambers on October 2, 2014 at 4:00 p.m.

CALL TO ORDER

The meeting was called to order at 4:00 p.m.

ROLL CALL

PRESENT: Mayor Dewayne Briscoe, Council President Keith Saks, Council Member Michelle Griffith, and Council Member Peter Hendricks.

PLEDGE OF ALLEGIANCE

Pledge led by Steve Cannon.

PUBLIC COMMENT

Sun Valley resident Jim Bronson made a public comment regarding City employee salaries.
Mayor Dewayne Briscoe made a comment.

MAYOR COMMENT (5 min.)

Mayor Dewayne Briscoe introduced new Police Officer Monique Ray.
Mayor Dewayne Briscoe announced he was proclaiming October 5-11, 2014 Mental Health Awareness Week.
Mayor Dewayne Briscoe made a comment regarding a letter from the Hailey Fire Department.
Mayor Dewayne Briscoe made a comment regarding construction at the Sun Valley Lodge.
Mayor Dewayne Briscoe made a comment regarding Councilman Suhadolnik's resignation.

COUNCIL COMMENT (8 min.)

Council President Keith Saks made a comment.

QUESTIONS FROM THE PRESS

None.

APPOINTMENT OF NEW CITY COUNCIL MEMBER

1. Discussion and Action on Mayoral Appointment of New City Council Member

Mayor Dewayne Briscoe made a comment.
Council Member Peter Hendricks made a comment.
Council President Keith Saks made a comment.

[Council Member Michelle Griffith asked a question.](#)
[Mayor Dewayne Briscoe made a comment.](#)
[Council Member Michelle Griffith made a comment.](#)
[Mayor Dewayne Briscoe made a comment.](#)
[Mayor removed the Agenda Item 1, Discussion and Action on Mayoral Appointment of a New City Council Member, from the agenda.](#)
[Council Member Michelle Griffith made a comment.](#)
[Mayor Dewayne Briscoe made a comment.](#)

[CONSENT AGENDA. All items listed under the Consent Agenda will be approved in one motion without discussion unless any Council Member requests that the item be removed for individual discussion and possible action.](#)

2. [Approval of Council Minutes of September 3, 2014 and September 4, 2014](#)
3. [Receive and File Financials:](#)
 - a. [September, 2014 Paid Invoice Report](#)
 - b. [August, 2014 Financial Report](#)
 - c. [Local Option Tax Report](#)
4. [Authorize payment of bills and payroll \(recurring per Resolution 2014-7\) for October, 2014, when due;](#)
5. [Authorize payment of bills \(non-recurring\) on-hand due after September 25, 2014 and recommended for approval by the Finance Committee;](#)

[Mayor Dewayne Briscoe made a comment.](#)
[Council Member Michelle Griffith made a comment.](#)
[Council President Keith Saks made a comment.](#)
[Mayor Dewayne Briscoe made a comment.](#)

MOTION

Council Member Peter Hendricks moved to approve the consent agenda; seconded by Keith Saks. A roll call vote was taken.

AYES: Council Member Michelle Griffith, Council President Keith Saks, and Council Member Peter Hendricks.

NAYS: None

The Mayor declared the motion approved.

PRESENTATIONS (30 min.)

6. [Sun Valley Marketing Alliance Quarterly Report, Arlene Schieven;](#)

[SVMA President and CMO Arlene Schieven made a presentation.](#)
[Mayor Dewayne Briscoe made a comment.](#)
[Council Member Peter Hendricks made a comment.](#)
[SVMA President and CMO Arlene Schieven made a comment.](#)
[Council President Keith Saks made a comment and asked a question.](#)
[SVMA President and CMO Arlene Schieven responded.](#)
[Council President Keith Saks made a comment.](#)
[SVMA President and CMO Arlene Schieven responded.](#)

[Council President Keith Saks made a comment.](#)
[Council Member Michelle Griffith asked a question.](#)
[SVMA President and CMO Arlene Schieven responded.](#)
[Mayor Dewayne Briscoe made a comment.](#)
[Council Member Peter Hendricks made a comment.](#)
[SVMA President and CMO Arlene Schieven responded.](#)

7. [Sun Valley Economic Development Bi-Annual Report, Harry Griffith ;](#)

[Council Member Michelle Griffith made a comment.](#)
[SVED Executive Director Harry Griffith made a presentation.](#)
[Council President Keith Saks asked a question.](#)
[SVED Executive Director Harry Griffith responded.](#)
[Council President Keith Saks made a comment.](#)
[SVED Executive Director Harry Griffith responded.](#)
[Mayor Dewayne Briscoe made a comment.](#)
[SVED Executive Director Harry Griffith responded.](#)
[Mayor Dewayne Briscoe made a comment.](#)
[SVED Executive Director Harry Griffith responded.](#)

8. [Public hearing and action on Elkhorn Springs Golf Lodges Townhomes Sublots 17-20 Preliminary Plat;](#)

[Mayor Dewayne Briscoe made a comment.](#)
[Community Development Director Mark Hofman made a comment.](#)
[Mayor Dewayne Briscoe made a comment.](#)
[Council Member Peter Hendricks made a comment.](#)
[Council President Keith Saks made a comment.](#)
[Council Member Michelle Griffith made a comment.](#)
[Mayor Dewayne Briscoe made a comment.](#)
[Mayor Dewayne Briscoe opened public comment.](#)
[Seeing none, Mayor Dewayne Briscoe closed public comment.](#)
[Community Development Director Mark Hofman made a comment.](#)
[Mayor Dewayne Briscoe made a comment.](#)
[City Attorney Adam King made a comment.](#)
[Mayor Dewayne Briscoe made a comment.](#)
[Mayor Dewayne Briscoe made a comment.](#)
[Community Development Director Mark Hofman made a comment.](#)
[Mayor Dewayne Briscoe made a comment.](#)
[Community Development Director Mark Hofman made a comment.](#)
[Council Member Peter Hendricks made a comment.](#)
[Community Development Director Mark Hofman made a comment.](#)
[Council Member Michelle Griffith made a comment.](#)
[Community Development Director Mark Hofman made a comment.](#)
[Mayor Dewayne Briscoe made a comment.](#)
[Council Member Michelle Griffith made a comment.](#)
[Council President Keith Saks made a comment.](#)
[Community Development Director Mark Hofman made a comment.](#)

[Council President Keith Saks asked a question.](#)
[Mayor Dewayne Briscoe made a comment.](#)
[Community Development Director Mark Hofman made a comment.](#)
[Council President Keith Saks asked a question.](#)
[Community Development Director Mark Hofman made a comment.](#)
[Council President Keith Saks asked a question.](#)
[Community Development Director Mark Hofman responded.](#)
[Council President Keith Saks asked a question.](#)
[Community Development Director Mark Hofman responded.](#)
[Mayor Dewayne Briscoe made a comment.](#)

MOTION

Council Member Michelle Griffith moved to approve the draft findings of fact and conclusion of law for subdivision Elkhorn Springs Golf Lodges Townhomes Sublots 17-20 Plat Application No. SUBPP 2014-05; seconded by Council President Keith Saks. A roll call vote was taken.

AYES: Council Member Michelle Griffith, Council President Keith Saks, and Council Member Peter Hendricks.

NAYS: None

The Mayor declared the motion approved.

BREAK

[Mayor Dewayne Briscoe called for a break at 5:22 pm.](#)
[The meeting resumed at 5:41 p.m.](#)

ACTION/DISCUSSION

9. [Review and Adoption of Resolution 2014-19 Authorizing the Mayor to Execute a FY2015 Contract for Services with the Sun Valley Marketing Alliance;](#)

[Mayor Dewayne Briscoe made a comment.](#)
[Council Member Michelle Griffith made a comment.](#)
[Council President Keith Saks made a comment.](#)
[Mayor Dewayne Briscoe made a comment.](#)
[Council President Keith Saks asked a question.](#)
[Council Member Michelle Griffith made a comment.](#)
[Council President Keith Saks made a comment.](#)
[Council Member Michelle Griffith made a comment.](#)
[Council Member Peter Hendricks asked a question.](#)
[Council Member Peter Hendricks made a comment.](#)
[Council Member Michelle Griffith made a comment.](#)
[Council Member Peter Hendricks made a comment.](#)
[Council Member Michelle Griffith made a comment.](#)
[Council President Keith Saks made a comment.](#)
[SVMA President and CMO Arlene Schieven made a comment.](#)
[Council Member Michelle Griffith made a comment.](#)
[Council President Keith Saks made a comment.](#)

[Council Member Michelle Griffith made a comment.](#)
[City Administrator Susan Robertson made a comment.](#)
[Council Member Michelle Griffith made a comment.](#)
[Council President Keith Saks made a comment.](#)
[Council Member Michelle Griffith asked a question.](#)
[Council Member Peter Hendricks made a comment.](#)
[Council Member Michelle Griffith made a comment.](#)
[Mayor Dewayne Briscoe made a comment.](#)
[Council President Keith Saks made a comment.](#)
[Council Member Michelle Griffith made a comment.](#)
[Council President Keith Saks made a comment.](#)
[Council Member Peter Hendricks made a comment.](#)
[Council Member Michelle Griffith made a comment.](#)
[Mayor Dewayne Briscoe made a comment.](#)

MOTION

Council President Keith Saks moved to amend the proposed contract in the second paragraph on page 105 of the Council Packet, by providing that the first six installments of \$25,000 be reduced to \$20,000; change language on page 106 of Council Packet to state "Provide, annually or on request detailed, compensation information"; and add language to page 107 of the Council Packet under "Termination" to read "However, adjustments shall still be made for any installment payment made that exceeds the 25% of the actual LOT;" seconded by Council Member Michelle Griffith. A voice vote was taken.

AYES: Council Member Michelle Griffith, Council President Keith Saks, and Council Member Peter Hendricks.

NAYS: None

The Mayor declared the motion approved.

[Mayor Dewayne Briscoe made a comment.](#)

MOTION

Council Member Michelle Griffith moved to adopt Resolution 2014-19 Authorizing the Mayor to Execute a FY2015 Contract for Services with the Sun Valley Marketing Alliance as recently amended; seconded by Council President Keith Saks. A voice vote was taken.

AYES: Council Member Michelle Griffith, Council President Keith Saks, and Council Member Peter Hendricks.

NAYS: None

The Mayor declared the motion approved.

[Council President Keith Saks made a comment.](#)

10. [Review and Adoption of Resolution 2014-20 Authorizing the Mayor to Execute a FY2015 Contract for Services with the Blaine County Housing Authority;](#)

[Mayor Dewayne Briscoe made a comment.](#)
[Council Member Michelle Griffith made a comment.](#)
[Mayor Dewayne Briscoe made a comment.](#)

[Council Member Michelle Griffith asked a question.](#)
[Mayor Dewayne Briscoe made a comment.](#)

MOTION

Council Member Michelle Griffith moved to adopt Resolution 2014-20 Authorizing the Mayor to Execute a FY2015 Contract for Services with the Blaine County Housing Authority; seconded by Council Member Peter Hendricks. A voice vote was taken.

AYES: Council Member Michelle Griffith, Council President Keith Saks, and Council Member Peter Hendricks.

NAYS: None

The Mayor declared the motion approved.

11. [Review and Adoption of Resolution 2014-21 Amending the City of Sun Valley Salary Pay Range;](#)

[City Administrator Susan Robertson made a comment.](#)
[Council Member Michelle Griffith asked a question.](#)
[City Administrator Susan Robertson responded.](#)
[Council Member Michelle Griffith made a comment.](#)
[Council President Keith Saks made a comment and noted that the Mayor was not in the room.](#)
[Council Member Peter Hendricks asked a question.](#)
[City Administrator Susan Robertson responded.](#)
[Council Member Michelle Griffith made a comment.](#)
[Council President Keith Saks made a comment.](#)
[Mayor Dewayne Briscoe asked a question.](#)
[Council Member Peter Hendricks asked a question.](#)
[City Administrator Susan Robertson responded.](#)
[Council President Keith Saks made a comment.](#)
[Council Member Michelle Griffith asked a question.](#)
[Mayor Dewayne Briscoe made a comment.](#)
[Council Member Michelle Griffith made a comment.](#)
[Mayor Dewayne Briscoe made a comment.](#)

MOTION

Council Member Michelle Griffith moved to adopt Resolution 2014-21 Amending the City of Sun Valley Salary Pay Range; seconded by Council President Keith Saks. A voice vote was taken.

AYES: Council Member Michelle Griffith, Council President Keith Saks, and Council Member Peter Hendricks.

NAYS: None

The Mayor declared the motion approved.

12. [Review and Adoption of Resolution 2014-22 Amending the 2012 City of Sun Valley Personnel Policy;](#)

[Mayor Dewayne Briscoe made a comment.](#)
[City Administrator Susan Robertson made a comment.](#)
[Council Member Michelle Griffith asked a question.](#)

[City Administrator Susan Robertson responded.](#)
[Council President Keith Saks asked a question and made a comment.](#)
[City Administrator Susan Robertson made a comment.](#)
[Assistance Fire Chief Charlie Butterfield made a comment.](#)
[Mayor Dewayne Briscoe made a comment.](#)

MOTION

Council President Keith Saks moved to adopt Resolution 2014-22 Amending the 2012 City of Sun Valley Personnel Policy; seconded by Council Member Michelle Griffith. A voice vote was taken.

AYES: Council Member Michelle Griffith, Council President Keith Saks, and Council Member Peter Hendricks.

NAYS: None

The Mayor declared the motion approved.

13. [Review and Adoption of Resolution 2014-23 Approving the updated Special Events Funding Guidelines and Application;](#)

[Mayor Dewayne Briscoe made a comment.](#)
[City Administrator Susan Robertson made a comment.](#)
[Council Member Michelle Griffith made a comment.](#)
[Council Member Michelle Griffith asked a question.](#)
[Council Member Peter Hendricks made a comment.](#)
[Council President Keith Saks made a comment.](#)
[City Administrator Susan Robertson made a comment.](#)
[Council President Keith Saks made a comment.](#)
[Council Member Michelle Griffith made a comment.](#)
[Council President Keith Saks made a comment.](#)
[Council Member Michelle Griffith made a comment.](#)
[Council Member Peter Hendricks made a comment.](#)
[Council Member Michelle Griffith made a comment.](#)
[Council President Keith Saks made a comment.](#)
[Council Member Peter Hendricks made a comment.](#)
[Council Member Michelle Griffith made a comment.](#)
[Council Member Peter Hendricks made a comment.](#)
[Council President Keith Saks made a comment.](#)
[Council Member Michelle Griffith made a comment.](#)
[Council President Keith Saks made a comment.](#)
[Council Member Peter Hendricks made a comment.](#)

MOTION

Council President Keith Saks moved to adopt Resolution 2014-23 Approving the Updated Special Events Funding Guidelines and Application with the indicated changes; seconded by Council Member Michelle Griffith. A voice vote was taken.

AYES: Council Member Michelle Griffith, Council President Keith Saks, and Council Member Peter Hendricks.

NAYS: None

The Mayor declared the motion approved.

14. [Review and Adoption of Resolution 2014-24 Amending the Sun Valley Company 2014-2015 Liquor Licenses;](#)

[City Clerk Alissa Weber made a comment.](#)
[Council Member Michelle Griffith made a comment.](#)
[Council President Keith Saks made a comment.](#)
[Council Member Peter Hendricks made a comment.](#)
[Council Member Michelle Griffith made a comment.](#)
[City Attorney Adam King made a comment.](#)
[City Administrator Susan Robertson made a comment.](#)
[Council President Keith Saks made a comment.](#)
[Council Member Michelle Griffith made a comment.](#)
[Council President Keith Saks made a comment.](#)
[City Attorney Adam King made a comment.](#)
[Council Member Michelle Griffith made a comment.](#)
[Council President Keith Saks made a comment.](#)
[City Attorney Adam King made a comment.](#)
[City Administrator Susan Robertson made a comment.](#)
[Council Member Michelle Griffith made a comment.](#)
[Council President Keith Saks made a comment.](#)
[Council Member Michelle Griffith made a comment.](#)
[City Attorney Adam King made a comment.](#)
[Council President Keith Saks made a comment.](#)
[City Attorney Adam King made a comment.](#)
[Council President Keith Saks made a comment.](#)

MOTION

Council Member Michelle Griffith moved to adopt Resolution 2014-24 Amending the Sun Valley Company 2014-2015 Liquor Licenses; seconded by Council President Keith Saks. A voice vote was taken.

AYES: Council Member Michelle Griffith, Council President Keith Saks, and Council Member Peter Hendricks.

NAYS: None

The Mayor declared the motion approved.

[Mayor Dewayne Briscoe made a comment.](#)
[Council Member Peter Hendricks made a comment.](#)
[Mayor Dewayne Briscoe made a comment.](#)

15. [Review and Adoption of Resolution 2014-25 Destruction of City Records;](#)

[City Administrator Susan Robertson made a comment.](#)
[Council President Keith Saks asked a question.](#)
[City Attorney Adam King made a comment.](#)
[Council President Keith Saks asked a question.](#)
[City Administrator Susan Robertson responded.](#)

MOTION

Council Member Michelle Griffith moved to adopt Resolution 2014-25 Destruction of City Records; seconded by Council Member Peter Hendricks. A voice vote was taken.

AYES: Council Member Michelle Griffith, Council President Keith Saks, and Council Member Peter Hendricks.

NAYS: None

The Mayor declared the motion approved.

[Mayor Dewayne Briscoe made a comment.](#)

EXECUTIVE SESSION

None called.

[ADJOURNMENT](#)

MOTION

Council Member Michelle Griffith moved to adjourn; seconded by Council President Keith Saks. A voice vote was taken.

AYES: Council Member Michelle Griffith, Council President Keith Saks, and Council Member Peter Hendricks.

NAYS: None

The Mayor declared the motion approved.

[The meeting adjourned at 6:31 p.m.](#)

Dewayne Briscoe, Mayor

Alissa Weber, City Clerk

Report Criteria:

Summary report type printed

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
1080									
1080	ALLINGTON, FREDRICK	9.11.14	SEMI-ANNUAL PROSECU	09/11/2014	11,950.50	.00	11,950.50	49607	10/03/2014
Total 1080:					11,950.50	.00	11,950.50		
1095									
1095	AFLAC	113919	Supplemental Insurance	11/01/2014	653.45	.00	653.45	49686	10/21/2014
Total 1095:					653.45	.00	653.45		
1325									
1325	BLUE HERON WORKSHO	13269	Poster board and reframing	09/03/2014	266.69	.00	266.69	49608	10/03/2014
Total 1325:					266.69	.00	266.69		
1385									
1385	BROOKS WELDING	9986	Cross walk flag holder mat	08/28/2014	20.40	.00	20.40	49610	10/03/2014
Total 1385:					20.40	.00	20.40		
1430									
1430	CASELLE, INC	60373	Contract Support & Mainte	10/01/2014	553.67	.00	553.67	49670	10/07/2014
Total 1430:					553.67	.00	553.67		
1440									
1440	CENTRAL DRUG SYSTE	235878	Random Processing Fee /	08/07/2014	3.50	.00	3.50	49611	10/03/2014
Total 1440:					3.50	.00	3.50		
1455									
1455	CH2M HILL	14.PZ	Engineering review on Whit	08/29/2014	385.20	.00	385.20	49612	10/03/2014
		14.SW	Sinclair wall project bidding	08/29/2014	170.10	.00	170.10	49612	10/03/2014
Total 1455:					555.30	.00	555.30		
1460									
1460	CHATEAU DRUG	1260611	police dept sink repair	08/29/2014	4.99	.00	4.99	49613	10/03/2014
		1267112	police dept sink repair	09/09/2014	11.98	.00	11.98	49613	10/03/2014
Total 1460:					16.97	.00	16.97		
1535									
1535	COX COMMUNICATIONS	10.2014	Internet Service 81 Elkhorn	10/01/2014	91.13	.00	91.13	49671	10/07/2014
		100214	Internet Service 100 Morni	10/02/2014	80.33	.00	80.33	49687	10/21/2014
Total 1535:					171.46	.00	171.46		
1560									
1560	L. N. CURTIS & SON	8111587-00	Air Pack Testing	09/18/2014	2,812.04	.00	2,812.04	49637	10/03/2014
Total 1560:					2,812.04	.00	2,812.04		

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
1605									
1605	DAVIS EMBROIDERY INC	23244	2 XL Fire Department shirt	07/30/2014	169.81	.00	169.81	49615	10/03/2014
Total 1605:					169.81	.00	169.81		
1765									
1765	FEDEX	2-763-77014	Shiped Sinclair wall ducum	08/28/2014	23.93	.00	23.93	49616	10/03/2014
Total 1765:					23.93	.00	23.93		
1810									
1810	FLOYD LILLY COMPANY	206668	Mag chloryde/truck fill plum	09/10/2014	534.09	.00	534.09	49618	10/03/2014
Total 1810:					534.09	.00	534.09		
1830									
1830	GALLS QUARTERMASTE	002244013	Duty pants for temp part ti	07/29/2014	126.93	.00	126.93	49620	10/03/2014
Total 1830:					126.93	.00	126.93		
1840									
1840	GEM STATE PAPER	878470-0	garbage can liners for City	09/10/2014	186.15	.00	186.15	49621	10/03/2014
Total 1840:					186.15	.00	186.15		
1850									
1850	GEM STATE WELDERS S	152292	welding tank rental	08/31/2014	16.12	.00	16.12	49622	10/03/2014
Total 1850:					16.12	.00	16.12		
1865									
1865	GRAINGER	9538218935	snowplow bolts	09/09/2014	62.24	.00	62.24	49623	10/03/2014
		9538218943	fasteners and led light bulb	09/09/2014	246.64	.00	246.64	49623	10/03/2014
		9538469777	misc shop supplies	09/09/2014	313.23	.00	313.23	49623	10/03/2014
Total 1865:					622.11	.00	622.11		
1950									
1950	AC HOUSTON LUMBER C	014-412993	super glue and electrical ta	08/25/2014	19.76	.00	19.76	49605	10/03/2014
		014-413483	rope	08/26/2014	6.19	.00	6.19	49605	10/03/2014
		014-42628	hacksaw frame	08/22/2014	7.99	.00	7.99	49605	10/03/2014
Total 1950:					33.94	.00	33.94		
2045									
2045	IDAHO MOUNTAIN EXPR	12506288	Public notice fees for ordin	08/06/2014	200.88	.00	200.88	49628	10/03/2014
		12506289	Public notice fees for ordin	08/06/2014	251.10	.00	251.10	49628	10/03/2014
		12506704	Public notice fees for ordin	08/13/2014	200.88	.00	200.88	49628	10/03/2014
		12507021	Public notice fees for ordin	08/15/2014	156.24	.00	156.24	49628	10/03/2014
		12507596	Public notice fees for ordin	08/13/2014	403.88	.00	403.88	49628	10/03/2014
		12507633	Public notice fees for ordin	08/27/2014	301.32	.00	301.32	49628	10/03/2014
Total 2045:					1,514.30	.00	1,514.30		
2055									
2055	IDAHO POWER	10.17.14	Juniper/Elkhorn Rd Light	10/17/2014	4.75	.00	4.75	49673	10/07/2014
		10.23.14	100 Arrowleaf/ 81 Elkhorn	10/23/2014	936.83	.00	936.83	49699	10/28/2014

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
		9.2014	100 Arrowleaf/ 81 Elkhorn/	09/23/2014	966.79	.00	966.79	49673	10/07/2014
	Total 2055:				1,908.37	.00	1,908.37		
2125									
2125	INTERMOUNTAIN GAS C	10.2014	81 Elkhorn	10/14/2014	114.76	.00	114.76	49674	10/07/2014
	Total 2125:				114.76	.00	114.76		
2240									
2240	KETCHUM FIRE DEPT	1402	One half the cost Ladder T	08/27/2014	645.50	.00	645.50	49634	10/03/2014
	Total 2240:				645.50	.00	645.50		
2285									
2285	KUSTOM SIGNALS INC	502688	RU2 -850 Standard 18" 2 D	08/22/2014	9,978.00	.00	9,978.00	49636	10/03/2014
	Total 2285:				9,978.00	.00	9,978.00		
2370									
2370	INTEGRATED TECHNOL	3599	Repair maint- copier	08/25/2014	30.25	.00	30.25	49629	10/03/2014
		4678	contract base rate and copi	09/05/2014	110.21	.00	110.21	49629	10/03/2014
		4789	Black Toner	09/09/2014	61.50	.00	61.50	49629	10/03/2014
		5306	copier maint	09/16/2014	30.25	.00	30.25	49629	10/03/2014
	Total 2370:				232.21	.00	232.21		
2453									
2453	METLIFE - GROUP BENE	11.2014	Employee Dental Insuranc	11/01/2014	2,343.49	.00	2,343.49	49690	10/21/2014
	Total 2453:				2,343.49	.00	2,343.49		
2455									
2455	METROQUIP, INC.	00025134	street sweeper side wear s	09/15/2014	651.75	.00	651.75	49641	10/03/2014
	Total 2455:				651.75	.00	651.75		
2555									
2555	NCPERS GROUP LIFE IN	11.2014	Life Insurance - November	10/22/2014	128.00	.00	128.00	49701	10/28/2014
		C7161014	supplemental Insurance -	10/01/2014	64.00	.00	64.00	49677	10/07/2014
	Total 2555:				192.00	.00	192.00		
2570									
2570	NORCO	14255396	Oxygen Cylinder Rental	08/31/2014	55.80	.00	55.80	49644	10/03/2014
	Total 2570:				55.80	.00	55.80		
2600									
2600	OHIO GULCH TRANSFER	375719	trail Creek path debri	09/03/2014	9.40	.00	9.40	49645	10/03/2014
	Total 2600:				9.40	.00	9.40		
2610									
2610	OLSEN, TRAVIS	090114		09/01/2014	231.55	.00	231.55	49646	10/03/2014
		8.2014	REVERSE ENRTY	08/01/2014	231.55-	.00	231.55-	49646	10/03/2014
		8.29.14	FIREARMS INSTRUCTOR	08/29/2014	231.55	.00	231.55	49646	10/03/2014

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 2610:					231.55	.00	231.55		
2640									
2640	PACIFIC NORTHWEST H	14-209	Fire Hose Testing	09/19/2014	3,339.94	.00	3,339.94	49650	10/03/2014
Total 2640:					3,339.94	.00	3,339.94		
2690									
2690	PIPECO, INC.	00138749	event potable waterequipm	09/08/2014	175.02	.00	175.02	49651	10/03/2014
Total 2690:					175.02	.00	175.02		
2772									
2772	PUBLIC SAFETY CENTER	5535377	3 ProTac HL3 w/white LED	08/29/2014	296.97	.00	296.97	49653	10/03/2014
Total 2772:					296.97	.00	296.97		
2805									
2805	REGENCE BLUE SHIELD	1428500020	Health Ins. Premium - Nov	11/01/2014	20,154.37	.00	20,154.37	49691	10/21/2014
		1428500045	cobra Health Insurance Pre	11/01/2014	931.40-	.00	931.40-	49691	10/21/2014
Total 2805:					19,222.97	.00	19,222.97		
2845									
2845	RIVER RUN AUTO	6538-76506	i qt motor oil and oil can	08/28/2014	76.55	.00	76.55	49654	10/03/2014
Total 2845:					76.55	.00	76.55		
3030									
3030	STATE INSURANCE FUN	10205410	08/01/14-09/01/14 Payroll	07/01/2014	3,673.00	.00	3,673.00	49692	10/21/2014
Total 3030:					3,673.00	.00	3,673.00		
3045									
3045	STATE TAX COMMISSIO	9.2014	September State Tax	09/01/2014	5,981.00	.00	5,981.00	49678	10/07/2014
Total 3045:					5,981.00	.00	5,981.00		
3075									
3075	SUN VALLEY CLEANERS,	492	Dry cleaning for Fire Depar	08/26/2014	25.60	.00	25.60	49657	10/03/2014
		8.26.14	Police Dry Cleaning	08/26/2014	231.85	.00	231.85	49657	10/03/2014
Total 3075:					257.45	.00	257.45		
3150									
3150	TERRITORIAL SUPPLIES	12033	Male Vest Black Thorshield	09/16/2014	1,105.95	.00	1,105.95	49658	10/03/2014
		12034	Woman's Vest, Vision with	09/16/2014	1,105.95	.00	1,105.95	49658	10/03/2014
Total 3150:					2,211.90	.00	2,211.90		
3250									
3250	UNDERWRITERS LABOR	7202003644	Ladder testing for Truck 61	07/23/2014	2,429.90	.00	2,429.90	49660	10/03/2014
Total 3250:					2,429.90	.00	2,429.90		

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
3253									
3253	UNITED OIL	370242	grease/motor oil/windshield	10/08/2014	373.63	.00	373.63	49702	10/28/2014
		370250	RV antifreeze to wontorize w	10/10/2014	21.00	.00	21.00	49702	10/28/2014
		772448	fuel for fire department 8/1/	08/15/2014	702.06	.00	702.06	49682	10/09/2014
		776362	Gas for Police 9-16 thru 9-	09/30/2014	415.91	.00	415.91	49679	10/07/2014
		776364	fuel purchases 9/25/2014	09/30/2014	123.69	.00	123.69	49702	10/28/2014
		777677	fuel for Police 10-1-14 - 10-	10/15/2014	517.45	.00	517.45	49693	10/21/2014
		777679	fuel purchases 10/10/2014	10/15/2014	104.74	.00	104.74	49702	10/28/2014
		777680	fuel for the B. Offical SUV (10/15/2014	77.92	.00	77.92	49693	10/21/2014
Total 3253:					2,336.40	.00	2,336.40		
3295									
3295	VALLEY PAVING INC	13209-C	credit for over payment	03/20/2014	180.00-	.00	180.00-	49661	10/03/2014
		13443	bike path asphalt patching/	09/03/2014	3,890.85	.00	3,890.85	49661	10/03/2014
Total 3295:					3,710.85	.00	3,710.85		
3350									
3350	WEBB LANDSCAPING	257305	drip irrigation instal for spru	08/01/2014	181.00	.00	181.00	49663	10/03/2014
Total 3350:					181.00	.00	181.00		
3355									
3355	WELLS FARGO BANK, N.	01298703	Food for Aug LEPC meetin	08/14/2014	30.98	.00	30.98	49669	10/03/2014
		05775939	Atkinson - Council Mtg. 8/7	08/07/2014	12.23	.00	12.23	49669	10/03/2014
		08.13.14	Century Link - 208-622-760	08/13/2014	840.69	.00	840.69	49669	10/03/2014
		082714	Survey Monkey	08/27/2014	204.00	.00	204.00	49669	10/03/2014
		09.10.14	Amazon- FLIR Infrared Acc	09/10/2014	376.89	.00	376.89	49669	10/03/2014
		090114	Century Link	09/01/2014	387.01	.00	387.01	49669	10/03/2014
		090214	TLO - Investigative	09/02/2014	6.00	.00	6.00	49669	10/03/2014
		090514	Rock Creek Fire Academy	09/05/2014	225.00	.00	225.00	49669	10/03/2014
		100796	Progressive Rescue Soluti	08/22/2014	1,785.00	.00	1,785.00	49669	10/03/2014
		11.6.14	Medical equipment bags fo	08/19/2014	917.30	.00	917.30	49669	10/03/2014
		114980	Best Western - Firearms tr	09/09/2014	166.00	.00	166.00	49669	10/03/2014
		1850341639	Expedia Travel - Airfare for	09/15/2014	286.20	.00	286.20	49669	10/03/2014
		238566	NorthStar Flag Co. flag repl	09/15/2014	592.48	.00	592.48	49669	10/03/2014
		48374797US	Budget - Trip Charges - Tr	09/11/2014	22.15	.00	22.15	49669	10/03/2014
		5572004150	University of Oklahoma - O	08/22/2014	595.00	.00	595.00	49669	10/03/2014
		5627876	Atkinson's - Flowers	08/05/2014	60.00	.00	60.00	49669	10/03/2014
		65707	Legacy truck parts 2 Oshko	09/08/2014	560.80	.00	560.80	49669	10/03/2014
		6614-7581	Payment to Oregon APA fo	09/12/2014	75.00	.00	75.00	49669	10/03/2014
		6866623	Amazon - Microsoft Publish	10/10/2014	91.89	.00	91.89	49669	10/03/2014
		72811739	Go Daddy - 2 year renewal	08/26/2014	179.98	.00	179.98	49669	10/03/2014
		8.28.14	Apple Store- Ipad for Reid	08/28/2014	772.74	.00	772.74	49669	10/03/2014
		8019416	Amazon- Ipad case for Rei	09/05/2014	74.95	.00	74.95	49669	10/03/2014
		89491	Virtual Graffiti - Baracuda E	06/18/2014	367.50	.00	367.50	49669	10/03/2014
		9.11.14	ICMA - Associate Planner	09/11/2014	74.25	.00	74.25	49669	10/03/2014
		9.9.14	Active 911 Inc- Dispatch pa	09/09/2014	308.00	.00	308.00	49669	10/03/2014
		9730349098	Verizon	09/08/2014	994.65	.00	994.65	49669	10/03/2014
		J142057	Payment to National APA f	09/19/2014	250.00	.00	250.00	49669	10/03/2014
		LBO1188462	AlSCO super tread mats	08/25/2014	28.24	.00	28.24	49669	10/03/2014
		LBO111841	AlSCO super tread mats	08/11/2014	28.24	.00	28.24	49669	10/03/2014
		LBO118410	AlSCO - Clean shop towels	08/11/2014	62.74	.00	62.74	49669	10/03/2014
		LBO118411	AlSCO - City Hall	08/11/2014	98.68	.00	98.68	49669	10/03/2014
		LBO118411	AlSCO cleaning and laundry	08/11/2014	38.60	.00	38.60	49669	10/03/2014
		LBO118846	AlSCO cleaning and laundry	08/25/2014	33.74	.00	33.74	49669	10/03/2014

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
		SO00014463	The Knox Company- Medic	09/09/2014	1,270.00	.00	1,270.00	49669	10/03/2014
Total 3355:					11,816.93	.00	11,816.93		
3425									
3425	WOOD RIVER LOCK SHO	6693	2 keys and padlock	08/15/2014	6.30	.00	6.30	49667	10/03/2014
Total 3425:					6.30	.00	6.30		
3947									
3947	HOFMAN, MARK	090114	Reimbursement for Contin	09/01/2014	60.00	.00	60.00	49625	10/03/2014
		9.18.14	Visa card reimbursement o	09/18/2014	15.00	.00	15.00	49625	10/03/2014
Total 3947:					75.00	.00	75.00		
4069									
4069	SNAKE RIVER HYDRAULI	244434	rebuild hydraulic motor for	09/11/2014	92.50	.00	92.50	49655	10/03/2014
Total 4069:					92.50	.00	92.50		
4093									
4093	MAILFINANCE	N4807288	lease Payment 8/19/14-11	08/19/2014	261.15	.00	261.15	49675	10/07/2014
		N4960727	Lease Payment 11/19/14 -	10/27/2014	288.40	.00	288.40	49700	10/28/2014
Total 4093:					549.55	.00	549.55		
4133									
4133	COPY & PRINT	59569	Copy Paper	08/29/2014	37.99	.00	37.99	49614	10/03/2014
		60232	Memo Books for the Buildi	08/29/2014	28.77	.00	28.77	49614	10/03/2014
		60236	2 flash drives for supply ca	08/29/2014	21.98	.00	21.98	49614	10/03/2014
		60248	Five black Sharpie marekr	09/03/2014	8.45	.00	8.45	49614	10/03/2014
		60479	paper clips	09/04/2014	1.48	.00	1.48	49614	10/03/2014
		60522	File Folders	09/22/2014	21.98	.00	21.98	49614	10/03/2014
Total 4133:					120.65	.00	120.65		
4135									
4135	NATIONAL BENEFITS AD	470488	1- HRA plan adm fees for t	09/30/2014	100.00	.00	100.00	49676	10/07/2014
Total 4135:					100.00	.00	100.00		
4243									
4243	KETCHUM COMPUTERS	10712	Computer Support - 08/19/	09/02/2014	1,431.25	.00	1,431.25	49633	10/03/2014
		10763	Computer Support - 09/3/1	09/16/2014	1,093.75	.00	1,093.75	49633	10/03/2014
Total 4243:					2,525.00	.00	2,525.00		
4288									
4288	GRANICUS, INC.	59298	Monthly Service November	10/27/2014	601.12	.00	601.12	49697	10/28/2014
		59299	Monthly Service for Novem	10/27/2014	601.12	.00	601.12	49697	10/28/2014
Total 4288:					1,202.24	.00	1,202.24		
4293									
4293	KING, ADAM ATTORNEY	093014	Legal Services - Public Mat	09/30/2014	5,493.91	.00	5,493.91	49635	10/03/2014

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 4293:					5,493.91	.00	5,493.91		
4309									
4309	BRISCOE, DEWAYNE	100061	Reimb. for Legal Travel Au	08/26/2014	324.00	.00	324.00	49609	10/03/2014
Total 4309:					324.00	.00	324.00		
4318									
4318	STEVE BUTLER & ASSO	2337	Sinclair wall inspections	08/31/2014	843.75	.00	843.75	49656	10/03/2014
Total 4318:					843.75	.00	843.75		
4336									
4336	INTERSTATE BATTERIES	1530	replace 3 batteries in Oshk	09/02/2014	335.85	.00	335.85	49631	10/03/2014
Total 4336:					335.85	.00	335.85		
4338									
4338	HUGHES FIRE EQUIPME	488158	Engine maintenance on E-	08/25/2014	275.01	.00	275.01	49626	10/03/2014
Total 4338:					275.01	.00	275.01		
4359									
4359	PLATT ELECTRIC	E596871	Sunrise street light pole/ rei	06/25/2014	518.82	.00	518.82	Multiple	Multiple
Total 4359:					518.82	.00	518.82		
4364									
4364	AK PEST MANAGEMENT	2919	weed abatement all public	08/20/2014	3,875.00	.00	3,875.00	49606	10/03/2014
		2920	five acre parcel weed spray	09/07/2014	350.00	.00	350.00	49606	10/03/2014
Total 4364:					4,225.00	.00	4,225.00		
4369									
4369	ZERO WASTE USA, INC	60383	dog waste bags (3200)	09/09/2014	391.93	.00	391.93	49668	10/03/2014
Total 4369:					391.93	.00	391.93		
4389									
4389	WFCA'S FIRE SERVICE B	300004624	Books for Engineer Class	07/01/2014	297.57	.00	297.57	49665	10/03/2014
Total 4389:					297.57	.00	297.57		
4390									
4390	MOSS GARDEN CENTER	1022.1	Overpaid previous invoice	06/02/2014	16.17-	.00	16.17-	49643	10/03/2014
		120052	City Hall plants and grass s	08/29/2014	71.21	.00	71.21	49643	10/03/2014
Total 4390:					55.04	.00	55.04		
4403									
4403	GREAT AMERICA FINAN	15884360	copier lease - Police	09/22/2014	121.00	.00	121.00	49672	10/07/2014
		15948585	Sharp Copier Lease - Admi	10/03/2014	234.00	.00	234.00	49688	10/21/2014
		16030608	copier lease - Police	10/23/2014	121.00	.00	121.00	49698	10/28/2014
Total 4403:					476.00	.00	476.00		

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
4416									
4416	OPTIONS	14-1554	Business Cards for Alissa	09/06/2014	97.65	.00	97.65	49647	10/03/2014
Total 4416:					97.65	.00	97.65		
4431									
4431	VISION SERVICE PLAN	10.2014	Vision Insurance - Cobra -	10/01/2014	381.98	.00	381.98	49680	10/07/2014
		11.2014	Vision Insurance - Novemb	11/01/2014	449.68	.00	449.68	49703	10/28/2014
Total 4431:					831.66	.00	831.66		
4439									
4439	LIFEMAP ASSURANCE C	11.2014	Life Insurance - November	11/01/2014	114.55	.00	114.55	49689	10/21/2014
Total 4439:					114.55	.00	114.55		
4458									
4458	FREIGHTLINER OF IDAH	147210	Filters for Eng 62	02/04/2014	50.90	.00	50.90	49619	10/03/2014
		147211	Filters for Eng 63	02/04/2014	140.80	.00	140.80	49619	10/03/2014
		147213	Filters for Eng 60	02/04/2014	96.86	.00	96.86	49619	10/03/2014
		148304	Fuel/water seperate filters f	02/24/2014	129.24	.00	129.24	49619	10/03/2014
		149160	Oil filter wrench combo	03/25/2014	48.00	.00	48.00	49619	10/03/2014
		150127	Street sweeper air filters	04/28/2014	43.74	.00	43.74	49619	10/03/2014
		151179	Oshkosh transmission filter	05/20/2014	121.44	.00	121.44	49619	10/03/2014
		151396	Petrbilt axle seal	05/05/2014	2.37	.00	2.37	49619	10/03/2014
		152442	Oshkosh transmission filter	05/27/2014	123.20	.00	123.20	49619	10/03/2014
		152643	mud flaps for Oshkosh truc	05/27/2014	124.04	.00	124.04	49619	10/03/2014
		154331	Oshkosh electrical plug	07/08/2014	59.90	.00	59.90	49619	10/03/2014
		154709	battery tender plug for Osh	07/15/2014	59.90	.00	59.90	49619	10/03/2014
		157214	synthetic transmissiom flui	09/09/2014	881.28	.00	881.28	49619	10/03/2014
		56530	Account credit for parts pur	03/01/2014	1,374.84-	.00	1,374.84-	49619	10/03/2014
Total 4458:					506.83	.00	506.83		
4535									
4535	CHILD SUPPORT SERVIC	10.23.14	c001086568	10/23/2014	445.38	.00	445.38	49694	10/23/2014
		10.9.14	c001086568	10/09/2014	445.38	.00	445.38	49683	10/10/2014
Total 4535:					890.76	.00	890.76		
4536									
4536	MOFFATT THOMAS	199698	Legal Services and Costs t	09/05/2014	2,200.00	.00	2,200.00	49642	10/03/2014
Total 4536:					2,200.00	.00	2,200.00		
4583									
4583	WITMER PUBLIC SAFETY	1564914	Radio case and strap for fir	08/26/2014	52.17	.00	52.17	49666	10/03/2014
Total 4583:					52.17	.00	52.17		
4591									
4591	ISTC - CENTRAL COLLEC	10.23.14	518720203	10/23/2014	300.00	.00	300.00	49695	10/23/2014
		10.9.14	518720203	10/09/2014	300.00	.00	300.00	49684	10/10/2014
Total 4591:					600.00	.00	600.00		

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
4598									
4598	TREASURE VALLEY COF	2160-067605	Coffee for all departments	09/16/2014	191.30	.00	191.30	49659	10/03/2014
Total 4598:					191.30	.00	191.30		
4628									
4628	FIRST RESPONDERS	44150	5.11 Taclite Pro Pant- Blac	09/05/2014	152.97	.00	152.97	49617	10/03/2014
		44196	Bates Men's 8" Tactical sp	09/09/2014	101.25	.00	101.25	49617	10/03/2014
		44325	Bates Mens 8 Tactical Spo	09/16/2014	101.25	.00	101.25	49617	10/03/2014
		44346	5.11 Taclite Pro Pant-Black	09/17/2014	163.00	.00	163.00	49617	10/03/2014
Total 4628:					518.47	.00	518.47		
4649									
4649	IDAHO DEPARTMENT OF	320-8677-CD	6 Fire Shelters	09/04/2014	1,972.52	.00	1,972.52	49627	10/03/2014
Total 4649:					1,972.52	.00	1,972.52		
4653									
4653	MAGIC VALLEY PROTEC	4925	Rino-lined steering parts fo	09/10/2014	80.00	.00	80.00	49640	10/03/2014
Total 4653:					80.00	.00	80.00		
4656									
4656	WESTERN RECORDS DE	34799	On Site Shredding 8/2/14	09/03/2014	25.00	.00	25.00	49664	10/03/2014
Total 4656:					25.00	.00	25.00		
4671									
4671	HAILEY AUTO CLINIC	16437	SVPD 3, Removed I-COP	08/29/2014	765.00	.00	765.00	49624	10/03/2014
		16442	SVPD 2, Removed I-COP	08/29/2014	765.00	.00	765.00	49624	10/03/2014
Total 4671:					1,530.00	.00	1,530.00		
4679									
4679	SUN VALLEY AIR SERVIC	08.2014	August 2014 1% Air Servic	08/31/2014	80,882.81	.00	80,882.81	49681	10/09/2014
Total 4679:					80,882.81	.00	80,882.81		
4699									
4699	VERIPIC	33145	Veripic Myler labels (500 l	08/21/2014	86.90	.00	86.90	49662	10/03/2014
Total 4699:					86.90	.00	86.90		
4703									
4703	O'REILLY AUTO PARTS	4635126859	tool rental for repair on 200	07/30/2014	7.70	.00	7.70	49648	10/03/2014
Total 4703:					7.70	.00	7.70		
4707									
4707	OWYHEE GROUP COMP	8125	Medical Equipment bags	08/28/2014	119.89	.00	119.89	49649	10/03/2014
Total 4707:					119.89	.00	119.89		
4708									
4708	LOGSDON, CLIFFORD	9.18.14	Training class - Drug Trend	09/18/2014	83.03	.00	83.03	49639	10/03/2014

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 4708:					83.03	.00	83.03		
4709									
4709	INTERMOUNTAIN DESIG	14063	Chief's complete desk set	09/10/2014	4,862.00	.00	4,862.00	49630	10/03/2014
		43363	Chairs for conference table	09/10/2014	1,493.60	.00	1,493.60	49630	10/03/2014
		43409	Chairs for conference table	09/10/2014	92.00	.00	92.00	49630	10/03/2014
Total 4709:					6,447.60	.00	6,447.60		
4710									
4710	J. CHAD PROFESSIONAL	14-111	Marijuana Concentrates tra	09/15/2014	65.00	.00	65.00	49632	10/03/2014
Total 4710:					65.00	.00	65.00		
4711									
4711	LASERLINE	C10682	Wheel alignment and whee	09/15/2014	380.00	.00	380.00	49638	10/03/2014
Total 4711:					380.00	.00	380.00		
Grand Totals:					207,896.03	.00	207,896.03		

Report Criteria:
Summary report type printed

CITY OF SUN VALLEY
COMBINED CASH INVESTMENT
SEPTEMBER 30, 2014

COMBINED CASH ACCOUNTS

01-102-000	CASH-CHECKING-GEN-WELLS FARGO	149,184.90
01-102-003	CREDIT CARD-GEN-WELLS FARGO	939.81
01-103-000	PETTY CASH	134.00
01-110-100	RETURNED CHECKS CLEARING	10.00
01-110-200	BUSINESS TAX CLEARING	112,826.59
01-151-000	INVESTEMENT - IDAHO STATE POOL	3,594,576.72
01-151-002	FAIRWAY BOND - ID INVEST POOL	3,585.82
		<hr/>
	TOTAL COMBINED CASH	3,861,257.84
01-101-000	CASH ALLOCATED TO OTHER FUNDS	(3,861,257.84)
		<hr/>
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	3,842,289.38
29	ALLOCATION TO FIXED ASSET REPLACEMENT FUND	(442,499.07)
30	ALLOCATION TO DEBT SERVICE FUND	12,858.91
40	ALLOCATION TO LAND ACQUISITION FUND	371,763.43
42	ALLOCATION TO WORKFORCE HOUSING FUND	199,088.75
50	ALLOCATION TO CAPITAL IMPROVEMENT FUND	(18,600.67)
52	ALLOCATION TO SPF	277,870.15
		<hr/>
	TOTAL ALLOCATIONS TO OTHER FUNDS	4,242,770.88
	ALLOCATION FROM COMBINED CASH FUND - 01-101000	(3,861,257.84)
		<hr/>
	ZERO PROOF IF ALLOCATIONS BALANCE	381,513.04

CITY OF SUN VALLEY
 BALANCE SHEET
 SEPTEMBER 30, 2014

GENERAL FUND

ASSETS

10-101-000	CASH - COMBINED FUND	3,842,289.38	
10-105-000	TAXES RECEIVABLE - CURRENT	30,456.00	
10-107-000	TAXES RECEIVABLE - DELINQUENT	616.65	
10-108-000	LOCAL OPTION TAXES- RECEIVABLE	122,311.05	
10-109-000	UNREALIZED GAIN/LOSS	3,718.00	
10-115-000	OTHER ACCOUNTS RECEIVABLE	5,272.54	
10-120-000	DUE FROM OTHER GOVERNMENTS	174,571.17	
	TOTAL ASSETS		<u>4,179,234.79</u>

LIABILITIES AND EQUITY

LIABILITIES

10-203-000	ACCOUNTS PAYABLE	369,807.13	
10-213-000	SALES TAX PAYABLE	69,919.84	
10-216-000	SALARIES & WAGES PAYABLE	31,295.42	
10-217-100	FICA PAYABLE	13,750.17	
10-217-200	FEDERAL WITHHOLDING PAYABLE	8,492.75	
10-217-300	STATE WITHHOLDING PAYABLE	(1,119.09)	
10-217-400	WORKERS COMPENSATION PAYABLE	14,508.29	
10-217-450	RETIREMENT (PERS) PAYABLE	17,419.88	
10-217-550	HEALTH INSURANCE PAYABLE	(66,953.27)	
10-217-600	LIFE INSURANCE PAYABLE	(1,305.25)	
10-217-700	GARNISHMENT PAYABLE	(1,460.04)	
10-217-750	EVENT PERMIT DEPOSIT PAYABLE	300.00	
10-225-100	DEFERRED REVENUE - TAXES, PROP	18,927.77	
	TOTAL LIABILITIES		473,583.60

FUND EQUITY

10-260-000	FUND BALANCE - RESERVED	1,271,633.00	
	UNAPPROPRIATED FUND BALANCE:		
10-271-000	FUND BALANCE - BEGINNING OF YR	1,447,818.62	
	REVENUE OVER EXPENDITURES - YTD	986,199.57	
	BALANCE - CURRENT DATE		<u>2,434,018.19</u>
	TOTAL FUND EQUITY		<u>3,705,651.19</u>
	TOTAL LIABILITIES AND EQUITY		<u>4,179,234.79</u>

CITY OF SUN VALLEY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2014

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>GENERAL PROPERTY TAXES</u>					
10-311-100 GENERAL PROPERTY TAXES REAL	(79,412.77)	2,398,939.30	2,389,998.00	(8,941.30)	100.4
10-311-300 PROPERTY TAXES INEREST&PENALTY	.00	6,741.14	10,000.00	3,258.86	67.4
TOTAL GENERAL PROPERTY TAXES	(79,412.77)	2,405,680.44	2,399,998.00	(5,682.44)	100.2
<u>LOCAL OPTION TAXES</u>					
10-313-100 LOCAL OPTION TAX - LIQUOR 3%	14,946.49	70,047.53	65,000.00	(5,047.53)	107.8
10-313-200 LOCAL OPTION TAX - LODGING 3%	84,750.74	496,473.23	470,000.00	(26,473.23)	105.6
10-313-300 LOCAL OPTION TAX - RETAIL 3%	120,850.18	720,295.66	650,000.00	(70,295.66)	110.8
10-313-600 LOCAL OPTION TAX - AIR SER 1%	81,146.12	341,513.54	355,143.00	13,629.46	96.2
10-313-700 PENALTIES & INTEREST - L.O.T.	4.90	194.16	500.00	305.84	38.8
TOTAL LOCAL OPTION TAXES	301,698.43	1,628,524.12	1,540,643.00	(87,881.12)	105.7
<u>BUSINESS & FRANCHISE TAXES</u>					
10-316-110 GAS FRANCHISE	.00	64,136.34	80,000.00	15,863.66	80.2
10-316-120 CABLE FRANCHISE	.00	52,639.36	44,380.00	(8,259.36)	118.6
TOTAL BUSINESS & FRANCHISE TAXES	.00	116,775.70	124,380.00	7,604.30	93.9
<u>BUSINESS LICENSES & PERMITS</u>					
10-321-100 BEER, LIQUOR & WINE LICENSES	.00	2,560.00	2,000.00	(560.00)	128.0
10-321-200 MUNICIPAL TAX PERMITS	10.00	330.00	300.00	(30.00)	110.0
10-321-300 TEMP MUNICIPAL TAX PERMITS	.00	1,440.00	2,000.00	560.00	72.0
TOTAL BUSINESS LICENSES & PERMITS	10.00	4,330.00	4,300.00	(30.00)	100.7
<u>NON-BUSINESS LICENSES & PERMIT</u>					
10-322-110 BUILDING PERMITS	98,035.59	420,785.15	195,000.00	(225,785.15)	215.8
TOTAL NON-BUSINESS LICENSES & PERMIT	98,035.59	420,785.15	195,000.00	(225,785.15)	215.8
<u>STATE OF IDAHO SHARED REVENUES</u>					
10-335-100 STATE LIQUOR APPORTIONMENT	.00	2,760.00	2,500.00	(260.00)	110.4
10-335-500 STATE SALES TAX	.00	610,313.18	678,952.00	68,638.82	89.9
TOTAL STATE OF IDAHO SHARED REVENUES	.00	613,073.18	681,452.00	68,378.82	90.0

CITY OF SUN VALLEY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2014

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PGNT
<u>GENERAL GOVERNMENT</u>					
10-341-100 ENGINEERING REIMBURSABLES	.00	6,296.31	10,000.00	3,703.69	63.0
10-341-110 APPLICATION FEES	100.00	48,128.17	45,000.00	(3,128.17)	107.0
10-341-120 PUBLIC NOTICE REIMBURSABLES	.00	.00	3,000.00	3,000.00	.0
TOTAL GENERAL GOVERNMENT	100.00	54,424.48	58,000.00	3,575.52	93.8
<u>FINES</u>					
10-361-901 TRAFFIC FINES	70.00	385.00	500.00	115.00	77.0
10-361-902 MOTOR VEHICLE TAX	420.30	3,787.20	6,000.00	2,212.80	63.1
TOTAL FINES	490.30	4,172.20	6,500.00	2,327.80	64.2
<u>INTEREST EARNINGS</u>					
10-371-100 INTEREST REVENUES	336.63	3,305.15	3,000.00	(305.15)	110.2
TOTAL INTEREST EARNINGS	336.63	3,305.15	3,000.00	(305.15)	110.2
<u>MISCELLANEOUS</u>					
10-379-150 NEXTEL LEASE	.00	10,800.00	10,800.00	.00	100.0
10-379-252 POLICE TRUST ACCOUNT	.00	8,500.00	8,500.00	.00	100.0
10-379-260 FIRE TRUST ACCOUNT	.00	7,500.00	7,500.00	.00	100.0
10-379-300 OTHER REVENUES	1,349.26	29,305.43	25,000.00	(4,305.43)	117.2
10-379-301 WILDLAND REIMBURSEMENTS	19,218.03	64,106.20	45,000.00	(19,106.20)	142.5
TOTAL MISCELLANEOUS	20,567.29	120,211.63	98,800.00	(23,411.63)	124.2
TOTAL FUND REVENUE	341,825.47	5,371,282.05	5,110,073.00	(261,209.05)	105.1

CITY OF SUN VALLEY
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2014

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LEGISLATIVE</u>					
10-411-110 SALARIES AND WAGES	4,518.15	59,347.24	69,000.00	9,652.76	86.0
10-411-210 FICA CONTRIBUTION	309.92	4,245.98	5,279.00	1,033.02	80.4
10-411-220 RETIREMENT CONTRIBUTION	537.70	6,905.20	7,811.00	905.80	88.4
10-411-240 WORKERS COMPENSATION	11.88	152.56	235.00	82.44	64.9
10-411-250 HEALTH INSURANCE	2,967.96	32,490.76	56,435.00	23,944.24	57.6
10-411-429 PROFESSIONAL FEES	10,780.00	63,677.34	77,200.00	13,522.66	82.5
10-411-474 TRAVEL FOR LEGAL PROCEEDINGS	272.52	946.84	5,000.00	4,053.16	18.9
10-411-475 MEETINGS, CONVENTIONS & CONF.	532.22	2,105.87	5,000.00	2,894.13	42.1
10-411-476 CITY FUNCTIONS	125.23	1,102.39	2,700.00	1,597.61	40.8
10-411-692 ECONOMIC DEV/CULTURAL INFO SER	.00	227,583.30	245,250.00	17,666.70	92.8
10-411-694 PUBLIC TRANSIT SERVICES	.00	250,000.00	250,000.00	.00	100.0
10-411-699 ECON DEVEL-SPECIAL EVENT FUND	.00	11,250.00	25,000.00	13,750.00	45.0
10-411-740 OFFICE FURNITURE & EQUIPMENT	.00	2,784.90	3,500.00	715.10	79.6
10-411-850 AIR SERVICE 1% LOT	82,574.40	255,957.09	349,817.00	93,859.91	73.2
TOTAL LEGISLATIVE	102,629.98	918,549.47	1,102,227.00	183,677.53	83.3

CITY OF SUN VALLEY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2014

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
10-415-110 SALARIES AND WAGES	23,445.88	293,109.57	316,753.00	23,643.43	92.5
10-415-210 FICA CONTRIBUTION	1,747.05	21,876.26	24,232.00	2,355.74	90.3
10-415-220 RETIREMENT CONTRIBUTION	2,658.03	33,396.97	35,856.00	2,459.03	93.1
10-415-240 WORKERS COMPENSATION	194.17	2,686.15	2,100.00	(586.15)	127.9
10-415-250 HEALTH INSURANCE	3,576.05	32,553.91	38,360.00	5,806.09	84.9
10-415-260 LIFE INSURANCE	200.24	1,386.51	2,160.00	773.49	64.2
10-415-280 STATE UNEMPLOYMENT	.00	477.00	1,000.00	523.00	47.7
10-415-310 OFFICE SUPPLIES	1,205.30	9,962.64	12,500.00	2,537.36	79.7
10-415-315 JANITORIAL SUPPLIES	197.36	1,241.62	1,200.00	(41.62)	103.5
10-415-350 MOTOR FUELS & LUBRICANTS	.00	66.96	200.00	133.04	33.5
10-415-370 POSTAGE	193.00	1,518.15	1,600.00	81.85	94.9
10-415-420 PROFESSIONAL FEES	28.50	1,554.50	4,000.00	2,445.50	38.9
10-415-421 AUDIT	.00	14,000.00	14,000.00	.00	100.0
10-415-425 ATTORNEY FEES	5,493.91	62,027.28	60,000.00	(2,027.28)	103.4
10-415-426 ATTORNEY FEES-SPECIAL COUNSEL	.00	7,188.81	20,000.00	12,811.19	35.9
10-415-427 COMPUTER CONSULTANTS	3,031.25	27,464.03	30,000.00	2,535.97	91.6
10-415-435 WEBSITE	179.98	1,254.98	1,075.00	(179.98)	116.7
10-415-440 ADVERTISING & LEGAL PUBLISHING	.00	2,199.42	4,500.00	2,300.58	48.9
10-415-465 INSURANCE - LIABILITY FUND	.00	74,267.00	78,767.00	4,500.00	94.3
10-415-470 TRAVEL, TRAINING & MEETINGS	733.35	9,617.69	8,000.00	(1,617.69)	120.2
10-415-476 CITY FUNCTIONS	.00	5,705.25	6,500.00	794.75	87.8
10-415-480 DUES/SUBSCRIPTIONS/MEMBERSHIPS	553.67	10,620.45	8,000.00	(2,620.45)	132.8
10-415-500 CUSTODIAL & CLEANING SERVICES	1,485.00	14,371.07	15,000.00	628.93	95.8
10-415-510 TELEPHONE & COMMUNICATIONS	2,032.33	15,801.79	14,000.00	(1,801.79)	112.9
10-415-521 UTILITIES	7,030.92	29,616.88	28,000.00	(1,616.88)	105.8
10-415-540 RENTAL - OFFICE FURN & EQUIP	234.00	5,013.58	3,900.00	(1,113.58)	128.6
10-415-580 REPAIR/MAINT - OFFICE FURN/EQ	.00	(1,132.39)	2,500.00	3,632.39	(45.3)
10-415-585 REPAIR & MAINT - BUILDINGS	.00	.00	2,000.00	2,000.00	.0
10-415-590 REPAIR/MAINT - GROUNDS	.00	.00	500.00	500.00	.0
10-415-600 REPAIR/MAINT - AUTOMOTIVE EQ	.00	30.22	500.00	469.78	6.0
10-415-680 BANK CHARGES	133.59	3,151.75	3,600.00	448.25	87.6
10-415-740 OFFICE EQPMT, COMPUTER EQPMT	1,953.10	10,724.50	10,255.00	(469.50)	104.6
TOTAL ADMINISTRATION	56,306.68	691,752.55	751,058.00	59,305.45	92.1

CITY OF SUN VALLEY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2014

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COMMUNITY DEVELOPMENT</u>					
10-418-110 SALARIES AND WAGES	17,752.02	222,616.36	231,640.00	9,023.64	96.1
10-418-140 SALARIES AND WAGES-TEMP EMPLOY	1,255.71	18,097.66	17,183.00	(914.66)	105.3
10-418-210 FICA CONTRIBUTION	1,551.49	20,204.31	19,035.00	(1,169.31)	106.1
10-418-220 RETIREMENT CONTRIBUTION	2,097.67	25,777.30	26,222.00	444.70	98.3
10-418-240 WORKERS COMPENSATION	214.49	2,760.67	2,700.00	(60.67)	102.3
10-418-250 HEALTH INSURANCE	872.91	8,937.11	16,796.00	7,858.89	53.2
10-418-285 EXPENSE REIMBURSEMENT	2,454.34	31,034.72	21,000.00	(10,034.72)	147.8
10-418-290 PLANNING BUS EXP	.00	394.55	1,500.00	1,105.45	26.3
10-418-310 OFFICE SUPPLIES	905.67	5,181.63	4,500.00	(681.63)	115.2
10-418-350 MOTOR FUELS & LUBRICANTS	158.47	995.93	3,000.00	2,004.07	33.2
10-418-420 PROFESSIONAL FEES	1,031.98	5,030.93	11,000.00	5,969.07	45.7
10-418-422 ENGINEERING	2,637.85	18,047.16	10,000.00	(8,047.16)	180.5
10-418-423 CONTRACT LABOR	30,974.06	81,594.00	40,000.00	(41,594.00)	204.0
10-418-437 COMP PLAN	1,650.31	8,019.87	5,000.00	(3,019.87)	160.4
10-418-440 ADVERTISING & LEGAL PUBLISHING	3,410.69	12,755.75	9,000.00	(3,755.75)	141.7
10-418-470 TRAVEL, TRAINING & MEETINGS	855.00	6,111.07	7,000.00	888.93	87.3
10-418-480 DUES/SUBSCRIPTIONS/MEMBERSHIPS	.00	1,085.00	1,750.00	665.00	62.0
10-418-510 TELEPHONE & COMMUNICATIONS	244.72	1,391.09	1,500.00	108.91	92.7
10-418-600 REPAIR/MAINT - AUTOMOTIVE EQ	.00	1,140.37	3,000.00	1,859.63	38.0
10-418-740 OFFICE FURNITURE & EQUIPMENT	986.82	986.82	1,500.00	513.18	65.8
TOTAL COMMUNITY DEVELOPMENT	68,854.20	472,162.30	433,326.00	(38,836.30)	109.0
<u>OTHER GENERAL GOVERNMENT</u>					
10-419-800 CONTINGENCY	.00	956.45	100,000.00	99,043.55	1.0
10-419-951 TRANSFERS OUT TO CIPF	.00	.00	25,000.00	25,000.00	.0
10-419-952 TRANSFERS OUT TO FIXED ASSET F	.00	.00	212,662.00	212,662.00	.0
10-419-956 TRANSFERS OUT TO GF UNASSN FB	.00	.00	9,316.00	9,316.00	.0
TOTAL OTHER GENERAL GOVERNMENT	.00	956.45	346,978.00	346,021.55	.3

CITY OF SUN VALLEY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2014

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>POLICE DEPARTMENT</u>					
10-421-110 SALARIES AND WAGES	48,428.04	624,785.85	584,582.00	(40,203.85)	106.9
10-421-122 OVERTIME SALARIES	1,987.92	21,393.19	34,650.00	13,256.81	61.7
10-421-130 OVERTIME SALARIES - SHARED	.00	.00	10,000.00	10,000.00	.0
10-421-210 FICA CONTRIBUTION	3,709.28	47,866.72	48,136.00	269.28	99.4
10-421-220 RETIREMENT CONTRIBUTION	4,838.53	63,970.45	72,202.00	8,231.55	88.6
10-421-240 WORKERS COMPENSATION	1,522.35	20,040.29	21,000.00	959.71	95.4
10-421-250 HEALTH INSURANCE	5,179.82	86,749.29	107,066.00	20,316.71	81.0
10-421-310 OFFICE SUPPLIES	39.74	1,029.35	800.00	(229.35)	128.7
10-421-315 JANITORIAL SUPPLIES	112.96	653.82	750.00	96.18	87.2
10-421-320 OPERATING SUPPLIES	93.20	3,195.72	4,000.00	804.28	79.9
10-421-321 POLICE TRUST ACCOUNT	11,803.00	29,673.00	30,000.00	327.00	98.9
10-421-340 MINOR EQUIPMENT	2,508.87	7,007.24	5,000.00	(2,007.24)	140.1
10-421-345 SAFETY EQUIPMENT	.00	150.23	250.00	99.77	60.1
10-421-347 RECORDS MGT SYSEM-POL/FIRE	.00	20,443.00	20,443.00	.00	100.0
10-421-348 COMM-POLICE/FIRE DISPATCH	645.08	91,521.58	93,080.00	1,558.42	98.3
10-421-350 MOTOR FUELS & LUBRICANTS	1,707.18	13,049.50	15,000.00	1,950.50	87.0
10-421-370 POSTAGE	19.13	39.31	100.00	60.69	39.3
10-421-426 INVESTIGATIVE EXPERT SERVICES	26.50	290.75	1,000.00	709.25	29.1
10-421-428 PROSECUTION OF MISDEMEANORS	11,950.50	35,154.60	23,205.00	(11,949.60)	151.5
10-421-470 TRAVEL, TRAINING & MEETINGS	667.58	4,462.63	6,000.00	1,537.37	74.4
10-421-480 DUES/SUBSCRIPTIONS/MEMBERSHIPS	.00	3,005.85	3,155.00	149.15	95.3
10-421-493 PHYSICAL EXAMINATIONS	.00	50.00	150.00	100.00	33.3
10-421-510 TELEPHONE & COMMUNICATIONS	752.31	5,640.98	4,200.00	(1,440.98)	134.3
10-421-595 REPAIR & MAINT - EQUIPMENT	.00	290.00	500.00	210.00	58.0
10-421-600 REPAIR/MAINT - AUTOMOTIVE EQ	.00	2,833.70	3,500.00	666.30	81.0
10-421-610 REPAIR/MAINT - OTHER	302.50	1,581.62	2,000.00	418.38	79.1
10-421-615 REPAIR/MAINT - RADIO SERVICE	.00	.00	1,500.00	1,500.00	.0
10-421-630 LAUNDRY	492.75	2,495.12	2,250.00	(245.12)	110.9
10-421-665 UNIFORMS - POLICE	866.55	4,793.69	4,500.00	(293.69)	106.5
10-421-695 VEHICLE TOWING	.00	.00	250.00	250.00	.0
10-421-740 OFFICE FURNITURE & EQUIPMENT	4,882.00	11,499.67	11,500.00	.33	100.0
10-421-753 RADIOS-HANDHELD	.00	3,840.00	5,400.00	1,560.00	71.1
10-421-770 ANIMAL CONTROL	161.72	2,661.72	2,000.00	(661.72)	133.1
10-421-780 DRUG DOG PROGRAM	.00	1,127.93	900.00	(227.93)	125.3
TOTAL POLICE DEPARTMENT	102,877.51	1,111,296.80	1,119,069.00	7,772.20	99.3

CITY OF SUN VALLEY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2014

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FIRE DEPARTMENT</u>					
10-423-110 SALARIES AND WAGES - FTE	21,615.96	261,865.94	269,077.00	7,211.06	97.3
10-423-120 WAGES - ON CALL FF	7,026.25	75,995.74	87,050.00	11,054.26	87.3
10-423-130 WAGES- WILDLAND	259.00	26,288.80	10,000.00	(16,288.80)	262.9
10-423-140 WAGES-TEMP EMPLOYEE	4,446.04	28,086.23	49,046.00	20,959.77	57.3
10-423-210 FICA CONTRIBUTION	2,536.35	29,050.85	32,419.00	3,368.15	89.6
10-423-220 RETIREMENT CONTRIBUTION	2,655.55	36,258.39	32,377.00	(3,881.39)	112.0
10-423-240 WORKERS COMP & SUPPLMTL ACCDT	1,185.06	18,330.37	18,000.00	(2,330.37)	114.6
10-423-250 HEALTH INSURANCE	3,261.08	40,131.17	58,436.00	18,304.83	68.7
10-423-310 OFFICE SUPPLIES	222.25	2,484.06	2,200.00	(284.06)	112.9
10-423-315 JANITORIAL SUPPLIES	.00	1,214.10	1,500.00	285.90	80.9
10-423-320 OPERATING SUPPLIES	1,395.03	10,542.15	10,000.00	(542.15)	105.4
10-423-325 MEDICAL SAFETY SUPPLIES	3,410.90	5,095.56	5,500.00	404.44	92.7
10-423-340 MINOR TOOLS	33.94	51.65	3,200.00	3,148.35	1.6
10-423-350 MOTOR FUELS & LUBRICANTS	2,475.07	13,573.56	12,000.00	(1,573.56)	113.1
10-423-360 MOTOR FUELS & LUBRICANTS - WLF	.00	859.16	5,000.00	4,140.84	17.2
10-423-470 TRAVEL, TRAINING & MEETINGS	5,078.19	18,511.76	31,800.00	13,088.24	58.6
10-423-480 DUES/SUBSCRIPTIONS/MEMBERSHIPS	372.87	3,961.91	5,200.00	1,238.09	76.2
10-423-510 TELEPHONE & COMMUNICATIONS	959.08	8,835.64	8,100.00	(735.64)	109.1
10-423-555 RENTAL - EQUIPMENT	.00	.00	2,500.00	2,500.00	.0
10-423-570 RENTAL - OTHER	.00	450.00	1,500.00	1,050.00	30.0
10-423-576 TURNOUTS- REPLACEMENT & MAINT.	224.00	18,706.07	20,400.00	1,693.93	91.7
10-423-585 REPAIR/MAINT - BUILDINGS	4,960.71	11,347.66	5,000.00	(6,347.66)	227.0
10-423-590 REPAIR/MAINT - GROUNDS	.00	6,799.99	7,000.00	200.01	97.1
10-423-595 REPAIR & MAINT - EQUIPMENT	11,525.52	46,665.26	33,500.00	(13,165.26)	139.3
10-423-600 REPAIR/MAINT - AUTOMOTIVE EQ	1,791.40	13,429.40	24,900.00	11,470.60	53.9
10-423-615 REPAIR/MAINT - RADIO SERVICE	97.00	4,793.63	3,500.00	(1,293.63)	137.0
10-423-630 LAUNDRY	66.45	227.96	1,500.00	1,272.04	15.2
10-423-631 UNIFORMS	3,216.52	7,059.38	8,000.00	940.62	88.2
10-423-635 COM AT RISK FIRE GRANT PROJECT	.00	.00	5,000.00	5,000.00	.0
10-423-740 OFFICE FURNITURE & EQUIPMENT	.00	2,338.85	3,766.00	1,427.15	62.1
10-423-910 TRAVEL & TRAINING - CE	.00	1,609.65	4,000.00	2,390.35	40.2
10-423-920 OFC/OPERATING SUPPLIES - CE	451.84	548.07	1,165.00	616.93	47.0
10-423-930 TOOLS & SUPPLIES - CE	.00	.00	250.00	250.00	.0
10-423-940 OFC FURNITURE & EQUIPMENT - CE	772.74	1,277.19	2,935.00	1,657.81	43.5
TOTAL FIRE DEPARTMENT	80,038.80	696,390.15	763,621.00	67,230.85	91.2

CITY OF SUN VALLEY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2014

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>STREET DEPARTMENT</u>					
10-431-110 SALARIES AND WAGES	15,158.20	195,538.37	201,665.00	6,126.63	97.0
10-431-120 SALARIES & WAGES - PART TIME	.00	.00	7,000.00	7,000.00	.0
10-431-210 FICA CONTRIBUTION	1,129.25	14,690.82	16,621.00	1,930.18	88.4
10-431-220 RETIREMENT CONTRIBUTION	1,764.15	22,781.26	23,802.00	1,040.74	95.6
10-431-240 WORKERS COMPENSATION	832.73	10,717.46	12,000.00	1,282.54	89.3
10-431-250 HEALTH INSURANCE	2,883.99	32,522.40	45,356.00	12,833.60	71.7
10-431-315 JANITORIAL SUPPLIES & LAUNDRY	.00	160.63	300.00	139.37	53.5
10-431-320 OPERATING SUPPLIES	1,491.19	4,477.10	4,500.00	22.90	99.5
10-431-340 TOOLS & EQUIPMENT	.00	2,414.01	3,000.00	585.99	80.5
10-431-350 MOTOR FUELS & LUBRICANTS	1,420.64	13,990.89	13,000.00	(990.89)	107.6
10-431-440 ADVERTISING & LEGAL PUBLISHING	.00	1,205.28	1,000.00	(205.28)	120.5
10-431-470 TRAVEL, TRAINING & MEETINGS	.00	3,054.20	4,000.00	945.80	78.4
10-431-510 TELEPHONE SERVICE	78.23	820.88	1,000.00	179.12	82.1
10-431-536 SANDING/MAG CHLORIDE	534.09	9,053.30	9,300.00	246.70	97.4
10-431-555 RENTAL - EQUIPMENT	.00	.00	500.00	500.00	.0
10-431-570 RENT/LEASE - SNOW REMOVAL EQ.	74.30	74.30	.00	(74.30)	.0
10-431-591 REPAIR/MAINT/CLEANING-STREETS	752.31	2,977.69	3,500.00	522.31	85.1
10-431-592 STRIPING	.00	25,773.00	27,000.00	1,227.00	95.5
10-431-595 REPAIR/MAINT - LARGE EQUIPMENT	1,699.10	12,857.23	14,000.00	1,142.77	91.8
10-431-596 REPAIR/MAINT - SMALL EQUIP	.00	428.64	1,000.00	571.36	42.9
10-431-600 REPAIR/MAINT - AUTO EQUIP	835.39	3,521.30	3,500.00	(21.30)	100.6
10-431-610 REPAIR/MAINT - MISC	71.21	71.21	1,000.00	928.79	7.1
10-431-614 REPAIR/MAINT-BUILDING	1,829.25	8,119.74	12,000.00	3,880.26	67.7
10-431-620 LANDSCAPE SERVICES	.00	4,527.79	4,500.00	(27.79)	100.6
10-431-621 NOXIOUS WEED CONTROL	3,875.00	13,393.12	13,500.00	106.88	99.2
10-431-631 UNIFORMS	108.69	958.05	1,000.00	41.95	95.8
10-431-740 OFFICE FURNITURE & EQUIPMENT	.00	2,233.92	2,400.00	166.08	93.1
10-431-780 ROADS & PATHS MAINT. PROGRAM	7,278.83	106,672.49	165,000.00	58,327.51	64.7
10-431-790 LAND MAINTENANCE 5 ACRE PARCEL	525.02	959.68	2,350.00	1,390.32	40.8
TOTAL STREET DEPARTMENT	42,337.37	493,974.76	593,794.00	99,819.24	83.2
TOTAL FUND EXPENDITURES	452,844.54	4,385,082.48	5,110,073.00	724,990.52	85.8
NET REVENUE OVER EXPENDITURES	(111,019.07)	986,199.57	.00	(986,199.57)	.0

CITY OF SUN VALLEY
BALANCE SHEET
SEPTEMBER 30, 2014

FIXED ASSET REPLACEMENT FUND

ASSETS

29-101-000	CASH - COMBINED FUND	(442,489.07)	
29-115-000	ACCOUNTS RECEIVABLE	(116,690.23)	
	TOTAL ASSETS		<u>(559,189.30)</u>

LIABILITIES AND EQUITY

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:			
29-271-000	FUND BALANCE - BEGINNING OF YR	(382,419.21)	
	REVENUE OVER EXPENDITURES - YTD	(176,770.09)	
	BALANCE - CURRENT DATE		<u>(559,189.30)</u>
	TOTAL FUND EQUITY		<u>(559,189.30)</u>
	TOTAL LIABILITIES AND EQUITY		<u>(559,189.30)</u>

CITY OF SUN VALLEY
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2014

FIXED ASSET REPLACEMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>SOURCE 399</u>					
29-399-500 TRANSFER FROM GENERAL FUND	.00	.00	212,662.00	212,662.00	.0
29-399-501 TRANS FR FIXED ASSET FUND BAL	.00	.00	654.00	654.00	.0
TOTAL SOURCE 399	.00	.00	213,316.00	213,316.00	.0
TOTAL FUND REVENUE	.00	.00	213,316.00	213,316.00	.0

CITY OF SUN VALLEY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2014

FIXED ASSET REPLACEMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
29-490-752 CHIEF 2	.00	44,921.00	45,202.00	281.00	99.4
29-490-753 RADIOS	5,939.52	13,935.52	28,000.00	14,064.48	49.8
29-490-756 AERIAL TOWER	.00	112,425.57	112,426.00	.43	100.0
29-490-790 TRANSFER TO FA FUND BALANCE	.00	.00	22,200.00	22,200.00	.0
29-490-802 CITY NETWORK HARDWARE/SOFTWARE	.00	5,488.00	5,488.00	.00	100.0
TOTAL EXPENDITURES	5,939.52	176,770.09	213,316.00	36,545.91	82.9
TOTAL FUND EXPENDITURES	5,939.52	176,770.09	213,316.00	36,545.91	82.9
NET REVENUE OVER EXPENDITURES	(5,939.52)	(176,770.09)	.00	176,770.09	.0

CITY OF SUN VALLEY
 BALANCE SHEET
 SEPTEMBER 30, 2014

DEBT SERVICE FUND

ASSETS

30-101-000	CASH - COMBINED FUND	12,858.91	
30-107-000	TAXES RECEIVABLE - DELIQUENT	<u>394.89</u>	
	TOTAL ASSETS		<u><u>13,253.80</u></u>

LIABILITIES AND EQUITY

LIABILITIES

30-225-100	DEFERRED REVENUE - TAXES, PROP	<u>316.11</u>	
	TOTAL LIABILITIES		316.11

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:			
30-271-000	FUND BALANCE - BEGINNING OF YR	<u>12,937.69</u>	
	BALANCE - CURRENT DATE	<u>12,937.69</u>	
	TOTAL FUND EQUITY		<u><u>12,937.69</u></u>
	TOTAL LIABILITIES AND EQUITY		<u><u>13,253.80</u></u>

CITY OF SUN VALLEY
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2014

DEBT SERVICE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>SOURCE 380</u>					
30-380-100 TRANSFER FR DEBT SERV FUND BAL	.00	.00	12,938.00	12,938.00	.0
TOTAL SOURCE 380	.00	.00	12,938.00	12,938.00	.0
TOTAL FUND REVENUE	.00	.00	12,938.00	12,938.00	.0

CITY OF SUN VALLEY
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2014

DEBT SERVICE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEPARTMENT 491</u>					
30-491-100 TRANS TO GF UNASSIGNED FB	.00	.00	12,938.00	12,938.00	.0
TOTAL DEPARTMENT 491	.00	.00	12,938.00	12,938.00	.0
TOTAL FUND EXPENDITURES	.00	.00	12,938.00	12,938.00	.0
NET REVENUE OVER EXPENDITURES	.00	.00	.00	.00	.0

CITY OF SUN VALLEY
BALANCE SHEET
SEPTEMBER 30, 2014

LAND ACQUISITION FUND

ASSETS

40-101-000	CASH- LAND ACQUISITION	371,763.43	
	TOTAL ASSETS		<u>371,763.43</u>

LIABILITIES AND EQUITY

FUND EQUITY

40-271-000	UNAPPROPRIATED FUND BALANCE: FUND BALANCE - BEGINNING OF YR	371,763.43	
	BALANCE - CURRENT DATE	371,763.43	
	TOTAL FUND EQUITY		<u>371,763.43</u>
	TOTAL LIABILITIES AND EQUITY		<u>371,763.43</u>

CITY OF SUN VALLEY
 BALANCE SHEET
 SEPTEMBER 30, 2014

WORKFORCE HOUSING FUND

ASSETS

42-101-000	CASH- WORKFORCE HOUSING FUND		199,088.75
	TOTAL ASSETS		<u>199,088.75</u>

LIABILITIES AND EQUITY

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:			
42-271-000	FUND BALANCE - BEGINNING OF YR	233,939.76	
	REVENUE OVER EXPENDITURES - YTD	(34,851.01)	
	BALANCE - CURRENT DATE		<u>199,088.75</u>
	TOTAL FUND EQUITY		<u>199,088.75</u>
	TOTAL LIABILITIES AND EQUITY		<u>199,088.75</u>

CITY OF SUN VALLEY
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2014

WORKFORCE HOUSING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>GENERAL PROPERTY TAXES</u>					
42-311-515 RENTS	191.50	7,338.77	7,000.00	(338.77)	104.8
TOTAL GENERAL PROPERTY TAXES	191.50	7,338.77	7,000.00	(338.77)	104.8
<u>REVENUES</u>					
42-399-500 TRANSFER FROM WKFC FUND BAL	.00	.00	32,159.00	32,159.00	.0
TOTAL REVENUES	.00	.00	32,159.00	32,159.00	.0
TOTAL FUND REVENUE	191.50	7,338.77	39,159.00	31,820.23	18.7

CITY OF SUN VALLEY
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2014

WORKFORCE HOUSING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WFH PROJECTS</u>					
42-470-702 EMPLOYEE HOUSING ALLOWANCE	1,433.32	17,316.50	17,200.00	(116.50)	100.7
42-470-703 COMMUNITY HOUSING SERVICES	.00	10,000.00	10,000.00	.00	100.0
42-470-705 CITY OWNED UNITS/UTIL & MAINT	1,409.01	9,913.81	7,000.00	(2,913.81)	141.6
42-470-710 FUTURE HOUSING PROJECTS	.00	4,959.47	4,959.00	(.47)	100.0
TOTAL WFH PROJECTS	2,842.33	42,189.78	39,159.00	(3,030.78)	107.7
TOTAL FUND EXPENDITURES	2,842.33	42,189.78	39,159.00	(3,030.78)	107.7
NET REVENUE OVER EXPENDITURES	(2,650.83)	(34,851.01)	.00	34,851.01	.0

CITY OF SUN VALLEY
 BALANCE SHEET
 SEPTEMBER 30, 2014

CAPITAL IMPROVEMENT FUND

ASSETS

50-101-000	CASH - COMBINED FUND	(18,600.67)	
	TOTAL ASSETS			(
				18,600.67)

LIABILITIES AND EQUITY

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:				
50-271-000	FUND BALANCE - BEGINNING OF YR		50,561.97	
	REVENUE OVER EXPENDITURES - YTD	(69,162.64)	
	BALANCE - CURRENT DATE			(
				18,600.67)
	TOTAL FUND EQUITY			(
				18,600.67)
	TOTAL LIABILITIES AND EQUITY			(
				18,600.67)

CITY OF SUN VALLEY
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2014

CAPITAL IMPROVEMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>OPERATING TRANSFERS IN</u>					
50-399-100 TRANSFER FROM CIF FUND BAL	.00	.00	50,000.00	50,000.00	.0
50-399-500 TRANSFER FROM GENERAL FUND	.00	.00	25,000.00	25,000.00	.0
TOTAL OPERATING TRANSFERS IN	.00	.00	75,000.00	75,000.00	.0
TOTAL FUND REVENUE	.00	.00	75,000.00	75,000.00	.0

CITY OF SUN VALLEY
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2014

CAPITAL IMPROVEMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL PROJECTS</u>					
50-470-820 TRANSPORTATION PLAN UPDATE	14,960.00	69,162.64	75,000.00	5,837.36	92.2
TOTAL CAPITAL PROJECTS	14,960.00	69,162.64	75,000.00	5,837.36	92.2
TOTAL FUND EXPENDITURES	14,960.00	69,162.64	75,000.00	5,837.36	92.2
NET REVENUE OVER EXPENDITURES	(14,960.00)	(69,162.64)	00	69,162.64	0

CITY OF SUN VALLEY
 BALANCE SHEET
 SEPTEMBER 30, 2014

SPF

ASSETS

52-101-000	CASH - COMBINED FUND		277,870.15
	TOTAL ASSETS		<u>277,870.15</u>

LIABILITIES AND EQUITY

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:			
52-271-000	FUND BALANCE - BEGINNING OF YR	110,699.26	
	REVENUE OVER EXPENDITURES - YTD	<u>167,170.89</u>	
	BALANCE - CURRENT DATE		<u>277,870.15</u>
	TOTAL FUND EQUITY		<u>277,870.15</u>
	TOTAL LIABILITIES AND EQUITY		<u>277,870.15</u>

CITY OF SUN VALLEY
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2014

		SPF				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>GENERAL PROPERTY TAXES</u>						
52-311-200	PROPERTY TAX-GENERAL	82,383.90	265,555.00	265,555.00	.00	100.0
	TOTAL GENERAL PROPERTY TAXES	82,383.90	265,555.00	265,555.00	.00	100.0
<u>STATE OF IDAHO SHARED REVENUES</u>						
52-335-200	STATE HIGHWAY USER	.00	45,583.75	45,842.00	258.25	99.4
	TOTAL STATE OF IDAHO SHARED REVENUES	.00	45,583.75	45,842.00	258.25	99.4
<u>CASH OVER (SHORT)</u>						
52-380-100	TRANSFER FROM ST FUND BALANCE	.00	.00	58,371.00	58,371.00	.0
	TOTAL CASH OVER (SHORT)	.00	.00	58,371.00	58,371.00	.0
	TOTAL FUND REVENUE	82,383.90	311,138.75	369,768.00	58,629.25	84.1

CITY OF SUN VALLEY
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2014

		SPF				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SPF</u>						
52-431-784	SINCLAIR PATH WALL	3,325.50	117,718.66	219,768.00	102,049.34	53.6
52-431-786	TRAIL CREEK PATH	26,249.20	26,249.20	150,000.00	123,750.80	17.5
TOTAL SPF		<u>29,574.70</u>	<u>143,967.86</u>	<u>369,768.00</u>	<u>225,800.14</u>	<u>38.9</u>
TOTAL FUND EXPENDITURES		<u>29,574.70</u>	<u>143,967.86</u>	<u>369,768.00</u>	<u>225,800.14</u>	<u>38.9</u>
NET REVENUE OVER EXPENDITURES		<u>52,809.20</u>	<u>167,170.89</u>	<u>.00</u>	<u>(167,170.89)</u>	<u>.0</u>

Monthly LOT Comparison for August 2014 Receipts

	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	Increase/ Decrease of FY14 as Compared to FY13
Retail	106,555	108,495	97,834	122,555	93,909	120,942	29%
Lodging	78,399	84,923	76,779	93,537	70,471	85,723	22%
Liquor	10,462	11,057	11,499	13,164	4,336	14,946	245%
Totals	195,416	204,474	186,112	229,256	168,716	221,612	31%

Detail Summary of Comparative YTD Receipts for the months of October - September.

	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	Increase/ Decrease of FY14 as Compared to FY13
October	70,188	69,432	75,542	49,847	56,260	58,531	4%
November	40,073	50,477	34,116	46,298	41,355	42,734	3%
December	101,370	97,420	106,190	114,930	126,671	130,540	3%
January	97,176	96,559	89,043	82,380	95,770	87,247	-9%
February	116,838	101,944	115,014	101,797	113,281	112,073	-1%
March	98,814	91,122	110,729	90,809	113,200	99,304	-12%
April	44,149	46,747	37,056	42,642	38,852	34,842	-10%
May	50,306	40,743	47,475	52,181	44,172	37,150	-16%
June	87,956	94,222	92,378	101,367	98,969	107,341	8%
July	195,673	196,552	229,127	215,845	228,946	234,419	2%
August	195,416	204,474	192,799	229,256	168,716	221,612	31%
September	88,485	106,162	117,748	95,516	122,331		-100%
Fiscal Year Total	1,186,445	1,195,854	1,247,217	1,222,868	1,248,522	1,165,794	
Year-To-Date Receipts Comparison (October - September)	1,097,960	1,089,692	1,129,469	1,127,352	1,126,191	1,165,794	4%

Local Option Tax receipts for the month of August 2014 totaled \$221,612 representing a 31% increase in receipts in August 2013.

CITY OF SUN VALLEY

LOT Retail Receipts Figures

	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	Increase/ Decrease of FY14 as Compared to FY13
October	41,629	40,952	46,790	26,180	30,436	31,543	4%
November	26,136	21,218	22,367	29,001	25,537	26,945	6%
December	52,776	56,371	62,823	65,920	71,156	68,666	-3%
January	43,349	46,260	47,097	41,884	47,746	43,385	-9%
February	47,931	46,369	57,260	50,924	51,566	58,014	13%
March	41,979	40,818	51,052	41,019	53,430	49,015	-8%
April	30,284	28,670	21,899	26,465	27,301	23,605	-14%
May	38,409	29,790	39,678	37,816	31,877	28,025	-12%
June	51,429	58,265	56,498	62,166	57,884	68,192	18%
July	105,898	106,899	121,472	112,979	121,980	127,521	5%
August	106,555	108,495	97,834	122,555	93,909	120,942	29%
September	52,960	61,140	61,763	57,049	74,778		-100%
Fiscal Year Total	639,334	645,246	686,532	673,960	687,600	645,853	
Year-To-Date Receipts Comparison- (October - September)	586,374	584,107	624,769	616,911	612,822	645,853	5%

CITY OF SUN VALLEY

LOT Lodging Receipts Figures

	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	Increase/ Decrease of FY14 as Compared to FY13
October	25,475	23,982	24,627	19,946	21,712	22,585	4%
November	10,878	7,134	9,462	14,358	13,014	13,567	4%
December	40,639	34,593	36,247	40,756	46,347	53,815	16%
January	46,473	43,833	35,394	34,636	41,194	37,577	-9%
February	60,536	48,303	50,052	43,826	54,235	48,420	-11%
March	49,522	44,285	55,640	43,588	52,824	43,513	-18%
April	12,159	15,948	12,695	13,948	9,715	9,601	-1%
May	9,179	8,728	6,205	12,456	9,152	6,943	-24%
June	29,676	32,176	31,711	34,758	36,811	34,598	-6%
July	80,683	82,858	95,637	92,511	96,446	95,933	-1%
August	78,399	84,923	76,779	93,537	70,471	85,723	22%
September	30,907	39,534	44,818	32,872	45,171		-100%
Fiscal Year Total	474,526	466,296	479,267	477,191	497,094	452,274	
Year-To-Date Receipts Comparison (October - September)	443,619	426,762	434,449	444,320	451,923	452,274	0%

CITY OF SUN VALLEY

LOT Liquor Receipts Figures

	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	Increase/ Decrease of FY14 as Compared to FY13
October	3,085	4,499	4,126	3,721	4,112	4,403	7%
November	3,059	22,125	2,287	2,939	2,804	2,222	-21%
December	7,955	6,456	7,120	8,254	9,167	8,059	-12%
January	7,354	6,466	6,552	5,860	6,830	6,285	-8%
February	8,372	7,272	7,702	7,046	7,479	5,640	-25%
March	7,313	6,019	4,036	6,202	6,946	6,777	-2%
April	1,705	2,129	2,462	2,229	1,837	1,636	-11%
May	2,718	2,224	1,592	1,909	3,142	2,181	-31%
June	6,851	3,781	4,170	4,443	4,273	4,552	7%
July	9,092	6,795	12,019	10,355	10,520	10,965	4%
August	10,462	11,057	11,499	13,164	4,336	14,946	245%
September	4,618	5,488	17,854	5,595	2,381		-100%
Fiscal Year Total	72,585	84,312	81,418	71,717	63,828	67,666	
Year-To-Date Receipts Comparison (October - September)	67,967	78,823	63,564	66,122	61,447	67,666	10%

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
1																							
2																							
3	Local Option Tax Receipts (combined) FY 04 to FY 14																						
4																							
5																							
6		FY 04	% of total year	FY 05	% of total year	FY 06	% of total year	FY 07	% of total year	FY 08	% of total year	FY 09	% of total year	FY 10	% of total year	FY 11	% of total year	FY 12	% of total year	FY 13	% of total year	FY 14	% of total year
7	October	55,742	4.90%	66,271	5.20%	71,261	5.11%	97,457	6.66%	65,124	4.51%	70,188	5.92%	69,432	5.81%	75,542	6.06%	49,847	4.08%	56,260	4.51%	58,531	4.69%
8	November	24,040	2.11%	24,749	1.94%	34,870	2.50%	40,890	2.79%	44,878	3.11%	40,074	3.38%	50,477	4.22%	34,116	2.74%	46,298	3.79%	41,355	3.31%	42,734	3.42%
9	December	105,920	9.31%	106,430	8.35%	120,900	8.68%	128,179	8.76%	129,017	8.94%	101,371	8.54%	97,420	8.15%	106,190	8.51%	114,930	9.40%	126,671	10.15%	130,540	10.46%
10	January	91,279	8.03%	87,855	6.90%	108,662	7.80%	103,326	7.06%	124,990	8.66%	97,176	8.19%	96,559	8.07%	89,043	7.14%	82,380	6.74%	95,770	7.67%	87,247	6.99%
11	February	115,511	10.16%	114,087	8.95%	134,863	9.68%	123,362	8.43%	139,063	9.64%	116,838	9.85%	101,944	8.52%	115,014	9.22%	101,797	8.32%	113,281	9.07%	112,073	8.98%
12	March	99,636	8.76%	119,743	9.40%	119,921	8.61%	131,973	9.02%	136,338	9.45%	98,814	8.33%	91,122	7.62%	110,729	8.88%	90,809	7.43%	113,200	9.07%	99,304	7.95%
13	April	40,219	3.54%	44,687	3.51%	46,438	3.33%	49,232	3.37%	41,147	2.85%	44,149	3.72%	46,747	3.91%	37,056	2.97%	42,642	3.49%	38,852	3.11%	34,842	2.79%
14	May	37,876	3.33%	55,333	4.34%	53,666	3.85%	57,533	3.93%	60,097	4.16%	50,306	4.24%	40,743	3.41%	47,475	3.81%	52,181	4.27%	44,172	3.54%	37,150	2.98%
15	June	96,724	8.51%	107,598	8.44%	136,014	9.76%	152,008	10.39%	129,805	8.99%	87,956	7.41%	94,222	7.88%	92,378	7.41%	101,367	8.29%	98,969	7.93%	107,341	8.60%
16	July	191,594	16.85%	224,142	17.59%	250,806	18.00%	228,032	15.59%	240,035	16.63%	195,673	16.49%	196,552	16.44%	229,127	18.37%	215,845	17.65%	228,946	18.34%	234,419	18.78%
17	August	177,385	15.60%	194,817	15.29%	214,275	15.38%	204,206	13.96%	218,739	15.16%	195,416	16.47%	204,474	17.10%	192,799	15.46%	229,256	18.75%	168,716	13.51%	221,612	17.75%
18	September	101,245	8.90%	128,424	10.08%	101,702	7.30%	146,815	10.04%	114,029	7.90%	88,485	7.46%	106,162	8.88%	117,748	9.44%	95,516	7.81%	122,331	9.80%	0	0.00%
19	TOTAL:	1,137,171	100.00%	1,274,136	100.00%	1,393,378	100.00%	1,463,013	100.00%	1,443,263	100.00%	1,186,446	100.00%	1,195,854	100.00%	1,247,217	100.00%	1,222,868	100.00%	1,248,522	100.00%	1,165,794	93.37%
20																							
21	Does not include one time payment of \$244,000 collect in																						
22	September 2005																						
23																							
24		10 yr Average		FY 2014		Actual LOT		(under)/over															
25		% collected by		Budgeted		Revenue		historical %															
26		month		LOT Revenue		Collected by		collected by															
26	October	5.28%		62,511		58,531		(3,981)															
27	November	2.99%		35,426		42,734		7,308															
28	December	8.88%		105,220		130,540		25,319															
29	January	7.63%		90,362		87,247		(3,115)															
30	February	9.18%		108,842		112,073		3,231															
31	March	8.66%		102,565		99,304		(3,260)															
32	April	3.38%		40,045		34,842		(5,202)															
33	May	3.89%		46,073		37,150		(8,923)															
34	June	8.50%		100,738		107,341		6,603															
35	July	17.19%		203,755		234,419		30,664															
36	August	15.67%		185,653		221,612		35,959															
37	September	8.76%		103,809		-		-															
38	TOTAL:	100.00%		1,185,000		1,165,794		84,603															
39																							

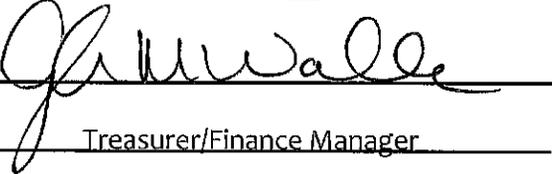


CITY OF SUN VALLEY
REPORT TO THE CITY COUNCIL

TO: Honorable Mayor and City Council
FROM: Angela Walls, Treasurer/Finance Manager 
SUBJECT: Treasurer's Oath for Accounts Payable
DATE: October 31, 2014

After review, I have determined that the attached "Approval of Payables, On Hand, As Of October 30th, 2014" report is correct as to payee and amount, and are for a proper and authorized purpose, except as otherwise explained below.

Exceptions: None OR See Below (circle one)



Treasurer/Finance Manager Title

October 31, 2014 Date

- Approval of the two payables below is contingent to the Council's approval of final project expenditures for the Sinclair Path Wall and Trail Creek Path projects.

Vendor	Invoice #	Description	Account #	Amount
All Seasons Landscaping	350794.14.SW	Sinclair Wall Project final payment	52-431-784	\$ 133,044.00
ID Sand & Gravel	350794.14.CE	Trail Creek Path final payment	52-431-786	\$ 160,532.15

Vendor Name	Invoice #	Description	Account #	Budgeted	Dept.	Amount
AC HOUSTON LUMBER CO	014-417258	Rubber bumpers and mounting equipment for Truck 61 door protection against concrete wall	10-423-585	Yes	FIRE	5.57
AC HOUSTON LUMBER CO	014-419616	Rubber bumpers and mounting equipment for Truck 61 door protection against concrete wall	10-423-585	Yes	FIRE	73.98
AC HOUSTON LUMBER CO	014-421287	Rubber bumpers and mounting equipment for Truck 61 door protection against concrete wall	10-423-585	Yes	FIRE	1.16
ADAMS, ERIC	9.26.14	Per Diem S 234 Fire Training	10-423-470	Yes	FIRE	115.00
ALPINE TREE SERVICE, INC.	20408	Hazard tree removal Bitterroot Road	10-431-780	Yes	STR	600.00
APA WASHINGTON	4339	Advertising on APA Washington website for Associate Planner position	10-418-440	Yes	COM	50.00
ASSOCIATION OF IDAHO CITIE	527277.0	2014 AIC ANNUAL CONF - PETER HENDRICKS	10-411-475	Yes	LEGI	290.00
ASSOCIATION OF IDAHO CITIE	527277.0	2014 AIC ANNUAL CONF - SUSAN ROBERTSON	10-411-475	Yes	LEGI	170.00
BARRY EQUIPMENT & RENTAL	124892-1	Tool Cat mower belts	10-431-595	Yes	STR	187.71
BLACK, REID	9.26.14	Per Diem for S- 234 Fire Training	10-423-470	Yes	FIRE	115.00
BOWMAN, DAVID	090414	2 days Per Diem for training in McCall	10-423-470	Yes	FIRE	92.00
BOWMAN, DAVID	91939	Reimbursement for Hotel- Fire Training in McCall	10-423-470	Yes	FIRE	280.00
BROOKS WELDING	10055	Cross walk flag holder materials	10-431-780	Yes	STR	20.00
CH2M HILL	102514	Sinclair wall project and pre-construction meeting	52-431-784	Yes	SPF	905.40
CH2M HILL	102514	SWPPP Trail Creek Path/ bid notice to proceed Trail Creepk Path/Pre construction meeting a	52-431-786	Yes	SPF	599.80
CH2M HILL	102514	Trail Creek Path SWPPP	52-431-786	Yes	SPF	5,153.40
CH2M HILL	102514	Weyyakin crosswalk meeting	10-431-780	Yes	STR	150.00
CH2M HILL	4002151	Engineering review for development applications- Lane Ranch North, White Clouds, and Lane	10-418-422	Yes	COM	225.00
CH2M HILL	4002151	Engineering review for development applications- Lane Ranch North, White Clouds, and Lane	10-418-422	Yes	COM	525.15
CH2M HILL	4002151	Engineering review for development applications- Lane Ranch North, White Clouds, and Lane	10-418-422	Yes	COM	1,502.50
CH2M HILL	4004148	Engineering review for development applications- Elhorn Springs Pre Plat and Lane Meadows	10-418-422	Yes	COM	1,134.40
COPY & PRINT	60249	Binders for engineer class	10-423-470	Yes	FIRE	76.48
COPY & PRINT	62276	paper/colored paper/highlighter/tape/staples/rubberbands/binder clips	10-415-310	Yes	ADM	153.51
DAVIS EMBROIDERY INC.	23594	3 hooded sweat shirts/Slater Storey	10-431-631	Yes	STR	108.69
DAVITT, TERENCE	102414	Reimbursment for CDL license required to drive Laege trucks	10-431-320	Yes	STR	42.20
DELL MARKETING,LP	XJJ31NW12	Optiplex station computer to replace Assist. Bldg. Off. laserfiche station	10-418-740	No	COM	986.82
E C POWER SYSTEMS OF IDAH	235018	service generator City Hall	10-431-614	Yes	STR	253.84
ELEPHANT'S PERCH	1000508045	Duty shoes for Ray Franco and Reid Black	10-423-631	Yes	FIRE	240.00
ELEPHANT'S PERCH	RC10005080	Duty shoes forTaan Robrahn	10-423-631	Yes	FIRE	120.00
ELKHORN SPRINGS RESIDENTI	212626	Quarterly Dues on A04 May 2014	42-470-705	Yes	WFH	647.21
ELKHORN SPRINGS RESIDENTI	213139	Quarterly Dues on A03 November 2013	42-470-705	Yes	WFH	761.80
FEDEX	2-792-83830	Postage for returned boots & pants	10-421-370	Yes	POLI	19.13
FEMLING, WALT	090114	FBINA Leadership Training, mileage, parking 2 days of meals	10-421-470	Yes	POLI	122.00
FIRST RESPONDERS	44456	6 Blauer shirts, patches and zippers for Officer Ray	10-421-665	Yes	POLI	348.08
FREIGHTLINER OF IDAHO	158860	sweeper filters	10-431-591	Yes	STR	40.04
FREIGHTLINER OF IDAHO	158989	degreaser and electrical cleaner	10-431-320	Yes	STR	96.00
GEM STATE COMMUNICATION	127819	microphone for Asst. Chiefs radio	10-423-615	Yes	FIRE	97.00
GEM STATE PAPER	881687-00	paper plates/cups/namps/paper towels	10-415-310	Yes	ADM	125.41
GEM STATE PAPER	881687-01	perforated towels	10-415-310	Yes	ADM	57.91
GEM STATE WELDERS SUPPLY	152907	welding tank rental	10-431-320	Yes	STR	15.60
GEM STATE WELDERS SUPPLY	E240360	welding tank refill	10-431-320	Yes	STR	66.70
GRAINGER	9555052902	Electrical connectors	10-431-320	Yes	STR	70.10
GRAINGER	9555697151	shelving and supplies for street shop	10-431-614	Yes	STR	87.40
GRAINGER	9555697169	shelving and supplies for street shop	10-431-614	Yes	STR	202.40
GRAINGER	9556342098	shelving and supplies for street shop	10-431-614	Yes	STR	371.50
GRAINGER	9556342104	shelving and supplies for street shop	10-431-614	Yes	STR	70.50
HUGHES FIRE EQUIPMENT	489016	Oil or Fire Engines	10-423-350	Yes	FIRE	73.48

Vendor Name	Invoice #	Description	Account #	Budgeted	Dept.	Amount
IDAHO DEPARTMENT OF LAND	320-8677-CK	Wildland fire protective clothing	10-423-631	Yes	FIRE	587.26
IDAHO DEPT. OF BUILDING SA	1408-00008	Building permit plan check fees- White Clouds, Weyyakin Clubhouse, SV Lodge Spa	10-418-423	Yes	COM	2,986.55
IDAHO DEPT. OF BUILDING SA	1408-00009	Building permit plan check fees- White Clouds, Weyyakin Clubhouse, SV Lodge Spa	10-418-423	Yes	COM	13,164.57
IDAHO DEPT. OF BUILDING SA	1408-00010	Building permit plan check fees- White Clouds, Weyyakin Clubhouse, SV Lodge Spa	10-418-423	Yes	COM	1,566.95
IDAHO DEPT. OF BUILDING SA	1408-00017	Building permit plan check fees- White Clouds, Weyyakin Clubhouse, SV Lodge Spa	10-418-423	Yes	COM	4,682.89
IDAHO DEPT. OF BUILDING SA	1409-00001	Building permit plan check fees- White Clouds, Weyyakin Clubhouse, SV Lodge Spa	10-418-423	Yes	COM	2,986.55
IDAHO DEPT. OF BUILDING SA	1409-00002	Building permit plan check fees- White Clouds, Weyyakin Clubhouse, SV Lodge Spa	10-418-423	Yes	COM	2,986.55
IDAHO DEPT. OF BUILDING SA	SUNBLD001	Building permit Inspection fees for July-September, 2014	10-418-423	Yes	COM	2,600.00
IDAHO MOUNTAIN EXPRESS	12508670	Display ads in newspaper for Appeal at CC, Comp Plan, Trans Plan, and Associate Planner r	10-418-440	Yes	COM	251.10
IDAHO MOUNTAIN EXPRESS	12508978	Display ads in newspaper for Appeal at CC, Comp Plan, Trans Plan, and Associate Planner r	10-418-440	Yes	COM	251.10
IDAHO MOUNTAIN EXPRESS	12508979	Display ads in newspaper for Appeal at CC, Comp Plan, Trans Plan, and Associate Planner r	10-418-440	Yes	COM	200.88
IDAHO MOUNTAIN EXPRESS	12509126	Display ads in newspaper for Appeal at CC, Comp Plan, Trans Plan, and Associate Planner r	10-418-440	Yes	COM	138.54
IDAHO MOUNTAIN EXPRESS	12509126	Display ads in newspaper for Appeal at CC, Comp Plan, Trans Plan, and Associate Planner r	10-418-440	Yes	COM	138.54
IDAHO MOUNTAIN EXPRESS	12509419	Display ads in newspaper for Appeal at CC, Comp Plan, Trans Plan, and Associate Planner r	10-418-440	Yes	COM	200.88
IDAHO MOUNTAIN EXPRESS	12509419	Display ads in newspaper for Appeal at CC, Comp Plan, Trans Plan, and Associate Planner r	10-418-440	Yes	COM	251.10
INREACH	DL08219412	monthly dues	10-423-510	Yes	FIRE	183.60
JOE'S BACKHOE SERVICE	17520	removed culvert and installed dry well at Hemmingway Memorial parking lot	10-431-780	Yes	STR	1,443.00
JOE'S BACKHOE SERVICE	17533	removed culvert and installed dry well at Hemmingway Memorial parking lot	10-431-780	Yes	STR	445.00
JOE'S BACKHOE SERVICE	17535	relocated Hemmingway sign at memmorial	10-431-780	Yes	STR	160.00
JOE'S BACKHOE SERVICE	17536	installed silt fence for Trail Creek Path project per bid	52-431-786	Yes	SPF	20,496.00
KELLER ASSOCIATES	0000010	Consulting fees for Transportation Plan Update- Per contract with City SV through Sept. 30, 2	50-470-820	Yes	CAPI	3,740.00
KELLER ASSOCIATES	000009	Consulting fees for Transportation Plan Update- Per contract with City of SV through 9/31/14	50-470-820	Yes	CAPI	11,220.00
KETCHUM COMPUTERS	10809	Computer Support - 09/17/14- 9/30/14	10-415-427	Yes	ADM	506.25
L. N. CURTIS & SON	3147695-00	Intake Valve for Truck 61	10-423-595	Yes	FIRE	1,665.00
L. N. CURTIS & SON	3149223-00	Shipping for 12V motor Assembly	10-423-595	Yes	FIRE	360.21
L. N. CURTIS & SON	3150675-00	equipment mounting hardware for fire engines	10-423-595	Yes	FIRE	164.00
L. N. CURTIS & SON	3150675-01	equipment mounting hardware for fire engines	10-423-595	Yes	FIRE	172.00
L. N. CURTIS & SON	3150675-02	equipment mounting hardware for fire engines	10-423-595	Yes	FIRE	445.35
L. N. CURTIS & SON	3150675-03	rubber mallet and holder	10-423-595	Yes	FIRE	137.08
L. N. CURTIS & SON	3150964-00	Fire boots	10-423-576	Yes	FIRE	224.00
METROQUIP, INC.	00025184	street sweeper parts	10-431-591	Yes	STR	60.52
MOFFATT THOMAS	200329	Legal Services and Costs through September 20, 2014 - Employment Law Matters	10-411-429	Yes	LEGI	1,265.00
MOFFATT THOMAS	200329	Legal Services and Costs through September 20, 2014 - Forensic Audit Project	10-411-429	Yes	LEGI	7,315.00
MOORE MEDICAL GROUP	01111402	Mechanics gloves	10-431-320	Yes	STR	62.96
MOORE MEDICAL GROUP	98366727	Advanced Airway Training Manikin	10-423-325	Yes	FIRE	1,293.55
MOTOROLA	13018307	8- New HT 1250 radios for fire department	29-490-753	Yes	EXP	5,939.52
NORCO	14459029	Oxygen Cylinder Rental	10-423-325	Yes	FIRE	55.80
OFFICEBRIGHT, INC	3813	Office cleaning per proposal September 2014	10-415-500	Yes	ADM	1,170.00
OFFICEBRIGHT, INC	3813	Window Washing	10-415-500	Yes	ADM	315.00
OHIO GULCH TRANSFER STATI	06-375718	dump fee	10-431-780	Yes	STR	8.40
O'REILLY AUTO PARTS	4635-135102	synthetic oil for weed spray pump	10-431-350	Yes	STR	18.38
O'REILLY AUTO PARTS	4635-135112	2001 F-350 fuel pressure sensor	10-431-600	Yes	STR	150.88
OVERHEAD DOOR CO	292214	serviced all garage doors- PD-FD-SD	10-431-614	Yes	STR	580.00
PIPECO,INC.	00138347	Hose washer fittings	10-423-320	Yes	FIRE	11.46
PLOTTER SUPPLIES	44569	Paper rolls for large format plotter- CD Dept.	10-418-310	Yes	COM	90.64
RIVER RUN AUTO	6538-77538	Gasket material	10-431-320	Yes	STR	14.99
ROBRAHN, TAAN	090114	2 days per diem training in Kimberly	10-423-470	Yes	FIRE	115.00

Vendor Name	Invoice #	Description	Account #	Budgeted	Dept.	Amount
ROBRAHN, TAAN	312219	Reimbursement for Hotel- Fire Training in Burley	10-423-470	Yes	FIRE	129.98
SAFETY SUPPLY & SIGN CO. IN	145823	misc street signs	10-431-780	Yes	STR	553.07
SAINT ALPHONSUS FOUNDATI	SMTC002	Sun Valley Trauma Conference fees for 11 Firefighters	10-423-470	Yes	FIRE	1,210.00
SIDWELL COMMUNICATIONS	1467	phone line repair	10-423-510	Yes	FIRE	130.00
SILVER CREEK FORD	16060	2006 F-350 fuel regulator	10-431-600	Yes	STR	236.33
ST FRANCIS PET CLINIC	093014	Stray dog impounds	10-421-770	Yes	POLI	161.72
STEVE BUTLER & ASSOCIATES	2365	Sinclair wall inspections	52-431-784	Yes	SPF	593.75
SUN VALLEY CLEANERS, INC	092614	Police Dry Cleaning	10-421-630	Yes	POLI	260.90
SUN VALLEY CLEANERS, INC	9.2514	Dry cleaning for Fire Department	10-423-630	Yes	FIRE	40.85
THORNTON HEATING & SHEET	23493	repair air conditioning unit at elkhorn fire station	10-423-585	Yes	FIRE	80.00
VALLEY MAINTENANCE	2950-004	Completion of work at Elkhorn Station to rid dead rodents in Fire Chief's Office walls	10-423-585	Yes	FIRE	1,950.00
VALLEY MAINTENANCE	2950-005	Remove wall board and clean up dead rodents in fire chiefs office	10-423-585	Yes	FIRE	2,550.00
VALLEY MAINTENANCE	2964-001.1	Investigate dead rodents in fire chiefs office	10-423-585	Yes	FIRE	300.00
WFCA'S FIRE SERVICE BOOKS	300005240	EMT books	10-423-470	Yes	FIRE	637.16
WINDY CITY ARTS, INC.	2014-697	Speed radar Decals on Radar Trailer	10-421-321	Yes	POLI	295.00
Grand Totals:						<u>119,400.68</u>

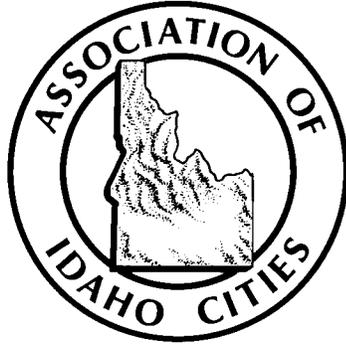
Finance Committee Chair, Keith Saks: _____

Date : _____

Vendor Name	Invoice #	Description	Account #	Budgeted	Dept.	Amount
AC HOUSTON LUMBER CO	014-422749	Chalk line/lumber crayon	10-431-780	Yes	STR	12.47
AIR ST. LUKE'S MEMBERSHIP	2014-10	Employee Membership fee for year	10-415-480	Yes	ADM	1,575.00
ANIMAL SHELTER OF WRV	868	Quarterly Invoice, March-May 2014	10-421-770	Yes	POLI	500.00
ASSOCIATION OF IDAHO CITIE	5273038	2014 AIC District Meeting - Susan Robertson/Alissa Weber	10-415-470	Yes	ADM	50.00
BLAINE COUNTY HOUSING AU	10.23.14	Fiscal Year 2015 Fee for Service - First Half	42-470-703	Yes	WFH	9,000.00
BOISE MOBILE EQUIPMENT	15512	Repair Air leaks on Eng 63	10-423-600	Yes	FIRE	632.00
CENTRAL DRUG SYSTEM, INC.	237701	Random Processing Fee / Drug Screening	10-415-420	Yes	ADM	127.00
CLEAR WATER POWER EQUIP	10011404	edger attachment vor weed eater	10-431-610	Yes	STR	144.95
COPY & PRINT	59597	Laminating Paper and File Folders with Fasteners	10-415-310	Yes	ADM	84.38
COPY & PRINT	61116	Return address stamp for City Hall	10-415-310	Yes	ADM	23.50
COPY & PRINT	62286	Copy paper	10-423-310	Yes	FIRE	37.99
COPY & PRINT	62370	5 Black Sharpies/2 packs "C" Batteries	10-415-310	Yes	ADM	17.53
COPY & PRINT	62374	Tabs/certificate paper	10-415-310	Yes	ADM	28.06
COPY & PRINT	62384	1 box copy paper	10-421-310	Yes	POLI	37.99
DAVITT, TERENCE	10.14.14	Training class 10/14 and 10/15/2014 per diem	10-431-470	Yes	STR	92.00
FIRST RESPONDERS	44652	5.11 Tac Lite Pro Pant- Womens X3 (For Officer Monique Ray)	10-421-665	Yes	POLI	154.50
FIRST RESPONDERS	44655	5.11 Tac Lite Pro Pant X3 for Officer Jeffrey Macinanti	10-421-665	Yes	POLI	164.32
FIRST RESPONDERS	44726	5.11 Black 5-in-1 Jacket, Med for Officer Monique Ray	10-421-665	Yes	POLI	269.02
GALLS QUARTERMASTER	002540552	Work shirt for Anja Sundali	10-423-631	Yes	FIRE	31.94
GEM STATE PAPER	889931-00	Bath Tissue and Facial Tissue	10-415-310	Yes	ADM	89.00
GRAINGER	9556654631	furnace filters for City Hall	10-431-614	Yes	STR	383.52
GRAINGER	9556654649	Tubing for shop shelving project	10-431-614	Yes	STR	28.80
HAILEY VOLUNTEER FIREFIGH	2014-10	County wide fire training sponsered by HFD	10-423-470	Yes	FIRE	550.00
INREACH	DL08244409	monthly dues back country rescue equipment	10-423-510	Yes	FIRE	91.80
INTEGRATED TECHNOLOGIES	6658	Yellow Toner Cartridge for Copy Room Printer	10-415-310	Yes	ADM	130.50
INTEGRATED TECHNOLOGIES	6792	2 Toner Cartridges for City Admin. Printer	10-415-310	Yes	ADM	241.00
INTEGRATED TECHNOLOGIES	6888	contract base rate and copies 9/4/14-10/3/14	10-415-310	Yes	ADM	150.40
INTEGRATED TECHNOLOGIES	6994	Service Call for Administration printer that is not on contract	10-415-310	Yes	ADM	42.50
INTEGRATED TECHNOLOGIES	7124	Two ink cartridges for CD printer upstairs- Isabel and Eric; #2025	10-418-310	Yes	COM	228.00
INTEGRATED TECHNOLOGIES	7562	copier base rate charge	10-421-610	Yes	POLI	30.25
INTEGRATED TECHNOLOGIES	7740	copier base rate charge	10-423-310	Yes	FIRE	71.44
INTERMOUNTAIN DESIGN INC.	14063.1	Furniture Chief's office and Patrol, whole unit, chairs, etc.	10-421-740	Yes	POLI	10,000.00
KETCHUM COMPUTERS	10865	Computer Support - 10/2/14 - 10/14/14	10-415-427	Yes	ADM	625.00
KING, ADAM ATTORNEY AT LA	10.2014	Legal Services - Confidential Matters	10-415-425	Yes	ADM	751.00
KING, ADAM ATTORNEY AT LA	10.2014	Legal Services - Public Matters	10-415-425	Yes	ADM	1,035.00
LARSEN FIRE APPARATUS SER	1182	Annual Fire Pump testing	10-423-600	Yes	FIRE	400.00
LES SCHWAB	117	Snow tires and wheels for 2006 F-350	10-431-600	Yes	STR	1,396.72
LOCAL HIGHWAY TECH ASSIST	T2-1002214-	Training class for Slater and Terence	10-431-470	Yes	STR	330.00
LUTZ RENTALS	40347-1	Air compressor rental/ irrigation blow out	10-431-780	Yes	STR	117.07
MATTSON FIRE SPRINKLERS I	266	repair fire sprinkler system at City Hall	10-431-614	Yes	STR	588.00
MOORE MEDICAL GROUP	983760611	EMS gloves and penlights	10-423-325	Yes	FIRE	107.26
MOORE MEDICAL GROUP	983761971	Glucose tubes for EMS calls	10-423-325	Yes	FIRE	58.17
MOORE MEDICAL GROUP	983826071	King Advanced Airway Devices, nasal cannulas, and suction canisters	10-423-325	Yes	FIRE	334.16
OFFICEBRIGHT, INC	3827	Office cleaning per proposal October 2014	10-415-500	Yes	ADM	1,170.00
OPTIONS	14-1908	Business Cards, Officer Ray, Macinanti, Orchard	10-421-320	Yes	POLI	243.65
PLATT ELECTRIC	F369477	LED replacement for Street facility overhead light	10-431-614	Yes	STR	124.50
REBECCA'S PRIVATE IDAHO	RPI1408	2014 Media Reimbursement	10-411-699	Yes	LEGI	3,000.00

Vendor Name	Invoice #	Description	Account #	Budgeted	Dept.	Amount
RIVAN, ABIGAIL	10.2014	Reimbursement for Travel for Interview	10-418-470	Yes	COM	500.00
RIVER RUN AUTO	6538-78098	Fuel injector treatment	10-431-320	Yes	STR	23.96
RIVER RUN AUTO	6538-7841	2 batterys/ alternator/oil pressure regulator 2006 F-350	10-431-600	Yes	STR	498.90
RIVER RUN AUTO	6538-78421	injector cleaner/anti seize/ shop supplies	10-431-320	Yes	STR	26.78
RIVER RUN AUTO	6538-78499	injector cleaner/anti seize/ shop supplies	10-431-320	Yes	STR	9.99
RIVER RUN AUTO	6538-78527	2 batterys/ alternator/oil pressure regulator 2006 F-350	10-431-600	Yes	STR	67.62
RIVER RUN AUTO	6538-78527	Auto part for the silver CD Dept SUV to fix problem in-house.	10-418-600	Yes	COM	18.99
ROCKY MOUNTAIN APPLIANCE	20795	Repair Ice Machine	10-423-595	Yes	FIRE	244.00
STOREY, SLATER	10.14.14	Training class 10/15 and 10/16/2014 per diem	10-431-470	Yes	STR	92.00
SUN VALLEY ECONOMIC DEVE	100	FY 2015 COMMITMENT	10-411-692	Yes	LEGI	7,500.00
SUN VALLEY ELKHORN ASSOC	100114	Capital Reserve/Regular Assessment	42-470-705	Yes	WFH	325.00
SUN VALLEY ELKHORN ASSOC	10014	SVEA Dues - Fire Station	10-423-480	Yes	FIRE	325.00
SUN VALLEY ELKHORN ASSOC	143.142	SVEA Dues	10-423-480	Yes	FIRE	325.00
Sun Valley Harvest Festival	101014	Harvest Festival Sponsorship	10-411-699	Yes	LEGI	5,000.00
SUN VALLEY MARKETING ALLI	5012	City of Sun Valley Contract - Installment 1 for October 2014	10-411-692	Yes	LEGI	20,000.00
SUN VALLEY MARKETING ALLI	5013	City of Sun Valley Contract - Installment 1 for November 2014	10-411-692	Yes	LEGI	20,000.00
SUNSEAL ASPHALT MAINTENA	8264	Striping for Trail Creek Path and parking lot	10-431-592	Yes	STR	1,333.70
TREASURE VALLEY COFFEE	2160-037950	Coffee for all departments	10-415-310	Yes	ADM	25.27
TREASURE VALLEY COFFEE	2160-037950	Coffee for all departments	10-418-310	Yes	COM	25.27
TREASURE VALLEY COFFEE	2160-037950	Coffee for all departments	10-421-310	Yes	POLI	25.27
TREASURE VALLEY COFFEE	2160-037950	Coffee for all departments	10-423-310	Yes	FIRE	25.27
TREASURE VALLEY COFFEE	2160-037950	Coffee for all departments	10-431-320	Yes	STR	25.27
WALLS, ANGELA	100114	Per Diem and Mileage Reimbursement for 2014 Caselle Conference	10-415-470	Yes	ADM	439.14
WITMER PUBLIC SAFETY GRO	1567388	Radio case for fire department radio	10-423-615	Yes	FIRE	45.99
WITMER PUBLIC SAFETY GRO	CR1564914.	Return radio case that was too small	10-423-615	Yes	FIRE	53.59-
WOOD RIVER LOCK SHOP	6976	Consultation for opening safe, service call	10-421-595	Yes	POLI	75.00
Grand Totals:						92,224.22

Finance Committee Chair, Keith Saks: _____ Date : _____



Roles & Responsibilities Manual

Association of Idaho Cities

3100 South Vista Avenue, Suite 310, Boise, Idaho 83705

Tel. (208) 344-8594 or (800) 344-8594

Fax (208) 344-8677

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- ✓ At least as many votes to recall as were cast for the officer during their last election.⁴³

When an office is vacated through one of the preceding methods, the vacancy is filled through the normal process of appointment (see “Mayoral & Council Vacancies” below).

Mayoral & Council Vacancies

Idaho Code 59-901 provides that vacancies in civil offices occur as a result of the following:

1. Resignation of the incumbent.
2. Death.
3. Removal from office.
4. The decision of a competent tribunal declaring the office vacant.
5. Ceasing to be a resident of the state, district or county in which the duties of the office are to be exercised, or for which the person may have been elected.
6. A failure to elect at the proper election, there being no incumbent to continue in office until their successor is elected and qualified, nor other provisions relating thereto.
7. A forfeiture of office as provided by any law of the state.
8. Conviction of any infamous crime, or of any public offense involving violation of the oath of office.

⁴³ Idaho Code 34-1712(3). If the officer was appointed to fill a vacancy, then a simple majority of the qualified electors voting on the question is required for the officer to be recalled.

9. Acceptance of a commission to any military office, either in the militia of this state, or in the service of the United States, which requires the incumbent in the civil office to exercise their military duties out of the state for a period of not less than sixty (60) days.

The resignation of a mayor or councilmember needs to be submitted in writing, with a specific effective date and the officer's signature (preferably notarized). The effective date may be immediate (the day the letter is submitted) or at a future time certain, at the officer's discretion. The resignation letter should then be presented to the council, accepted by motion of the council, and the full text of the letter included in the meeting minutes.⁴⁴ After the council accepts the resignation, the process of filling the vacancy may begin.

Once a letter of resignation is submitted to the city it cannot be rescinded.⁴⁵ The resigning officer may be appointed to fill the vacancy, assuming they continue to meet the required qualifications to serve.

Idaho Code 50-608 provides the process for filling a mayoral vacancy.

...When a vacancy occurs in the office of mayor...the city council shall fill the vacancy from within or without the council as may be deemed in the best interests of the city,

⁴⁴ Idaho Code 59-902.

⁴⁵ In *Fitzpatrick v. Welch* (96 Idaho 280, 527 P.2d 313 (1974)) the Idaho Supreme Court examined the question of whether the Kootenai County Sheriff could rescind his resignation after the same had been submitted and accepted by the Board of County Commissioners, but before the effective date of the resignation.

The Court cited with approval the Illinois case of *People v. Kerner* (19 Ill.2d 506; 167 N.E.2d 555 (1960)) which held, "[Public] policy requires that there be certainty as to who are and who are not public officers. Otherwise, there is doubt and confusion which leads to needless litigation."

In the decision authored by Chief Justice Shepard, the Idaho Supreme Court went on to explain: "If appellant or any other public officer were to be permitted once to indicate his lack of desire to hold an office and tender a resignation to be effective at some date in the future and then withdraw it, then logically he or any other person could do so a second, third, and fourth time *ad infinitum*. Such conduct could be destructive of the orderly conduct of governmental affairs, the ability of an appointing authority to seek out and secure qualified persons to fill the purported vacancy, and, as mentioned before, to assure the public of adequate law enforcement."

which appointee shall serve until the next general city election, at which election a mayor shall be elected for the full four (4) year term.

Idaho Code 50-704 provides the process for filling a council vacancy.

A vacancy on the council shall be filled by appointment made by the mayor with the consent of the council, which appointee shall serve only until the next general city election, at which such vacancy shall be filled for the balance of the original term.

The process of soliciting and evaluating candidates for a council vacancy is at the mayor's discretion. The council has discretion to determine the process of soliciting and evaluating candidates to fill a mayoral vacancy. When there is consensus on a particular individual, then the vacancy may be filled without soliciting résumés or letters of interest from candidates. If a broader group of candidates is desired, then the mayor/council may request résumés or letters of interest and interviews may be conducted with the top candidate(s)—note that if interviews are conducted by a quorum of the council or a committee, these would have to occur at an open meeting since Idaho law expressly provides that executive sessions may not be held for the purpose of considering filling a vacant elective office.⁴⁶

It is important to note that Idaho law provides no deadline for filling a vacant mayoral or council position. The timeline for filling such a vacancy is entirely at the discretion of the appointing authority. There are, however, practical considerations that influence the timeline for filling a vacancy, with the most important being “How long can the city continue operating with the vacancy?” In the case of a mayoral vacancy, how long can city operations function without a mayor to oversee the day-to-day administration? Council vacancies can cause headaches because of the need for a quorum, a majority of the full council, to be present at meetings. If a city has a four-member council, a single vacancy means that all three remaining

⁴⁶ Idaho Code 67-2345(1)(a).

councilmembers must be present in person or by speakerphone to make a quorum so business may be transacted.

A mayoral appointment to fill a council vacancy should be presented at a council meeting and reflected in the minutes. At any time after the presentation of the mayor's appointment, the council may confirm or reject the appointment by motion, approved by a majority of the councilmembers present and voting.

When the council fills a mayoral vacancy it is done by motion: the first person to be approved by a majority of the councilmembers present and voting is appointed.

If resignations result in the city council being unable to constitute a quorum to convene a meeting (a majority of the full council), then the Governor appoints enough councilmembers to restore the quorum⁴⁷ and any remaining vacancies are filled through the normal process.

After a person has been appointed to fill a mayoral or council vacancy, he/she is sworn-in, signs the oath of office and receives a certificate of appointment signed by the mayor and city clerk.

Compensation of Mayor & Council

Idaho Code 50-203 provides that compensation of the mayor and council "...shall be fixed by ordinance [passed and] published at least seventy-five (75) days before any general city election, which ordinance shall be effective for all said officials commencing on January 1 following said election and continuing until changed pursuant to this section."

There are several important things to consider relative to the compensation of the mayor and council.

⁴⁷ Idaho Code 59-912.

Alissa Weber

From: Dewayne Briscoe
Sent: Thursday, October 30, 2014 1:33 AM
To: Susan Robertson
Cc: Alissa Weber
Subject: Fwd: Appointment of Vacancy on City Council
Attachments: image003.png

Sent from my iPhone

Begin forwarded message:

From: Seth Grigg <SGrigg@idahocities.org>
Date: October 10, 2014 at 4:20:01 PM MDT
To: "Briscoe, Dewayne" <dbriscoe@svidaho.org>
Subject: **Appointment of Vacancy on City Council**

Greetings Mayor Briscoe,

As a follow up to our phone conversation I felt it prudent to provide you with written comments regarding the questions that have come up in regards to mayoral appointments to fill a vacancy in the city council. Prior to doing so, I want to stress the importance of consulting with your city attorney in this matter and I advise following his legal advice. That being said, here is my analysis in a question and answer format based on my understanding of Idaho law. To my knowledge, the following advice is consistent with advice that AIC has given to city officials in the past.

Question 1: What is does the term "full council" mean for purposes of establishing a quorum?

Answer: A full council means the size of the council, either four or six pursuant to Section 50-701, Idaho Code, as established by the city. In the event that a council has a vacancy for any reason the size of the full council is still either four or six. A quorum consists of one half ($\frac{1}{2}$) + one (1) of the full council. A quorum of a four person council is three. A quorum of a six person council is four.

Question 2: The consent of a majority of the "full council" is required to approve mayoral appointments for offices like city clerk and city attorney. Is the same consent of a majority of the "full council" required for a mayoral appointment to fill a vacancy on the city council?

Answer: No. While the language in Section 50-205, Idaho Code establishes that a majority of the full council ($\frac{1}{2} + 1$) is required to affirm the appointment of an administrative official it does not govern the appointment process for vacancies in the city council. This process is established under Section 50-704, Idaho Code. This section establishes that an appointment made by the mayor to fill a vacancy in the city council requires the consent of the "council." In this case "council" refers not to the "full council" as is specifically stated in Section 50-205, Idaho Code, but to the existing council members. If there is a vacancy on a four member council, for

purposes of filing the vacancy, the council consists of the three remaining members. A majority of the three remaining members is required to affirm the mayoral appointment (2 out of 3). It is important to note the difference in the terms that are used to identify the differing meanings of council. In Section 50-205, Idaho Code, the term “full council” is used. In Section 50-704, Idaho Code, the stand alone term “council” is used.

Question 3: What happens if the council rejects a mayoral appointment to fill a vacancy in the city council? Can the council make the appointment if the mayor fails to submit a second appointment within ten (10) days?

Answer: Idaho law does not provide for the council to make an appointment to fill a vacancy on the council if the mayor fails to make an appointment within ten (10) days. While the council is authorized by Section 50-205, Idaho Code, to appoint someone to fill a vacancy for city office if the mayor’s first appointee is rejected by the council and the mayor fails to make a subsequent appointment within ten (10) days, it is not authorized to do so in Section 50-704, Idaho Code. One must remember that the process established in Section 50-204, Idaho Code, is for the appointment of administrative offices like city clerk, city treasurer, and city attorney and not for elected offices like city council. Thus, the appointment process for administrative offices does not apply to the appointment process for elected offices like city council.

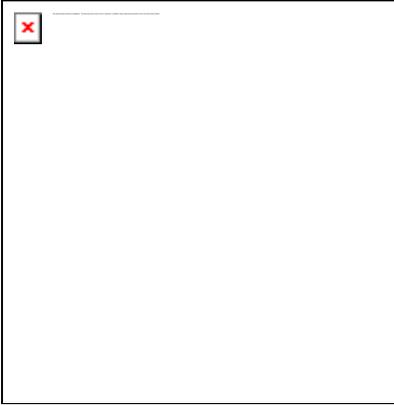
Question 4: What process is to be followed if the first mayoral appointment to fill a city council vacancy is rejected?

Answer: A mayor is to follow the same process in making subsequent appointments to fill a vacancy in the council as he followed to make the initial appointment that was rejected by the council. The matter can be dealt with at the next regularly scheduled city council meeting or a special meeting can be called by the council if approved by a majority of the full council (1/2 + 1).

I know you have also referenced the *AIC Roles and Responsibilities of the Mayor and City Council* handbook and would encourage you to continue to do so. I would also encourage you to continue discussing the matter with your city attorney.

Feel free to contact me with any questions.

All the best,
Seth



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October 14, 2014
via E-mail

Mayor Dewayne Briscoe
City of Sun Valley, Inc.
P.O. Box 147
Sun Valley, ID 83353

RE: Appointment to Vacant Seat on City Council
MTBR&F File No. 25230.0000

Dear Mayor:

You have asked me whether you need a majority or unanimous consent of the remaining City council members to approve your appointment to the vacant seat on City council. It is my legal opinion that you need the consent of two of the remaining three members of the council.

Idaho Code Section 50-704 is the governing statute and it states that “a vacancy on the council shall be filled by appointment made by the mayor with the consent of the council...”

It does not say “with the unanimous consent of the remaining council members” nor does it say “with the consent of the majority of the remaining council members.” Thus, the statute is probably ambiguous because it could plausibly be read two different ways.

When a statute is ambiguous, a court interpreting the statute “must construe the statute to mean what the legislature intended it to mean.” *KGF Dev., LLC v. City of Ketchum*, 149 Idaho 524, 528, 236 P.3d 1284, 1288 (2010). To determine the legislature’s intent, the Court will consider “not only the literal words of the statute, but also the reasonableness of proposed constructions, the public policy behind the statute, and its legislative history.”

Idaho Code Section 50-705 states that the council meetings must consist of a quorum defined as a majority of the full council, meaning for the City of Sun Valley that the council can conduct business if three council members are present. And when a meeting is held with three members, all questions put to the council “shall be decided by a majority of the members present,” meaning a resolution can pass by a 2 to 1 vote of those council members present.

Because 50-705 allows the council to pass resolutions by a two to one vote when three council members are present, it is logical to presume that council can approve your appointment by a two to one vote when there are only three council members remaining.

Mayor Dewayne Briscoe

October 14, 2014

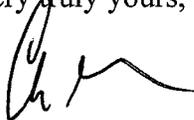
Page 2

Requiring unanimous consent is also contrary to common sense, because it gives a dissenting council member the ability to prevent the appointment of a fourth council member, which would prevent the City from complying with Idaho Code Section 50-701 that requires each city to have a council of either four or six council members.

Idaho Code Section 50-205 does not apply because that is limited to the appointments of City officers such as the clerk, treasurer, and City attorney. Further, the fact that the sentence: "The affirmative vote of one half (1/2) plus one (1) of the members of the full council shall be required to confirm any nomination made by the mayor" is included in 50-205 but is not included in 50-704 supports my analysis that you only need two of the three remaining council members to confirm your designated appointment to the open council seat. The law requires a Court to analyze all portions of the municipal statute when resolving any ambiguity. And the fact that certain language was included in 50-205 for your appointments for City officers, but not in 50-704 for an open council seat must be given effect. Again, the logical conclusion is that the absence of this language from 50-704, means that you only need two of the three remaining council members to approve your nomination.

Please call if you have any further questions.

Very truly yours,



C. Clayton Gill

CCG/jrt



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

TO: Honorable Mayor and City Council

FROM: Angela Walls, Treasurer/Finance Manager

SUBJECT: Tentative Amended 2014 Budget

DATE: October 31, 2014

Attached is the proposed amended 2014 budget for your consideration. The total net effect to the budget is an increase of \$169,509.

	FY 2014 ADOPTED BUDGET	FY 2014 JUNE 5, 2014 AMENDED BUDGET	FY 2014 TENTATIVE AMENDED BUDGET	VARIANCE
General Fund	4,757,310	5,110,073	5,209,530	99,457
Street & Path Fund	311,397	369,768	439,820	70,052

The proposed changes that have been made to the 2014 Budget are highlighted in green in the budget document which is included in your packet. The amendments to the FY 2014 Budget are detailed as follows.

GENERAL FUND REVENUES

- A projected increase of 8% is estimated for the total LOT for FY 14. The total increase is projected to be \$99,457.
- Accounts 10-313-100 thru 10-313-300 (Liquor, Lodging, & Retail) and 10-313-600 (Air Service 1%) were adjusted according to reflect this change.

GENERAL FUND EXPENDITURES

Legislation

- The line item for air service 1% LOT (10-411-850) has subsequently been increased by \$22,857 to account for the additional 1% LOT revenue projected.

Street Department

- The roads and paths maintenance line item (10-431-780) was reduced by \$45,000 due to the funds not being expended.

Other General Government

- The transfers out to the Street & Path Fund line item (10-419-953) was increased to \$45,000. This amount was taken from the savings in the Street Department.
- The transfers out to the General Fund Unassigned Fund Balance line item (10-419-956) was increased by \$76,601. This is to account for the total revenue and expenditure changes made to the LOT and 1% LOT line items.

STREET AND PATH FUND REVENUES

- Additional money was transferred from the Street and Path Fund unassigned fund balance (52-380-100) to help cover the cost of the final project expenditures for the Sinclair Path Wall and Trail Creek Path projects in the amount of \$25,052. Therefore, a total of \$83,423 was transferred from the Street & Path Fund unassigned fund balance; which leaves \$27,276 to be used in future years.
- The transfers from general fund line item (52-380-120) was increased by \$45,000 which consisted of the money saved in the Street Department.

STREET AND PATH FUND EXPENDITURES

- The Sinclair Path Wall line item (52-431-784) was increased by \$33,271 to cover the final project expenditures.
- The Trail Creek Path line item (52-431-786) was increased by \$36,781 to cover the final project expenditures.

CITY OF SUN VALLEY, IDAHO

ORDINANCE NO. 473

**ORDINANCE AMENDING ANNUAL APPROPRIATION ORDINANCE 469,
AN AMENDMENT TO APPROPRIATION ORDINANCE 464
FOR THE CITY OF SUN VALLEY, IDAHO
FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2013**

**ADOPTED BY THE CITY COUNCIL OF
OF THE CITY OF SUN VALLEY, IDAHO
THIS 6th DAY OF NOVEMBER, 2014**

ORDINANCE NO. 473

AN ORDINANCE AMENDING ORDINANCE 469 FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2013 AND ENDING SEPTEMBER 30, 2014 AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Sun Valley is a unit of local government organized and existing pursuant to Title 50 of the Idaho Code; and

WHEREAS, pursuant to Idaho Code Section 50-1001 the City of Sun Valley fiscal year begins on the first day of October; and

WHEREAS, pursuant to Idaho Code Title 50 Chapter 10 Section 50-1003 the city council shall adopt an annual appropriation ordinance prior to the commencement of each fiscal year, which in no event shall be greater than the amount of the tentative budget; and

WHEREAS, pursuant to Idaho Code Title 50 Chapter 10 Section 50-1003 the annual appropriation ordinance may be amended at any time during the current fiscal year if any additional revenue is available from any source; and

WHEREAS, the Sun Valley City Council considered said budget amendment and has conducted a public hearing thereon and determined that said budget should be adopted.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SUN VALLEY, IDAHO, COUNTY OF BLAINE, STATE OF IDAHO, AS FOLLOWS:

SECTION 1: That Ordinance 469, the Appropriation Ordinance for the City of Sun Valley, Idaho, which is an amendment of Appropriation Ordinance 464 for the fiscal year beginning October 1, 2013 and ending September 30, 2014 and the same is hereby amended. The following sums are hereby appropriated:

	FY 2014 AUGUST 21, 2013 ORIGINAL BUDGET	FY 2014 JUNE 5, 2014 AMENDED BUDGET	FY 2014 PROPOSED AMENDED BUDGET
General Fund	\$ 4,757,310	\$ 5,110,073	\$ 5,209,530
Street & Path Fund	\$ 311,397	\$ 369,768	\$ 439,820

SECTION 2: All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION 3: This ordinance shall take effect and be in full force upon its passage, approval and publication according to law.

PASSED BY THE CITY COUNCIL OF THE CITY OF SUN VALLEY AND APPROVED BY THE MAYOR THIS 6TH DAY OF NOVEMBER, 2014.

APPROVED:

Dewayne Briscoe, Mayor

ATTEST:

Alissa Weber, City Clerk

**Fiscal Year 2013-2014
Tentative Amended Budget**

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City of Sun Valley
 FY 14 TENTATIVE AMENDED BUDGET

FUND SUMMARY	FY 2012	FY 2013	FY 2014	FY 2014
	Prior Year 1	Prior Year 1	June 5, 2014	Proposed
	Audited Actuals	Audited Actuals	Amended Budget	Amended Budget
REVENUES				
GENERAL FUND	5,042,135	4,875,969	5,110,073	5,209,530
FIXED ASSET FUND	-	-	213,316	213,316
CAPITAL IMPROVEMENT FUND	-	50,000	75,000	75,000
DEBT SERVICE FUND	5,259	2,284	12,938	12,938
WORKFORCE HOUSING FUND	10,785	9,192	39,159	39,159
STREET & PATH FUND	-	302,945	369,768	439,820
REVENUE Total:	5,058,179	5,240,391	5,820,254	5,989,763
EXPENDITURES				
GENERAL FUND	4,777,715	4,617,578	5,110,072	5,209,530
FIXED ASSET FUND	93,193	294,731	213,316	213,316
CAPITAL IMPROVEMENT FUND	26,356	22,283	75,000	75,000
DEBT SERVICE FUND	29,996	-	12,938	12,938
WORKFORCE HOUSING FUND	11,230	(8,466)	39,159	39,159
STREET & PATH FUND	-	192,246	369,768	439,820
EXPENDITURE Total:	4,938,490	5,118,371	5,820,253	5,989,763

FISCAL YEAR 2014 PROPOSED AMENDED TOTAL FUNDS BALANCES	Beginning Fund Balance	Assigned Fund Balances	Beginning Unassigned Fund Balance	Fund Balance Applied or Earned	Ending Unassigned Fund Balance	FY 2014 Estimated Ending Fund Balance
GENERAL FUND	2,333,315	1,602,932 *	730,383	98,201	828,583	2,431,516
STREET & PATH FUND	110,699	-	110,699	(83,423)	27,276	27,276
FIXED ASSET FUND	-	-	-	22,200	22,200	22,200
DEBT SERVICE FUND	12,938	-	12,938	(12,938)	-	-
LAND ACQUISITION FUND	371,763	-	371,763	-	371,763	371,763
CAPITAL IMPROVEMENT FUND	50,562	50,000	562	(50,000)	562	562
WORKFORCE HOUSING FUND	233,940	55,000	178,940	(32,159)	146,781	201,781

FISCAL YEAR 2014 TOTAL FUNDS BALANCES	Estimated Beginning Fund Balance	Assigned Fund Balances	Beginning Unassigned Fund Balance	Fund Balance Applied or Earned	Ending Unassigned Fund Balance	FY 2014 Estimated Ending Fund Balance
GENERAL FUND	2,333,315	1,790,847 *	542,468	12,284	554,752	2,345,599
STREET & PATH FUND	110,699	-	110,699	(58,371)	52,328	52,328
FIXED ASSET FUND	-	-	-	22,200	22,200	22,200
DEBT SERVICE FUND	12,938	-	12,938	(12,938)	-	-
LAND ACQUISITION FUND	371,763	-	371,763	-	371,763	371,763
CAPITAL IMPROVEMENT FUND	50,562	50,000	562	(50,000)	562	562
WORKFORCE HOUSING FUND	233,940	55,000	178,940	(32,159)	146,781	201,781

* 16 week reserve

City of Sun Valley
 FY 14 TENTATIVE AMENDED BUDGET

		FY 2012	FY 2013	FY 2014	FY 2014	Notes and Descriptions of line item purchases
		Prior Year 2	Prior Year 1	June 5, 2014	Proposed	
Acct No	Account Description	Audited Actuals	Audited Actuals	Amended Budget	Amended Budget	FY 2014
<u>GENERAL FUND REVENUES</u>						
<u>GENERAL PROPERTY TAXES</u>						
10-311-100	GENERAL PROPERTY TAXES	2,623,589	2,479,179	2,389,998	2,389,998	increase; See Street & Path Construction estimate
10-311-200	GENERAL PROPERTY TAXES - NEW CONSTRUCTION	541	56			
10-311-300	PROPERTY TAXES INT&PENALTY	34,351	-	10,000	10,000	
	<i>GENERAL PROPERTY TAXES Totals:</i>	2,658,481	2,479,235	2,399,998	2,399,998	
<u>LOCAL OPTION TAXES</u>						
10-313-100	LOCAL OPTION TAX - LIQUOR 3%	75,005	63,828	65,000	72,600	
10-313-200	LOCAL OPTION TAX - LODGING 3%	477,191	497,094	470,000	486,000	
10-313-300	LOCAL OPTION TAX - RETAIL 3% (non-tangible) 2% (tangible) 1% (ski lift tickets)	670,671	687,614	650,000	703,000	
10-313-600	LOCAL OPTION TAX - AIR SERVICE 1%	-	-	355,143	378,000	
10-313-700	LOCAL OPTION TAX - PENALTIES & INTEREST	-	-	500	500	
	<i>LOCAL OPTION TAXES Totals:</i>	1,222,868	1,248,536	1,540,643	1,640,100	
<u>BUSINESS & FRANCHISE TAXES</u>						
10-316-110	GAS FRANCHISE	66,691	48,231	80,000	80,000	Gas=3% of GR, pd. Qtly Cox =3% of GR, pd qtly
10-316-120	CABLE FRANCHISE	67,572	49,626	44,380	44,380	
	<i>BUSINESS & FRANCHISE TAXES Totals:</i>	134,263	97,857	124,380	124,380	
<u>BUSINESS LICENSES & PERMITS</u>						
10-321-100	BEER, LIQUOR & WINE LICENSES	2,500	2,995	2,000	2,000	
10-321-200	MUNICIPAL TAX PERMITS	-	-	300	300	
10-321-300	TEMP MUNICIPAL TAX PERMITS	-	-	2,000	2,000	
	<i>BUSINESS LICENSES & PERMITS Totals:</i>	2,500	2,995	4,300	4,300	
<u>NON-BUSINESS LICESES & PERMITS</u>						
10-322-110	BUILDING PERMITS	184,693	277,908	195,000	195,000	
	<i>NON-BUSINESS LICESES & PERMITS Totals:</i>	184,693	277,908	195,000	195,000	

City of Sun Valley
 FY 14 TENTATIVE AMENDED BUDGET

Acct No	Account Description	FY 2012	FY 2013	FY 2014	FY 2014	Notes and Descriptions of line item purchases
		Prior Year 2	Prior Year 1	June 5, 2014	Proposed	
		Audited	Audited	Amended	Amended	
		Actuals	Actuals	Budget	Budget	FY 2014
<u>STATE OF IDAHO SHARED REVENUES</u>						
10-335-100	STATE LIQUOR APPORTIONMENT	6,288	5,289	2,500	2,500	AIC doesn't estimate state liquor apportionment
10-335-500	STATE SALES TAX	683,424	638,392	678,952	678,952	Assume 2.5% increase of FY 13 (Provided by AIC)
10-355-200	STATE HIGHWAY USER FEES	47,316	-	-	-	moved to Street & Path Fund
	<i>STATE OF IDAHO SHARED REVENUES Totals:</i>	737,028	643,681	681,452	681,452	
<u>GENERAL GOVERNMENT</u>						
10-341-100	ENGINEERING & CONSULTANT REIMBURSABLES	4,384	6,955	10,000	10,000	
10-341-110	APPLICATION FEES	13,055	5,275	45,000	45,000	
10-341-120	PUBLIC NOTICE REIMBURSABLES	-	-	3,000	3,000	
	<i>GENERAL GOVERNMENT Totals:</i>	17,439	12,230	58,000	58,000	
<u>FINES</u>						
10-361-901	TRAFFIC FINES	1,009	669	500	500	Traffic fines & Parking tickets
10-361-902	MOTOR VEHICLE TAX	5,501	8,195	6,000	6,000	Motor Veh Tax-SV residents
	<i>FINES & MOTOR VEHICAL TAX Totals:</i>	6,510	8,864	6,500	6,500	
<u>INTEREST EARNINGS</u>						
10-371-100	INTEREST REVENUES	7,090	4,725	3,000	3,000	
	<i>INTEREST EARNINGS Totals:</i>	7,090	4,725	3,000	3,000	
<u>MISCELLANEOUS</u>						
10-379-150	NEXTEL LEASE	(4,099)	25,308	10,800	10,800	
10-379-252	POLICE TRUST ACCOUNT	21,600	8,500	8,500	8,500	
10-379-260	FIRE TRUST ACCOUNT	-	7,500	7,500	7,500	
10-379-300	OTHER REVENUES	-	30,260	25,000	25,000	
10-379-301	WILDLAND FIRES	39,611	28,369	45,000	45,000	
	<i>MISCELLANEOUS Totals:</i>	14,151	99,937	96,800	96,800	
		71,263				
<u>TRANSFER FROM RESERVES</u>						
10-381-001	TRANS FROM GF UNASSIGNED FUND BALANCE	-	-	-	-	
	<i>TRANSFER FROM RESERVES Totals:</i>	-	-	-	-	
	<i>GENERAL FUND REVENUE Total:</i>	5,042,135	4,875,969	5,110,073	5,209,530	

City of Sun Valley
 FY 14 TENTATIVE AMENDED BUDGET

		FY 2012	FY 2013	FY 2014	FY 2014	Notes and Descriptions of line item purchases
		Prior Year 2	Prior Year 1	June 5, 2014	Proposed	
Acct No	Account Description	Audited Actuals	Audited Actuals	Amended Budget	Amended Budget	FY 2014
GENERAL FUND						
EXPENDITURES						
<u>LEGISLATION</u>						
SALARIES AND WAGES						
10-411-110	SALARIES AND WAGES - Elected Officials	55,500	65,362	69,000	69,000	1 Mayor & 4 Councilpersons
	<i>TOTAL SALARIES AND WAGES:</i>	55,500	65,362	69,000	69,000	
FRINGE BENEFITS						
10-411-200	PHYSICAL INCENTIVE PROGRAM	-	-	-	-	Discontinued
10-411-210	FICA CONTRIBUTION	5,031	4,978	5,279	5,279	7.65%
10-411-220	RETIREMENT CONTRIBUTION	6,961	7,276	7,811	7,811	11.32%
10-411-250	HEALTH INSURANCE	51,036	60,527	56,435	56,435	No increase on April 1st
	<i>TOTAL FRINGE BENEFITS:</i>	63,028	72,781	69,524	69,524	
OPERATIONAL EXPENDITURES						
10-411-240	WORKERS COMPENSATION	71	173	235	235	
10-411-429	PROFESSIONAL FEES	420,542	83,059	77,200	77,200	Granicus, Inc \$7,200; Legal contingency of \$70,000
10-411-450	QUARTERLY NEWSLETTERS	-	532	-	-	
10-411-474	TRAVEL FOR LEGAL PROCEEDINGS	-	-	5,000	5,000	
10-411-475	MEETINGS, CONVENTIONS & CONF.	1,732	793	5,000	5,000	Footnote 1
10-411-476	CITY FUNCTIONS	1,638	2,546	2,700	2,700	Primarily Council meeting food
10-411-740	OFFICE FURNITURE & EQUIPMENT	115	273	3,500	3,500	workstation for Mayor (1,200) & 3 New iPads (\$800 a piece);
10-411-850	AIR SERVICE 1% LOT	-	-	349,817	372,674	
	<i>TOTAL OPERATIONAL EXPENDITURES:</i>	424,099	87,375	443,452	466,309	
EXTERNAL CONTRACTS						
10-411-603	RECREATIONAL SERVICES	20,000	20,000	-	-	Contract with City of Ketchum
10-411-605	COMMUNITY HOUSING SERVICES	4,965	5,000	-	-	Blaine County Housing
10-411-692	ECONOMIC DEVELOPMENT, CULTURAL AND INFORMATION SERVICES	380,000	298,004	245,250	245,250	regional support of Sustain Blaine, Fly Sun Valley, Sun Valley
10-411-694	PUBLIC TRANSIT SERVICES	275,000	250,000	250,000	250,000	regional support of

City of Sun Valley
FY 14 TENTATIVE AMENDED BUDGET

		FY 2012	FY 2013	FY 2014	FY 2014	Notes and Descriptions of line item purchases
		Prior Year 2	Prior Year 1	June 5, 2014	Proposed	
Acct No	Account Description	Audited Actuals	Audited Actuals	Amended Budget	Amended Budget	FY 2014
10-411-699	ECONOMIC DEVELOPMENT - SPECIAL EVENT FUNDING	-	11,750	25,000	25,000	events which increase economic activity
10-411-698	USGS Study	2,900	-	-	-	
	<i>TOTAL EXTERNAL CONTRACTS:</i>	682,865	584,754	520,250	520,250	
	LEGISLATION Total:	<u>1,225,492</u>	<u>810,272</u>	<u>1,102,226</u>	<u>1,125,083</u>	

ECONOMIC DEVELOPMENT, CULTURAL AND INFORMATION SERVICES

Sun Valley Marketing Alliance	209,250
Sustain Blaine	5,000
Fly Sun Valley Alliance	31,000
SV Regional Chamber	-
Total:	<u>245,250</u>

FOOTNOTE 1 Travel & expenses for AIC, regional & professional meetings, and sister city relationship

City of Sun Valley
 FY 14 TENTATIVE AMENDED BUDGET

Acct No	Account Description	FY 2012	FY 2013	FY 2014	FY 2014	Notes and Descriptions of line item purchases
		Prior Year 2 Audited Actuals	Prior Year 1 Audited Actuals	June 5, 2014 Amended Budget	Proposed Amended Budget	
GENERAL FUND						
EXPENDITURES						
<u>ADMINISTRATION</u>						
SALARIES AND WAGES						
10-415-110	SALARIES AND WAGES	416,033	353,208	316,753	316,753	4 FTEs
10-415-120	MERIT INCREASES - ALL CLASSIFIED EMPLOYEES	-	-	-	-	
	<i>TOTAL SALARIES AND WAGES:</i>	416,033	353,208	316,753	316,753	
FRINGE BENEFITS						
10-415-200	PHYSICAL INCENTIVE PROGRAM	959	-	-	-	Discontinued
10-415-210	FICA CONTRIBUTION	36,968	29,548	24,232	24,232	7.65%
10-415-220	RETIREMENT CONTRIBUTION	36,965	31,888	35,856	35,856	11.32%
10-415-250	HEALTH INSURANCE	39,388	44,324	38,360	38,360	No increase on April 1st
10-415-260	LIFE INSURANCE	2,202	8,163	2,160	2,160	\$180/month
	<i>TOTAL FRINGE BENEFITS:</i>	116,481	113,922	100,608	100,608	
OPERATIONAL EXPENDITURES						
10-415-240	WORKERS COMPENSATION	1,817	4,020	2,100	2,100	
10-415-280	STATE UNEMPLOYMENT	6,517	8,232	1,000	1,000	
10-415-310	OFFICE / OPERATING SUPPLIES	12,589	10,960	12,500	12,500	Copy machine, paper, pens, coffee/tea supplies
10-415-315	JANITORIAL SUPPLIES	2,013	1,091	1,200	1,200	ALSCO - entry rugs cleaning & supply
10-415-350	MOTOR FUELS & LUBRICANTS	270	84	200	200	1 vehicle
10-415-370	POSTAGE	1,091	1,156	1,600	1,600	Postage meter; fed ex, stamps
10-415-420	PROFESSIONAL FEES	4,676	3,192	4,000	4,000	New code codification (500); Drug testing for CDL employees (3,500)
10-415-421	AUDIT	15,210	21,150	14,000	14,000	Audit
10-415-425	ATTORNEY FEES	83,187	65,532	60,000	60,000	Legal Fees
10-415-426	ATTORNEY FEES - SPECIAL COUNSEL		1,932	20,000	20,000	Unforeseen legal demands
10-415-427	COMPUTER CONSULTANTS	32,473	30,954	30,000	30,000	
10-415-430	NEWSLTR & ANNUAL RPT W/POSTAGE	-	1,500	-	-	
10-415-435	WEBSITE	450	1,443	1,075	1,075	Monthly hosting fee; gov.com minor changes
10-415-437	COMP PLAN	-	1,559	-	-	
10-415-440	ADVERTISING & LEGAL PUBLISHING	11,977	2,697	4,500	4,500	Public hearings, Treasurer's report, ordinances, etc.
10-415-465	INSURANCE - LIABILITY FUND	60,993	102,556	78,767	78,767	\$73,767 plus \$5,000 deductible

City of Sun Valley
 FY 14 TENTATIVE AMENDED BUDGET

Acct No	Account Description	FY 2012	FY 2013	FY 2014	FY 2014	Notes and Descriptions of line item purchases
		Prior Year 2	Prior Year 1	June 5, 2014	Proposed	
		Audited	Audited	Amended	Amended	
		Actuals	Actuals	Budget	Budget	<i>FY 2014</i>
10-415-470	TRAVEL, TRAINING & MEETINGS	8,339	6,960	8,000	8,000	Annual AIC conferences for City Admin, City Clerk & Finance, plus various regional meetings which require travel.
10-415-476	CITY FUNCTIONS	5,013	5,050	6,500	6,500	Annual holiday party (\$5,500); small City Hall events
10-415-480	DUES/SUBSCRIPTIONS/MEMBERSHIPS	8,430	10,396	8,000	8,000	Accounting software (Caselle); AIC membership, Life flight
10-415-500	CUSTODIAL & CLEANING SERVICES	11,700	14,040	15,000	15,000	Monthly contract of \$1,170; Carpet cleaning for City Hall and PD
10-415-510	TELEPHONE & COMMUNICATIONS	11,860	13,994	14,000	14,000	Landline for City Hall, two smartphones for city admin & Mayor, & mobile hotspot for the Mayor
10-415-521	UTILITIES	25,569	32,981	28,000	28,000	Gas + electricity
10-415-540	RENTAL - OFFICE FURN & EQUIP	4,201	4,906	3,900	3,900	Postage meter, lease on copier
10-415-580	REPAIR/MAINT - OFFICE FURN/EQ	3,266	877	2,500	2,500	Repairs on copier, document management system maintenance
10-415-585	REPAIR & MAINT - BUILDINGS	1,805	4	2,000	2,000	Contingency for small repairs
10-415-590	REPAIR/MAINT - GROUNDS	-	-	500	500	Small contingency for landscaping
10-415-600	REPAIR/MAINT - AUTOMOTIVE EQ	306	2,543	500	500	1 vehicle
10-415-680	BANK CHARGES	2,065	3,497	3,600	3,600	Bank fees on City accounts
10-415-740	OFFICE EQPMT, COMPUTER EQPMT	2,259	19,510	10,255	10,255	See Footnote 1
	<i>TOTAL OPERATIONAL EXPENDITURES:</i>	318,077	372,816	333,697	333,697	
	ADMINISTRATION Total:	<u>850,591</u>	<u>839,947</u>	<u>751,058</u>	<u>751,058</u>	

FOOTNOTE 1 - Laserfiche update (\$1,168); 68 port Network Switch (\$675); Two new workstations to comply with standards for Caselle Clarity - City Administrator and Treasurer (\$2,000); Caselle upgrade of Purchase Orders (\$3,075); New chairs for City Administrator's conference table (\$1,500); plus small contingency for electronics

City of Sun Valley
 FY 14 TENTATIVE AMENDED BUDGET

Acct No	Account Description	FY 2012	FY 2013	FY 2014	FY 2014	Notes and Descriptions of line item purchases
		Prior Year 2 Audited Actuals	Prior Year 1 Audited Actuals	June 5, 2014 Amended Budget	Proposed Amended Budget	
						<i>FY 2014</i>
GENERAL FUND						
EXPENDITURES						
<u>COMMUNITY DEVELOPMENT/BUILDING SAFETY</u>						
SALARIES AND WAGES						
10-418-110	SALARIES AND WAGES	194,161	228,231	231,640	231,640	2.75 FTEs
10-424-140	SALARIES & WAGES-PART-TIME EMPLOY	-	15,454	17,183	17,183	0.37 FTE (15 HRS/WEEK Assistant to BO - 12 months)
	<i>TOTAL SALARIES AND WAGES:</i>	194,161	243,685	248,823	248,823	
FRINGE BENEFITS						
10-418-200	PHYSICAL INCENTIVE PROGRAM	444	-	-	-	Discontinued
10-418-210	FICA CONTRIBUTION	19,208	20,901	19,035	19,035	7.65%
10-418-220	RETIREMENT CONTRIBUTION	20,188	24,225	26,222	26,222	11.32%
10-418-250	HEALTH INSURANCE	28,362	15,801	16,796	16,796	No increase on April 1st
	<i>TOTAL FRINGE BENEFITS:</i>	68,202	60,927	62,053	62,053	
OPERATIONAL EXPENDITURES						
10-418-240	WORKERS COMPENSATION	1,043	2,756	2,700	2,700	
10-418-285	P&Z EXPENSE REIMBURSEMENT	14,176	11,400	21,000	21,000	\$200 per commissioner per meeting @ 5 Commissioners - 21 meetings scheduled per fiscal year.
10-418-290	PLANNING BUS EXP	228	280	1,500	1,500	P&Z lunches and expenses based on expected workload and length of meetings.
10-418-310	OFFICE / OPERATING SUPPLIES	4,505	4,156	4,500	4,500	See Footnote #1
10-418-350	MOTOR FUELS & LUBRICANTS	738	1,604	3,000	3,000	Building Official car and CD Dept car fuels and lubricants only
10-418-420	PROFESSIONAL FEES	3,555	7,512	11,000	11,000	Outside expertise and consulting on planning and building issues, studies and other information or exhibits that arise.
10-418-422	ENGINEERING	5,385	8,674	10,000	10,000	Project reviews CH2MHill and other engineering work, i.e. legal descriptions, surveying, right-of-way, path and trail work.
10-418-423	CONTRACT LABOR	18,486	14,232	40,000	40,000	See Footnote #2
10-418-437	COMP PLAN	1,000	3,771	5,000	5,000	See Footnote #3
10-418-440	ADVERTISING & LEGAL PUBLISHING	5,429	10,784	9,000	9,000	Public notices for development applications, Development Code updates and building code adoptions and issues

**City of Sun Valley
FY 14 TENTATIVE AMENDED BUDGET**

Acct No	Account Description	FY 2012	FY 2013	FY 2014	FY 2014	Notes and Descriptions of line item purchases
		Prior Year 2 Audited Actuals	Prior Year 1 Audited Actuals	June 5, 2014 Amended Budget	Proposed Amended Budget	
10-418-470	TRAVEL, TRAINING & MEETINGS	1,161	4,475	7,000	7,000	3 FTE: Planning continuing education for AICP & APA, seminars, webinars; Building Official CEUs for ICC, IDABO, IEDC, CECD, & IHDC, USGBC
10-418-480	DUES/SUBSCRIPTIONS/MEMBERSHIPS	830	1,010	1,750	1,750	3 FTE: Professional Organization dues, i.e. APA, AICP for planning staff and ICC, IDABO, IHDC, USGBC for building staff & IEDC for CD Director (keep smart phones for CD Dept and Bldg official (FLSA exempt employees)
10-418-510	TELEPHONE & COMMUNICATIONS	1,308	1,395	1,500	1,500	
10-418-600	REPAIR/MAINT - AUTOMOTIVE EQ	-	1,761	3,000	3,000	Building Official car and CD Dept car - no major repairs.
10-418-740	OFFICE FURNITURE & EQUIPMENT	-	-	1,500	1,500	Planning and Building equipment, electronics and furniture
	TOTAL OPERATIONAL EXPENDITURES:	57,844	73,810	122,450	122,450	
	COMMUNITY DEVELOPMENT Total:	<u>320,206</u>	<u>378,422</u>	<u>433,326</u>	<u>433,326</u>	

- Footnote 1 Office and operating supplies needed for Planning and Building. Building at \$750 per annum for operating expenses i.e. uniforms, tape measures, codes and additional \$1,250 in FY 2014 for 2012 Code Adoption
- Footnote 2 GIS Analyst one day per week at 20% of joint County/City of SV salary and benefits (\$15,723 FY2014 budget in quarterly installments of \$3,930.75) Building Inspections and backup - 90 hours of vacation/sick time coverage and 160 hours coverage if needed (\$25,000)
- Footnote 3 Comp Plan Update- continued process requires office supplies, public noticing and final printing and publication expenses plus carryover from FY13 to be added at budget amendment

City of Sun Valley
 FY 14 TENTATIVE AMENDED BUDGET

Acct No	Account Description	FY 2012	FY 2013	FY 2014	FY 2014	Notes and Descriptions of line item purchases
		Prior Year 2	Prior Year 1	June 5, 2014	Proposed	
		Audited	Audited	Amended	Amended	
		Actuals	Actuals	Budget	Budget	<i>FY 2014</i>
GENERAL FUND						
EXPENDITURES						
<u>POLICE DEPARTMENT</u>						
SALARIES AND WAGES						
10-421-110	SALARIES AND WAGES	691,303	671,693	584,582	584,582	10 FTEs
10-421-122	OVERTIME SALARIES	20,255	27,143	34,650	34,650	See footnote #1
10-421-130	WAGES - TEMPORARY PART TIME	-	-	10,000	10,000	Part time officers for events
	<i>TOTAL SALARIES AND WAGES:</i>	711,558	698,836	629,232	629,232	
FRINGE BENEFITS						
10-421-200	PHYSICAL INCENTIVE PROGRAM	3,266	-	-	-	Discontinued
10-421-210	FICA CONTRIBUTION	60,402	53,230	48,136	48,136	7.65%
10-421-220	RETIREMENT CONTRIBUTION	83,833	67,642	72,202	72,202	11.66%
10-421-250	HEALTH INSURANCE	163,337	145,925	107,066	107,066	No increase on April 1st
	<i>TOTAL FRINGE BENEFITS:</i>	310,837	266,797	227,405	227,405	
OPERATIONAL EXPENDITURES						
10-421-240	WORKERS COMPENSATION	10,006	21,388	21,000	21,000	
10-421-310	OFFICE SUPPLIES	1,269	1,464	800	800	
10-421-315	JANITORIAL SUPPLIES	614	620	750	750	
10-421-320	OPERATING SUPPLIES	4,059	1,816	4,000	4,000	
10-421-321	POLICE TRUST ACCOUNT	2,886	911	30,000	30,000	Evidence Software, speed trailer, Car video replacement
10-421-340	MINOR EQUIPMENT	1,920	10,176	5,000	5,000	Bullets, firearms, specialty equipment, kevlar vests
10-421-345	SAFETY EQUIPMENT	127	222	250	250	Medical equipment and fire extinguishers
10-421-347	RECORDS MGT SYSTEM - POLICE/FIRE	20,443	20,443	20,443	20,443	See footnote #2
10-421-350	MOTOR FUELS & LUBRICANTS	20,174	14,001	15,000	15,000	
10-421-370	POSTAGE	-	139	100	100	Shipping evidence or equipment
10-421-424	MEDICAL SERVICES	-	-	-	-	Unexpected hospital costs for arrestees
10-421-426	INVESTIGATIVE EXPERT SVCS	26	77	1,000	1,000	Unexpected investigative expenses
10-421-470	TRAVEL, TRAINING & MEETINGS	7,932	5,955	6,000	6,000	Travel/Training for 10 employees
10-421-475	TRAINING - SHARED EXPENSE	-	-	-	-	
10-421-480	DUES/SUBSCRIPTIONS/MEMBERSHIPS	3,205	1,685	3,155	3,155	See footnote #3
10-421-493	PHYSICAL EXAMINATIONS	-	136	150	150	Physical exam on new hires
10-421-510	TELEPHONE & COMMUNICATIONS	2,682	4,669	4,200	4,200	See footnote #4
10-421-595	REPAIR & MAINT - EQUIPMENT	446	739	500	500	See footnote #5
10-421-600	REPAIR/MAINT - AUTOMOTIVE EQUIPMENT	4,435	4,426	3,500	3,500	LOF service on four vehicles Lease and service on Police copy machine
10-421-610	REPAIR/MAINT - OTHER	2,352	1,733	2,000	2,000	

**City of Sun Valley
FY 14 TENTATIVE AMENDED BUDGET**

Acct No	Account Description	FY 2012	FY 2013	FY 2014	FY 2014	Notes and Descriptions of line item purchases
		Prior Year 2	Prior Year 1	June 5, 2014	Proposed	
		Audited	Audited	Amended	Amended	
		Actuals	Actuals	Budget	Budget	<i>FY 2014</i>
10-421-615	REPAIR/MAINT - RADIO SERVICE	1,220	1,451	1,500	1,500	Repair/Service on Patrol Car electronics
10-421-630	LAUNDRY	2,194	1,955	2,250	2,250	Dry Cleaning Uniforms
10-421-665	UNIFORMS - POLICE	949	2,936	4,500	4,500	Purchasing uniforms 9 officers
10-421-695	VEHICLE TOWING	-	-	250	250	Impound vehicles for investigation
10-421-740	OFFICE FURNITURE & EQUIPMENT	1,958	-	11,500	11,500	Office equipment, 5 new workstations (\$1,200 a piece), office chairs, tables, etc.
10-421-745	EQUIPMENT - SHARED EXPENSE	-	-	-	-	
10-421-753	RADIOS-HANDHELD	2,627	2,621	5,400	5,400	See footnote #6
10-421-770	ANIMAL CONTROL	2,050	1,000	2,000	2,000	Animal Shelter Contract
10-421-780	DRUG DOG PROGRAM	2,435	2,003	900	900	Dog Food, Vet Care & Boarding for DAX
	TOTAL OPERATIONAL EXPENDITURES:	96,010	102,565	146,148	146,148	
	EXTERNAL CONTRACTS					
10-421-348	COMMUNICATIONS-POLICE/FIRE DISPATCH	123,980	117,211	93,080	93,080	See footnote #7
10-421-428	PROSECUTION OF MISDEMEANORS	23,205	23,204	23,205	23,205	
	TOTAL EXTERNAL CONTRACTS:	147,185	140,415	116,285	116,285	
	POLICE DEPARTMENT Total:	1,265,590	1,208,614	1,119,069	1,119,069	

COMMUNICATIONS-POLICE/FIRE DISPATCH

Blaine County E-911 Dispatch	88,280
Qwest lines - t-1 & E-911	4,800
Total:	93,080

FOOTNOTES POLICE DEPARTMENT

- Footnote 1 Pavilion and SV Resort Event Venue: Traffic Control: 30 events X 2 officers X \$55/hr X 4 hrs. = \$13,200, SERT Team Training 13X10hrs.X\$55=\$7,150, NET Investigations 26X10X\$55=\$14,300
- Footnote 2 Contract for City of Sun Valley's share of valley wide law enforcement records management system
- Footnote 3 Pistol Range Ohio Gulch, Idaho Chief of Police, ICRMP Lexipol fees, Rocky Mountain Information Network
- Footnote 4 Six Verizon cell phones, 4 voice only phones for police cars, 2 smartphones for police administration
- Footnote 5 Repair & maintenance of police equipment ie: garage doors, radar certification, mobile data computers
- Footnote 6 Blaine County for 700MHz fees, \$306/yr/unit, 16units = \$4,836/yr., \$522 for power on Baldy
- Footnote 7 Dispatch Contract: \$88,280; Century Link Frame Relay \$4,800

City of Sun Valley
 FY 14 TENTATIVE AMENDED BUDGET

Acct No	Account Description	FY 2012	FY 2013	FY 2014	FY 2014	Notes and Descriptions of line item purchases
		Prior Year 2	Prior Year 1	June 5, 2014	Proposed	
		Audited	Audited	Amended	Amended	
		Actuals	Actuals	Budget	Budget	FY 2014
GENERAL FUND EXPENDITURES						
FIRE DEPARTMENT						
SALARIES AND WAGES						
10-423-110	SALARIES AND WAGES	249,996	155,703	269,077	269,077	4 FTEs
10-423-120	SALARIES & WAGES -ON CALL FF	125,800	68,200	87,050	87,050	
10-423-130	SALARIES & WAGES-WILDLAND	10,188	38,064	10,000	10,000	
10-423-140	SALARIES & WAGES-TEMP EMPLOYEE	17,983	78,569	49,046	49,046	1.13 FTEs (Including Admin Asst 5 hours a week)
	TOTAL SALARIES AND WAGES:	403,966	340,536	415,173	415,173	
FRINGE BENEFITS						
10-423-200	PHYSICAL INCENTIVE PROGRAM	349	-	-	-	Discontinued
10-423-210	FICA CONTRIBUTION	33,521	25,296	32,419	32,419	7.65%
10-423-220	RETIREMENT CONTRIBUTION	38,566	28,651	32,377	32,377	11.66%
10-423-250	HEALTH INSURANCE	52,768	41,639	58,436	58,436	
10-423-290	HOUSING ALLOWANCE	6,000	2,167	-	-	Fire Chief; \$716.67/month; required to live in town or nearby. - MOVED TO WFH FUND
	TOTAL FRINGE BENEFITS:	131,204	97,753	123,232	123,232	
OPERATIONAL EXPENDITURES						
10-423-240	WORKERS COMP & SUPPLMTL ACCDT	10,000	16,779	16,000	16,000	
10-423-280	STATE UNEMPLOYMENT	-	-	-	-	
10-423-310	OFFICE SUPPLIES	1,931	2,574	2,200	2,200	
10-423-315	JANITORIAL SUPPLIES	645	1,649	1,500	1,500	
10-423-320	OPERATING SUPPLIES	11,654	7,912	10,000	10,000	Coffee, linens, station smoke & fire system, cleaning of rugs,
10-423-325	MEDICAL SAFETY SUPPLIES	3,121	18,770	5,500	5,500	EMT medical safety supplies
10-423-340	MINOR TOOLS	593	112	3,200	3,200	Shop tools, wrenches, screw drivers etc. & \$1,200 for floor jack
10-423-350	MOTOR FUELS & LUBRICANTS	14,377	12,314	12,000	12,000	Station fuel & oil changes
10-423-360	MOTOR FUELS & LUBRICANTS - WLF	335	-	5,000	5,000	
10-423-470	TRAVEL, TRAINING & MEETINGS	8,685	9,391	31,600	31,600	See Footnote #1
10-423-480	DUES/SUBSCRIPTIONS/MEMBERSHIPS	6,843	5,450	5,200	5,200	Professional fire organizations
10-423-500	CUSTODIAL & CLEANING SERVICES	-	-	-	-	Not used in previous years
10-423-510	TELEPHONE & COMMUNICATIONS	5,363	3,332	8,100	8,100	See Footnote #2
10-423-555	RENTAL- EQUIPMENT	1,089	191	2,500	2,500	Loader to clear snow from fire hydrants
10-423-570	RENTAL - OTHER	500	1,180	1,500	1,500	Equipment not in FD inventory
10-423-576	TURNOUTS- REPLACEMENT & MAINT.	366	2,706	20,400	20,400	2 replacement sets per year; Turnouts for 6 new recruits
10-423-580	REPAIR/MAINT - OFFICE FURN/EQ	-	-	-	-	No furniture needed
10-423-585	REPAIR/MAINT - BUILDINGS	18,736	3,225	5,000	5,000	
10-423-590	REPAIR/MAINT - GROUNDS	256	2,814	7,000	7,000	New plants, Tile, & Landscape
10-423-591	WILDLAND EQUIP REIMB -WILDLAND ENG	3,598	-	-	-	
10-423-595	REPAIR & MAINT - EQUIPMENT	27,449	25,554	33,500	33,500	Firefighting equip. chain saws, smoke ejector fan, foam, parts & masks; Equipment for Eng 60
10-423-600	REPAIR/MAINT - AUTOMOTIVE EQ	18,850	14,923	24,900	24,900	New striping on vehicles to bring them up to code (\$900); Vehicle equipment: tires, windshield wipers, etc.

City of Sun Valley
 FY 14 TENTATIVE AMENDED BUDGET

Acct No	Account Description	FY 2012	FY 2013	FY 2014	FY 2014	Notes and Descriptions of line item purchases
		Prior Year 2	Prior Year 1	June 5, 2014	Proposed	
		Audited Actuals	Audited Actuals	Amended Budget	Amended Budget	<i>FY 2014</i>
10-423-615	REPAIR/MAINT - RADIO SERVICE	3,394	7,146	3,500	3,500	
10-423-630	LAUNDRY	1,778	-	1,500	1,500	
10-423-631	UNIFORMS	6,887	6,031	8,000	8,000	Summer/Winter uniforms
10-423-635	UNIFORMS - WILDLAND FIRE	-	385	5,000	5,000	
10-423-740	OFFICE FURNITURE & EQUIPMENT	-	2,032	3,766	3,766	Firewall (\$591); 18 port Network Switch (\$275); 2 new workstations (\$1,200 a piece) & book shelves
	<i>TOTAL OPERATIONAL EXPENDITURES:</i>	146,449	144,467	216,866	216,866	
	CODE ENFORCEMENT					
10-423-910	TRAINING/TRAVEL - CE	-	-	4,000	4,000	NFPA, FBIC, or Fire Cause & Determination Class
10-423-920	OFFICE/OPERATING SUPPLIES - CE	-	-	1,165	1,165	
10-423-930	TOOLS & SUPPLIES - CE	-	-	250	250	
10-423-940	OFFICE FURNITURE & EQUIP. - CE	-	-	2,935	2,935	FY14 - iPad \$850, updated code books \$500 (every 3-4 years) & software
	<i>TOTAL CODE ENFORCEMENT EXPENDITURES:</i>	-	-	8,350	8,350	
	FIRE DEPARTMENT Total:	<u>681,620</u>	<u>582,756</u>	<u>763,621</u>	<u>763,621</u>	

Footnote #1 All volunteers EMS Transitional Class; EMT Renewal (5 persons); wildland training; professional conferences

Footnote #2 Verizon (4 smart phones, fire chief, assist fire chief and code enforcement), Cox Comm. Dollar Mtn Antennae lease & wifi for 5 iPads

City of Sun Valley
 FY 14 TENTATIVE AMENDED BUDGET

		FY 2012 Prior Year 2	FY 2013 Prior Year 1	FY 2014 June 5, 2014	FY 2014 Proposed	Notes and Descriptions of line item purchases
Acct No	Account Description	Audited Actuals	Audited Actuals	Amended Budget	Amended Budget	FY 2014
GENERAL FUND						
EXPENDITURES						
<u>STREET DEPARTMENT</u>						
SALARIES AND WAGES						
10-431-110	SALARIES AND WAGES	196,940	194,690	201,665	201,665	3 FTE's
10-431-120	SALARIES & WAGES - PART TIME	1,704	8,341	7,000	7,000	For additional snowplow help & to cover staff vacations. With shared temporary staff
	TOTAL SALARIES AND WAGES:	198,644	203,031	208,665	208,665	
FRINGE BENEFITS						
10-431-200	PHYSICAL INCENTIVE PROGRAM	547	-	-	-	Discontinued
10-431-210	FICA CONTRIBUTION	17,845	15,834	16,621	16,621	7.65%
10-431-220	RETIREMENT CONTRIBUTION	22,661	21,189	23,802	23,802	11.32%
10-431-250	HEALTH INSURANCE	47,468	59,486	45,356	45,356	No increase on April 1st
10-431-290	HOUSING ALLOWANCE	7,200	7,200	-	-	Street Superintendent; \$716.67/month; required to live in town or nearby. - MOVED TO WFH Fund
	TOTAL FRINGE BENEFITS:	95,722	103,709	85,779	85,779	
OPERATIONAL EXPENDITURES						
10-431-240	WORKERS COMPENSATION	4,913	10,949	12,000	12,000	
10-431-315	JANITORIAL SUPPLIES	56	313	300	300	Cleaning supplies for Street Shop
10-431-320	OPERATING SUPPLIES	2,369	3,265	4,500	4,500	Small daily operating supplies; ie, fasteners, electrical tape, etc.
10-431-340	TOOLS & EQUIPMENT	607	291	3,000	3,000	Industrial air gun, equipment lift, drill press and hydraulic press
10-431-345	SAFETY EQUIPMENT	173	363	-	-	First aid kit maintenance; safety glasses, earplugs, etc.
10-431-350	MOTOR FUELS & LUBRICANTS	12,152	12,987	13,000	13,000	Fuel and oil purchases
10-431-429	OTHER PROFESSIONAL SERVICES	4	-	-	-	Tree spraying, landscape clean-up - more work done in-house 10-431-620
10-431-440	ADVERTISING & LEGAL PUBLISHING	-	-	1,000	1,000	Bid documents
10-431-470	TRAVEL, TRAINING & MEETINGS	-	1,034	4,000	4,000	Staff Training for new employee;
10-431-510	TELEPHONE SERVICE	1,466	1,103	1,000	1,000	1 smartphones, 1 cell
10-431-536	SANDING/MAG CHLORIDE	11,660	3,868	9,300	9,300	Traction sand/salt/MC
10-431-555	RENTAL - EQUIPMENT	-	16	500	500	As needed rental of speciality tool or equipment
10-431-570	RENT/LEASE - SNOW REMOVAL EQUIP	-	-	-	-	Rentals, if needed, for breakdowns
10-431-591	REPAIR/MAINT/CLEANING-STREETS	1,516	4,753	3,500	3,500	Good inventory of parts on hand, street sweeper replacement brooms
10-431-592	STRIPING	22,221	12,048	27,000	27,000	Piggy-back on Ketchum bid - restripe all path and street markings in the City.
10-431-595	REPAIR/MAINT - LARGE EQUIPMENT	2,420	45,793	14,000	14,000	Large truck spraying
10-431-596	REPAIR/MAINT - SMALL EQUIP	239	326	1,000	1,000	Large equip repair
10-431-600	REPAIR/MAINT - AUTO EQUIP	3,997	3,334	3,500	3,500	Mowers and snow blowers etc Repair/maint auto equipment

City of Sun Valley
 FY 14 TENTATIVE AMENDED BUDGET

	FY 2012 Prior Year 2	FY 2013 Prior Year 1	FY 2014 June 5, 2014	FY 2014 Proposed	Notes and Descriptions of line item purchases
Acct No	Audited Actuals	Audited Actuals	Amended Budget	Amended Budget	<i>FY 2014</i>
10-431-610	603	343	1,000	1,000	Unusual expenses without appropriate line item
10-431-614	11,526	12,756	12,000	12,000	All building maintenance
10-431-620	3,580	2,015	4,500	4,500	Spring landscape clean up, tree spraying
10-431-621	10,769	12,829	13,500	13,500	RFP out for season's work
10-431-631	690	732	1,000	1,000	Staff work clothing
10-431-740	-	-	2,400	2,400	2 new workstations - Supervisor & Maintenance Administrator
10-431-745	-	9,976	-	-	
10-431-778	-	114,600	-	-	Chip seal moved to Street & Path Fund
10-431-780	246,378	109,079	165,000	120,000	Shouldering, path slurry seal, drainage work, asphalt repairs, etc.
10-431-790	1,158	445	2,350	2,350	Sprinkler repair, fence stain, fertilizer, etc.
	<i>TOTAL OPERATIONAL EXPENDITURES:</i>	338,494	363,218	299,350	254,350
	STREET FUND EXPENDITURE Total:	<u>434,216</u>	<u>669,958</u>	<u>593,794</u>	<u>548,794</u>

City of Sun Valley
 FY 14 TENTATIVE AMENDED BUDGET

Acct No	Account Description	FY 2012 Prior Year 2		FY 2013 Prior Year 1		FY 2014 June 5, 2014	FY 2014 Proposed	Notes and Descriptions of line item purchases
		Audited	Actuals	Audited	Actuals	Amended Budget	Amended Budget	
GENERAL FUND								
EXPENDITURES								
<u>OTHER GENERAL GOVERNMENT</u>								
10-419-790	HEALTH INSURANCE		-		-	-	-	
10-419-800	CONTINGENCY		-		82,909	100,000	100,000	
10-419-951	TRANSFERS OUT TO CIPF		-		-	25,000	25,000	
10-419-952	TRANSFERS OUT TO FIXED ASSET FUND		-		-	212,662	212,662	
10-419-953	TRANSFERS OUT TO STREET & PATH FUND		-		-		45,000	
10-419-954	TRANSFERS OUT TO WORKFORCE HOUSING FUND		-		-			
10-419-956	TRANSFERS OUT TO GF UNASSIGNED FUND BALANCE		-		44,700	9,316	85,917	
OTHER GENERAL GOVERNMENT Total:			-		127,609	346,978	468,579	

City of Sun Valley
 FY 14 TENTATIVE AMENDED BUDGET

		FY 2012	FY 2013	FY 2014	FY 2014	Notes and Descriptions
		Prior Year 2	Prior Year 1	June 5, 2014	Proposed	of line item purchases
Acct No	Account Description	Audited	Audited	Amended	Amended	
		Actuals	Actuals	Budget	Budget	<i>FY 2014</i>
STREET & PATH FUND						
<u>GENERAL PROPERTY TAXES</u>						
52-311-100	PROPERTY TAX - 3% INCREASE				-	
52-311-200	PROPERTY TAX - GENERAL		256,970	265,555	265,555	10% of total property taxes
	GENERAL PROPERTY TAXES Totals:		256,970	265,555	265,555	
<u>STATE OF IDAHO SHARED REVENUES</u>						
52-335-200	STATE HIGHWAY USER		45,975	45,842	45,842	AIC estimate for FY 2014 @ 1% increase over FY 13
	STATE OF IDAHO SHARED REVENUES Totals:		45,975	45,842	45,842	
<u>MISCELLANEOUS</u>						
52-380-100	TRANSFER FROM S&P FUND BALANCE		-	58,371	83,423	
52-380-110	TRANSFER FROM LAF FUND BALANCE		-	-	-	
52-380-120	TRANSFER FROM GENERAL FUND		-	-	45,000	
52-380-000	TRANSFER FROM GF UNASSIGNED FB		-	-	-	
	MICELLANEOUS REVENUES Totals:		-	58,371	128,423	
	STREET & PATH FUND REVENUE Totals:		302,945	369,768	439,820	
<u>STREETS & PATHS</u>						
52-431-780	STREETS & PATHS - 5 YEAR ROTATION - CHIP & SEAL		192,246	-	-	
52-431-782	PATH - 5 YEAR ROTATION - SLURRY SEAL		-	-	-	
52-431-784	SINCLAIR PATH WALL		-	219,768	253,039	
52-431-786	TRAIL CREEK PATH		-	150,000	186,781	
	CAPITAL PROJECTS Totals:		192,246	369,768	439,820	
<u>MISCELLANEOUS</u>						
52-431-960	TRANSFER TO S&P FUND BALANCE		-	-	-	
	MISCELLANEOUS Totals		-	-	-	
	STREET & PATH FUND EXPENDITURE Totals:		192,246	369,768	439,820	
	STREET & PATH FUND Total:		110,699	0	(0)	

City of Sun Valley
 FY 14 TENTATIVE AMENDED BUDGET

		FY 2012 Prior Year 2	FY 2013 Prior Year 1	FY 2014 June 5, 2014	FY 2014 Proposed	Notes and Descriptions of line item purchases
Acct No	Account Description	Audited Actuals	Audited Actuals	Amended Budget	Amended Budget	FY 2014
FIXED ASSET FUND						
<u>REVENUE</u>						
29-311-500	PROPERTY TAXES	-	-	-	-	
29-311-510	VEHICLE SALES	-	-	-	-	
	GENERAL REVENUE Totals:	-	-	-	-	
<u>OPERATING TRANSFERS IN</u>						
29-399-500	TRANS. FROM GENERAL FUND	-	-	212,662	212,662	
29-399-501	TRANS. FROM GF UNASSIGNED FUND BALANCE	-	-	654	654	
29-399-502	TRANS. FROM DEBT SERVICE FUND BAL	-	-	-	-	
29-399-503	TRANS FROM LAF UNASSIGNED FUND BALANCE	-	-	-	-	
	TOTAL OPERATING TRANSFERS IN:	-	-	213,316	213,316	
	FIXED ASSET REVENUE Totals:	-	-	213,316	213,316	
<u>EXPENDITURES</u>						
<u>POLICE DEPARTMENT</u>						
29-490-761	POLICE- PATROL VEHICLE	73,885	-	-	-	New Patrol Vehicle
	POLICE DEPARTMENT Total:	73,885	-	-	-	
<u>FIRE DEPARTMENT</u>						
29-490-780	Wildland Engine 63	-	130,000	-	-	
29-490-781	Fire Engine - Pumper	-	21,550	-	-	
29-490-784	Wildland Engine 64	-	111,025	-	-	
29-490-750	Municipal Engine 62	-	-	-	-	
29-490-751	Chief 1	-	-	-	-	
29-490-752	Chief 2	-	-	45,202	45,202	
29-490-753	Radios	-	-	28,000	28,000	Replace 5 radios a year @ \$5,600 a piece; will try for a grant
29-490-754	Airpacks	-	-	-	-	Will try for a grant
29-490-756	Aerial Tower	-	-	112,426	112,426	10 year lease purchase
29-490-779	New Engine Support Equipment	5,500	-	-	-	
	FIRE DEPARTMENT Total:	5,500	262,576	185,628	185,628	
<u>STREET DEPARTMENT</u>						
29-490-785	Oshkosh Plow Blade Replacements (2)	-	-	-	-	
29-490-786	Bobcat Toolcat	-	27,386	-	-	
29-490-787	City Hall Generator	-	-	-	-	
	STREET DEPARTMENT Total:	-	27,386	-	-	

City of Sun Valley
 FY 14 TENTATIVE AMENDED BUDGET

		FY 2012 Prior Year 2	FY 2013 Prior Year 1	FY 2014 June 5, 2014	FY 2014 Proposed	Notes and Descriptions of line item purchases
Acct No	Account Description	Audited Actuals	Audited Actuals	Amended Budget	Amended Budget	<i>FY 2014</i>
<u>OTHER</u>						
29-490-772	FILE CABINETS FOR CLERK'S OFFICE					
29-490-777	Granicus	-		-	-	
29-490-790	FIXED ASSET FUND BALANCE	-		22,200	22,200	
29-490-802	Network Server	13,808	4,769	5,488	5,488	New server (including time and material)
	OTHER Totals:	13,808	4,769	27,688	27,688	
	FIXED ASSET EXPENDITURE Totals:	93,193	294,731	213,316	213,316	
	FIXED ASSET Totals:	(93,193)	(294,731)	0	0	

City of Sun Valley
 FY 14 TENTATIVE AMENDED BUDGET

Acct No	Account Description	FY 2012 Prior Year 2		FY 2013 Prior Year 1	FY 2014 June 5, 2014	FY 2014 Proposed	Notes and Descriptions of line item purchases
		Audited	Actuals	Audited Actuals	Amended Budget	Amended Budget	
CAPITAL IMPROVEMENT FUND							
GRANTS							
50-399-900	LHTAC Transportation Grant	-	-	50,000	-	-	
	GRANTS Totals:	-	-	50,000	-	-	
<u>OPERATING TRANSFERS IN</u>							
50-399-100	TRANSFER FROM CIF FUND BALANCE	-	-	-	50,000	50,000	
50-399-200	TRANSFER FROM GF UNASSIGNED FB	-	-	-	-	-	
50-399-300	TRANSFER FROM LAF UNASSIGNED FB	-	-	-	-	-	
50-399-500	TRANSFER FROM GENERAL FUND	-	-	-	25,000	25,000	
	OTHER TRANSFERS IN Totals:	-	-	-	75,000	75,000	
CAPITAL IMPROVEMENT FUND REVENUE Total:		-	-	50,000	75,000	75,000	
EXPENDITURES							
CAPITAL PROJECTS							
<u>ROADS & INTERSECTIONS</u>							
50-470-831	CITY STREETS	-	-	-	-	-	
		-	-	-	-	-	
<u>BUILDINGS</u>							
50-480-440	City Hall Exterior Paint	-	-	9,813	-	-	
50-480-441	Street Facility Repair and Paint	-	-	-	-	-	
50-480-442	Street Department Ventilation System	-	-	-	-	-	
50-470-801	Capital Improvement Plan	-	26,356	-	-	-	
50-470-837	Heating & Cooling System - City Hall	-	-	-	-	-	
		-	-	-	-	-	
<u>OTHER</u>							
50-470-820	Transportation Plan Update	-	-	12,470	75,000	75,000	
	CAPITAL PROJECTS Totals:	-	-	22,283	75,000	75,000	
	CIF EXPENDITURE Totals:	-	26,356	22,283	75,000	75,000	
	CAPITAL IMPROVEMENT FUND Total:	-	(26,356)	27,717	-	-	

City of Sun Valley
 FY 14 TENTATIVE AMENDED BUDGET

Acct No	Account Description	FY 2012	FY 2013	FY 2014	FY 2014	Notes and Descriptions of line item purchases
		Prior Year 2	Prior Year 1	June 5, 2014	Proposed	
		Audited	Audited	Amended	Amended	
		Actuals	Actuals	Budget	Budget	<i>FY 2014</i>
WORKFORCE HOUSING FUND						
<u>FEES AND RENTS</u>						
42-311-510	PAYMENT OF FEES IN LIEU					
42-311-515	RENTS	10,785	9,192	7,000	7,000	
	<i>FEES AND RENTS Totals:</i>	10,785	9,192	7,000	7,000	
<u>OPERATING TRANSFERS IN</u>						
42-399-500	TRANS. FROM WFHF FUND BAL.	-	-	32,159	32,159	
	<i>OPERATING TRANSFERS IN Totals:</i>	-	-	32,159	32,159	
	WORKFORCE HOUSING FUND REVENUE Total:	10,785	9,192	39,159	39,159	
<u>EXPENDITURES</u>						
MISCELLANEOUS						
42-470-701	TRANSFER TO WFH FUND BALANCE	-	-	-	-	
42-470-702	EMPLOYEE HOUSING ALLOWANCE	-	-	17,200	17,200	
42-470-703	COMMUNITY HOUSING SERVICES	11,230	-	10,000	10,000	
42-470-705	CITY OWNED UNITS/ UTILITIES & MAINT.	-	6,534	7,000	7,000	
	<i>MISCELLANEOUS Totals:</i>	11,230	6,534	34,200	34,200	
CAPITAL PROJECTS						
42-470-710	FUTURE HOUSING PROJECTS	-	(15,000)	4,959	4,959	
	<i>CAPITAL PROJECTS Totals:</i>	-	(15,000)	4,959	4,959	
	WORKFORCE HOUSING FUND EXPENDITURE Totals:	11,230	(8,466)	39,159	39,159	
	WORKFORCE HOUSING FUND Total:	(445)	17,658	-	-	

City of Sun Valley
 FY 14 TENTATIVE AMENDED BUDGET

Acct No	Account Description	FY 2012		FY 2013	FY 2014	FY 2014	Notes and Descriptions of line item purchases
		Prior Year 2	Prior Year 1	June 5, 2014	Proposed		
		Audited	Actuals	Audited	Amended	Amended	
				Actuals	Budget	Budget	FY 2014
DEBT SERVICE FUND							
<u>GENERAL PROPERTY TAXES</u>							
30-311-500	PROPERTY TAXES - GENERAL TAXES FOR FAIRWAY NOTE			2,284	-	-	
30-311-750	PROPERTY TAX- 2003 BOND		5,259	-	-	-	
	<i>GENERAL PROPERTY TAXES Totals:</i>		5,259	2,284	-	-	
<u>MISCELLANEOUS</u>							
30-380-xxx	TRANSFER FROM LAF FUND BALANCE						
30-380-xxx	TRANSFER FROM GF UNASSIGNED FUND BALANCE						
30-380-100	TRANSFER FROM DEBT SERVICE FUND BALANCE		-	-	12,938	12,938	
	<i>MISCELLANEOUS Totals:</i>		-	-	12,938	12,938	
	DEBT SERVICE FUND REVENUE Totals:		5,259	2,284	12,938	12,938	
<u>EXPENDITURES</u>							
<u>PRINCIPAL EXPENDITURES</u>							
30-480-xxx	BOND ISSUE LEGAL FEES						
30-480-xxx	BOND ISSUE MEDIA/COMMUNICATION FEES						
30-480-429	FISCAL AGENT SERVICES		29,996	-	-	-	
30-480-813	2003 BOND PRINCIPAL		-	-	-	-	
	<i>PRINCIPAL EXPENDITURES Totals:</i>		29,996	-	-	-	
<u>INTEREST EXPENDITURES</u>							
30-490-300	INTEREST 03 SERIES			-	-	-	
30-490-400	INTEREST 2004 NOTE - FAIRWAY RD.			-	-	-	
	<i>INTEREST EXPENDITURES Totals:</i>			-	-	-	
<u>MISCELLANEOUS</u>							
30-491-100	TRANSFER TO GF UNASSIGNED FUND BALANCE		-	-	12,938	12,938	
	<i>MISCELLANEOUS Totals:</i>		-	-	12,938	12,938	
	DEBT SERVICE FUND EXPENDITURE Totals:		29,996	-	12,938	12,938	
	DEBT SERVICE FUND Totals:		(24,737)	2,284	-	-	



**CITY OF SUN VALLEY
CITY COUNCIL
AGENDA REPORT**

To: Honorable Mayor and City Council
From: *MH* Mark Hofman, Community Development Director
Meeting Date: November 6, 2014
Agenda Item: Climate Adaptation Plan Funding Request

SUBJECT: Action on a Community Development Department request for funding in the amount of \$5,000 for City of Sun Valley participation as a partner in the Wood River Climate Adaptation Plan.

BACKGROUND: The local station of the United States Forest Service (Sawtooth National Forest) will submit an application to the Climate Solutions University for assistance in producing an adaptation plan to achieve measurable outcomes of healthy forested watersheds and more sustainable communities in the face of climate change. If approved, the Forest Service will partner with the City of Sun Valley, Blaine County, City of Ketchum, City of Hailey, and Bureau of Land Management to draft an adaptation plan to address the future impacts of fire in the wildland interface, economic and tourism impacts due to disasters, preservation and management of forest and water resources, and future grant opportunities. The adaptation plan effort will be a locally driven process, addressing local issues with a commitment to implementation.

ANALYSIS: It is the intention of the adaptation plan program that the Forest Service will act as lead agency, with the partner entities having oversight and approval responsibilities over the process. The Forest Service lead, Carol Brown, will provide a presentation to the City Council on November 6, 2014 as an overview of the program and the request. The \$5,000 requested from the City of Sun Valley will help fund a qualified ½ time person for calendar year 2015 to write the adaptation plan, consult with the participating partners, formulate public involvement, and attend the Climate Solutions University learning modules, amongst other duties. Other City of Sun Valley involvement in the plan includes some limited staff time of the Community Development Director as “other duties as assigned” to act as the City’s lead in the program.

RECOMMENDATION: The Community Development Director recommends the City Council consider the City’s participation in the Wood River Climate Adaptation Plan and pass a motion to contribute a one-time payment of \$5,000 from the Contingency Fund for FY 2014/2015, if the adaptation plan program goes forward, and authorize the Mayor to sign the Statement of Commitment for the program application on behalf of the City of Sun Valley.

September 25, 2014 DRAFT
Wood River Climate Adaptation Plan (CAP) Group
Statement of Commitment

Application amendment to the 2015 Climate Solutions University

There is a recognized critical need in the Wood River Valley for local community resilience against the impacts of climate change by protecting and managing our local natural resources. The Wood River CAP group was formed to oversee and direct the creation of an effective and actionable community-based climate adaptation plan. The CAP group will support implementation of adaptation actions to achieve measurable outcomes of healthy forested watersheds and more sustainable communities in face of climate change.

The Partners in the Wood River CAP include:

1. Blaine County
2. City of Ketchum
3. City of Sun Valley
4. City of Hailey
5. Forest Service / Sawtooth National Forest
6. Bureau of Land Management / Shoshone District

It is the intention of the CAP group that the Forest Service will be the lead agency for this plan with the other five entities having oversight and approval responsibilities over the process. All six entities have institutional capacity to oversee the development of a community-based climate adaptation plan. (e.g. all have budgets exceeding \$10 million, all have staff of 20 people or more, all routinely work with the public and other entities on mutually beneficial and shared interests projects, etc.)

As part of this application, each Partner is committed to contributing a one-time payment of \$5,000 to fund a 1/2 time person for calendar year 2015 to: write the adaptation plan, consult with the Partners, formulate public involvement, attend the CSU Learning Modules, February – December, 2015, amongst many other duties. The Forest Service lead - Carol Brown is already funded and oversight of this project would be considered "other duties as assigned" for her. As we identify gaps in data or other needs during the planning process we will apply for additional grant monies.

The Adaptation Plan will include specific action items in the form of an Implementation Plan. Some action items may be implemented across the entire planning area and affect all Partners. Others may be specific to only one Partner. This will allow Partner support for implementation actions because they will have developed and already agreed to by the Partners.

The outcome of this work will result in the Wood River Valley being better prepared to adapt and better withstand impacts of climate upon our natural resources. This in turn will result in a more resilient economy and social structure in the decades to come. We are committed to this process and hope you will approve our application to the Climate Solutions University for 2015.

**Wood River Climate Adaptation Plan (CAP) Group
Application - Statement of Commitment – page 2**

Blaine County _____ Date _____

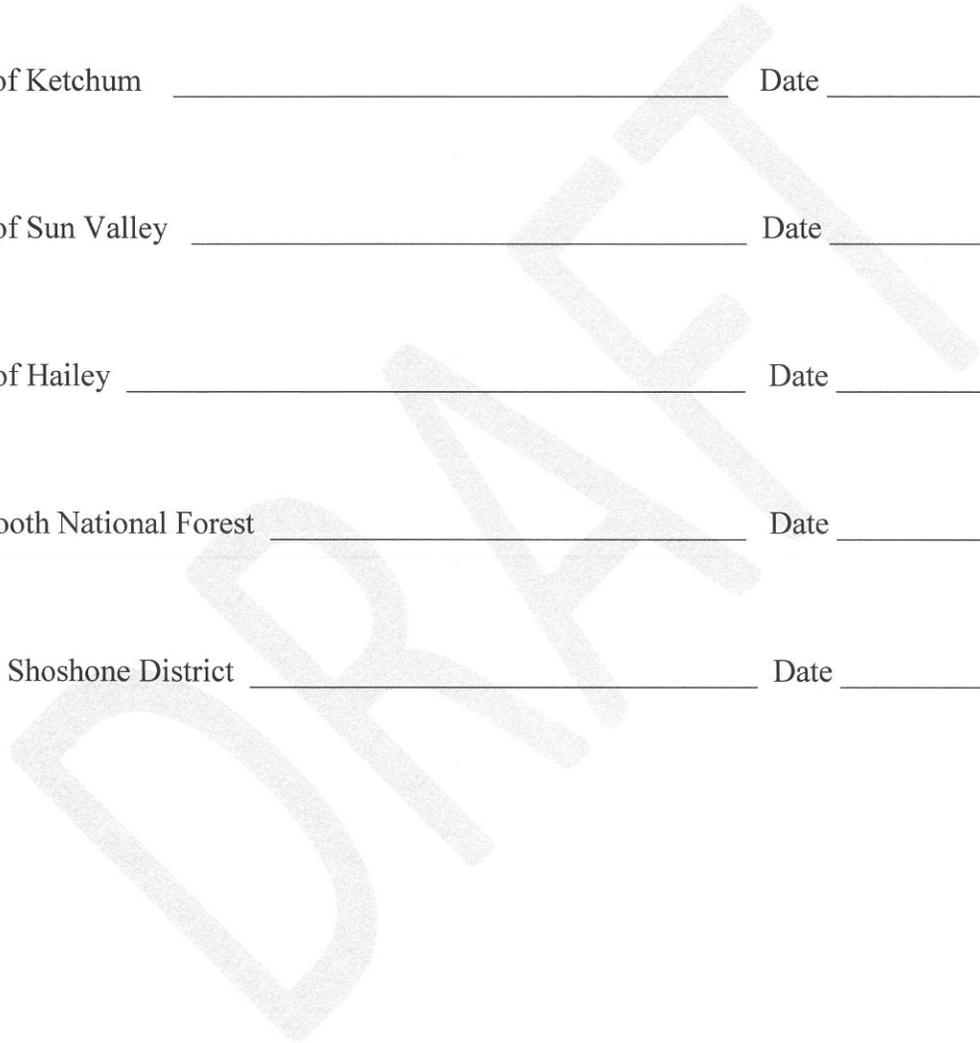
City of Ketchum _____ Date _____

City of Sun Valley _____ Date _____

City of Hailey _____ Date _____

Sawtooth National Forest _____ Date _____

BLM Shoshone District _____ Date _____



Wood River (5B) Climate Adaptation Planning

When water flows, snowfalls,
and wildfire impacts matter,
we can plan and adapt ...
or we can sit back and react

Change is Occurring in Our Valley

Water levels down
to historical lows



January, 2014



Erratic snow precipitation past decade with increased rain-on-snow events. In February 2014, the snow depth on the top of Bald Mountain was 4th lowest since 1949.

Change is Occurring in Our Valley



**Local
Governments
are on the
Frontlines**

In past decade the Wood River Valley has routinely experienced wildfires impacts during the summer months – causing cancellation of major events, loss of property, air quality hazard, and evacuations

Adaptation Planning Results In Resilient Communities

- * Helping people and nature adapt to these changes is a key role for community leaders.
- * We plan for earthquakes, etc. Planning for variable climate and weather extremes is the same.
- * Sitting back and reacting – not very successful.
Consequences to:
 - * drinking water supply
 - * budgets
 - * property and homes by fire, erosion and flooding,
 - * local economy

So What Is Vulnerability and Adaptation Planning?

- (1) Identify important local resource conditions and issues (e.g. water levels, forests fuels)
- (2) Evaluate sensitivity of these natural resources to climate change

These first two steps are about identifying our resource vulnerabilities (e.g. snow pack levels effect on drinking water supply and drought effects on wildfire susceptibility)

So What Is Vulnerability and Adaptation Planning?

- (3) Develop and implement strategic options tailored to each Partner for adapting local resources to climate change.
(Community / stakeholder involvement)

Or stated more simply: How will variable climate and weather extremes affect my City.... And have we planned for it?

This is **NOT** about new studies

Step 1 – Compile known Information – look for gaps

- * USGS, Blaine County, Cities, and other partners completed a "Groundwater resources of the Wood River Valley".
http://id.water.usgs.gov/projects/wood_river_valley/index.html
- * Pacific Northwest Climate Impacts Research Consortium (CIRC) is working with the Big Wood Groundwater users and has developed a downscaled (regional) climate change model for the Wood River Valley (John Stevenson)
- * Future water flow predictions based on that modeling

What We Already Know

Information Already Compiled

- * All Blaine County entities responsible for fire protection have worked together to develop the Blaine County Fire Protection Plan (CWPP updated in 2014)
- * Blaine County, Cities of Hailey, Ketchum, Bellevue, and Sun Valley all written risk assessment (all-hazard) plans.
- * Sun Valley Economic Development (Sustain Blaine) has compiled economic statistics including impacts to the Valley from wildfires

Actions Already Occurring

- * Cities and the County have Comprehensive Plans and other plans that address hazards and the desire to create policies to mitigate and adapt to them.
- * 5B Restoration Coalition – working on post fire projects – organizing for action
- * Blaine County and the Cities are energy assurance savvy – many policies already in place
- * Forest Service & BLM already inventorying hazardous fuels in the WUI – planning projects
- * Sun Valley Economic Development – compiling economic impact statistics

Everyone has a piece of Adaptation




- Economic (SV Development, Chamber of Commerce)
- Implementation (City/County Governments, 5B Restoration, BLM, Forest Service)
- Protection (Comprehensive Plans, All Hazards Plans, CWPP)
- Science (Water Forecasts, Climate Forecasts)

Good Decisions Can Be Made Even With Uncertainty

Opportunities exist today to anticipate and adapt to these changes -and to protect our:

- * water quantity and quality
- * air quality and human health
- * Homes and property
- * trails and ski hill
- * and our economy

Investments in Adaptation

It's not a question of IF you'll pay to adapt... It's a question of WHEN you'll pay.

We can plan ahead and get to where we want to go
(**Anticipatory Adaptation**)



Thinning along road to create defensible barrier

We can incur damages, clean up the mess, and live with the consequences
(**Reactive Adaptation**)



Idaho Statesman, Aug. 17, 2013

Any Smart Policy Portfolio Must Have Adaptation Strategies

Adaptation is essential because climate will continue to be variable with climate extremes:

- * regardless of actions taken to mitigate
- * due to natural variability in climate
- * Because 'reacting' is not a smart policy

Ask the question: Does this policy consider variable climate and weather extremes?

Examples - Adaptation Strategies Tailored for Each City/Entity

St Luke's Projects

- West Nile Virus
 - Increased abundance of mosquitos – Update response programs. In conjunction with County, develop Public Awareness Campaign
- Extreme Heat Event
 - In conjunction with Senior Connections & Blaine County, develop **Heat Notification & Response Plan** for vulnerable populations (e.g., elderly people with limited mobility who lack air conditioning and would be vulnerable during an extreme heat event).

"Your City" Area Projects

- Water Supply
 - Develop drought / water restriction criteria. Begin public dialogue aimed at adding specifics to criteria in the event that extended droughts require the implementation of severe water use restrictions.

Examples - Adaptation Strategies Tailored for Each City/Entity

Cities/County Project

- All-Hazard Mitigation Plans
 - Incorporate climate change considerations in the next update
 - Incorporate recovery mitigation considerations in the next update

Blaine County Projects

- Food Security from Weed Competition to Crops
 - Expand Cooperative Weed Management Areas (CWMA) Program to address noxious weeds affecting crops.

Many Opportunities to Adapt (examples)

- * Developing more supply sources for drinking water – new wells, storage tanks, reservoirs, etc.
- * Convert grass and other vegetated areas at parks, right-of-ways, and private property to hardscape
- * Flood plain management actions and policies reviewed & addressed to accommodate more severe storm activities – Redefining 100 and 500 year flood plain boundaries
- * More strict urban-wildland interface policies and implementation items to address increase in wildfire

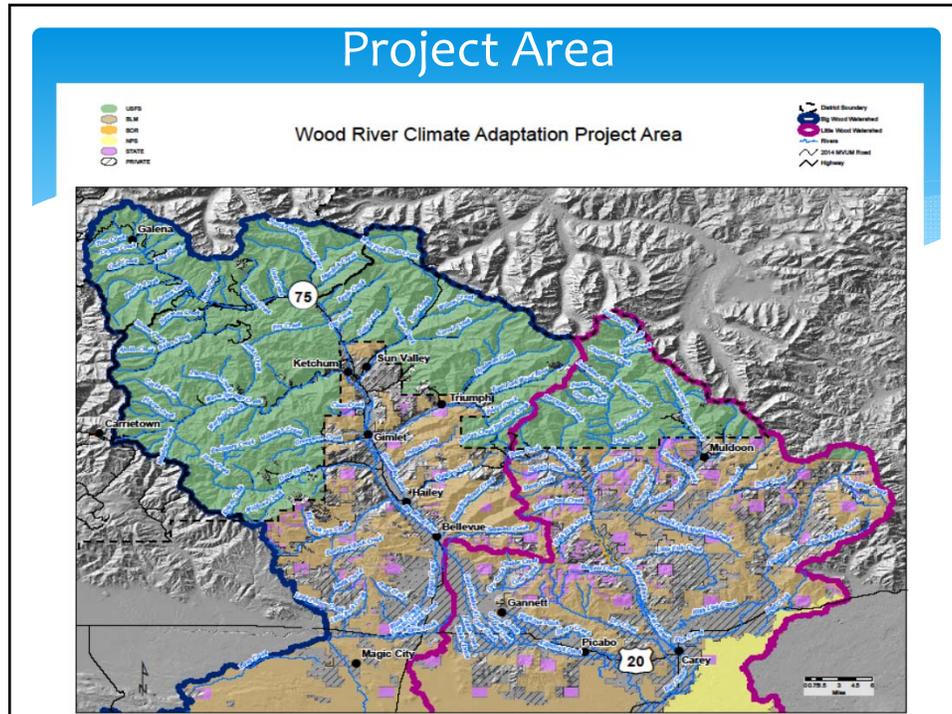
Many Opportunities to Adapt

- * Construction of retaining walls or other structures on erosion prone hillsides
- * More tree maintenance - replacement of city trees or planning for other expenses related to drought such as an increase in infestation, disease, etc.
- * More drywells and drainage maintenance and expenses related to more frequent, severe storm activity
- * Loss in tourism industry due to fires = less LOT, less city funding, population reductions – need for more diverse economy

What We Propose

Partnership with Climate Solutions University

- * 12-month virtual curriculum that takes communities through a four step vulnerability & adaptation planning process
- * Engage the community – many groups each have a piece of the puzzle – all need to be involved
- * Hire a ½ time person who writes the vulnerability and adaptation plan specific to the Wood River Valley
- * Forest Service will be the lead Agency / Steering group comprised of all Partners (Bike-Pedestrian plan model)



Potential Partners

Partnership with Climate Solutions University

Initial Steering Group

- * Sawtooth National Forest (staff lead)
- * Bureau of Land Management
- * City of Ketchum
- * City of Hailey
- * City of Sun Valley
- * Blaine County

MANY other potential Partners to be pulled in at strategic times – e.g. 5B Restoration Coalition, Cities of Bellevue & Carey, Pioneer Alliance, Wood River Land Trust, Groundwater users, Blaine County Recreation District, SV Economic (Sustain Blaine), ICL, TNC – the list is large.

Timeline & Deliverables

Nov - Dec 2014: **Hire ½ time employee**

Jan – Aug 2015: **Data /Information collection from non-profits, governments, stakeholders (Resource Vulnerability Assessment)**

Sept-Oct 2015: **Community Workshops – strategies developed for each Resource and tailored to each Partner**

November 2015: **draft Adaptation Action Plan**

Nov - Dec 2015: **Community Review of Adaptation Plan**

December 2015: **Finalize Adaptation Plan**

January 2016: **Active pursuit of resources and community support to implement the Wood River Adaptation Plan**

What We Need From You Now

Partnership with Climate Solutions University

- * Your support and participation
- * Sharing data and knowledge
- * ½ time employee for 1 year as well as other costs - \$30,000 needed
(6 partners at \$5,000 each.)

Wood River (5B) Climate Adaptation

*Questions?





CITY OF SUN VALLEY
REPORT TO THE CITY COUNCIL

TO: Honorable Mayor and City Council
FROM: Bill Whitesell, Street Superintendent
SUBJECT: Sinclair Wall Update and Final Pay Application
DATE: 10/31/2014

Background;

The City Council approved a bid from All Seasons Landscaping in the amount of \$219,768.00 to replace the two dry stack walls with a modular block wall system along the Sinclair path. The bid documents for the project reflected the original conditions from the 2009 Sinclair path rebuild. This year's project needed several field adjustments as sub grade issues and drainage issues became apparent as the project was underway resulting in a change order to the project in the amount of \$22,137.56. It was recommended by Steve Butler, the City's Inspector in the field, that more base blocks be used to ensure that the bottom row of block were sufficiently "keyed in" and compacted. An additional surface drainage system was also recommended to ensure that surface water would be efficiently dispersed and not get trapped behind the wall. A temporary irrigation system was also installed and will be removed when the vegetation gets established. With the change order, the total construction cost for the project is \$241,905.56.

I am very pleased with the final product and the City has received a number of compliments regarding the project.

Attachments;

Steve Butler memo.
Betsy Roberts memo.

Recommendation;

I recommend City Council approve payment to Allseasons Landscaping in the amount of \$241,905.56

Funding;

Please see Angela Walls budget amendment memo.

BUTLER ASSOCIATES, INC.

GEOTECHNICAL & CIVIL ENGINEERING & CONSULTING

P.O.B. 1034

Ketchum, Idaho 83340

Phone: 208.720.6432

Email: svgeotech@gmail.com

Bill Whitesell
City of Sun Valley Street Department
P.O.B. 416
Sun Valley, ID 83353
Office: 622-4438
E-mail: bwhitesell@svidaho.org

September 27, 2014

RE: CONSTRUCTION OBSERVATION SUMMARY REPORT

Sinclair Gravity Retaining Wall
Sun Valley, Idaho

Dear Bill,

This letter is a summary of the observations during the construction of the Sinclair Wall Bike Path gravity retaining wall. Site visits were completed July 28 through September 8, 2014. The following images chronologically document my site visits during the wall installation.

It is my professional opinions that the wall was constructed per manufacturer's recommendations. The contractor properly prepared the native subgrade and installed 12" of ¾" roadmix base course that was compacted to support the modular block retaining wall. The wall drainage system consists of a layer of 4.0 oz. non-woven filter fabric that was installed on the excavation bank, 4" perforated pipe that was placed at the base of the wall and connected to four solid drain lines that cross under the bike path and filling the area between the back of wall and filter fabric with imported washed gravel. A layer of 4.0 oz., non-woven filter fabric was placed on top of the gravel before installing several inches of topsoil, seed mix and temporary irrigation.

I appreciate this opportunity of working with you on this project. Please call me if you have any questions or comments.

Sincerely,

Steve Butler, P.E.



First course of ¾" roadmix base being placed and compacted at north end of south wall. It was agreed to place a consistent 12" of roadmix under the entire wall footprint. 25Jul14



Length of first course of 18" block extends beyond design to obtain a minimum 6" buried depth of next course of block that steps up. 28Jul14



Top of lower block at end of lower row 6" below asphalt to provide 6" keyed in depth of next higher course. 28Jul14



Depth of 3/4" roadmix is 18" at end of lower row. 29Jul14



Depth of roadmix varied from 18" at match line with lower row to 12" at end of course.
30Jul14



Roadmix was watered and compacted with multiple passes of jumping jack tampers.
1Aug14



Native subgrade consisted of silty clayey sand and gravel that was watered and compacted with jumping jack tampers. 4Aug14



Groundwater seep below centerline of swale. It was agreed to add a catch basin to collect surface runoff and minimize the chance of surface runoff cascading over top of wall. 4Aug14



New catch basin will be connected to 6" perforated drain line that drains existing catch basin adjacent to bike path. 5Aug14



Existing catch basin removed. 6Aug14



This is the discharge pipe that drained existing catch basin will be connected to the new catch basin. 6Aug14



Groundwater seep behind wall in line with proposed catch basin. Groundwater will be collected in perforated footing drain. 7Aug14



Bottom course is stepping down from crown of bike path. 18" depth of $\frac{3}{4}$ " roadmix at end of upper course. 7Aug14



Green pipe that drained existing catch basin will be connected to new catch basin. 7Aug14



Footing drain to extend to end of wall and connected to new solid pipe that will be installed under bike path. 11Aug14



First course of 12" depth of roadmix placed on approved subgrade for north wall. 12Aug14



Roadmix base being compacted for 2nd row of block 13Aug14



Third course of block being placed. Bike path was protected with sheets of plywood. 14Aug14



Bedrock encountered for 3 blocks. Depth of roadmix reduced to several inches to provide level course for block. Several rock knobs were chipped away with hydraulic hammer. 15Aug14



Back of wall prior to installing footing drain. North side of wall footing drain will terminate at mouth of existing culvert that crosses under path. 15Aug14



¾" roadmix to be placed Wall installed at least 6" below top of asphalt. 19Aug14



Bedrock chipped away to provide installation of several inches of roadmix. 19Aug14



Wall stepping down after passing bike pat crown. Several inches of roadmix installed over bedrock to provide level base. 19Aug14



Filter fabric and topsoil installation complete on top of north wall. 1Sep14



Catch basin at mouth of drainage swale on top of south wall. Filter fabric, topsoil and seedmix to be installed this week. 1Sep14



Approach to culvert invert to be regraded and wall footing drain to terminate at culvert entrance. 3Sep14



Three asphalt patches to be completed on south wall. 8Sep14

Pay Application for Sinclair Wall Improvements - 2014

PREPARED FOR: Bill Whitesell/City of Sun Valley

COPY TO: File

PREPARED BY: Betsy Roberts

DATE: October 31, 2014

PROJECT NUMBER: 350794

The Pay Application request submitted by Mark Martens of All Seasons Landscaping for materials and labor associated with the Sinclair Path Wall Improvements has been reviewed and evaluated. Based on discussions with you and the on-site engineer, Steve Butler, we find the final Pay Application to accurately reflect the work that has been conducted.

The Change Order required for additional block wall was necessary because existing conditions were different than that portrayed from the 2009 design drawings. This is not uncommon. The decision had been made early in the design phase due to timing and cost not to survey the existing 2009 wall, but to use the design drawings instead. The net result with respect to the total cost of the project is the same. If the mapping had been completed, the additional block would have been required. The Change Order cost was no more than the average per block cost of the rest of the wall.

In conclusion, we recommend full payment of the final requested amount of \$133,044.00 to All Seasons Landscaping.



CITY OF SUN VALLEY
REPORT TO THE CITY COUNCIL

TO: Honorable Mayor and City Council
FROM: Bill Whitesell, Street Superintendent
SUBJECT: Trail Creek Path Final Pay Application
DATE: 10/31/2014

Background;

Earlier this year, the City Council approved a contract in the amount of \$145,901.85 with Idaho Sand and Gravel to repave the Trail Creek path from the Sun Valley Club to the City limits. The contract price was "piggy-backed" on the Blaine County Recreation Department path repair bid in order to save money by achieving some economy of scale. The Council had approved a budget of \$150,000.00 for the project. Once the project was underway, a change order was required to repair a soft spot in the sub base of the path. The poor material was removed and replaced with filter fabric and compacted gravel at a cost of \$2,670.00. The contractor also measured the Hemmingway memorial parking lot incorrectly when calculating its cost of repaving which resulted in \$11,950.30 of additional asphalt and freight charges for the project. When combined with the original contract price, the total cost of the project was \$160,532.15.

I am very pleased with the final product and have received several compliments.

Recommendation;

I recommend City Council authorize payment to Idaho Sand and Gravel in the amount of \$160,532.15.

Funding;

Please see Angela Wall budget amendment memo.

Pay Application for Trail Creek Path Rehabilitation - 2014

PREPARED FOR: Bill Whitesell/City of Sun Valley

COPY TO: File

PREPARED BY: Betsy Roberts

DATE: October 8, 2014

PROJECT NUMBER: 350794

The Pay Application request submitted by Brock Gummer of Idaho Sand & Gravel for materials and labor associated with the Trail Creek Path Rehabilitation and the Hemingway Parking Lot Improvements has been reviewed. Based on discussion with you, review of the measurement and re-measurement effort conducted on the area, and analysis of the tons/SY of asphalt used, we find the Pay Application to accurately reflect the work that has actually been conducted.

Note that the area of the Hemingway Parking Lot Improvements is more than double the originally estimated area. However, based on discussion with you, the in-place improvements reflect the desired outcome. It appears there was an inaccurate approximation of the area in the original estimate.

In conclusion, we recommend full payment of the requested amount of \$160,532.15 to Idaho Sand & Gravel.

PAYMENT APPLICATION AND CERTIFICATE

Date: Oct. 15, 2014

Application No. 1 - Final
 Period From _____
 Project: Trail Creek Path Improvements - 2014 Project No. 350794.14.CE
 Contractor: Idaho Sand & Gravel

1. Original Contract Sum		\$	<u>145,901.85</u>
2. Contract Modifications:			
	Additions	\$	<u>2,670.00</u>
	Deductions	\$	<u>-</u>
3. Net Change by Contract Modifications (Sum of Line 2)		\$	<u>2,670.00</u>
4. Revised Contract Amount (Sum of Lines 1 and 3)		\$	<u>148,571.85</u>
5. Total Value of Work to Date (Estimate Attached) \$		\$	<u>160,532.15</u>
6. Percent Project Complete =			<u>100.00</u> %
7. Work Completed		\$	<u>160,532.15</u>
8. Total Retainage Held to Date		\$	<u>-</u>
9. Total Earned to Date, Less Retainage, & OT (Line 7 less Line 8)		\$	<u>160,532.15</u>
10. Less Previous Certificates for Payment		\$	<u>-</u>
11. Current Payment Due (Line 9 less Line 10)		\$	<u>160,532.15</u>

The undersigned Contractor certifies that the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that the current payment shown herein is now due, and that title for all Work, materials, and equipment covered in this Application will pass to the Owner free and clear of all liens at the time of payment.

Hal Kelso General Manager
 Contractor Idaho Sand & Gravel Co

Hal Kelso
 By

10/15/2014
 Date

I hereby acknowledge that the material and labor involved on the above estimate is correct to the best of my knowledge, information, and belief, and payment on same is due Contractor.

Elizabeth B. Roberts
 CH2M HILL

Elizabeth B. Roberts

10/15/2014
 Date

SUN VALLEY TRAIL CREEK PATH REHABILITATION - OCTOBER 2014

	Item	Description	Original Extended Contract Amount	Contract Quantity	Actual Total Quantity ¹	Unit	Unit Price	Extended Total	% Comp	NOTES
P A T H	1-A	Mobilization	\$ 5,726.00	1.00	1.00	LS	\$ 5,726.00	\$ 5,726.00	100.00%	
	2-A	Traffic Control & Scheduling	\$ 6,150.00	1.00	1.00	LS	\$ 6,150.00	\$ 6,150.00	100.00%	
	3-A	"RABS" 6" Depth	\$ 25,135.50	6,445.00	6,516.00	SY	\$ 3.90	\$ 25,412.40	101.10%	
	4-A	3/4" Base Gravel (contingency)	\$ 2,950.00	100.00	-	TON	\$ 29.50			
	5-A	Asphalt Paving 2, 1/2" PG	\$ 80,794.50	883.00	893.00	TON	\$ 91.50	\$ 81,709.50	101.13%	
	6-A	Shouldering	\$ 3,850.00	1.10	1.10	MLS	\$ 3,500.00	\$ 3,850.00	100.00%	
	7-A	Sterilization	\$ 966.75	6,445.00	6,516.00	SY	\$ 0.15	\$ 977.40	101.10%	
P L O T	1-B	"RABS" 6" Depth	\$ 2,944.50	755.00	1,271.00	SY	\$ 3.90	\$ 4,956.90	168.34%	Amount extended in order to complete Hemingway Parking Lot to desired extent.
	2-B	3/4" Base Gravel (contingency)	\$ 885.00	30.00	-	TON	\$ 29.50	\$ -	0.00%	
	3-B	Asphalt Paving 2, 1/2" PG	\$ 9,516.00	104.00	239.50	TON	\$ 91.50	\$ 21,914.25	230.29%	Amount extended in order to complete Hemingway Parking Lot to desired extent.
	4-B	Shouldering	\$ 210.00	0.06	0.06	MLS	\$ 3,500.00	\$ 210.00	100.00%	
	5-B	Sterilization	\$ 116.25	775.00	1,989.00	SY	\$ 0.15	\$ 298.35	256.65%	
	13	Extra Freight Charges	\$ 6,657.35	1.00	1.00	LSU	\$ 6,657.35	\$ 6,657.35	100.00%	
	CO-1	Soft Spot Repair			1.00	LSU	\$ 2,670.00	\$ 2,670.00		
Extended Total Contract Amount:			\$ 145,901.85				\$ 160,532.15			

¹ There is only one Pay Ap for this project

B. Roberts

For Agenda Item 11, *First reading of Ordinance No. 473, FY 2014 Tentative Budget Amendment, to account for additional LOT monies received in FY 2014*, please review documents for Agenda Item 7 [pages 72-98 of packet].

EVENT FUNDING REQUEST GUIDELINES AND APPLICATION INSTRUCTIONS

Objective:

One of the priorities of the Sun Valley City Council is to encourage and support events in the City which help grow local option tax (LOT) to support our tourist economy. By providing financial support of up to \$5,000 per event for events held in Sun Valley, one of the Council's priorities is fulfilled. In order to ensure that events meet Council priorities, a threshold criterion has been established. Events which are not, to some degree, taking place in Sun Valley will not be considered. One-off, exceptional events will be considered outside the criteria outlined below.

Ineligible Events:

Events which are political, religious, or fund charitable organizations will not be considered. Also, events in which the proceeds do not remain in the Wood River Valley will not be considered. Events which have been funded previously five (5) times are ineligible.

Guidelines:

Each year following the budget process, if the Council elects to fund events, applications will be accepted in October for consideration at the November, or subsequent, Council Meeting. Regular, planned events may submit applications only at this time.

At the November, or subsequent, meeting in which applications for funding are considered, the Council may elect to hold a portion of the budgeted amount in reserve for one-off, exceptional events which seek funding later in the year.

All applications will be scored against a scoring matrix and funding will be allocated to the highest-scoring applications subject to the discretion of the City Council.

Instructions:

The application must be complete, legible, and submitted in order to meet the appropriate deadlines for the November meeting.

A representative of the organization shall attend the November meeting, make a brief presentation and be capable of answering questions on behalf of the event / organization.

An event summary report must be submitted within 60 days of the end of the event. No funding shall be made unless and until such event summary report is timely filed. The report must include tax and LOT collection receipt information for the City of Sun Valley.

Any organization applying for City funding shall provide its last 3 years' IRS Form 990's with their application unless it is exempt from such filing, in which event the specific exemption shall be provided. In addition, any organization that is exempt from Form 990 filing, or a new organization that has not previously filed a Form 990, shall provide a breakdown of the salary and benefits of the five (5) highest paid employees, and the most recent financials, including a P&L statement and balance sheet.

A copy of the specific event budget must accompany the application.

CITY FUNDING REQUEST APPLICATION

Deadline: Monday, October 27, 2014

Name of Organization: Rebecca's Private Idaho, dba Wood River Bicycle Coalition
Complete Address: PO Box 7241, Ketchum Idaho 83340
Federal Tax ID#: 01-0975349
Primary Contact: Name, Title, Contact Number, Email address: Rebecca Rusch, Owner Rusch Relations, 208-720-2676, rebecca@rebeccarusch.com
Organization website: www.rebeccasprivateidaho.com
Outline the Organization Purpose / Mission. Rebecca's Private Idaho is a 100 mile and 50 mile gravel grinder bicycle ride and race which celebrates and introduces the local community to riders from around the world. After only the second year, the event has been touted as a bucket list ride for cyclist and continues to draw top name riders and sponsors to the start line, including Meredith Miller, Josh Berry, Specialized Bicycles, Nissan, and Patron Spirits. The goal of the event is to challenge cyclists of every level to experience the area's beauty and opportunity for adventure and excitement.
Date organization was founded? 2/25/2013
Describe the event for which funding is being requested. In addition to a general description, please include information about the length and specific location(s) of the event. What is the amount of the request? What is the event's total budget? Rebecca's Private Idaho is a bicycle ride and race that highlights the views and trails of Sun Valley. The race starts in Ketchum Town Square, travels to Trail Creek Summit to Copper Basin and then back to Ketchum for a 100 mile or 50 mile event. After the racers cross the finish line, they are invited to the post-ride party (open to the public) to relax and celebrate their accomplishments. Participants are also encouraged to join the hometown fun of the Sun Valley Wagon Days Celebration, where representatives of Rebecca's Private Idaho will participate in the parade. Funding amount requested is \$5,000.00 for the third year of the event.
How will the City benefit from this event? The event will bring in a number of visitors to the area with 500 racers expected to participate in 2015. We expect 750 to 1000 people with the addition of family and friends to come to the area. Top level media will be invited and cover the event as well. The organization aims to use local resources and businesses as much as possible for event production. Local impact from the 2014 event production is calculated at \$29,986.23. Total estimated economic return for 2014 has been estimated at \$231,236.23.
How many participants do you expect for this year and future years? From where do you expect your participants (e.g. outside of Idaho, Sun Valley residents, etc.)? 2014 had a growth rate of 24% from the inaugural year to 322 participants. We fully expect 30% growth for the next two years. 2015 is predicted to be 420 participants. 2016 is predicted to be 550 participants. Because many participants feel one of the greatest aspects of the event is intimacy, we have discussed capping the event in future years at 600 participants.
Is your event seeking other funding? Yes- we negotiate sponsorship with various companies including Specialized Bicycles, Red Bull, Nissan, GU Energy, and the City of Ketchum among others.
How will funding from the City of Sun Valley be leveraged to gain other funding? Funding from the City of Sun Valley will be presented to other potential sponsors to highlight the community involvement and backing in the event. The Sun Valley name is well known with many sponsors and promoting the community's support will help to secure additional funding.

Will this be an annual event? If so, will it be held in Sun Valley every year? How long has this event been taking place?

This is an annual event and will be held in the area every year. 2015 will be the third year.

Which event costs will be offset by funding from the City of Sun Valley?

The funding from the City of Sun Valley will go directly to local expenses such as event production, lodging and food, and local marketing.

How will you publicize the event?

The event will be promoted locally through the Idaho Mountain Express, radio stations, and via signs and posters throughout town. For a wider reach, the event will be promoted on various race and ride websites, national bicycling related magazines, and the event's website and social media outlets. Marketing plans will also be developed with Idaho Tourism and the Sun Valley Marketing Association to promote the event as well as the local area.

How will the City be acknowledged at this event?

The City of Sun Valley logo will be used on all print advertising (posters, mail inserts, and print media), on the website banner as an official sponsor, and on the startline/endline archway for the event.

Is this a political, religious or partisan event, or will the event be used in any way to fund charitable organizations? If so, explain.

This is not a political, religious, or partisan event. A portion of the participant registration fees will be given to local, national, and international bike advocacy organizations. Sponsor funding will not go toward these organization's donations.

Will all proceeds from the event stay in the Wood River Valley?

The proceeds for the event will be used to promote and put on next year's event.

Will there be an admission charge for your event(s)? If so, what is it? Will there be any special discounts or privileges offered to Sun Valley residents?

The registration fees for the ride/race will be \$110 for the 100 miler (Big Potato) and \$90 for the (Small Fry) distances. There will be no fees for the post event celebration party in town square and the public is encouraged to join. Local area residents will receive a discount on entry to either distance.

Will there be merchandise or services sold at the event which generate additional sales tax revenue?

Yes- various merchandise will be available for purchase at the registration/packet pickup, post ride celebration, and website. Items include branded shirts and jerseys.

Once this form is completed, please return to Alissa Weber, City Clerk, by email (aweber@svidaho.org), fax (208-622-3401) or in person at City Hall.



Rebecca's Private Idaho 2015
City of Sun Valley Funding Application

Attachments

- I. IRS Form 990
- II. 2015 Event Budget
- III. 2014 Local Impact Notes

I. IRS Form 990-

- 2013 990 for Wood River Bike Coalition, noted as International Mountain Bicycling Association.
- Note from WRBC accountant:

At this point, WRBC isn't filing a full 990 or 990EZ because the average gross receipts have been less than \$50,000. Also note that the name field on the form is auto populated by the IRS and reads IMBA. The IRS knows WRBC is a continuation of the name, but that doesn't show on the form. Let me know if you have any questions. -Dan Neagory, CPA, Thomas & Johnston, Chtd.

- Since the dba for Rebecca's Private Idaho did not exist prior to 2013, this is the only 1099

Form **990-N**
Department of the Treasury
Internal Revenue Service

Electronic Notice (e-Postcard)
for Tax-Exempt Organizations not Required To File Form 990 or 990-EZ

OMB No. 1545-2085

2013

Open to Public Inspection

A For the 2013 calendar year, or tax year beginning 1/1/2013, and ending 12/31/2013.

B Check if applicable

Terminated, Out of Business

Gross receipts are normally \$50,000 or less

C Name of organization: INTERNATIONAL MOUNTAIN BICYCLING ASSOCIATION
d/b/a:

1050 FOX ACRES RD 107
HAILEY, ID, US, 83333

D Employer Identification Number
01-0975346

E Website:

F Name of Principal Officer: BRETT STEVENSON

1050 FOX ACRES RD 107
HAILEY, ID, US, 83333

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in Code section 6104.

The time needed to complete and file this form and related schedules will vary depending on individual circumstances. The estimated average times is 15 minutes.

Note: This image is provided for your records only. Do NOT mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.

II. 2015 Event Budget

A. Income

<u>Income</u>	2015 Projected
Merchandise	\$ 5,000.00
Race Entries	\$ 28,000.00
Sponsorship Income	\$ 40,000.00
	\$ 73,000.00

B. Expenses

<u>Expenditures</u>	2015 Projected
Travel & Lodging	\$ 12,000.00
Adverts/Graphics	\$ 5,000.00
Marketing	\$ 10,000.00
Event Production	\$ 6,000.00
Food/Drink	\$ 8,000.00
Promo Items	\$ 7,500.00
Shipping	\$ 500.00
Fees	\$ 3,000.00
Supplies	\$ 1,200.00
Entertainment	\$ 3,500.00
Admin	\$ 15,000.00
	\$ 71,700.00

C. Net Profit

<u>Expenditures</u>	2015 Projected
Entertainment	\$ 73,000.00
Admin	\$ 71,700.00
	\$ 1,300.00

III. 2014 Local Impact Notes



INVESTING IN THE COMMUNITY

- Printing & Marketing- \$644.19



- Local Fees & Taxes- \$1,852.05



- RPI Lodging- \$7,980.84



- Local Photography & Video- \$750



- Production & Supplies- \$5,802.89



- Shirts & Promo- \$4,070



- Food & Drinks- \$6,497.75



- Entertainment- \$400.00



*numbers above calculate dollars spent with Ketchum, Sun Valley, and Hailey companies.

\$29,986.23 SPENT LOCALLY
FOR EVENT PRODUCTION



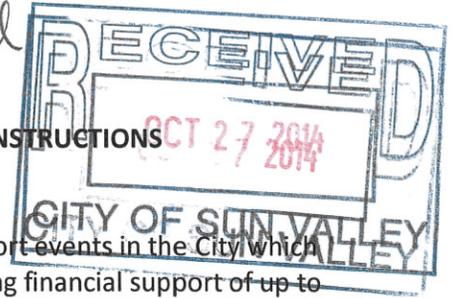
ECONOMIC IMPACT

Economic Return	2014 Estimated Return
Individual Participant Hotel/Condo <i>Estimate based on 322 participants and volunteer rooms with 50% for 2 nights and 50% for three nights at \$100 per room per night.</i>	\$ 80,500.00
Individual Participant and Family Food <i>Estimate based on \$150 average per participant spent on food outside of event for the weekend. This estimate includes expenditure to cover participant and family brought to event.</i>	\$ 96,600.00
Individual Participant Based Retail <i>Estimate based on \$75 average per participant spent on retail items during event weekend. This includes bike related items (energy gels, tubes, mechanic fees, etc.), souvenirs, and other non-food retail items.</i>	\$ 24,150.00
Event Production <i>Calculation of event related expenses that utilize local companies such as printing, local fees, storage, photography, promotional products, and food and drinks.</i>	\$ 29,986.23
	\$ 231,236.23



2015 Sun Valley Harvest Festival

EVENT FUNDING REQUEST GUIDELINES AND APPLICATION INSTRUCTIONS



Objective:

One of the priorities of the Sun Valley City Council is to encourage and support events in the City which help grow local option tax (LOT) to support our tourist economy. By providing financial support of up to \$5,000 per event for events held in Sun Valley, one of the Council's priorities is fulfilled. In order to ensure that events meet Council priorities, a threshold criterion has been established. Events which are not, to some degree, taking place in Sun Valley will not be considered. One-off, exceptional events will be considered outside the criteria outlined below.

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Guidelines:

Each year following the budget process, if the Council elects to fund events, applications will be accepted in October for consideration at the November, or subsequent, Council Meeting. Regular, planned events may submit applications only at this time.

At the November, or subsequent, meeting in which applications for funding are considered, the Council may elect to hold a portion of the budgeted amount in reserve for one-off, exceptional events which seek funding later in the year.

All applications will be scored against a scoring matrix and funding will be allocated to the highest-scoring applications subject to the discretion of the City Council.

Instructions:

The application must be complete, legible, and submitted in order to meet the appropriate deadlines for the November meeting.

A representative of the organization shall attend the November meeting, make a brief presentation and be capable of answering questions on behalf of the event / organization.

An event summary report must be submitted within 60 days of the end of the event. No funding shall be made unless and until such event summary report is timely filed. The report must include tax and LOT collection receipt information for the City of Sun Valley.

Any organization applying for City funding shall provide its last 3 years' IRS Form 990's with their application unless it is exempt from such filing, in which event the specific exemption shall be provided. In addition, any organization that is exempt from Form 990 filing, or a new organization that has not previously filed a Form 990, shall provide a breakdown of the salary and benefits of the five (5) highest paid employees, and the most recent financials, including a P&L statement and balance sheet.

A copy of the specific event budget must accompany the application.

CITY FUNDING REQUEST APPLICATION

Deadline: Monday, October 27, 2014

Please see attached document.

Name of Organization:
Complete Address:
Federal Tax ID#:
Primary Contact: Name, Title, Contact Number, Email address:
Organization website:
Outline the Organization Purpose / Mission.
Date organization was founded?
Describe the event for which funding is being requested. In addition to a general description, please include information about the length and specific location(s) of the event. What is the amount of the request? What is the event's total budget?
How will the City benefit from this event?
How many participants do you expect for this year and future years? From where do you expect your participants (e.g. outside of Idaho, Sun Valley residents, etc.)?
Is your event seeking other funding?
How will funding from the City of Sun Valley be leveraged to gain other funding?

Will this be an annual event? If so, will it be held in Sun Valley every year? How long has this event been taking place?

Which event costs will be offset by funding from the City of Sun Valley?

How will you publicize the event?

How will the City be acknowledged at this event?

Is this a political, religious or partisan event, or will the event be used in any way to fund charitable organizations? If so, explain.

Will all proceeds from the event stay in the Wood River Valley?

Will there be an admission charge for your event(s)? If so, what is it? Will there be any special discounts or privileges offered to Sun Valley residents?

Will there be merchandise or services sold at the event which generate additional sales tax revenue?

Once this form is completed, please return to Alissa Weber, City Clerk, by email (aweber@svidaho.org), fax (208-622-3401) or in person at City Hall at 81 Elkhorn Rd.

Name of Organization: Sun Valley Harvest Festival

Complete Address: 400 Bell Drive, Ketchum ID 83340, P.O. Box 215 Ketchum, ID 83340

Federal Tax ID: 90-0637491

Primary Contact: Name, Title, Contact Number, Email address:

Heidi Ottley, Co-Founder, 208.450.6430, hottley@sunvalleyharvestfestival.com

Organization website: www.sunvalleyharvestfestival.com

Outline the Organization Purpose / Mission.

As a marketing organization, the main purpose of the Sun Valley Harvest Festival is to work together with various community organizations to create a food and wine event that draws visitors from all over the country to our valley during a slow time of the year. We hope to highlight our areas bountiful harvest, market our local recreation services, fill our hotels and restaurants, and put Sun Valley on the map as a culinary destination.

Date organization was founded? 09.2009

Describe the event for which funding is being requested. In addition to a general description, please include information about the length and specific location(s) of the event. What is the amount of the request? What is the event's total budget?

A Taste of Sun Valley is a culinary celebration highlighting Sun Valley's restaurants. The event allows guests to try a sample of food from each ones of the Sun Valley establishments under the direction of Executive Chef John Murcko. Each taste is paired with a wine from a wine partner. The event will be held at Trail Creek Cabin on September 20th, 2015, from 12:00 pm to 3:00 pm. We expect a total attendance of over 400 participants. We are requesting \$5000 dollars from the city of Sun Valley. The events total budget is \$40,000

How will the City benefit from this event?

The city and all of its services will benefit from the increased tourism that this event will create. Sun Valley will see an increased in visitors in condos and restaurants. Additionally by raising awareness about the quality of food at the restaurants available, we can ensure return customers.

How many participants do you expect for this year and future years? From where do you expect your participants (e.g. outside of Idaho, Sun Valley residents, etc.)?

We expect over 400 participants at A Taste Of Sun Valley alone. Overall sells over 1500 tickets to various events over the course of four days at events throughout the valley.

Is your event seeking other funding?

We will seek sponsors for this event, however The city of Sun Valley's contribution is critical to the

financing of this event.

How will funding from the City of Sun Valley be leveraged to gain other funding?

The City of Sun Valley's contribution gives more legitimacy to this event. It shows potential sponsors that we are working with community partners to create an event that increase the vitality, tourism, and brand awareness of our town.

Will this be an annual event? If so, will it be held in Sun Valley every year? How long has this event been taking place?

Yes, This is an annual event. 2014 was the first year of A Taste Of Sun Valley.

Which event costs will be offset by funding from the City of Sun Valley?

Event planning and logistics overhead costs, location and equipment rentals, food and beverage costs, marketing and promotion costs.

How will you publicize the event?

This event will be publicized through our year round marketing campaign which includes year round promotion through our website, e-blasts (electronic newsletters), traditional/social media and advertizing, national media coverage, and our event magazine with a circulation of over 5000 and is available for 4 months prior to the event.

How will the City be acknowledged at this event?

The City of Sun Valley and its logo will be included in all related marketing materials, website, magazine, and event signage.

Is this a political, religious or partisan event, or will the event be used in any way to fund charitable organizations? If so, explain.

No

Will all proceeds from the event stay in the Wood River Valley?

Yes, all proceeds from this event return back into the operations of this event. The co-founders and all employees are local year round residents.

Will there be an admission charge for your event(s)? If so, what is it? Will there be any special discounts or privileges offered to Sun Valley residents?

The cost of the event is \$45 dollars. Unfortunately this event does not currently make any revenue, and is purely a marketing event for the City of Sun Valley. We are unable to provide discounts due to the lack of income created for this event.

Will there be merchandise or services sold at the event which generate additional sales tax

revenue?

No there will not be any additional merchandise for sale

A Taste Of Sun Valley Budget

Costs				
Labor Costs	2000			
Food Costs	9000	20 dollars per person		
Wine	6500	12 cases		
Venue Fee	1450	donated (1200, 250 music)		
consumables	500			
E-Blasts	2000			
Social Media	1000			
Signage	100			
Posters	250			
office/legal/accounting telephone	500			
Magazine	3000			
Staff	5000			
Website	2200			
Print Advertising	2000			
Ed & Heidi	5000			
Costs	40,500			
Revenue				
City of SV	5,000			
Food sponsors	4,000			
Venue Fee	1450			
Wine Sponsor	6500			
Sponsor (other)	3,050			

EVENT FUNDING REQUEST GUIDELINES AND APPLICATION INSTRUCTIONS

Objective:

One of the priorities of the Sun Valley City Council is to encourage and support events in the City which help grow local option tax (LOT) to support our tourist economy. By providing financial support of up to \$5,000 per event for events held in Sun Valley, one of the Council's priorities is fulfilled. In order to ensure that events meet Council priorities, a threshold criterion has been established. Events which are not, to some degree, taking place in Sun Valley will not be considered. One-off, exceptional events will be considered outside the criteria outlined below.

Ineligible Events:

Events which are political, religious, or fund charitable organizations will not be considered. Also, events in which the proceeds do not remain in the Wood River Valley will not be considered. Events which have been funded previously five (5) times are ineligible.

Guidelines:

Each year following the budget process, if the Council elects to fund events, applications will be accepted in October for consideration at the November, or subsequent, Council Meeting. Regular, planned events may submit applications only at this time.

At the November, or subsequent, meeting in which applications for funding are considered, the Council may elect to hold a portion of the budgeted amount in reserve for one-off, exceptional events which seek funding later in the year.

All applications will be scored against a scoring matrix and funding will be allocated to the highest-scoring applications subject to the discretion of the City Council.

Instructions:

The application must be complete, legible, and submitted in order to meet the appropriate deadlines for the November meeting.

A representative of the organization shall attend the November meeting, make a brief presentation and be capable of answering questions on behalf of the event / organization.

An event summary report must be submitted within 60 days of the end of the event. No funding shall be made unless and until such event summary report is timely filed. The report must include tax and LOT collection receipt information for the City of Sun Valley.

Any organization applying for City funding shall provide its last 3 years' IRS Form 990's with their application unless it is exempt from such filing, in which event the specific exemption shall be provided. In addition, any organization that is exempt from Form 990 filing, or a new organization that has not previously filed a Form 990, shall provide a breakdown of the salary and benefits of the five (5) highest paid employees, and the most recent financials, including a P&L statement and balance sheet.

A copy of the specific event budget must accompany the application.

CITY FUNDING REQUEST APPLICATION

Deadline: Monday, October 27, 2014

Name of Organization: Sun Valley Film Festival
Complete Address:
Federal Tax ID#:
Primary Contact: Name, Title, Contact Number, Email address: Candice Pate, Director, 310.560.6973 candice@sunvalleyfilmfestival.org
Organization website: www.sunvalleyfilmfestival.org
Outline the Organization Purpose / Mission. To discover, encourage, and promote the work of filmmakers and artists and to bring their films to the citizens and visitors of Idaho. In addition, SVFF draws attention to Sun Valley, Idaho, and to its long tradition of tourism among Hollywood actors and icons.
Date organization was founded? 2011
Describe the event for which funding is being requested. In addition to a general description, please include information about the length and specific location(s) of the event. What is the amount of the request? What is the event's total budget? With over 60 films including world premieres, networking dinners, unique forums, passionate discussions and lively parties, the Sun Valley Film Festival is five unforgettable days celebrating the art of filmmaking in a majestic setting. The festival takes place throughout the Wood River Valley, including the Sun Valley Resort. The Festival is requesting \$5000 to help offset our nearly \$500,000 annual budget.
How will the City benefit from this event? SVFF has three benefits to the City of Sun Valley - the first is a PR hook. In 2014, we had a total media reach of over 735+million. In addition, it provides a tourism draw in a traditionally slower time of year. Finally, it is an economic driver (SVED estimates \$4.5M+ in 2014).
How many participants do you expect for this year and future years? From where do you expect your participants (e.g. outside of Idaho, Sun Valley residents, etc.)? In 2014, attendance was approx 3000 and we anticipate continued growth in 2015. Top ticket sales destinations are as follows:
Is your event seeking other funding? Yes, funding sources include sponsorship, patron support and finally, ticket sales. This event is not possible without the generous support of our sponsors and patrons.
How will funding from the City of Sun Valley be leveraged to gain other funding? Support from the local cities that Sun Valley Film Festival takes place in is critical in demonstrating to other sponsors that the event is here to stay and that the municipalities see value in it. In the last three years, we have made tremendous strides in getting the Dept of Commerce to also see SVFF as a three pronged economic driver for Idaho (press, tourism and jobs). They have indicated that they are impressed with the public/private support the festival receives.

Will this be an annual event? If so, will it be held in Sun Valley every year? How long has this event been taking place?

This will be our fourth year. We anticipate with continued support, SVFF will grow to become one of the premiere Film Festival's in the country, along the lines of a Sundance or Telluride.

Which event costs will be offset by funding from the City of Sun Valley?

PR is one of the most effective ways for SVFF to gain traction. It helps demonstrate to potential sponsors that we are a buzz worthy event that can help give visibility to their brand. It also drives attendance - film festival attendees like to feel like they have "discovered" the event as opposed to just seeing paid advertising for it. The \$5000 request for funding will go largely to cover our PR expenses.

How will you publicize the event?

Our marketing campaign will be executed with digital, radio, print and television advertising locally, and in Boise, Twin Falls, Los Angeles, San Francisco and Seattle. We will also be pitching regional publications to do stories and features highlighting the festival to drive attendance. In addition to local support, we are working with BWR this year, a national PR firm who supports numerous other film festivals, including Palm Springs, Seattle and Savannah.

How will the City be acknowledged at this event?

The City of Sun Valley will receive visibility and access commensurate with the level of funding, including logo placement and passes to the event. In 2013, we presented Jodie Foster with a key to the city of Sun Valley with the Mayor's support. This was a great PR hook that generated quite a few pickups. We would love to explore something similar in 2015 if there is a good fit with our special guest(s).

Is this a political, religious or partisan event, or will the event be used in any way to fund charitable organizations? If so, explain.

No.

Will all proceeds from the event stay in the Wood River Valley?

The festival is a 501c3 that has lost money or broken even to date. Any revenue surplus would be reinvested in the festival.

Will there be an admission charge for your event(s)? If so, what is it? Will there be any special discounts or privileges offered to Sun Valley residents?

The festival sells passes and individual tickets the films and events. We also host a number of free events - including our highly popular Coffee Talks with festival featured guests and our "Lights, Camera Action" family film and skating party at the resort.

Will there be merchandise or services sold at the event which generate additional sales tax revenue?

We sell a limited amount of branded merchandise at the event. We are in talks with Sun Valley Company to sell SVFF Hats in their gift store year round.

Once this form is completed, please return to Alissa Weber, City Clerk, by email (aweber@svidaho.org), fax (208-622-3401) or in person at City Hall at 81 Elkhorn Rd.

Sun Valley Film Festival
2015 Projected Budget

OVERALL EXPENSES	
Fundraising & Operational Expenses	\$40,995.00
Advertising / Promotional	\$58,000.00
Graphic Design & Web Design	\$22,200.00
Event Expenses	\$88,000.00
Theater Expenses	\$24,500.00
Filmmaker/Talent Expenses	\$22,300.00
Staff compensation	\$125,000.00
TOTAL FESTIVAL EXPENSES	\$380,995.00

Form **990-EZ**

Short Form Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code
(except black lung benefit trust or private foundation)

OMB No. 1545-1150

2011

**Open to Public
Inspection**

Department of the Treasury
Internal Revenue Service

► Sponsoring organizations of donor advised funds, organizations that operate one or more hospital facilities, and certain controlling organizations as defined in section 512(b)(13) must file Form 990 (see instructions). All other organizations with gross receipts less than \$200,000 and total assets less than \$500,000 at the end of the year may use this form.

► The organization may have to use a copy of this return to satisfy state reporting requirements.

A For the 2011 calendar year, or tax year beginning _____, 2011, and ending _____, 20		
B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input checked="" type="checkbox"/> Initial return <input type="checkbox"/> Terminated <input type="checkbox"/> Amended return <input checked="" type="checkbox"/> Application pending	C Name of organization SUN VALLEY FILM FESTIVAL INC Number & street (or P.O. box, if mail is not delivered to street addr.) Room/suite PO BOX 3471 City or town, state or country, and ZIP + 4 Sun Valley ID 83353	D Employer identification number 61-1667380 E Telephone number (208) 928-7818 F Group Exemption Number ►
	G Accounting Method: <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual <input type="checkbox"/> Other (specify) ► _____	
	I Website: ► sunvalleyfilmfestival.org	
	J Tax-exempt status (check only one) -- <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c)() (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527	
	K Check <input checked="" type="checkbox"/> if the organization is not a section 509(a)(3) supporting organization or a section 527 organization and its gross receipts are normally not more than \$50,000. A Form 990-EZ or Form 990 return is not required though Form 990-N (e-postcard) may be required (see instructions). But if the organization chooses to file a return, be sure to file a complete return.	
L Add lines 5b, 6c, and 7b, to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, line 25, column (B) below) are \$500,000 or more, file Form 990 instead of Form 990-EZ. \$ 7,700		

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I.)

Check if the organization used Schedule O to respond to any question in this Part I

REVENUE	1	Contributions, gifts, grants, and similar amounts received	1	7,700
	2	Program service revenue including government fees and contracts	2	
	3	Membership dues and assessments	3	
	4	Investment income	4	
	5a	Gross amount from sale of assets other than inventory	5a	
	b	Less: cost or other basis and sales expenses	5b	
	c	Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)	5c	
	6	Gaming and fundraising events		
	a	Gross income from gaming (attach Schedule G if greater than \$15,000)	6a	
b	Gross income from fundraising events (not including \$ _____ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)	6b		
c	Less: direct expenses from gaming and fundraising events	6c		
d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	6d		
7a	Gross sales of inventory, less returns and allowances	7a		
b	Less: cost of goods sold	7b		
c	Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)	7c		
8	Other revenue (describe in Schedule O)	8		
9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8	9	7,700	
EXPENSES	10	Grants and similar amounts paid (list in Schedule O)	10	
	11	Benefits paid to or for members	11	
	12	Salaries, other compensation, and employee benefits	12	
	13	Professional fees and other payments to independent contractors	13	6,044
	14	Occupancy, rent, utilities, and maintenance	14	25
	15	Printing, publications, postage, and shipping	15	862
	16	Other expenses (describe in Schedule O)	16	
17	Total expenses. Add lines 10 through 16	17	6,931	
NET ASSETS	18	Excess or (deficit) for the year (Subtract line 17 from line 9)	18	769
	19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	19	
	20	Other changes in net assets or fund balances (explain in Schedule O)	20	
	21	Net assets or fund balances at end of year. Combine lines 18 through 20	21	769

For Paperwork Reduction Act Notice, see the separate instructions. 157

Form **990-EZ** (2011)

Part II Balance Sheets. (see the instructions for Part II.)

Check if the organization used Schedule O to respond to any question in this Part II

Table with 3 columns: Description, (A) Beginning of year, (B) End of year. Rows include Cash, savings, and investments; Land and buildings; Other assets; Total assets; Total liabilities; Not assets or fund balances.

Part III Statement of Program Service Accomplishments (see the instructions for Part III.)

Check if the organization used Schedule O to respond to any question in this Part III

Expenses (Required for section 501(c)(3) and 501(c)(4) organizations and section 4947(e)(1) trusts; optional for others.)

What is the organization's primary exempt purpose? See attachment #1

Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

Table for program service accomplishments with columns for description, grant amount, and expenses. Includes rows for 'See attachment #2' and 'Other program services'.

Part IV List of Officers, Directors, Trustees, and Key Employees. List each one even if not compensated. (see the instr. for Part IV.)

Check if the organization used Schedule O to respond to any question in this Part IV

Table with 5 columns: (a) Name and address, (b) Title and Average hours per week devoted to position, (c) Reportable compensation, (d) Health benefits, (e) Estimated amount of other compensation.

Part V Other Information (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V.) Check if the organization used Schedule O to respond to any question in this Part V

33 Did the organization engage in any significant activity not previously reported to the IRS? If "Yes," provide a detailed description of each activity in Schedule O
34 Were any significant changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the amended documents...
35a Did the organization have unrelated business gross income of \$1,000 or more during the year from business activities...
35b If "Yes," to line 35a, has the organization filed a Form 990-T for the year? If "No," provide an explanation in Schedule O
35c Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year?
36 Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year?
37a Enter amount of political expenditures, direct or indirect, as described in the instructions.
37b Did the organization file Form 1120-POL for this year?
38a Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return?
38b If "Yes," complete Schedule L, Part II and enter the total amount involved.
39 Section 501(c)(7) organizations. Enter:
39a Initiation fees and capital contributions included on line 9
39b Gross receipts, included on line 9, for public use of club facilities
40a Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under:
40b Section 501(c)(3) and 501(c)(4) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year...
40c Section 501(c)(3) and 501(c)(4) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958
40d Section 501(c)(3) and 501(c)(4) organizations. Enter amount of tax on line 40c reimbursed by the organization
40e All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction?
41 List the states with which a copy of this return is filed.
42a The organization's books are in care of
42b At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country...
42c At any time during the calendar year, did the organization maintain an office outside the U.S.?
43 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 - Check here and enter the amount of tax-exempt interest received or accrued during the tax year
44a Did the organization maintain any donor advised funds during the year?
44b Did the organization operate one or more hospital facilities during the year?
44c Did the organization receive any payments for indoor tanning services during the year?
44d If "Yes" to line 44c, has the organization filed a Form 720 to report these payments?
45a Did the organization have a controlled entity within the meaning of section 512(b)(13)?
45b Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)?

46 Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I

	Yes	No
46		X

Part VI Section 501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts only. All section 501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts must answer questions 47-49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI

	Yes	No
47		X
48		X
49a		X
49b		X

47 Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II

48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E

49a Did the organization make any transfers to an exempt non-charitable related organization?

b If "Yes," was the related organization a section 527 organization?

50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and title of each employee paid more than \$100,000	(b) Title and Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
NONE				

f Total number of other employees paid over \$100,000 ...

51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and address of each independent contractor paid more than \$100,000	(b) Type of service	(c) Compensation
NONE		

d Total number of other independent contractors each receiving over \$100,000 ...

52 Did the organization complete Schedule A? Note: All section 501(c)(3) organizations and 4947(a)(1) nonexempt charitable trusts must attach a completed Schedule A Yes No

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here: Signature of officer: *Edward Grennan* Date: 8.15.2012
 Type or print name and title: Edward Grennan Executive Director

Paid Preparer Use Only: Print/Type preparer's name: Bill Fowler; Preparer's signature: Bill Fowler; Date: 08-14-2012; Check self-employed: ; PTIN: P01075974; Firm's name: Fowler & Associates, LLC; Firm's EIN: ; Firm's address: PO BOX 6609; Phone no.: 208-726-2017

May the IRS discuss this return with the preparer shown above? See instructions Yes No

Forms 990 / 990-EZ Return Summary

For calendar year 2012, or tax year beginning _____, and ending _____

61-1667380

SUN VALLEY FILM FESTIVAL INC

Net Asset / Fund Balance at Beginning of Year 769

Revenue

Contributions	<u>64,752</u>	
Program service revenue	<u>41,100</u>	
Investment income	_____	
Capital gain / loss	_____	
Special events:		
Gross revenue	_____	
Direct expenses	_____	
Net income	_____	
Other income	_____	
Total revenue		<u>105,852</u>

Expenses

Program services	_____	
Management and general	_____	
Fundraising	_____	
Total expenses		<u>120,016</u>
Excess / (deficit)		<u>-14,164</u>

Other changes _____

Net Asset / Fund Balance at End of Year -13,395

Reconciliation of Revenue

Total revenue per financial statements	_____
Less:	
Unrealized gains	_____
Donated services	_____
Recoveries	_____
Other	_____
Plus:	
Investment expenses	_____
Other	_____
Total revenue per return	<u>_____</u>

Reconciliation of Expenses

Total expenses per financial statements	_____
Less:	
Donated services	_____
Prior year adjustments	_____
Losses	_____
Other	_____
Plus:	
Investment expenses	_____
Other	_____
Total expenses per return	<u>_____</u>

Balance Sheet

	Beginning	Ending	Differences
Assets	<u>769</u>	<u>5</u>	
Liabilities	_____	<u>13,400</u>	
Net assets	<u>769</u>	<u>-13,395</u>	<u>-14,164</u>

Miscellaneous Information

Amended return _____
 Return / extended due date 08/15/13
 Failure to file penalty _____

Form **8879-EO**

**IRS e-file Signature Authorization
for an Exempt Organization**

OMB No. 1545-1878

For calendar year 2012, or fiscal year beginning 2012, and ending 20

▶ **Do not send to the IRS. Keep for your records.**

2012

Department of the Treasury
Internal Revenue Service
Name of exempt organization

SUN VALLEY FILM FESTIVAL INC

Employer identification number

61-1667380

Name and title of officer

**EDWARD GRENNAN
PRESIDENT**

Part I Type of Return and Return Information (Whole Dollars Only)

Check the box for the return for which you are using this Form 8879-EO and enter the applicable amount, if any, from the return. If you check the box on line 1a, 2a, 3a, 4a, or 5a, below, and the amount on that line for the return being filed with this form was blank, then leave line 1b, 2b, 3b, 4b, or 5b, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. Do not complete more than 1 line in Part I.

1a Form 990 check here ▶ <input type="checkbox"/>	b Total revenue, if any (Form 990, Part VIII, column (A), line 12)	1b	
2a Form 990-EZ check here ▶ <input checked="" type="checkbox"/>	b Total revenue, if any (Form 990-EZ, line 9)	2b	105,852
3a Form 1120-POL check here ▶ <input type="checkbox"/>	b Total tax (Form 1120-POL, line 22)	3b	
4a Form 990-PF check here ▶ <input type="checkbox"/>	b Tax based on Investment Income (Form 990-PF, Part VI, line 5)	4b	
5a Form 8868 check here ▶ <input type="checkbox"/>	b Balance Due (Form 8868, Part I, line 3c or Part II, line 8c)	5b	

Part II Declaration and Signature Authorization of Officer

Under penalties of perjury, I declare that I am an officer of the above organization and that I have examined a copy of the organization's 2012 electronic return and accompanying schedules and statements and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the organization's electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the organization's return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the organization's federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the organization's electronic return and, if applicable, the organization's consent to electronic funds withdrawal.

Officer's PIN: check one box only

I authorize **Fowler & Associates, LLC** to enter my PIN **35980** as my signature
ERO firm name Enter five numbers, but do not enter all zeros

on the organization's tax year 2012 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

As an officer of the organization, I will enter my PIN as my signature on the organization's tax year 2012 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Officer's signature ▶

Date ▶ **07/26/13**

Part III Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

82215011119

do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2012 electronically filed return for the organization indicated above. I confirm that I am submitting this return in accordance with the requirements of Pub. 4163, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature ▶ **Bill Fowler**

Date ▶

ERO Must Retain This Form—See Instructions

Do Not Submit This Form To the IRS Unless Requested To Do So

For Paperwork Reduction Act Notice, see back of form.

Form **8879-EO** 2012

Form **990-EZ**

**Short Form
Return of Organization Exempt From Income Tax**

OMB No. 1545-1150

2012

**Open to Public
Inspection**

Department of the Treasury
Internal Revenue Service

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code
(except black lung benefit trust or private foundation)

▶ Sponsoring organizations of donor advised funds, organizations that operate one or more hospital facilities, and certain controlling organizations as defined in section 512(b)(13) must file Form 990 (see instructions).
All other organizations with gross receipts less than \$200,000 and total assets less than \$500,000 at the end of the year may use this form.

▶ The organization may have to use a copy of this return to satisfy state reporting requirements.

A For the 2012 calendar year, or tax year beginning _____, and ending _____

B Check if applicable:
 Address change
 Name change
 Initial return
 Terminated
 Amended return
 Application pending

C Name of organization
SUN VALLEY FILM FESTIVAL INC

Number and street (or P.O. box, if mail is not delivered to street address) Room/suite
PO BOX 3471

City or town, state or country, and ZIP + 4
SUN VALLEY ID 83353

D Employer identification number
61-1667380

E Telephone number
208-928-7818

F Group Exemption Number ▶ _____

G Accounting Method: Cash Accrual Other (specify) ▶ _____

H Check if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF).

I Website: ▶ **sunvalleyfilmfestival.org**

J Tax-exempt status (check only one) — 501(c)(3) 501(c) () (insert no.) 4947(a)(1) or 527

K Check if the organization is not a section 509(a)(3) supporting organization or a section 527 organization and its gross receipts are normally not more than \$50,000. A Form 990-EZ or Form 990 return is not required though Form 990-N (e-postcard) may be required (see instructions). But if the organization chooses to file a return, be sure to file a complete return.

L Add lines 5b, 6c, and 7b, to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, line 25, column (B) below) are \$500,000 or more, file Form 990 Instead of Form 990-EZ ▶ \$ **105,852**

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I)
 Check if the organization used Schedule O to respond to any question in this Part I

Revenue	1	Contributions, gifts, grants, and similar amounts received	1	64,752
	2	Program service revenue including government fees and contracts	2	41,100
	3	Membership dues and assessments	3	
	4	Investment income	4	
	5a	Gross amount from sale of assets other than inventory	5a	
	b	Less: cost or other basis and sales expenses	5b	
	5c	Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)	5c	
	6	Gaming and fundraising events		
	a	Gross income from gaming (attach Schedule G if greater than \$15,000)	6a	
b	Gross income from fundraising events (not including \$ _____ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)	6b		
c	Less: direct expenses from gaming and fundraising events	6c		
d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	6d		
7a	Gross sales of inventory, less returns and allowances	7a		
b	Less: cost of goods sold	7b		
c	Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)	7c		
8	Other revenue (describe in Schedule O)	8		
9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8	9	105,852	
Expenses	10	Grants and similar amounts paid (list in Schedule O)	10	
	11	Benefits paid to or for members	11	
	12	Salaries, other compensation, and employee benefits	12	3,572
	13	Professional fees and other payments to independent contractors	13	72,646
	14	Occupancy, rent, utilities, and maintenance	14	3,750
	15	Printing, publications, postage, and shipping	15	
	16	Other expenses (describe in Schedule O)	16	40,048
17	Total expenses. Add lines 10 through 16	17	120,016	
Net Assets	18	Excess or (deficit) for the year (Subtract line 17 from line 9)	18	-14,164
	19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	19	769
	20	Other changes in net assets or fund balances (explain in Schedule O)	20	
	21	Net assets or fund balances at end of year. Combine lines 18 through 20	21	-13,395

For Paperwork Reduction Act Notice, see the separate instructions.

Form **990-EZ** (2012)

Part II Balance Sheets (see the instructions for Part II)

Check if the organization used Schedule O to respond to any question in this Part II

	(A) Beginning of year		(B) End of year
22 Cash, savings, and investments	769	22	
23 Land and buildings	0	23	
24 Other assets (describe in Schedule O)	0	24	
25 Total assets	769	25	5
26 Total liabilities (describe in Schedule O)	0	26	13,400
27 Net assets or fund balances (line 27 of column (B) must agree with line 21)	769	27	-13,395

Part III Statement of Program Service Accomplishments (see the instructions for Part III)

Check if the organization used Schedule O to respond to any question in this Part III

What is the organization's primary exempt purpose?

See Schedule O

Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

Expenses
(Required for section 501(c)(3) and 501(c)(4) organizations and section 4947(a)(1) trusts; optional for others.)

28 See Schedule O			
(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	28a		112,058
29			
(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	29a		
30			
(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	30a		
31 Other program services (describe in Schedule O)			
(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	31a		
32 Total program service expenses (add lines 28a through 31a)	32		112,058

Part IV List of Officers, Directors, Trustees, and Key Employees List each one even if not compensated (see the instructions for Part IV)

Check if the organization used Schedule O to respond to any question in this Part IV

(a) Name and title	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC) (If not paid, enter -0-)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
EDWARD GRANVILLE PRESIDENT	15.00	0	0	0
EMILY GRANVILLE SECRETARY AND TREAS	0.00	0	0	0
SABINA DANA PLASSE BOARD MEMBER	5.00	3,200	0	0
JOSH PATE BOARD MEMBER	5.00	0	0	0
JONAS PATE BOARD MEMBER	5.00	0	0	0
HEATHER RAE BOARD MEMBER	5.00	0	0	0
CASPAR VON WINTERFELDT BOARD MEMBER	5.00	0	0	0
JUSTIN WILLIAMS BOARD MEMBER	5.00	0	0	0
BRYAN FURLONG BOARD MEMBER	1.00	0	0	0

Part V Other Information (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V) Check if the organization used Schedule O to respond to any question in this Part V

Form 990-EZ (2012) questions 33-45b regarding organization activities, financials, and tax reporting. Includes fields for Yes/No, amounts, and descriptions.

46 Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I. Yes No
 46

Part VI Section 501(c)(3) organizations only

All section 501(c)(3) organizations must answer questions 47-49b and 52, and complete the tables for lines 50 and 51

Check if the organization used Schedule O to respond to any question in this Part VI

47 Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II. Yes No
 47
 48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E. Yes No
 48
 49a Did the organization make any transfers to an exempt non-charitable related organization? Yes No
 49a
 b If "Yes," was the related organization a section 527 organization? Yes No
 49b

50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and title of each employee paid more than \$100,000	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
None				

f Total number of other employees paid over \$100,000 ▶

51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and address of each independent contractor paid more than \$100,000	(b) Type of service	(c) Compensation
None		

d Total number of other independent contractors each receiving over \$100,000 ▶

52 Did the organization complete Schedule A? Note: All section 501(c)(3) organizations and 4947(a)(1) nonexempt charitable trusts must attach a completed Schedule A. Yes No

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here
 Signature of officer: EDWARD GRENNAN Date: PRESIDENT
 Type or print name and title

Paid Preparer Use Only
 Print/Type preparer's name: Bill Fowler Preparer's signature: Bill Fowler Date: 08/13/13 Check if self-employed PTIN: P01075974
 Firm's name: Fowler & Associates, LLC Firm's EIN: 26-1983250
 Firm's address: Po Box 6609 Ketchum, ID 83340-6609 Phone no.: 208-726-2017

May the IRS discuss this return with the preparer shown above? See Instructions. Yes No

CHANGE OF ACCOUNTING PERIOD 8/31/13

Form **990**

Return of Organization Exempt From Income Tax

OMB No. 1545-0047

2013

Open to Public Inspection

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

Do not enter Social Security numbers on this form as it may be made public.
Information about Form 990 and its instructions is at www.irs.gov/form990.

Department of the Treasury
Internal Revenue Service

A For the 2013 calendar year, or tax year beginning 01/01, 2013, and ending 8/31, 2013

B Check if applicable:
 Address change
 Name change
 Initial return
 Terminated
 Amended return
 Application pending

C Name of organization: **SUN VALLEY FILM FESTIVAL, INC.**
 Doing Business As
 Number and street (or P.O. box if mail is not delivered to street address) Room/suite
PO BOX 3471
 City or town, state or province, country, and ZIP or foreign postal code
SUN VALLEY, ID 83353

D Employer identification number: **61-1667380**
E Telephone number: **208-928-7818**

G Gross receipts \$: **212,683**

F Name and address of principal officer: **EDWARD GRENNAN**
PO BOX 3471, SUN VALLEY, ID 83353

H (a) Is this a group return for subordinates? Yes No
 (b) Are all subordinates included? Yes No
 If "No," attach a list. (see instructions)

I Tax-exempt status: 501(c)(3) 501(c) () (insert no.) 4947(a)(1) or 527

J Website: **SUNVALLEYFILMFESTIVAL.ORG**

K Form of organization: Corporation Trust Association Other
L Year of formation: **2011** **M** State of legal domicile: **ID**

Part I Summary

Activities & Governance	1	Briefly describe the organization's mission or most significant activities: SEE SCHEDULE O		
	2	Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	3	Number of voting members of the governing body (Part VI, line 1a)	3	8
	4	Number of independent voting members of the governing body (Part VI, line 1b)	4	8
	5	Total number of individuals employed in calendar year 2013 (Part V, line 2a)	5	1
	6	Total number of volunteers (estimate if necessary)	6	12
	7a	Total unrelated business revenue from Part VIII, column (C), line 12	7a	
	b Net unrelated business taxable income from Form 990-T, line 34	7b		
Revenue	8	Contributions and grants (Part VIII, line 1h)	Prior Year 64,752	Current Year 143,299
	9	Program service revenue (Part VIII, line 2g)	41,100	69,384
	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)		
	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)		
	12	Total revenue—add lines 8 through 11 (must equal Part VIII, column (A), line 12)	105,852	212,683
Expenses	13	Grants and similar amounts paid (Part IX, column (A), lines 1–3)		
	14	Benefits paid to or for members (Part IX, column (A), line 4)		
	15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10)	3,572	1,723
	16a	Professional fundraising fees (Part IX, column (A), line 11e)		
	b	Total fundraising expenses (Part IX, column (D), line 25) 2,750		
	17	Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e)	116,444	184,589
18	Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25)	120,016	186,312	
19	Revenue less expenses. Subtract line 18 from line 12	-14,164	26,371	
Net Assets or Fund Balances	20	Total assets (Part X, line 16)	Beginning of Current Year 9	End of Year 22,672
	21	Total liabilities (Part X, line 26)	13,400	9,692
	22	Net assets or fund balances. Subtract line 21 from line 20	-13,391	12,980

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

Signature of officer: *[Signature]* Date: **12.16.2013**

Type or print name and title: **Edward Grennan**

Paid Preparer Use Only

Print/Type preparer's name: **BILL FOWLER** Preparer's signature: *[Signature]* Date: **12/13/13** Check if self-employed PTIN: **P01075974**

Firm's name: **FOWLER & ASSOCIATES, LLC** Firm's EIN: **26-1983250**

Firm's address: **PO BOX 6609, KETCHUM, ID 83340** Phone no.: **208-726-2017**

May the IRS discuss this return with the preparer shown above? (see instructions) Yes No

For Paperwork Reduction Act Notice, see the separate instructions.

Cat. No. 11202Y

Form **990** (2013)

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III

1 Briefly describe the organization's mission:

SEE SCHEDULE O

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? Yes No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? Yes No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses \$ 173,359 including grants of \$) (Revenue \$)

CONDUCTING SUN VALLEY FILM FESTIVAL

In March 14-17, 2013 Sun Valley Film Festival, Inc conducted its second annual Sun Valley Film Festival, which is the organization's primary program.

The festival is a four-day, public event bringing filmmakers and moviegoers together to promote artistic expression through filmmaking and to foster historical, environmental, social, and artistic education through film.

The festival took place in the cities of Ketchum, Sun Valley, and Hailey, Idaho. The event drew an estimated 2,500 attendees and filmmakers to over (CONT. SCHEDULE O)

4b (Code:) (Expenses \$ including grants of \$) (Revenue \$)

4c (Code:) (Expenses \$ including grants of \$) (Revenue \$)

4d Other program services (Describe in Schedule O.)
(Expenses \$ including grants of \$) (Revenue \$)

4e Total program service expenses ▶ 173,359

Part IV Checklist of Required Schedules

	Yes	No	
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? If "Yes," complete Schedule A	1	✓	
2 Is the organization required to complete Schedule B, Schedule of Contributors (see Instructions)?	2	✓	
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I	3		✓
4 Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II	4		✓
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? If "Yes," complete Schedule C, Part III	5		✓
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? If "Yes," complete Schedule D, Part I	6		✓
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? If "Yes," complete Schedule D, Part II	7		✓
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? If "Yes," complete Schedule D, Part III	8		✓
9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability; serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? If "Yes," complete Schedule D, Part IV	9		✓
10 Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi-endowments? If "Yes," complete Schedule D, Part V	10		✓
11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.			
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? If "Yes," complete Schedule D, Part VI	11a		✓
b Did the organization report an amount for investments—other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VII	11b		✓
c Did the organization report an amount for investments—program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VIII	11c		✓
d Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part IX	11d		✓
e Did the organization report an amount for other liabilities in Part X, line 25? If "Yes," complete Schedule D, Part X	11e		✓
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? If "Yes," complete Schedule D, Part X	11f		✓
12 a Did the organization obtain separate, independent audited financial statements for the tax year? If "Yes," complete Schedule D, Parts XI and XII	12a		✓
b Was the organization included in consolidated, independent audited financial statements for the tax year? If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional	12b		✓
13 Is the organization a school described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E	13		✓
14 a Did the organization maintain an office, employees, or agents outside of the United States?	14a		✓
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? If "Yes," complete Schedule F, Parts I and IV	14b		✓
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? If "Yes," complete Schedule F, Parts II and IV	15		✓
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? If "Yes," complete Schedule F, Parts III and IV	16		✓
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? If "Yes," complete Schedule G, Part I (see Instructions)	17		✓
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? If "Yes," complete Schedule G, Part II	18		✓
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? If "Yes," complete Schedule G, Part III	19		✓
20 a Did the organization operate one or more hospital facilities? If "Yes," complete Schedule H	20a		✓
b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?	20b		✓

Part IV Checklist of Required Schedules (continued)

	Yes	No
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or government on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II</i>		✓
22 Did the organization report more than \$5,000 of grants or other assistance to individuals in the United States on Part IX, column (A), line 2? <i>If "Yes," complete Schedule I, Parts I and III</i>		✓
23 Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If "Yes," complete Schedule J</i>		✓
24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a</i>		✓
b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		✓
c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		✓
d Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?		✓
25a Section 501(c)(3) and 501(c)(4) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If "Yes," complete Schedule L, Part I</i>		✓
b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If "Yes," complete Schedule L, Part I</i>		✓
26 Did the organization report any amount on Part X, line 5, 6, or 22 for receivables from or payables to any current or former officers, directors, trustees, key employees, highest compensated employees, or disqualified persons? <i>If so, complete Schedule L, Part II</i>	✓	
27 Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity or family member of any of these persons? <i>If "Yes," complete Schedule L, Part III</i>		✓
28 Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV Instructions for applicable filing thresholds, conditions, and exceptions):		
a A current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i>		✓
b A family member of a current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i>		✓
c An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? <i>If "Yes," complete Schedule L, Part IV</i>		✓
29 Did the organization receive more than \$25,000 in non-cash contributions? <i>If "Yes," complete Schedule M</i>		✓
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M</i>		✓
31 Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i>		✓
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II</i>		✓
33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I</i>		✓
34 Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1</i>		✓
35a Did the organization have a controlled entity within the meaning of section 512(b)(13)?		✓
b If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If "Yes," complete Schedule R, Part V, line 2</i>		✓
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2</i>		✓
37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If "Yes," complete Schedule R, Part VI</i>		✓
38 Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? Note. All Form 990 filers are required to complete Schedule O		✓

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V

Table with columns for question number, question text, and Yes/No checkboxes. Includes sections for Form 1099-B, Form W-2G, Form 990-T, Form 8886-T, Form 8282, Form 8899, Form 1098-C, Form 4947(a)(1), and Form 720.

Part VI Governance, Management, and Disclosure For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See Instructions. Check if Schedule O contains a response or note to any line in this Part VI [X]

Section A. Governing Body and Management

Table with 3 columns: Question, Yes, No. Rows include: 1a Enter the number of voting members of the governing body at the end of the tax year... 1b Enter the number of voting members included in line 1a, above, who are independent... 2 Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee? 3 Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, or trustees, or key employees to a management company or other person? 4 Did the organization make any significant changes to its governing documents since the prior Form 990 was filed? 5 Did the organization become aware during the year of a significant diversion of the organization's assets? 6 Did the organization have members or stockholders? 7a Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body? 7b Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body? 8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following: a The governing body? b Each committee with authority to act on behalf of the governing body? 9 Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses in Schedule O.

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

Table with 3 columns: Question, Yes, No. Rows include: 10a Did the organization have local chapters, branches, or affiliates? 10b If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes? 11a Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form? 11b Describe in Schedule O the process, if any, used by the organization to review this Form 990. 12a Did the organization have a written conflict of interest policy? If "No," go to line 13 12b Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts? 12c Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this was done 13 Did the organization have a written whistleblower policy? 14 Did the organization have a written document retention and destruction policy? 15 Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision? 15a The organization's CEO, Executive Director, or top management official 15b Other officers or key employees of the organization If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions). 16a Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year? 16b If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?

Section C. Disclosure

- 17 List the states with which a copy of this Form 990 is required to be filed NONE
18 Section 6104 requires an organization to make its Forms 1023 (or 1024 if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.
[] Own website [] Another's website [X] Upon request [] Other (explain in Schedule O)
19 Describe in Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.
20 State the name, physical address, and telephone number of the person who possesses the books and records of the organization: FOWLER & ASSOCIATES, LLC, PO BOX 6609, KETCHUM, ID 83340 208-726-2017

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.

List persons in the following order: individual trustees or directors; Institutional trustees; officers; key employees; highest compensated employees; and former such persons.

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and Title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) EDWARD GRENNAN PRESIDENT	15			✓						
(2) EMILY GRANVILLE SECRETARY AND TREASURER	1			✓						
(3) JOSH PATE BOARD MEMBER	5	✓								
(4) JONAS PATE BOARD MEMBER	5	✓								
(5) CASPAR VON WINTERFELDT BOARD MEMBER	2	✓								
(6) BRYAN FURLONG BOARD MEMBER	1	✓								
(7) HEATHER RAE BOARD MEMBER	5	✓								
(8) JUSTIN WILLIAMS BOARD MEMBER	5	✓								
(9)										
(10)										
(11)										
(12)										
(13)										
(14)										

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(15)										
(16)										
(17)										
(18)										
(19)										
(20)										
(21)										
(22)										
(23)										
(24)										
(25)										
1b Sub-total										
c Total from continuation sheets to Part VII, Section A										
d Total (add lines 1b and 1c)										

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization **0**

	Yes	No
3 Did the organization list any former officer, director, or trustee, key employee, or highest compensated employee on line 1a? If "Yes," complete Schedule J for such individual		✓
4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? If "Yes," complete Schedule J for such individual		✓
5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? If "Yes," complete Schedule J for such person		✓

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization

Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII

			(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514	
Contributions, Gifts, Grants and Other Similar Amounts	1a Federated campaigns	1a					
	b Membership dues	1b					
	c Fundraising events	1c					
	d Related organizations	1d					
	e Government grants (contributions)	1e	5,750				
	f All other contributions, gifts, grants, and similar amounts not included above	1f	137,549				
	g Noncash contributions included in lines 1a-1f: \$						
	h Total. Add lines 1a-1f		143,299				
Program Service Revenue	Business Code						
	2a FILM PASS AND MERCH SALES		53,436	53,436			
	b AUCTION PROCEEDS		10,000	10,000			
	c SUBMISSION FEES		4,466	4,466			
	d LAB FEES		1,482	1,482			
	e All other program service revenue .						
	g Total. Add lines 2a-2f		69,384				
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)						
	4 Income from investment of tax-exempt bond proceeds						
	5 Royalties						
	6a Gross rents	(i) Real	(ii) Personal				
		b Less: rental expenses					
		c Rental income or (loss)					
	d Net rental income or (loss)						
	7a Gross amount from sales of assets other than inventory	(i) Securities	(ii) Other				
		b Less: cost or other basis and sales expenses					
		c Gain or (loss)					
	d Net gain or (loss)						
	8a Gross income from fundraising events (not including \$ of contributions reported on line 1c). See Part IV, line 18	a					
		b Less: direct expenses	b				
c Net income or (loss) from fundraising events							
9a Gross income from gaming activities. See Part IV, line 19	a						
	b Less: direct expenses	b					
	c Net income or (loss) from gaming activities						
10a Gross sales of inventory, less returns and allowances	a						
	b Less: cost of goods sold	b					
	c Net income or (loss) from sales of inventory						
Miscellaneous Revenue		Business Code					
11a							
b							
c							
d All other revenue							
e Total. Add lines 11a-11d							
12 Total revenue. See Instructions.			212,683	69,384			

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.

	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to governments and organizations in the United States. See Part IV, line 21				
2 Grants and other assistance to individuals in the United States. See Part IV, line 22				
3 Grants and other assistance to governments, organizations, and individuals outside the United States. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees				
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(E)				
7 Other salaries and wages	1,712	1,712		
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits				
10 Payroll taxes	11	11		
11 Fees for services (non-employees):				
a Management	20,000	17,000	2,000	1,000
b Legal	2,152		2,152	
c Accounting	2,826		2,826	
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.)	33,266	33,266		
12 Advertising and promotion	23,713	23,713		
13 Office expenses	13,439	11,867	1,572	
14 Information technology	1,384	1,384		
15 Royalties				
16 Occupancy	4,643	4,268	375	
17 Travel	3,739	2,804		935
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings	3,264	1,632	816	816
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization				
23 Insurance	1,575	1,575		
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a FEST FOOD CATERING EVENTS	43,301	43,301		
b MERCHANDISE	7,962	7,962		
c RENT - FESTIVAL THEATERS	5,613	5,613		
d FESTIVAL ENTERTAINMENT	4,850	4,850		
e All other expenses	13,062	12,601	462	-1
25 Total functional expenses. Add lines 1 through 24e	186,312	173,359	10,203	2,750
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720)				

Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X

		(A)		(B)
		Beginning of year		End of year
Assets	1 Cash—non-interest-bearing	5	1	14,672
	2 Savings and temporary cash investments		2	
	3 Pledges and grants receivable, net		3	
	4 Accounts receivable, net		4	
	5 Loans and other receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. Complete Part II of Schedule L		5	
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instructions). Complete Part II of Schedule L		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use		8	
	9 Prepaid expenses and deferred charges		9	8,000
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a		
	b Less: accumulated depreciation	10b		10c
	11 Investments—publicly traded securities		11	
	12 Investments—other securities. See Part IV, line 11		12	
	13 Investments—program-related. See Part IV, line 11		13	
	14 Intangible assets		14	
	15 Other assets. See Part IV, line 11		15	
16 Total assets. Add lines 1 through 15 (must equal line 34)		9	16	22,672
Liabilities	17 Accounts payable and accrued expenses	909	17	9,692
	18 Grants payable		18	
	19 Deferred revenue		19	
	20 Tax-exempt bond liabilities		20	
	21 Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22 Loans and other payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L	12,491	22	
	23 Secured mortgages and notes payable to unrelated third parties		23	
	24 Unsecured notes and loans payable to unrelated third parties		24	
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D		25	
	26 Total liabilities. Add lines 17 through 25	13,400	26	9,692
Net Assets or Fund Balances	Organizations that follow SFAS 117 (ASC 958), check here <input checked="" type="checkbox"/> and complete lines 27 through 29, and lines 33 and 34.			
	27 Unrestricted net assets	-13,391	27	12,980
	28 Temporarily restricted net assets		28	
	29 Permanently restricted net assets		29	
	Organizations that do not follow SFAS 117 (ASC 958), check here <input type="checkbox"/> and complete lines 30 through 34.			
	30 Capital stock or trust principal, or current funds		30	
	31 Paid-in or capital surplus, or land, building, or equipment fund		31	
	32 Retained earnings, endowment, accumulated income, or other funds		32	
33 Total net assets or fund balances	-13,391	33	12,980	
34 Total liabilities and net assets/fund balances	9	34	22,672	

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI

1	Total revenue (must equal Part VIII, column (A), line 12)	1	212,683
2	Total expenses (must equal Part IX, column (A), line 25)	2	186,312
3	Revenue less expenses. Subtract line 2 from line 1	3	26,371
4	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	4	-13,391
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain in Schedule O)	9	
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 33, column (B))	10	12,980

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII

	Yes	No
1 Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input type="checkbox"/> Accrual <input checked="" type="checkbox"/> Other If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.		
2a Were the organization's financial statements compiled or reviewed by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		✓
b Were the organization's financial statements audited by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		✓
c If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O.		
3a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?		✓
b If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits.		

EVENT FUNDING REQUEST GUIDELINES AND APPLICATION INSTRUCTIONS

Objective:

One of the priorities of the Sun Valley City Council is to encourage and support events in the City which help grow local option tax (LOT) to support our tourist economy. By providing financial support of up to \$5,000 per event for events held in Sun Valley, one of the Council's priorities is fulfilled. In order to ensure that events meet Council priorities, a threshold criterion has been established. Events which are not, to some degree, taking place in Sun Valley will not be considered. One-off, exceptional events will be considered outside the criteria outlined below.

Ineligible Events:

Events which are political, religious, or fund charitable organizations will not be considered. Also, events in which the proceeds do not remain in the Wood River Valley will not be considered. Events which have been funded previously five (5) times are ineligible.

Guidelines:

Each year following the budget process, if the Council elects to fund events, applications will be accepted in October for consideration at the November, or subsequent, Council Meeting. Regular, planned events may submit applications only at this time.

At the November, or subsequent, meeting in which applications for funding are considered, the Council may elect to hold a portion of the budgeted amount in reserve for one-off, exceptional events which seek funding later in the year.

All applications will be scored against a scoring matrix and funding will be allocated to the highest-scoring applications subject to the discretion of the City Council.

Instructions:

The application must be complete, legible, and submitted in order to meet the appropriate deadlines for the November meeting.

A representative of the organization shall attend the November meeting, make a brief presentation and be capable of answering questions on behalf of the event / organization.

An event summary report must be submitted within 60 days of the end of the event. No funding shall be made unless and until such event summary report is timely filed. The report must include tax and LOT collection receipt information for the City of Sun Valley.

Any organization applying for City funding shall provide its last 3 years' IRS Form 990's with their application unless it is exempt from such filing, in which event the specific exemption shall be provided. In addition, any organization that is exempt from Form 990 filing, or a new organization that has not previously filed a Form 990, shall provide a breakdown of the salary and benefits of the five (5) highest paid employees, and the most recent financials, including a P&L statement and balance sheet.

A copy of the specific event budget must accompany the application.

CITY FUNDING REQUEST APPLICATION

Deadline: Monday, October 27, 2014

Name of Organization: Trailing of the Sheep Cultural Heritage Center, Inc.
Complete Address: P.O. Box 3692, Hailey, ID 83333
Federal Tax ID#: 71-0912585
Primary Contact: Name, Title, Contact Number, Email address: Mary Austin Crofts, Executive Director (208) 720-0585, mary@trailingofthesheep.org Jerry Seiffert, Board member (208) 726-8060, jerry@mtncexpress.com
Organization website: www.trailingofthesheep.org
Outline the Organization Purpose / Mission. The mission of The Trailing of the Sheep Cultural Heritage Center is "To gather, present, and preserve the history and culture of families and individual men and women involved in Idaho sheep ranching and to honor their contributions to the development of Idaho and the west." This Festival celebrates the rich and colorful history, heritage and cultures that have made Blaine County what it is today.
Date organization was founded? 1996
Describe the event for which funding is being requested. In addition to a general description, please include information about the length and specific location(s) of the event. What is the amount of the request? What is the event's total budget? In 2015, we will celebrate the 19th annual Trailing of the Sheep Festival. It will take place October 8 - 11 and have something for everyone including an authentic Sheep Folklife Fair, a multitude of culinary events featuring American lamb, cheese and local foods, storytelling, a Fiber Festival, Sheepdog Trials, children's activities and workshops, a Big Sheep Parade and so much more. Events will take place in Sun Valley, Ketchum and Hailey over the four days. We request \$5,000. The 2014 budget is \$169,935.
How will the City benefit from this event? In 2014 the Festival filled the Valley's lodging facilities! People came from 35 states and 4 foreign countries. Combined attendance reached 24,000 and the economic impact will reach over \$4 million this year. With Sun Valley's lodging filled and restaurants participating, the LOT taxes collected will benefit the City.
How many participants do you expect for this year and future years? From where do you expect your participants (e.g. outside of Idaho, Sun Valley residents, etc.)? The Festival is experiencing exponential growth. Because of the media attention from around the world, it will continue to grow. Visitors will continue to come from around the world to experience this unique and authentic event. It has become a bucket list trip.
Is your event seeking other funding? Oh yes.
How will funding from the City of Sun Valley be leveraged to gain other funding? Obtaining financial support from the City of Sun Valley will help show the many granting institutions and foundations where we apply that the community supports and appreciates this Festival. We have several donors who would match funding if the City of Sun Valley agrees to support the Festival.

Will this be an annual event? If so, will it be held in Sun Valley every year? How long has this event been taking place?

Yes, 2015 will be the 19th annual.

Which event costs will be offset by funding from the City of Sun Valley?

Funding will help with several projects. We are planning to show two movies at the Sun Valley Opera House - "Away to Me" is a feature length documentary that uses the sport of sheepdog trials to tell a larger story about the relationship between man and dog. "Basques in the West" is a documentary about the Basque people, and their culture and vitality. We will partner with SV Resort to offer cooking classes and perhaps some fiber classes. We are bringing Baxter Black to Sun Valley in April, 2015.

How will you publicize the event?

We have many partnerships to help us publicize the event. Idaho Tourism will host travel writers here (as they do every year). The Sun Valley Marketing Alliance partners will create a regional advertising and retargeting campaign. The Hailey Chamber of Commerce partners with advertising dollars and PR. This year's advertising and PR reached 632 million for an AEV (advertising equivalent value) of \$2.9 million. See separate sheet about this year's efforts.

How will the City be acknowledged at this event?

The City of Sun Valley will be acknowledged on the website, in all marketing and advertising. The Mayor will be invited to speak at our opening ceremonies. We will have sponsor posters at all events. We will create a banner for the City of Sun Valley to hang at all key events.

Is this a political, religious or partisan event, or will the event be used in any way to fund charitable organizations? If so, explain.

No

Will all proceeds from the event stay in the Wood River Valley?

Yes

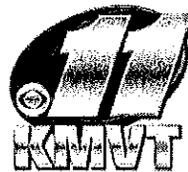
Will there be an admission charge for your event(s)? If so, what is it? Will there be any special discounts or privileges offered to Sun Valley residents?

Most events are free or offered at a very low cost so everyone can participate. We can offer Sun Valley residents a discount for the two movies we plan to show.

Will there be merchandise or services sold at the event which generate additional sales tax revenue?

Yes. We produce T-shirts, hats, aprons and a variety of other items as souvenirs. Yes, we will have them at all Sun Valley events.

Once this form is completed, please return to Alissa Weber, City Clerk, by email (aweber@svidaho.org), fax (208-622-3401) or in person at City Hall at 81 Elkhorn Rd.



2014 Trailing of the Sheep Festival PR Coverage Highlights and Results

- ❖ Total Media Reach: 632 million + (print, TV, radio and online)
- ❖ Total YTD AEV (advertising equivalent value): \$2.9 million+

Secured international and national media exposure for event in major outlets including:

- **Better Homes & Gardens:** October 2014 issue - TOTS featured as one of top 5 fall festivals in US in the "Take a Vacation" section. Circulation: 7.7 million national (2nd highest circulation magazine in the country)
- **CNBC.com:** August 14, 2014 – story online on TOTS. Readership: 10 million monthly
- **HuffingtonPost.com:** Sept 28, 2014. TOTS featured as America's Weirdest Festivals. Readership: 100+ M
- **Northwest Travel Magazine:** July 2014 issue - full page feature story on TOTS. Result of 2013 media visit by freelance journalist. Circulation: 150,000 in Pacific Northwest.
- **Los Angeles Times:** Sept 18, 2014 – feature story on TOTS (provided info to writer). Circulation: 572,000
- **Utah Family Magazine:** Sept 2014 Back to School issue – feature story on TOTS. Circulation: 35,000
- Coverage through key Idaho media outlets: **NPR/Boise State Radio, Idaho Statesman, Boise Weekly, KMYT, Times-News, Idaho Falls Post Register** and more.

2:31 PM
 02/07/14
 Cash Basis

Trailing of the Sheep Cultural Heritage Center Inc.
Profit & Loss Budget Overview
 January through December 2014

	<u>Jan - Dec 14</u>
Income	
Contributions Income	
Unrestricted	53,500.00
Total Contributions Income	<u>53,500.00</u>
Grants	
Idaho Rangeland & Resource Comm	2,500.00
American Lamb Board	2,000.00
Commission on the Arts	4,000.00
Grants - Other	10,500.00
Total Grants	<u>19,000.00</u>
Festival Income	
Hats	1,800.00
Notecards	100.00
Postcards	25.00
T-Shirt Sales	3,300.00
Raffle	1,500.00
Fiber Fest	
Fiber Classes for Kids	200.00
Fiber Classes for Adults	5,000.00
Total Fiber Fest	<u>5,200.00</u>
CSI Workshop Income	1,000.00
Sheep Tales Ticket Sales	3,000.00
Love of Lamb Donation	7,000.00
Beer/Wine	5,000.00
Restaurant Tickets	14,000.00
TOTS/4H Food Booth	2,100.00
Parade BBQ	4,500.00
Dog Trial Admission Fees	3,500.00
Dog Trial Donation	2,500.00
Dog Trials Food & Drinks	650.00
Sheep Dog Sponsorships	5,000.00
Vendor Booth Fee	4,000.00
Shepherd's Ball	
Shepherd's Ball Tickets	15,000.00
Shepherd's Ball Sponsors	8,000.00
Total Shepherd's Ball	<u>23,000.00</u>
Total Festival Income	87,175.00
Fundraising Income	
Spring/Summer Fundraising Inc	15,000.00
Total Fundraising Income	<u>15,000.00</u>
Total Income	174,675.00
Cost of Goods Sold	
Cost of Goods Sold	
Hats	1,140.00
T-Shirts	3,000.00
Other	600.00
Total Cost of Goods Sold	<u>4,740.00</u>
Total COGS	<u>4,740.00</u>
Gross Profit	169,935.00
Expense	
Festival Expense	
Advertising	
Banner	500.00
Magazine	800.00
Newsletter	250.00
Newspaper	5,000.00

2:31 PM
 02/07/14
 Cash Basis

Trailing of the Sheep Cultural Heritage Center Inc.
Profit & Loss Budget Overview
 January through December 2014

	<u>Jan - Dec 14</u>
Radio	1,000.00
TV	1,000.00
Ad Production	1,400.00
Total Advertising	9,950.00
Artists and Performers	17,550.00
Audio Visual	3,200.00
Equipment Rental	
Disposal	1,100.00
Venue Rental	2,730.00
Total Equipment Rental	3,830.00
Fiber Fest Expense	2,500.00
Restaurant and Event Supplies	9,855.00
Food Expense	9,631.25
Shepherd's Ball Expense	14,500.00
Licenses and Permits	
Ketchum Sheep Parade	40.00
McKercher Park	245.00
Dog Trial	40.00
Licenses and Permits - Other	75.00
Total Licenses and Permits	400.00
Lodging & Cleaning Fees	1,200.00
Fundraising Expense	
Spring/Summer Fundraising Exp	5,000.00
Total Fundraising Expense	5,000.00
Marketing Expense	
Brochures	3,000.00
Cards/envelopes	1,000.00
Graphic Design	1,000.00
Posters	400.00
Supplies	250.00
Web Design, Hosting & Updates	2,000.00
Photography	500.00
Total Marketing Expense	8,150.00
Total Festival Expense	85,766.25
Operating Expenses	
Payroll Expenses	
Executive Director	15,000.00
Staff	24,000.00
Social Security Company	3,800.00
Medicare Company	1,080.00
State Unemployment	1,037.00
Employee Benefits	4,000.00
Health Insurance	4,380.00
Total Payroll Expenses	53,297.00
Insurance	
Directors & Officers	1,150.00
General Liability Insurance	1,050.00
Worker's Comp. Insurance	795.00
Total Insurance	2,995.00
Dues and Subscriptions	300.00
Education	4,345.75
Gifts and Awards	100.00
Mileage Expense	2,000.00
Office Supplies	1,300.00
Postage and Delivery	700.00
Professional Fees	
Consulting fees	1,500.00
Accounting	325.00

2:31 PM

02/07/14

Cash Basis

Trailing of the Sheep Cultural Heritage Center Inc.
Profit & Loss Budget Overview
January through December 2014

	<u>Jan - Dec 14</u>
Bookkeeping	14,137.00
Bookkeeping In-Kind	<u>-3,137.00</u>
Total Professional Fees	12,825.00
Service Charges	
Merchant Service Charges	750.00
Network for Good Charges	200.00
Propay Charges	<u>800.00</u>
Total Service Charges	1,750.00
Storage Unit	3,456.00
Telephone	1,000.00
Travel	<u>100.00</u>
Total Operating Expenses	84,168.75
Total Expense	<u>169,935.00</u>
Net Income	<u>0.00</u>

Form **990-EZ**

Short Form
Return of Organization Exempt From Income Tax

OMB No. 1545-1150

2011

Open to Public Inspection

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except black lung benefit trust or private foundation)
 ▶ Sponsoring organizations of donor advised funds, organizations that operate one or more hospital facilities, and certain controlling organizations as defined in section 512(b)(13) must file Form 990 (see instructions). All other organizations with gross receipts less than \$200,000 and total assets less than \$500,000 at the end of the year may use this form.
 ▶ The organization may have to use a copy of this return to satisfy state reporting requirements.

Department of the Treasury
Internal Revenue Service

A For the 2011 calendar year, or tax year beginning 2011, and ending 2011, and ending

B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	C	D Employer identification number
	The Trailing of the Sheep Cultural Heritage Center	71-0912585
	PO Box 3692	E Telephone number
	Hailey, ID 83333	(208) 788-6399
		F Group Exemption Number

G Accounting Method: Cash Accrual Other (specify) _____

H Check if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF).

I Website: www.trailingofthesheep.org

J Tax-exempt status (ck only one) — 501(c)(3) 501(c) () (insert no.) 4947(a)(1) or 527

K Check if the organization is not a section 509(a)(3) supporting organization or a section 527 organization and its gross receipts are normally not more than \$50,000. A Form 990-EZ or Form 990 return is not required though Form 990-N (e-postcard) may be required (see instructions). But if the organization chooses to file a return, be sure to file a complete return.

L Add lines 5b, 6c, and 7b, to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, line 25, column (B) below) are \$500,000 or more, file Form 990 instead of Form 990-EZ ▶ \$ 180,685.

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I.)

Check if the organization used Schedule O to respond to any question in this Part I

REVENUE	1	Contributions, gifts, grants, and similar amounts received	1	83,659.
	2	Program service revenue including government fees and contracts	2	97,026.
	3	Membership dues and assessments	3	
	4	Investment income	4	
	5a	Gross amount from sale of assets other than inventory	5a	
	5b	Less: cost or other basis and sales expenses	5b	
	5c	Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)	5c	
	6	Gaming and fundraising events		
	6a	Gross income from gaming (attach Schedule G if greater than \$15,000)	6a	
	6b	Gross income from fundraising events (not including \$ _____ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)	6b	
6c	Less: direct expenses from gaming and fundraising events	6c		
6d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	6d		
7a	Gross sales of inventory, less returns and allowances	7a		
7b	Less: cost of goods sold	7b		
7c	Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)	7c		
8	Other revenue (describe in Schedule O)	8		
9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8. ▶	9	180,685.	
EXPENSES	10	Grants and similar amounts paid (list in Schedule O)	10	
	11	Benefits paid to or for members	11	
	12	Salaries, other compensation, and employee benefits	12	49,227.
	13	Professional fees and other payments to independent contractors	13	750.
	14	Occupancy, rent, utilities, and maintenance	14	
	15	Printing, publications, postage, and shipping	15	3,546.
	16	Other expenses (describe in Schedule O) See Schedule O	16	109,807.
	17	Total expenses. Add lines 10 through 16. ▶	17	163,330.
ASSETS	18	Excess or (deficit) for the year (Subtract line 17 from line 9)	18	17,355.
	19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	19	33,988.
	20	Other changes in net assets or fund balances (explain in Schedule O) See Schedule O	20	1,291.
	21	Net assets or fund balances at end of year. Combine lines 18 through 20. ▶	21	52,634.

BAA For Paperwork Reduction Act Notice, see the separate instructions. Form 990-EZ (2011)

Part V Other Information (Note the Schedule A and personal benefit contract statement requirements in See Schedule O the instructions for Part V.) Check if the organization used Schedule O to respond to any question in this Part V. [X]

33 Did the organization engage in any activity not previously reported to the IRS? If 'Yes,' provide a detailed description of each activity in Schedule O. 33 Yes No X
34 Were any significant changes made to the organizing or governing documents? If 'Yes,' attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O (see instructions). 34 Yes No X
35a Did the organization have unrelated business gross income of \$1,000 or more during the year from business activities (such as those reported on lines 2, 6a, and 7a, among others)? 35a Yes No X
b If 'Yes,' to line 35a, has the organization filed a Form 990-T for the year? If 'No,' provide an explanation in Schedule O. 35b Yes No
c Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If 'Yes,' complete Schedule C, Part III. 35c Yes No
36 Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If 'Yes,' complete applicable parts of Schedule N. 36 Yes No X
37a Enter amount of political expenditures, direct or indirect, as described in the instructions. 37a 0.
b Did the organization file Form 1120-POL for this year? 37b Yes No X
38a Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return? 38a Yes No X
b If 'Yes,' complete Schedule L, Part II and enter the total amount involved. 38b N/A
39 Section 501(c)(7) organizations. Enter:
a Initiation fees and capital contributions included on line 9. 39a N/A
b Gross receipts, included on line 9, for public use of club facilities. 39b N/A
40a Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911 0.; section 4912 0.; section 4955 0.
b Section 501(c)(3) and 501(c)(4) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If 'Yes,' complete Schedule L, Part I. 40b Yes No X
c Section 501(c)(3) and 501(c)(4) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958. 40c 0.
d Section 501(c)(3) and 501(c)(4) organizations. Enter amount of tax on line 40c reimbursed by the organization. 40d 0.
e All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If 'Yes,' complete Form 8886-T. 40e Yes No X
41 List the states with which a copy of this return is filed. None

42a The organization's books are in care of Julie Flolo Telephone no. 208-720-2835
Located at 11 East Croy Street Hailey ID ZIP + 4 83333

b At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? 42b Yes No X
If 'Yes,' enter the name of the foreign country:
See the instructions for exceptions and filing requirements for Form TD F 90-22.1, Report of Foreign Bank and Financial Accounts.
c At any time during the calendar year, did the organization maintain an office outside of the U.S.? 42c Yes No X
If 'Yes,' enter the name of the foreign country:

43 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 - Check here. [] N/A
and enter the amount of tax-exempt interest received or accrued during the tax year. 43 N/A

44a Did the organization maintain any donor advised funds during the year? If 'Yes,' Form 990 must be completed instead of Form 990-EZ. 44a Yes No X
b Did the organization operate one or more hospital facilities during the year? If 'Yes,' Form 990 must be completed instead of Form 990-EZ. 44b Yes No X
c Did the organization receive any payments for indoor tanning services during the year? 44c Yes No X
d If 'Yes' to line 44c, has the organization filed a Form 720 to report these payments? If 'No,' provide an explanation in Schedule O. 44d Yes No X
45a Did the organization have a controlled entity of the organization within the meaning of section 512(b)(13)? 45a Yes No X
b Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If 'Yes,' Form 990 and Schedule R may need to be completed instead of Form 990-EZ (see instructions). 45b Yes No X

	Yes	No
46 Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If 'Yes,' complete Schedule C, Part I.....	46	X

Part VI Section 501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts only. All section 501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts must answer questions 47-49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI.

	Yes	No
47 Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If 'Yes,' complete Schedule C, Part II.....	47	X
48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If 'Yes,' complete Schedule E.....	48	X
49a Did the organization make any transfers to an exempt non-charitable related organization?.....	49a	X
b If 'Yes,' was the related organization a section 527 organization?.....	49b	

50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter 'None.'

(a) Name and address of each employee paid more than \$100,000	(b) Title and average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
None				

e Total number of other employees paid over \$100,000..... ▶

51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter 'None.'

(a) Name and address of each independent contractor paid more than \$100,000	(b) Type of service	(c) Compensation
None		

e Total number of other independent contractors each receiving over \$100,000..... ▶

52 Did the organization complete Schedule A? Note: All section 501(c)(3) organizations and 4947(a)(1) nonexempt charitable trusts must attach a completed Schedule A..... Yes No

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here
 Signature of officer: *Julie C. Flolo* Date: 3/1/12
 Type or print name and title: Julie Flolo Treasurer

Paid Preparer Use Only
 Print/Type preparer's name: Jeffrey A. Neel, CPA Preparer's signature: Jeffrey A. Neel, CPA Date:
 Check if self-employed PTIN: P01246039
 Firm's name ▶ J. Neel & Company
 Firm's address ▶ PO Box 923 717 N Main St Ste B Bellevue, ID 83313-0923
 Firm's EIN ▶ 68-0530389
 Phone no. (208) 788-6515

May the IRS discuss this return with the preparer shown above? See instructions..... Yes No

Short Form
Return of Organization Exempt From Income Tax
 Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code
 (except black lung benefit trust or private foundation)

CLIENT COPY

Department of the Treasury
 Internal Revenue Service

▶ Sponsoring organizations of donor advised funds, organizations that operate one or more hospital facilities, and certain controlling organizations as defined in section 512(b)(13) must file Form 990 (see instructions). All other organizations with gross receipts less than \$200,000 and total assets less than \$500,000 at the end of the year may use this form.
 ▶ The organization may have to use a copy of this return to satisfy state reporting requirements.

Open to Public Inspection

A For the 2012 calendar year, or tax year beginning 2012, and ending _____

B Check if applicable: Address change Name change Initial return Terminated Amended return Application pending

C The Trailing of the Sheep Cultural Heritage Center
PO Box 3692
Hailey, ID 83333

D Employer identification number 71-0912585

E Telephone number (208) 788-6399

F Group Exemption Number _____

G Accounting Method: Cash Accrual Other (specify) _____

H Check if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF).

I Website: www.trailingofthesheep.org

J Tax-exempt status (check only one) -- 501(c)(3) 501(c) () (Insert no.) 4947(a)(1) or 527

K Check if the organization is not a section 509(a)(3) supporting organization or a section 527 organization and its gross receipts are normally not more than \$50,000. A Form 990-EZ or Form 990 return is not required though Form 990-N (e-postcard) may be required (see instructions). But if the organization chooses to file a return, be sure to file a complete return.

L Add lines 5b, 6c, and 7b, to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, line 25, column (B) below) are \$500,000 or more, file Form 990 instead of Form 990-EZ. \$ 152,333.

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I)		Check if the organization used Schedule O to respond to any question in this Part I <input checked="" type="checkbox"/>	
REVENUE	1 Contributions, gifts, grants, and similar amounts received	1	87,045.
	2 Program service revenue including government fees and contracts	2	65,288.
	3 Membership dues and assessments	3	
	4 Investment income	4	
	5a Gross amount from sale of assets other than inventory	5a	
	b Less: cost or other basis and sales expenses	5b	422.
	c Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)	5c	-422.
	6 Gaming and fundraising events		
	a Gross income from gaming (attach Schedule G if greater than \$15,000)	6a	
	b Gross income from fundraising events (not including \$ _____ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)	6b	
c Less: direct expenses from gaming and fundraising events	6c		
d Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	6d		
7a Gross sales of inventory, less returns and allowances	7a		
b Less: cost of goods sold	7b		
c Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)	7c		
8 Other revenue (describe in Schedule O)	8		
9 Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8	9	151,911.	
EXPENSES	10 Grants and similar amounts paid (list in Schedule O)	10	
	11 Benefits paid to or for members	11	
	12 Salaries, other compensation, and employee benefits	12	47,678.
	13 Professional fees and other payments to independent contractors	13	275.
	14 Occupancy, rent, utilities, and maintenance	14	
	15 Printing, publications, postage, and shipping	15	671.
	16 Other expenses (describe in Schedule O) <u>See Schedule O</u>	16	95,245.
	17 Total expenses. Add lines 10 through 16	17	143,869.
18 Excess or (deficit) for the year (Subtract line 17 from line 9)	18	8,042.	
NET ASSETS OR FUND BALANCES	19 Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	19	52,634.
	20 Other changes in net assets or fund balances (explain in Schedule O)	20	
	21 Net assets or fund balances at end of year. Combine lines 18 through 20	21	60,676.

BAA For Paperwork Reduction Act Notice, see the separate instructions.

Part II Balance Sheets. (see the instructions for Part II.)

Check if the organization used Schedule O to respond to any question in this Part II.

	(A) Beginning of year	(B) End of year
22 Cash, savings, and investments	55,965.	62,629.
23 Land and buildings		
24 Other assets (describe in Schedule O) See Schedule O		
25 Total assets	1,219.	1,939.
26 Total liabilities (describe in Schedule O) See Schedule O	57,184.	64,568.
27 Net assets or fund balances (line 27 of column (B) must agree with line 21)	4,550.	3,892.
	52,634.	60,676.

Part III Statement of Program Service Accomplishments (see the instrs for Part III.)

Check if the organization used Schedule O to respond to any question in this Part III

What is the organization's primary exempt purpose? See Schedule O
 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

Expenses
 (Required for section 501(c)(3) and 501(c)(4) organizations and section 4947(a)(1) trusts; optional for others.)

28 Provides a variety of Cultural programs relating to sheep ranching in Idaho and the Scottish, Basque and Peruvian heritage that figured prominently in its history. (Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	28 a	67,399.
29		
30		
31 Other program services (describe in Schedule O). (Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	31 a	
32 Total program service expenses (add lines 28a through 31a)	32	67,399.

Part IV List of Officers, Directors, Trustees, and Key Employees. List each one even if not compensated. (see the instructions for Part IV.)

Check if the organization used Schedule O to respond to any question in this Part IV

(a) Name and Title	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC) (if not paid, enter -0-)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
Martha Shepard Secretary	0	0.	0.	0.
Joan Davles Pat President	0	0.	0.	0.
Ivan Swaner Historian	0	0.	0.	0.
Mary Austin Crofts Executive Dir.	30	13,862.	7,760.	0.
Julie Noh Vice President	0	0.	0.	0.
John Peavey President	0	0.	0.	0.
Kathi Kimball Program Advisor	0	0.	0.	0.
Frank Shrontz Director	0	0.	0.	0.
Dominique Etcheverry Director	0	0.	0.	0.
Jerry Siefert Director	0	0.	0.	0.
Alberto Uranga Director	0	0.	0.	0.
Julie Flolo Treasurer	0	0.	0.	0.
Kelly Young Director	0	0.	0.	0.

has information regarding the FY2015 cost to the City if the option was implemented on January 1, 2015.

RECOMMENDATION

The Committee reviewed the results of the employee survey and considered the number of employees impacted and the cost of the various items to the City. The Committee also considered the cost to the City to hire and train new employees when vacancies occur. Depending on the position, that cost for each new employee can range from a few hundred dollars for advertising only to upwards of \$75,000 for uniforms, training and certification, specialized equipment, and overtime to cover the vacancy. Based on all of these factors, the Committee recommends the following:

1. Implement Options 3, 4, 5, 6, 7, 9 and 10 immediately by adoption of Resolution 2014-26.

Options 5, 7, 9 and 10 can be implemented at no cost to the City. Options 3 and 4 can have a cost to the City in the future (see Exhibit A) depending on how much vacation employees have when they leave employment. I do not anticipate that it will occur frequently under normal circumstances given the size of the City's workforce. Although it would likely not be used frequently under normal circumstances, Option 6 has the potential to be the most expensive of these three cost Options. If there is concern regarding this, I would recommend limiting the amount of accrued sick leave balance that can be applied to COBRA payments for the employee to half of an employee's accrued sick leave.

2. Implement Options 1 and 2 effective January 1, 2015 by adoption of a motion that effective January 1, 2015, the City pay 100% of the health insurance premium for employees, 85% of health insurance premium for dependents, and 75% of health insurance premium for spouses.

It will cost the City \$14,994 in FY 2015 to implement Options 1 and 2 effective January 2, 2015. Due to actual health insurance coverage levels being less than budgeted for FY 2015, the City will have a health insurance savings of \$17,596 in FY 2015. The City will also realize a minimum of \$14,441 in salary savings in FY 2015 due to a time lag in filling vacant positions. Combined, these savings will more than offset the cost of the change in health insurance benefits.

3. Evaluate implementation of Option 8 during the FY 2016 budget process.

Although Option 8 was ranked relatively high (tied for 4th) by employees in the Benefit Options survey, it had a relatively high implementation cost for one item compared to the other Benefit Options. Given that, the Committee felt that this Option should be considered during the FY 2016 budget process rather than at this time.

RECOMMENDED ACTIONS RE BENEFIT CHANGES MOST PREFERRED BY EMPLOYEES

	Description of Benefit Option	Ranking	FY 2015 Cost if Implemented 1/1/15
Option 1	<p>Currently: City pays 90% of health insurance premium for employees.</p> <p>Option 1: City pays 100% of health insurance premium for employees.</p> <p>Number of Employees Impacted: 25</p> <p>Cost to City: \$14,700 a year</p>	1	\$11,002
Option 2	<p>Currently: City pays 80% of health insurance premium for dependents and 70% of health insurance premium for spouses.</p> <p>Option 2: City pays 85% of health insurance premium for dependents and 75% of health insurance premium for spouses</p> <p>Number of Employees Impacted: 15</p> <p>Cost to City: \$5,322 a year</p>	3	\$3,392
Option 3	<p>Currently: An employee with 10 – 20 years with the City receives 160 hours of vacation each year. An employee with 21+ years with the City receives 200 hours of vacation each year.</p> <p>Option 3: An employee with 10 – 15 years with the City receives 160 hours of vacation each year. An employee with 16+ years with the City receives 200 hours of vacation each year.</p> <p>Number of Employees Currently Impacted: 4</p> <p>Cost to City: No immediate fiscal impact. In the future, for each employee that leaves employment during the employee’s 16th – 20th year of service and hasn’t used any vacation that year: a minimum of \$644.23 to a maximum of \$2,595.15 more in payout depending on salary level than under the existing policy.</p>	8	\$0

RECOMMENDED ACTIONS RE BENEFIT CHANGES MOST PREFERRED BY EMPLOYEES

<p align="center">Option 4</p>	<p>Currently: An employee with 1 – 2 years with the City can carry over 8 hours of vacation, an employee with 3 – 9 years with the City can carry over 24 hours of vacation, and an employee with 10+ years with the City can carry over 40 hours of vacation. Any vacation accrued plus carry over is paid out at the end of employment.</p> <p>Option 4: An employee with 1 – 2 years with the City can carry over 40 hours of vacation, an employee with 3 – 9 years with the City can carry over 120 hours of vacation, an employee with 10 – 15 years with the City can carry over 160 hours of vacation, and an employee with 16+ years with the City can carry over 200 hours of vacation. Any vacation accrued plus up to 2 weeks of carry over vacation is paid out at the end of employment.</p> <p>Number of Employees Impacted: 28</p> <p>Cost to City: No immediate fiscal impact. In the future, for each employee that leaves employment and has a carry over balance: a minimum of \$522.93 to a maximum of \$3,686.44 more in payout depending on the amount accrued and salary level than under the existing policy.</p>	<p align="center">2</p>	<p align="center">\$0</p>
<p align="center">Option 5</p>	<p>Currently: An employee may accrue up to 400 hours of sick leave.</p> <p>Option 5: An employee may accrue up to 480 hours of sick leave.</p> <p>Number of Employees Currently Impacted: 3</p> <p>Cost to City: No fiscal impact</p>	<p align="center">9</p>	<p align="center">\$0</p>
<p align="center">Option 6</p>	<p>Currently: There is no value to any sick leave balance when ending employment with the City</p> <p>Option 6: Upon ending employment with the City in good standing, an employee would be able to use the balance of their sick leave to purchase Cobra insurance for the employee only (no family members) for up to 18 months (State maximum of Cobra insurance)</p> <p>Number of Employees Impacted: Unknown.</p> <p>Cost to the City: \$8,802 for each employee based on an average hourly wage of \$30.71 with 480 hours banked</p>	<p align="center">10</p>	<p align="center">\$0</p>

RECOMMENDED ACTIONS RE BENEFIT CHANGES MOST PREFERRED BY EMPLOYEES

<p align="center">Option 7</p>	<p>Currently: Employees who work on a holiday get paid double time.</p> <p>Option 7: Employees who work on a holiday would have the choice to get paid double time or get paid at the regular time rate and get a floating holiday to take off at a later date.</p> <p>Number of Employees Impacted: 12</p> <p>Cost to City: No fiscal impact</p>	<p align="center">7</p>	<p align="center">\$0</p>
<p align="center">Option 8</p>	<p>Currently: There is no City-sponsored wellness program for employees.</p> <p>Option 8: Reinstate a wellness program by providing each employee with a maximum of \$750 each year to be used for approved health-related products or programs.</p> <p>Number of Employees Impacted: 28</p> <p>Cost to City: \$21,000</p>	<p align="center">4 (tied w/ Option 10)</p>	<p align="center">\$17,500</p>
<p align="center">Option 9</p>	<p>Currently: Non-exempt Police, Fire, and Street Department employees may accrue up to 40 hours of compensatory time.</p> <p>Option 9: Non-exempt Police, Fire, and Street Department employees may accrue up to 80 hours of compensatory time.</p> <p>Number of Employees Impacted: 14</p> <p>Cost to City: No fiscal impact</p>	<p align="center">6</p>	<p align="center">\$0</p>
<p align="center">Option 10</p>	<p>Currently: Exempt employees do not get any time off for working beyond their regular work schedule.</p> <p>Option 10: Exempt employees would get 3 personal days a year. A personal day is similar to a vacation day except the value of a personal day is not paid out at the end of employment.</p> <p>Number of Employees Impacted: 13</p> <p>Cost to City: No fiscal impact.</p>	<p align="center">4 (tied w/ Option 8)</p>	<p align="center">\$0</p>

REDLINED PAGES ONLY

**CITY OF SUN VALLEY
PERSONNEL POLICY
EFFECTIVE OCTOBER 1, 2012**

ADOPTED BY

THE SUN VALLEY CITY COUNCIL

BY

Resolution 2012 – 05

October 2, 2012

AMENDED BY

THE SUN VALLEY CITY COUNCIL

BY

Resolution 2013 – 02 February 7, 2013,

Resolution 2013 – 06 March 7, 2013,

Resolution 2013 – 08 April 4, 2013,

Resolution 2013 – 22 November 7, 2013,

Resolution 2013 – 29 December 5, 2013; ~~and~~

Resolution 2014 – 21 October 2, 2014; ~~and~~

Resolution 2014 – 24 November 6, 2014

CITY OF SUN VALLEY PERSONNEL POLICY

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employee is entitled. When an employee receives bona fide orders to temporary active or training duty, such military leave longer than 15 days in any calendar year shall be granted without City pay.

4. Right to Change Compensation and Benefits

The City of Sun Valley reserves the right to change general compensation for any reason deemed appropriate by the Council. Compensation may also be adjusted based upon job performance and the availability of funds to maintain a solvent City budget. Hours worked may be reduced or employees may be laid off as necessary to meet budgetary constraints or as workload changes.

5. Overtime Compensation Policy

In addition to the employee classifications set forth elsewhere in this *Personnel Policy*, all employees are classified as Exempt (salaried) or Nonexempt (hourly) for purposes of complying with the Federal Fair Labor Standards Act (FLSA). FLSA is the federal wage and hour law, which governs the obligation of employers to pay overtime compensation. Certain employees are exempt from operation of FLSA because they perform work that qualifies for the professional, executive administrative, outside sales, or computer/IT employee exemptions. As such, exempt employees are not entitled to receive overtime pay for hours worked beyond the limits provided by the statute.

a. It is the policy of the City of Sun Valley that non Police and non Fire hourly employees who work over the regular 40 hours paid in each seven-day work period; Police and Fire hourly employees who work over the regular 80 hours paid in each 14-day work period, and Fire hourly employees who work over the regular 212 hours paid in each 28-day work period will be compensated in the appropriate payroll period at 1 ½ times their regular rate of pay for each additional hour worked. For purpose of calculating qualifying overtime hours, the City of Sun Valley's work week shall be Monday through Sunday of each week for all non Police and non Fire hourly employees who work over the regular 40 hours paid in each seven-day work period, Monday through the second following Sunday for all Police and Fire hourly employees who work over the regular 80 hours paid in each 14-day work period, and Monday through the fourth following Sunday for all Fire hourly employees who work over the regular 212 hours paid in each 28-day work period. Additionally, the 40 hour, 80 hour, and 212 hour thresholds for overtime compensation only includes hours actually worked, and not vacation hours, sick leave hours, compensatory time taken, or the like.

b. An employee may request "compensatory time off without pay" in lieu of receiving overtime pay consistent with the applicable FLSA regulations. It is the policy of the City, however, to pay overtime instead of allowing an employee to accrue compensatory hours. A compensatory time off request must be made each time overtime hours are worked and should be directed to the employee's supervisor, who may grant the request, if time off would not pose a disruption of operations and the delivery of services, and is acceptable to the Mayor or designee. Compensatory time off will be at the rate of 1 1/2 hours off for each hour of overtime worked.

c. The City Council has set a maximum compensatory time accumulation of ~~40-80~~ hours.

6. Employee Changes in Classification

a. Promotions: An employee who is promoted to a higher classification shall be placed in the higher salary range and receive an increase not to exceed the maximum rate in the new range. When promoted, an employee will retain his or her original hire date for purposes of

1. Adjustments will not be automatic, but shall depend upon achieving a performance level satisfactory to the Mayor or designee for consideration of a merit increase upon completion of the annual performance evaluation conducted on November 1st.
2. An employee, who has reached the maximum salary approved for his or her respective position in the Salary Pay Range, may be eligible for a one-time bonus for the year based upon his or her annual performance evaluation. The Mayor shall approve any bonus in writing and only if funds are available in the budget's annual merit appropriation, if any.
3. The Mayor shall report in writing to the City Council the total number of employees receiving merit increases and total amount awarded, within thirty (30) days of making the merit awards.

X. EMPLOYEE BENEFITS

The City of Sun Valley offers a number of employee benefits for regular full-time and part-time employees. These benefit offerings are subject to change or termination at the sole discretion of the City Council.

A. VACATION LEAVE

The explicit purpose of vacation leave is to allow the employee extended rest and rejuvenation. Vacation accrues from the start of employment. Vacation leave is available to full time and part time regular employees who have completed the equivalent of six (6) months of employment. As a general practice, an employee will use all vacation days accrued in a given year within 13 months of the employee's anniversary date (start of annual vacation accrual period). At times, annual vacation accruals may not be used due to the need for an employee to work to meet the City's resort seasons service demands and/or an employee's preference to manage the duration of approved vacation periods. A portion of annual accrued vacation, therefore, may be carried over for future scheduled vacation leave depending on the length of the employee's service. The accrual rates use requirements and allowed carry-over limits are as follows:

<u>Accrual Period</u>	<u>Days</u>	<u>Minimum Vacation to be Used in 13 months</u>	<u>Allowed Carry-over Hours</u>
1 – 24 months (1 - 2 years)	10	10	840
25 - 98 months (3 - 9 years)	15	15	24120
99 - 240-180 months (10 - 20-15 years)	20	15	40160
241-181 months (2116+ years)	25	20	40200

Vacation leave is to be scheduled with consent of the responsible department supervisor. Efforts will be made to accommodate the preference of the employee in vacation scheduling, but first priority will be the orderly functioning of the City. Employees may need to regularly schedule vacation during slower periods during the resort year.

Upon separation from employment, up to 80 hours of unused vacation leave, which has been carried-over up to the maximum hourly allowance, will be compensated by lump-sum payment at the then-current hourly or daily rate for employees ~~with 99 months or more of service to the City.~~

B. SICK LEAVE

1. Sick leave benefits are provided to regular full-time employees at the rate of eight (8) hours per every month of employment. Sick leave is a benefit to provide relief to the employee in the event of illness to the employee or his or her immediate family (spouse, domestic partner, parents, grandparents, children, grandchildren, brothers, sisters or any other person for whom the employee is legal guardian). It is to be used only in the event of an illness or injury that prevents the employee from working productively or safely or if an immediate family illness presents no practical alternative or for Bereavement Leave for an additional seven (7) days. Sick leave must be requested at least within two (2) hours of the time when the scheduled work period is to begin, unless circumstances outside the control of the employee prevent such notice. Supervisors asked to approve use of sick leave may, at City of Sun Valley expense, request an independent review of reported illness at any time by a competent medical authority, with the approval of the Mayor or designee.
2. Sick leave may accrue to a maximum of ~~400-480~~ hours. Sick leave benefit recipients receive normal compensation when using sick leave. Upon separation from employment, the monetary value of ~~any~~ unused sick leave will be determined. The resulting amount may be used to pay for COBRA insurance for the employee only (no family members) for up to 18 months. The ability to use the monetary value of unused sick leave is forfeited if the separation from employment has occurred for disciplinary reasons. ~~forfeited without compensation upon separation from employment.~~
3. Compassionate Leave Donations to a Sick Bank
The Mayor at anytime may allow for the creation of a permanent or temporary Sick Bank to allow an employee with accrued sick days to donate a certain number of hours to a fellow employee to cover time lost due to illness or accident of the employee or an immediate family member of the employee (spouse, domestic partner, parents, grandparents, children, grandchildren, brothers, sisters or any other person for whom the employee is legal guardian). Donated sick leave hours will be converted to a dollar value based on the donating employee's regular hourly rate at the time of donation. This amount will then be divided by the receiving employee's hourly rate to determine the actual number of hours received from the donation. There is no entitlement to a Sick Bank being created or implemented.

C. HOLIDAYS

Eleven (11) official holidays are provided for full-time regular employees. An employee who has regular full-time active status on the date of any holiday shall receive compensation for that day even though he or she is not scheduled or expected to work. Holidays which fall on Saturdays shall be observed on the preceding Friday. Those which fall on Sundays shall be observed on the succeeding Monday. The holiday schedule may be changed at any time by the City Council.

Full-time regular non-exempt hourly employees who are scheduled to work on a holiday shall be compensated at a rate of two times the employee's regular rate of pay. Unscheduled emergency work by a non-exempt employee on a holiday shall be compensated at a rate of two times the employee's regular rate of pay. In either case, the employee may choose instead to be compensated at a rate of one times the employee's regular rate of pay and receive an equivalent amount of time off as a floating holiday. The floating holiday must be used within one (1) year of the holiday that was worked by the employee, has no cash value, and, therefore, is not paid out if the employee leaves employment with the City. In order to use a floating holiday, the employee must obtain prior approval from the responsible department supervisor.

Full-time regular exempt employees who are required to work on a holiday shall be provided with an equivalent amount of time off up to a maximum of eight (8) hours. The equivalent amount of time off shall be designated as a floating holiday. The floating holiday must be used within one (1) year of the holiday that was worked by the employee, has no cash value, and, therefore, is not paid out if the

employee leaves employment with the City. In order to use a floating holiday, the employee must obtain prior approval from the Mayor or designee.

Recognized Holidays:

- | | |
|---|-------------------------------|
| New Year's Day | Labor Day |
| Martin Luther King, Jr. /Human Rights Day | Columbus Day |
| Presidents' Day | Veteran's Day |
| Memorial Day | Thanksgiving Day |
| Independence Day | Friday after Thanksgiving Day |
| | Christmas Day |

D. BEREAVEMENT LEAVE

Up to three (3) days of paid leave of absence shall be provided for a death in the immediate family (spouse, domestic partner, parents, grandparents, children, grandchildren, brothers, sisters or any other person for whom the employee is legal guardian). Additional leave may be granted from accrued vacation or sick leave or unpaid leave of absence with the approval of the Mayor or designee.

E. PERSONAL LEAVE

FLSA exempt employees shall be provided with three (3) days of paid personal leave each calendar year. An employee that begins employment on July 1st or later in the calendar year, shall only be provided with one (1) day of paid personal leave for that calendar year. Personal leave may only be scheduled with the consent of the responsible department supervisor. Personal leave must be used within the year in which it is granted. Unused personal leave is not paid out if the employee leaves employment with the City.

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E.F. LEAVES OF ABSENCE

The Mayor can grant unpaid leave for any reasonable justifiable purpose. Unpaid leave in excess of thirty (30) days shall require written approval of the City Council.

F.G. INSURANCE COVERAGE AVAILABLE TO EMPLOYEES

Health insurance is available to employees and family members in accordance with the terms and conditions of the City's contract for such services. Other insurance offerings including life insurance, disability insurance, dental insurance, vision insurance and supplemental income protection may be available at employee or City expense. Any such offerings are subject to change at any time.

G.H. RETIREMENT

The retirement plan of the City of Sun Valley combines benefits of the Public Employees Retirement System of Idaho (PERSI) with Social Security (FICA). PERSI mandates withholding a percentage of an employee's gross salary for pension purposes, which is presently exempt from Federal and State income taxes, and the City of Sun Valley matches this with an additional larger contribution.

H.I. MISCELLANEOUS BENEFITS

In addition to the benefits listed on the previous pages, the following miscellaneous benefits may be available to employees for participation in accordance with the terms of his or her respective policy or agreement:

1. Deferred compensation plans handled by payroll deduction, such as 457 and 401K plans.
2. Credit union participation.
3. Employee-requested deduction programs subject to City policy.
4. Provision of uniforms, tools, equipment allowance, etc.
5. Further training, as deemed necessary by supervisor.
6. Any such offerings are subject to change at the City Council's sole discretion at any time.

CITY OF SUN VALLEY

RESOLUTION NO. 2014-26

A RESOLUTION OF THE CITY OF SUN VALLEY AMENDING THE CITY OF SUN VALLEY PERSONEL POLICY

WHEREAS, the City Council believes its personnel policies should reflect the needs of the City and meet all applicable state and federal labor laws; and

WHEREAS, the City Council adopted an updated Personnel Policy on or about October 2, 2012 and amended it on February 7, 2013, March 7, 2013, April 4, 2013, November 7, 2013, December 5, 2013, and October 2, 2014; and

WHEREAS, the City Council believes it is in the best interest of the City and its employees to make additional amendments to said Personnel Policy;

NOW, THEREFORE, BE IT RESOLVED THAT, the City Council hereby AMENDS the City of Sun Valley Personnel Policy as set forth in Exhibit A, attached hereto, with an effective date of November 7, 2014.

DATED THIS ____ DAY OF NOVEMBER, 2014.

Dewayne Briscoe, Mayor

Attest:

Alissa Weber, City Clerk

EXHIBIT A

CITY OF SUN VALLEY PERSONNEL POLICY EFFECTIVE OCTOBER 1, 2012

ADOPTED BY

THE SUN VALLEY CITY COUNCIL

BY

Resolution 2012 – 05

October 2, 2012

AMENDED BY

THE SUN VALLEY CITY COUNCIL

BY

Resolution 2013 – 02 February 7, 2013,

Resolution 2013 – 06 March 7, 2013,

Resolution 2013 – 08 April 4, 2013,

Resolution 2013 – 22 November 7, 2013,

Resolution 2013 – 29 December 5, 2013;

Resolution 2014 – 21 October 2, 2014; and

Resolution 2014 – 24 November 6, 2014

WELCOME!

Welcome to the City of Sun Valley. The City of Sun Valley has carefully selected you to be one of its valued employees. The City realizes it can only be successful from the efforts of skilled, committed, sincere and enthusiastic employees who work together as a team to provide the highest level of service to residents and visitors. All jobs are important at the City of Sun Valley. No matter what your assignment may be, be assured it is important and the degree of efficiency and professionalism you demonstrate will have bearing on the future of the City’s organizational success.

CITY OF SUN VALLEY STATEMENT OF SERVICE

We, the employees of the City of Sun Valley, are dedicated to providing a positive environment wherein the quality of life and economic well-being of all who live, visit and work in Sun Valley may be preserved. The success of the City of Sun Valley relies on a sense of stewardship and adherence to excellence in service to its citizens through the contribution of all employees.

PURPOSE

The purpose of the *City of Sun Valley Personnel Policy (Personnel Policy)* is to establish a safe, efficient and cooperative working environment, to establish the responsibilities and level of performance expected of all City employees and to explain benefits provided to City employees.

PERSONNEL POLICY IS NOT AN EMPLOYMENT CONTRACT

This *Personnel Policy* is not a contract and is not to be construed as a contract of employment. It is not intended to specify the duration of employment or limit the reasons for which an employee may be discharged. This policy creates no rights, contractual or otherwise, on behalf of employees of the City. Notwithstanding anything said by any representative of the City of Sun Valley, no contract of continued employment shall be implied. Thus, unless an employee has a written contract signed by the Mayor that specifies an employment term or limits the reasons for which the employee can be terminated, or unless otherwise provided by law, employment with the City of Sun Valley is “at will”. At-will employment means that either the employee or the City of Sun Valley can terminate the employment relationship at any time with or without cause and with or without notice.

PERSONNEL POLICY AMENDMENTS

The City Council may, at its sole discretion, alter or amend this *Personnel Policy* or portions thereof, including benefit offerings established herein, at any time without prior notice to or consent by its employees.

CITY OF SUN VALLEY PERSONNEL POLICY

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CITY OF SUN VALLEY PERSONNEL POLICY

I. GENERAL POLICIES

A. GOVERNANCE OF *PERSONNEL POLICY*

Working for the City of Sun Valley may be somewhat different from any employer for which you may have worked for in the past. The City of Sun Valley is a political subdivision of the State of Idaho, though it is not a part of state government. The City Council serves as the governing body of the City of Sun Valley, carrying out local legislative duties and fulfilling other obligations as provided by law. The City Council is the policy making legislative body for the City of Sun Valley, and as such, has primary authority to establish the policy for the terms and conditions of employment with the City of Sun Valley. The policy terms and conditions set forth in this *Personnel Policy*, and in the resolutions and policy statements which support it, cannot be superseded by any other official's pledge, without the express action of the City Council. That is particularly true for terms or conditions that would establish a financial obligation for the City of Sun Valley now or in the future.

B. *PERSONNEL POLICY* SUBJECT TO CHANGE WITHOUT PRIOR NOTICE

The rules contained in this *Personnel Policy* are subject to change, without prior notice, at any time in the sole discretion of the City Council. The terms set forth herein reflect City policy at the time of its adoption, but the policy is subject to change at any time, without prior notice, and at the sole discretion of the City Council. Any deviation from these policies must be approved by the City Council.

C. DISTRIBUTION OF *PERSONNEL POLICY*

At the time of receiving a written appointment letter or contract from the Mayor, each employee shall be provided a paper or electronic copy of the current *Personnel Policy*. It is the responsibility of the employee. In writing, to acknowledge receipt of the *Personnel Policy* and that he or she has read and understands the *Personnel Policy* by completing the *Acknowledgment of Receipt & Understanding of the City of Sun Valley Personnel Policy* form (see Appendix A) prior to beginning employment with the City.

Periodic updates or changes shall be distributed to all employees either by paper or electronic copy, within five (5) business days and will be acknowledged by each employee of its receipt in writing within ten (10) business days by completing the *Acknowledgment of Receipt & Understanding of the City of Sun Valley Personnel Policy* form. The most current version of the *Personnel Policy* shall be maintained by the City Clerk and shall be made available for inspection or copying by any City of Sun Valley employee.

D. ADMINISTRATION OF THE *PERSONNEL POLICY*

While the City Council has authority to establish the policy for the terms and conditions of employment with the City of Sun Valley, the Mayor is the Chief Administrative Official of the City and has the sole authority to establish administrative policies and procedures, which implement the policy of the City Council.

The Mayor may designate in writing other personnel (designee) to help carry out administrative policies and procedures and notify all staff of such designations.

Individual department heads may, with the Mayor or designee's approval, establish work standards and procedures necessary to safely and effectively carry out the functions of the department,

provided such standards and procedures do not diminish the benefits or protections granted to the employee by City policy.

Each employee should recognize that although he or she may serve as an employee supervised by the Mayor, designee or a department head, he or she remains an employee of the City of Sun Valley, not of the official who supervises his or her work.

E. AT-WILL EMPLOYMENT

Except as required by law, or pursuant to a written contract signed by the Mayor that specifies an employment term or limits the reasons for which the employee can be terminated, employment with the City of Sun Valley is "at-will." At-will employment means that either the employee or the City of Sun Valley can terminate the employment relationship at any time with or without cause and with or without notice.

F. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

All selection of City of Sun Valley employees and all employment decisions, including classification, transfer, discipline, and discharge, will be made without regard to race, religion, gender, age, national origin, sexual orientation, gender identity, genetic information or non-job-related disability. No job or class of jobs will be closed to any individual except where a mental or physical attribute, gender, or age is a bona fide occupational qualification. All objections to application of City of Sun Valley policy in this regard shall be brought to the attention of the Mayor or designee, respective department head, or in the case of objection to actions undertaken by that person, taken to the next higher supervisor. As a general rule, objections shall be taken to legal counsel for the City by the supervisor of the employee with the objection.

G. ELECTED OFFICIALS

Elected officials are not considered employees and as such this *Personnel Policy* does not apply to those who are elected to the positions of Mayor or City Councilperson.

II. APPOINTMENT, REMOVAL AND ADMINISTRATIVE SUPERVISION AUTHORITY

A. APPOINTMENT AND REMOVAL AUTHORITY

1. City Officers

Idaho Code 50-204 establishes the Mayor, with the consent of the Council, shall appoint three officers, including a City Clerk, City Treasurer and City Attorney. The affirmative vote of one-half plus one of the members of the full Council shall be required to confirm any nomination by the Mayor. A City Officer may be removed by the Mayor for any cause with the affirmative vote of one-half plus one of the members of the full Council; provided, that the City Council, by the unanimous vote of all its members, may upon its own initiative remove any appointive officer.

2. Other City Officers

The City Council may designate additional appointed officers. The City Council has designated the City Administrator as a City Officer. The process for appointing and removal is the same as for the City Clerk, City Treasurer and City Attorney.

3. Other City Employees

All other personnel employed by the City shall be appointed and removed by the Mayor or designee.

B. ADMINISTRATIVE SUPERVISION AUTHORITY

1. The City Administrator and the City Attorney shall be directly supervised and evaluated by the Mayor.
2. All other personnel, including the City Clerk and City Treasurer, shall be supervised directly and evaluated by the Mayor or Designee.

III. RECRUITMENT, PREFERENCE FOR HIRING, NEPOTISM LIMITATION AND SELECTION

A. RECRUITMENT

The employment hiring process is comprised of the following stages:

1. Vacancies

When a vacancy occurs, a request to fill the vacant position shall be prepared by the respective department head and presented to the Mayor or designee. It shall include information pertinent to the decision of whether or not to fill the vacancy. The Mayor or Mayor's designee shall review the budget to ensure that each vacancy is within its budgeted position allocation. The Mayor or Mayor's designee shall also consider the availability of in-house candidates to fill the vacancy.

2. Recruitment Process

The recruitment process will begin when a request is received and approved by the Mayor or Mayor's designee. The Mayor or Mayor's designee shall determine the recruiting sources to be used and the recruitment time period, taking into account the City's needs, recruitment strategy, and any special requirements of the position.

Notice shall be provided to City employees and the public of the position opening once the recruiting process has been determined. A competitive hiring process will be used in determining the best candidate for the position. A rigorous, comprehensive evaluation of each applicant's qualifications will be completed.

3. Notice of Recruitment

Notice of all City recruitments shall be posted on the City's facilities bulletin boards or other designated locations for a period of at least three (3) business days. This notice shall include the deadline for filing applications.

4. Application Process

All applications for employment shall be made on an official City application form. The form will require information covering a candidate's education, training, experience, and other information deemed pertinent and allowable by law. When the position to be filled requires special educational or professional experience, a resume and other application submittals may be required instead of the official City application being filled out.

B. HIRING PREFERENCE

1. PREFERENCE FOR HIRING EQUALLY QUALIFIED CANDIDATES FROM WITHIN

City staff will be notified of all employment opportunities. Qualified individuals who are already employees of the City of Sun Valley may be given preference over outside applicants to fill vacancies in the workforce when his or her qualifications are equal or greater than those of other applicants.

2. VETERAN'S PREFERENCE

The City of Sun Valley shall comply with the reemployment, leave of absence, and other provisions of the uniformed services employment and reemployment rights act ("USERRA"), 38 U.S.C. Section 4301, et. seq. as amended, and with provisions of Idaho Code §65-503 or its successor. These rights can include the right to reinstatement to the same or equivalent job

following qualifying military service and the right to termination only for cause for a certain period of time following reinstatement, depending on the length of qualifying military service.

3. NEPOTISM LIMITATION

No person shall be employed by the City of Sun Valley when said employment would result in a violation of provisions found in Idaho Code, including but not limited to Idaho Code § 59-701 et seq., Idaho Code §18-1359 and their successors. Any such appointment made in violation of these sections may be void. The appointment or employment of the following persons is prohibited: (The graphic below depicts the degree of relationships.)

- a. No person related to the Mayor or a City Council member by blood or marriage within the second degree shall be appointed to any office, position, employment or duty; and
- b. No public servant of the City of Sun Valley, including elected officials and employees, shall appoint or vote for the appointment of any person related to him or her by blood or marriage within the second degree to any office, position, employment or duty.

An employee whose relative is subsequently elected may be eligible to retain his or her position and pay increases as allowed in Idaho Code §18-1359(5).

			4 GREAT GREAT GRANDPARENT
		4 GREAT GRAND UNCLE/AUNT	3 GREAT GRANDPARENT
	3 CHILD OF GREAT UNCLE/AUNT	3 GREAT UNCLE/AUNT	2 GRANDPARENT
3 SECOND COUSIN	2 COUSIN	2 UNCLE/AUNT	1 PARENT
3 COUSIN'S CHILD	2 NEPHEW/NIECE	1 SIBLING	1 SPOUSE/SIGNIFICANT OTHER
3 GRAND NEPHEW/NIECE			1 CHILD
			2 GRANDCHILD
			3 GREAT GRANDCHILD

C. SELECTION

1. Applicants for positions shall meet the minimum qualifications of the position for which he or she has applied. Qualifications shall be evaluated on the basis of information provided on the application form, resume, personal interview, and any supplemental documents required by the City, as well as on written and performance test scores, interview scores, references and background investigations.
2. When a candidate has been selected for a position, the Mayor or designee shall prepare an employment offer letter or employment contract. The employment offer letter or employment contract will include, but not be limited to, the following information:
 - a. The position title and effective date of hire;
 - b. The wage/salary which will be offered; and determination whether the position is exempt from overtime under federal labor law;
 - c. The working hours;
 - d. Notice that the appointment is contingent upon successful completion of applicable background checks, a physical examination, if the position is in a classification, which requires such, and other appropriate contingencies as determined by the Mayor or designee;
 - e. A copy of the job description;
 - f. A copy of the *Personnel Policy* and *Acknowledgment of Receipt & Understanding of the City of Sun Valley Personnel Policy* form;

- g. A signature block for the candidate to sign, indicating that he or she has accepted the position under the above circumstances.
- h. A signature block for the Mayor, and when required, dates of City Council consent for the appointment.

IV. EMPLOYMENT COMMENCEMENT & RECORDS

A. EMPLOYMENT FORMS TO BE COMPLETED

The following pre-employment forms must be completed before the employee may begin work for the City of Sun Valley:

1. Employment application form, including employee appointments that provided resumes at the time of application for the position.
2. Background check(s).
3. Insurance forms.
4. Immigration form (I-9).
5. Insurance information about dependents (if such coverage is available).
6. Authorization for the City of Sun Valley to issue employee's paycheck by direct deposit.
7. Signed "Acknowledgment of Receipt of the City of Sun Valley *Personnel Policy*" form.
8. Any other benefit forms necessary for employee information.

B. EMPLOYEE PERSONNEL & PAYROLL FILES

1. Personnel Records

a. Official Employee Records

Employee personnel records for the City of Sun Valley will be kept in the office of the Mayor or designee, who serves the City as its human resource administrator. Within these personnel files will be kept all records of employee performance evaluation, employee status, and other relevant materials related to the employee's service with the City of Sun Valley. The employee's supervisor, Mayor or designee or the employee himself or herself may contribute materials to the personnel files deemed relevant to the employee's performance and tenure. Each employee shall have the right to review all materials placed in his or her personnel file at any reasonable time. Copies of materials in an employee's personnel file are available to that employee without charge. Personnel files shall not be removed from the premises except as necessary for City purposes. Employee medical records, if any, shall be filed and kept in full compliance with the requirements of the Health Insurance Portability and Accountability Act (HIPAA).

b. Access to Personnel Files

It is the policy of the City of Sun Valley to allow only limited access to an employee's personnel file. Those authorized to evaluate materials in a personnel file include the Mayor or designee, the employee's supervisor, attorney(s) for the City under certain conditions when approved by the Mayor or designee, and the employee himself or herself. Based upon the general confidentiality of personnel files, access of others to such files shall be allowed only with authorization of the supervising official after consultation with the City Attorney. Information regarding personnel matters will only be provided to outside parties with a release from the employee, or when deemed necessary by legal counsel for the City or pursuant to Court Order, or pursuant to a proper subpoena. The City, through the Mayor, reserves the right to disclose the contents of personnel files to outside state or federal agencies, when the agency provides sufficient documentation for such access; to its insurance carrier or its agents for risk management purposes, including liability or property damage; or when necessary to defend itself against allegations of unlawful conduct.

2. Payroll Records

The Finance Manager will maintain separate employee records in a file to be known as the employee's Payroll Record File, which will include the following originals or copies: the employee's W-2 form; the Employee's Employment Eligibility Verification Form (Form I-9) (required for all employees by the U. S. Department of Justice, Immigration and Naturalization Service); the employee's PERSI application; authorizations for salary deduction for benefits; copies of the employee's selection of benefits; time and attendance records; payroll records; changes to pay rates or salary, wage garnishments and any other records which are not related to the employee's performance.

V. RULES OF EMPLOYEE CONDUCT

Violation of any of the rules set forth below shall be grounds for disciplinary action including possible dismissal from employment. This list, however, is not all inclusive and other acts of misconduct not specifically set out below may be grounds for disciplinary action as well. Among these rules, the most important is the rule addressing attitude and cooperative behavior.

A. PERSONAL PERFORMANCE AND BEHAVIOR

Each employee of the City of Sun Valley is expected to conduct him or herself in a manner that is respectful, helpful, productive, and that does not reflect adversely upon the City of Sun Valley. Each employee must recognize that public employees are subject to additional public scrutiny in their public and personal lives because the public's business requires the utmost integrity and care. In order to accomplish the goals of the City of Sun Valley as a public institution, each employee is expected to scrupulously avoid personal behaviors that would bring unfavorable public impressions upon the City of Sun Valley and its officials. In order to accomplish this, each employee must comply with the following expectations:

1. Work cooperatively and constructively with fellow workers and members of the public to provide public service of the highest quality and quantity. This is the first priority for all employees.
2. Shall be prompt and regular in attendance at work or other required employer functions.
3. Shall comply with dress standards established in the department for which the employee works. Dress standards shall be set by the managing official, but in the absence of any departmental dress standards, clothing shall be appropriate for the functions performed and shall present a suitable appearance to the public.
4. Shall dedicate primary efforts to the City of Sun Valley employment with secondary employment subject to approval by the appointing official. Each employee must notify the appointing official of any other employment, self-employment or other business interests. Secondary employment should not conflict with duties performed for the City in any meaningful way. Individual department rules may spell out permissible examples of "moonlighting" wherein employees may hold additional positions.
5. Shall avoid conflicts of interests in appointments and working relationships with other employees, contractors and potential contractors in the City of Sun Valley and related agencies. No employee shall engage in conduct which violates the laws of the State of Idaho, including but not limited to Idaho Code §18-1356 (accepting gifts that exceed a value of \$50.00), Idaho Code §59-701 et seq. (Ethics in Government Act), Idaho Code §59-201 (Prohibitions Against Contracts) and Idaho Code §18-1359 (Using Public Position for Personal Gain).
6. Shall not accept gifts or gratuities in any personal or professional capacity, which is in violation of Idaho Code § 18-1356 and Idaho Code § 18-1357.

7. Shall not serve on any board, commission or committee that is funded in whole or part by the City or that regulates or otherwise affects the official duties or personal interests of said official or employee in a way that could create disadvantage for other members of the public or advantage for the employee, unless appointed by the City Council to said board, commission or committee.
8. Shall not release any public record except through the City Clerk, who administers the Public Document Request process for the City, including any order from a court or public agency of competent jurisdiction.
9. Only the City Clerk may release personnel records for custody of the record and after consulting with legal counsel for the City or with an order from a court or public agency of competent jurisdiction.
10. Shall not engage in conduct away from work that may reflect adversely upon the City of Sun Valley or its officials or otherwise impair the employee's ability to perform.
11. Shall not use, sell, purchase, transfer or possess any illegal drugs or be under the influence of any illegal drug or alcohol while in a City of Sun Valley facility, operating a City of Sun Valley vehicle, or while performing City of Sun Valley business. Further, except as provided below, the use of or being under the influence of legally obtained drugs while performing City of Sun Valley business is prohibited to the extent that such use or influence may affect the safety of the employee taking the legal drug, the safety of other City of Sun Valley employees or other third parties, or it effects the employee's ability to perform the essential function of their job or otherwise impedes the efficient operations of the City of Sun Valley business.
An employee may continue to work, even though under the influence of a legal drug. If the employee does not pose a threat to their own safety or the safety of others, and their job performance is not significantly affected by the legal drug, and the use of the legal drug does not otherwise disrupt the efficient operations of the City of Sun Valley business. Should the City of Sun Valley have a reasonable basis to believe that an employee's use of a legal drug impairs the employee's ability to safely do his or her job, risk the safety of others, or impair the employee's ability to perform the essential functions of his or her job, or otherwise disrupt the efficient operations of the City of Sun Valley business, the employee may be required to attend a medical examination for the purpose of determining answers to those questions, including whether these concerns can be alleviated through a reasonable accommodation.
12. Shall not engage in workplace or public conduct that is otherwise detrimental to the accomplishment of the goals established by the City Council, the Mayor or the department head for whom he or she works.

B. WORKPLACE CONDUCT

Each employee will be expected to conduct him or herself in the workplace in accordance with the following rules. These rules are not all-inclusive of conduct expected of City of Sun Valley employees. Each employee of the City of Sun Valley shall:

1. Give his or her best efforts to accomplish the work of the City of Sun Valley for public benefit in accordance with policies adopted by the City Council and the procedures established by the Mayor displaying an attitude of cooperation and constructive participation.
2. Be subject to the administrative authority of the officials who supervise the department where the employee works even though the officials may not have been involved in the hiring of the employee.
3. Adhere to any code of ethics in his or her profession and avoid conflicts of interest or using his or her public position for personal gain.

4. Follow all rules for care and use of public property to assure that the public investment in such property is protected and that the safety of the public and other workers is maintained, as specified in these *Personnel Policies*.
5. Abide by all departmental rules whether the rules are written or issued orally by the supervisor. No employee shall be required to follow the directive of a supervisor which violates laws of the City of Sun Valley, any other local jurisdiction or the State, or nation.
6. Abide by all applicable State and federal statutes, and City of Sun Valley rules concerning the dissemination of information to the public about the City of Sun Valley business or the disclosure of a public record maintained by the City of Sun Valley. The decision to release information from the public record or to disclose writings or other information in the hands of a public official belongs to the City Clerk. Therefore, each custodian of a public record maintained by the City of Sun Valley and any employee assisting such custodian must take reasonable measures to ensure the confidential nature of records which are exempt from the public disclosure laws. Any employee that has a question about a public record's request or whether a document or record in the custody or control of the City of Sun Valley is exempt from the public records disclosure laws should contact the City Clerk.
7. Follow all rules and procedures established by the Mayor or Mayor's designee for workplace drug testing.
8. Adhere to defined work schedules and follow procedures for requesting exceptions from normal work schedules. Each employee shall follow the rules regarding the reporting of work hours and obtaining the supervisor's approval for time-keeping records. Failure to follow such rules may be grounds for delayed payment of wages, salaries, or reimbursements or for imposition of appropriate disciplinary penalties.
9. Follow rules regarding breaks and lunch periods, including provisions granting supervisors authority to adjust them. Timing of breaks or lunch periods may be changed to accommodate the completion of necessary work.
10. Report all accidents that occur or are observed on the job. Each employee shall cooperate in the reporting and reconstruction of any job-related accident in order that workplace hazards can be eliminated and that proper consideration can be accorded to injured workers and the public.
11. Report any accidents observed to have happened on City property or involving City property. Each employee shall provide as much information as he or she can from the observations made in the course of activities associated with one's work. Such information should be reported to the employee's immediate supervisor as soon as physically possible and reasonable efforts should be made to assist that in need.
12. Follow all rules regarding safety in the workplace whether established formally by the department or by outside agencies. Employees are encouraged to suggest ways to make the workplace or work procedures safer.
13. Maintain a current driver's license when necessary in the conduct of work for the City of Sun Valley. Each employee must report any state-imposed driving restrictions to his or her immediate supervisor. Each employee is also obligated to notify his or her supervisor in the event that his or her driving abilities are impaired.
14. Perform such obligations as are necessary to carry out the work of the City of Sun Valley in an efficient and effective manner at minimal costs and with limited risk to the public and fellow workers.

C. PROHIBITED WORKPLACE CONDUCT

Each employee of the City of Sun Valley is prohibited from the following conduct. These rules are not all inclusive of the prohibited conduct of each employee.

1. Be present in the workplace under the influence of drugs, alcohol, illegal substances or other legal substances which would impair the ability of the employee to perform his or her work competently or which would threaten the safety or well being of other workers or the public, except as agreed to after proper evaluation by the City.
2. Engage in abusive conduct to fellow employees or to the public, or use abusive language in the presence of fellow employees or the public. Abusive language shall include profanity and loud or harassing speech.
3. Sleep or be absent from the employee's workstation when on duty. Employees shall be attentive to their work at all times.
4. Engage in malicious gossip and/or spread rumors, engage in behavior designed to create discord and lack of harmony, or willfully interfere with another employee's work output or encourage others to do the same.
5. Use work time for personal business, including the selling of goods or services to the general public and fellow employees.
6. Use work time or public premises to promote religious beliefs to members of the public or fellow employees.
7. Engage in political activities while on duty in public service. This rule shall not apply to elected officials.
8. Provide false or misleading information on employment applications, job performance reports, or any other related personnel documents or papers.
9. Destroy, alter, falsify or steal the whole or any part of a police report or any record kept as part of the official governmental records of the City (IDAHO CODE §§ 18-3201 and 18-3202).
10. Discriminate in the treatment of co-workers or members of the public on the basis of race, religion, gender, age, disability, national origin, sexual orientation, gender identity or genetic information.
11. Smoke, except in designated outdoor smoking areas, if so provided.
12. Abuse employee benefit offerings by taking unjustified sick leave, unearned vacation, or otherwise participate in a scheme or deception designed to create incorrect personnel records or to claim benefits which are not deserved in accordance with City of Sun Valley policy.
13. Violate rules concerning absence from the workplace without proper authorization. Employees must obtain prior permission as required by the City of Sun Valley policy for use of vacation, sick, bereavement, or other types of leave granted by this *Personnel Policy*.
14. Engage in prolonged visits with co-workers, children, friends, or family members who interfere with the course of work in the office or department in which the employee serves.
15. Use phones or computers in the workplace in a manner that violates policy or which disrupts workplace activities.
16. Engage in criminal conduct of any kind while on duty or off. City of Sun Valley employees are expected to behave in a lawful and socially acceptable manner and failure to do so is a violation of the trust placed in such employees by the public and the appointing official.
17. Violate any lawful rule established by the appointing official to maintain order and productivity in the workplace.

18. Unlawfully harass a fellow worker or member of the public at any time while in the City of Sun Valley active service, as outlined in the City's Unlawful Harassment Policy.

D. RELATIONSHIP POLICY

1. No employee of the City of Sun Valley shall hire another paid employee who is related to the supervisor within the second degree of affinity or consanguinity Idaho Code §18-1359 or its successor)
2. No employee of the City of Sun Valley shall supervise or otherwise exercise discretion concerning another paid employee who is related to him or her within the second degree of affinity or consanguinity.
3. Any supervisor involved in a romantic relationship with a subordinate must immediately notify his or her superior of the existence of any such relationship. Efforts should be made to eliminate supervisory responsibility for one who is romantically involved with a subordinate.

E. HOURS OF WORK

City Hall shall be open from 8:00 AM to 5:00 PM Monday through Friday, except holidays. Because City of Sun Valley employees are public servants serving the residents and visitors of the City of Sun Valley, it is expected that each employee complete work assignments at City offices and not at home or other locations, except as necessary to complete their assignments. The hours of work of individual positions may be outside of these open hours, when proposed by the respective department head, in writing, and approved by the Mayor or designee, in order to serve the needs of the City.

F. RESIDENCY REQUIREMENTS

1. The Fire Chief, Assistant Fire Chief, Police Chief, Assistant Police Chief and Street Superintendent are required to reside within the incorporated limits of the City of Sun Valley or Ketchum, or when approved by the Mayor, a reasonable travel distance from his or her primary station. The City Council may on an annual basis budget a housing allowance or suitable housing to aid in the additional costs of residency on a case-by-case basis.
2. The Mayor may adopt residency restrictions on travel time and distance requirements for emergency services employees or Fire Department paid on-call employees in order to maintain and ensure rapid employee response times during emergencies.

G. VEHICLE USE POLICY – Appendix B

1. City-owned vehicles are intended to be used for City purposes, however, an employee may use a City vehicle for transportation to and from an eating establishment, only if the meal period occurs during the employee's working hours and the employee, due to the particular work assignment, has no access to a private vehicle or needs to respond immediately during the employee's working hours. When employees are required to travel outside the City while on City business, employees should use a City vehicle, unless the Mayor or designee approves use of a private vehicle.
2. Fire Department personnel, including full-time employees and paid on-call employees may be provided EMS licensure vehicles, subject to the licensure standards set forth in Idaho statute. These City-owned vehicles may be taken home for the purpose of responding to non-transport EMS and other emergency calls in the City and other mutual aid, auto aid jurisdictions and for incident command response. EMS licensure vehicles shall not be used for private purposes or personal use except for meal or break stops taken in the course of employment or *de minimis* personal errands only while traveling between work and home in a manner that does not

materially increase the number of miles a vehicle is driven. *De minimis* refers to small, trifling, and insignificant personal use that is incidental to business use.

3. During winter months, the Street Department personnel may be provided a City-owned truck, equipped with plow and sanding equipment, to respond quickly to road safety needs. Personal use of such vehicles is not authorized except for meal or break stops taken in the course of employment or *de minimis* personal errands only while traveling between work and home in a manner that does not materially increase the number of miles a vehicle is driven. *De minimis* refers to small, trifling, and insignificant personal use that is incidental to business use.
4. The Mayor or designee shall develop procedures for the use and maintenance of City-owned vehicles. Appendix B provides the current policy for use of the City-owned vehicles.

H. ELECTRONIC COMMUNICATION DEVICES & SYSTEMS USAGE POLICY – Appendix C

The Mayor or designee shall develop procedures for the use of electronic communication devices and systems. Appendix C provides the current policy for use of electronic communication devices and systems.

I. FIRE DEPARTMENT VEHICLE REPAIR BAYS, TOOLS, AND EQUIPMENT USE POLICY

Fire Department vehicle repair bays, tools, and equipment are intended to be used for City purposes, however, Fire Department off-duty or paid on-call employees may use the equipment and vehicle repair bays between 5:01 p.m. and 7:59 a.m. to wash and do basic maintenance on their personal vehicles. The personal vehicles must be those that are used to attend or participate in City of Sun Valley Fire Department functions or training exercises or to respond to emergency calls. Only those materials, tools, and equipment purchased by the off-duty or paid on-call employees or by the volunteer association may be used.

J. FIRE DEPARTMENT UNIFORM POLICY

Fire Department issued uniforms shall not be worn when not on-duty for the City of Sun Valley. Tee shirts and sweatshirts with the Sun Valley Fire logo may be worn when off-duty provided they are not worn at parties or locations where the primary function is the service of alcoholic beverages. No Fire Department uniforms or clothing whether issued by the Department or purchased by an employee may be sold.

VI. EMPLOYEE CLASSIFICATION FOR POLICY PURPOSES AND COMPENSATION

A. DETERMINATION OF EMPLOYEE CLASSIFICATION – JOB DESCRIPTION

Employee classification and status is determined by the employee's job description provided at the time of appointment. The job description will include but is not limited to the position title, statement of duties, required skills, knowledge and abilities, education and experience requirements, and hours of work. The job description will be developed by the department head and approved by the Mayor or designee. The Mayor or designee shall conduct a review of each job description periodically. The Mayor or designee may from time to time abolish certain job positions or leave the position unfilled based upon the needs of the City.

B. GENERAL CLASSIFICATION POLICIES

Employee classification is organized by class or category in order to administer employee policies, benefits and/or other employment issues. It is generally the responsibility of the employee to assure that he or she is properly categorized for purposes of each issue or benefit type. The City will endeavor to assist with such matters, but the employee shall be ultimately responsible to assure that his or her service is properly categorized.

1. Employee Classification

Any employee, regardless of designation, and including the City Clerk, City Treasurer, City Attorney and City Administrator, may utilize the opportunity to be heard with regard to allegations of unlawful discrimination and “name-clearing hearing” procedures set out in Section XII of this *Personnel Policy* should he or she believe that an employment action taken against him or her was the result of unlawful discrimination or involves an allegation entitling him or her to a name-clearing hearing.

2. Paid on-call Firefighters Classification

City paid on-call firefighters are accepted into the department by the Mayor and may be removed at anytime by the Mayor. Any paid on-call firefighter may utilize the opportunity to be heard with regard to allegations of unlawful discrimination and “name-clearing hearing” procedures set out in Section XII of this *Personnel Policy* should he or she believe that an employment action taken against him or her was the result of unlawful discrimination or involves an allegation entitling him or her to a name-clearing hearing.

3. Reduction in Force

Changes in employment status that are the result of budgetary needs, reductions in force, or general changes in the terms or conditions of employment or of benefit offerings may be made at the sole discretion of the City Council. The City Council, therefore, retains full authority, without prior notice, to modify the general terms and conditions of employment. Should an employee believe that any such decision is the result of unlawful discrimination, he or she may utilize the opportunity to be heard procedures set out in Section XII of this *Personnel Policy*.

C. EMPLOYEE CLASSIFICATION AND BENEFIT ALLOWANCES

The classification of a position an employee holds with the City of Sun Valley may affect the status of obligations or benefits associated with his or her employment. The primary classes of employees and respective benefits are outlined as follows:

1. Full-Time Regular Employee

- a. Employee whose typical work schedule calls for at least 30 hours of scheduled work during a seven (7) calendar day period; Police Department or Fire Department employee whose typical work schedule calls for 80 hours of scheduled work during a fourteen (14) calendar day period; or Fire Department employee whose typical work schedule calls for 212 hours of scheduled work during a twenty-eight calendar day period.
- b. A full-time regular employee shall receive all employee benefits provided by the City as such benefits now exist or may be subsequently changed at any time by action of the City Council.

2. Part-Time Regular Employee

- a. Employee whose typical work schedule calls for at least twenty (20) hours, but not more than thirty (30) hours of scheduled work during a seven (7) calendar day period.
- b. A part-time regular employee shall receive employee benefits as follows:
 - i. Health Insurance - 25 or more hours a week must be worked to be eligible for health insurance benefits.
 - ii. Worker’s Compensation.
 - iii. PERSI – as provided to other regular employees and proportional to hours worked per week.
 - iv. Vacation and Sick Days – Proportional accruals based upon hours work per week.
 - v. Holidays – If scheduled to work on regular basis on the day a holiday falls, the part-time regular employee shall be paid holiday pay; otherwise, no holiday pay is provided.

3. Temporary or Seasonal Employee
 - a. Employee who works on an irregular, seasonal or temporary basis, even though he or she may work more than twenty (20) hours per week.
 - b. A temporary or seasonal employee will receive no benefits provided to regular full-time or regular part-time employees, except those required by law.
4. Independent Contractor

An independent contractor, who provides service(s) to the City on a contractual basis, is not considered a City employee. As such, this *Personnel Policy* does not apply to an independent contractor.
5. Paid On-Call Firefighter

The City of Sun Valley Fire Department welcomes men and women interested in serving as paid on-call firefighters for the community. A Fire Department paid on-call firefighter is an employee who generally works on a part-time basis and may have other part-time or full-time employment outside the City. Paid on-call firefighters receive State workers' compensation coverage and only those other benefits require by law. The Mayor or designee shall develop for City Council approval, a salary plan for Fire Department paid on-call employees.

D. COMPENSATION POLICIES

The City of Sun Valley compensates employees in accord with decisions made by the City Council as budgets are set and tax levies are authorized. Pay for any given position is subject to the annual budgetary process and as such may be subject to increase, reduction, or status quo maintenance for any time period. The Mayor or designee shall maintain a Salary Pay Range (See Section IX below), but the final decision regarding compensation policy rests with the City Council. The City Council reserves the right to make budget adjustments, and consequently pay adjustments, during the course of the budget year in order to manage cash flow or to deal with other circumstances which justify or require change in City expenditures.

1. Compliance with State and Federal Pay Acts

The City of Sun Valley shall comply with all State and Federal Pay Acts respecting the compensation of employees for services performed in the public service.
2. Compensation while Serving on Jury Duty or as a Witness in a Court Proceeding

Leave will be granted and full pay provided to employees called to serve as a court witness in matters specifically related to City operations, who are required to obey a subpoena compelling their appearance before a court or other proceeding, or who are called to serve on jury duty. Employees who are released from jury duty or subpoena during scheduled work hours must immediately report to his or her supervisor and work-site for duty. An employee noticed for jury duty or a proceeding pursuant to a subpoena or other judicial process shall notify his or her supervisor within three (3) business days after receiving the notice, and, upon being called or summoned for a specific date to serve as juror or appear as a court witness, the employee shall notify his or her supervisor immediately that he or she shall not be at work for such purpose.
3. Military Leave and Re-employment

The City's employment policy will comply with the provisions of Idaho Code § 46-224, et seq., or its successor, as those Code provisions govern leaves of absence for military service and the Uniformed Services Employment and Reemployment Rights Act of 1994, as amended (USERRA). An employee who is a member of the National Guard, or is in a reserve component of the Armed Forces of the United States, or of the Public Health Services, shall be entitled to a leave of absence from City service for a period not exceeding 15 calendar days in any one (1) calendar year period. Such leave shall be granted without loss of time, pay, or other benefits to which the

employee is entitled. When an employee receives bona fide orders to temporary active or training duty, such military leave longer than 15 days in any calendar year shall be granted without City pay.

4. Right to Change Compensation and Benefits

The City of Sun Valley reserves the right to change general compensation for any reason deemed appropriate by the Council. Compensation may also be adjusted based upon job performance and the availability of funds to maintain a solvent City budget. Hours worked may be reduced or employees may be laid off as necessary to meet budgetary constraints or as workload changes.

5. Overtime Compensation Policy

In addition to the employee classifications set forth elsewhere in this *Personnel Policy*, all employees are classified as Exempt (salaried) or Nonexempt (hourly) for purposes of complying with the Federal Fair Labor Standards Act (FLSA). FLSA is the federal wage and hour law, which governs the obligation of employers to pay overtime compensation. Certain employees are exempt from operation of FLSA because they perform work that qualifies for the professional, executive administrative, outside sales, or computer/IT employee exemptions. As such, exempt employees are not entitled to receive overtime pay for hours worked beyond the limits provided by the statute.

a. It is the policy of the City of Sun Valley that non Police and non Fire hourly employees who work over the regular 40 hours paid in each seven-day work period; Police and Fire hourly employees who work over the regular 80 hours paid in each 14-day work period, and Fire hourly employees who work over the regular 212 hours paid in each 28-day work period will be compensated in the appropriate payroll period at 1 ½ times their regular rate of pay for each additional hour worked. For purpose of calculating qualifying overtime hours, the City of Sun Valley's work week shall be Monday through Sunday of each week for all non Police and non Fire hourly employees who work over the regular 40 hours paid in each seven-day work period, Monday through the second following Sunday for all Police and Fire hourly employees who work over the regular 80 hours paid in each 14-day work period, and Monday through the fourth following Sunday for all Fire hourly employees who work over the regular 212 hours paid in each 28-day work period. Additionally, the 40 hour, 80 hour, and 212 hour thresholds for overtime compensation only includes hours actually worked, and not vacation hours, sick leave hours, compensatory time taken, or the like.

b. An employee may request "compensatory time off without pay" in lieu of receiving overtime pay consistent with the applicable FLSA regulations. It is the policy of the City, however, to pay overtime instead of allowing an employee to accrue compensatory hours. A compensatory time off request must be made each time overtime hours are worked and should be directed to the employee's supervisor, who may grant the request, if time off would not pose a disruption of operations and the delivery of services, and is acceptable to the Mayor or designee. Compensatory time off will be at the rate of 1 1/2 hours off for each hour of overtime worked.

c. The City Council has set a maximum compensatory time accumulation of 80 hours.

6. Employee Changes in Classification

a. Promotions: An employee who is promoted to a higher classification shall be placed in the higher salary range and receive an increase not to exceed the maximum rate in the new range. When promoted, an employee will retain his or her original hire date for purposes of

calculating annual benefits, but November 1st, the annual evaluation date for all employees, will be used for purposes of performance evaluations and merit consideration.

- b. Demotion: An employee who is demoted will be placed in a new job position and his or her salary reduced according to the appropriate pay step for that new position.
- c. Transfers: An employee who transfers laterally to a classification with the same salary range shall retain his or her present salary placement.

VII. REPORTING AND VERIFYING TIME RECORDS

A. TIME REPORTS

It is the responsibility of each hourly employee, and each salary employee who is FLSA non-exempt, to properly record hours he or she has worked each pay period. Each time sheet shall bear the signature of the employee with a statement verifying its accuracy and a counter signature by a supervisor indicating the hours claimed were actually worked. These records shall be retained as required by the records retention policy of the City, consistent with State law. Exempt employees may be required to document time worked for accountability and benefit purposes, when requested by the Mayor or designee, but as a usual practice, a FLSA exempt employee does not track or report his or her hours.

Any employee with concerns about his or her compensation, rate of pay, payroll status, deductions, etc. shall communicate such concerns to the Finance Manager as soon as any such concern becomes evident. If the response from the Finance Manager is unsatisfactory, the employee should address the issue to his or her immediate supervisor in order to resolve stated concerns. A written record of such issues may be maintained in the employee's personnel file, at his or her request.

B. PAYROLL PROCEDURES AND PAYDAYS

All employees other than on-call firefighters are paid every other week throughout the year for a total of 26 pay periods. The Finance Manager or his or her assistant will issue paychecks by Direct Deposit, on every other Thursday for all employees other than on-call firefighters. On-call firefighters shall be paid once a month for a total of 12 pay periods. The Finance Manager or his or her assistant will issue paychecks for the on-call firefighters on the first Thursday of each month. Paychecks compensate employees for work performed in the pay period proceeding the week in which the check is issued.

C. PAYROLL DEDUCTIONS

In accord with Idaho Code § 45-609 or its successor, no payroll deductions will be made from an employee's paycheck unless authorized in writing by the employee or as required by law.

It is the obligation of each employee to monitor the accuracy of each paycheck received. Information shown on the employee's paycheck stub is provided for information only. Actual practices respecting the issuance of paychecks and allocation of employee benefits must be consistent with the official policy of the City. In the event of disagreement between the computer-generated paycheck stub and official policy as interpreted by the Finance Manager, the policy shall prevail. Employees are obligated to call to the City Finance Manager's attention to any discrepancies in payroll practices, whether to the advantage or disadvantage of the employee.

D. TRAVEL EXPENSE REIMBURSEMENT

An employee on approved City business shall be reimbursed within 30 days of the submission of an approved expense report for expenses incurred in completing his or her work-related assignment in accord with the procedures established by the Mayor or designee.

E. ON-THE-JOB INJURIES

All on-the-job injuries shall be reported to the employee's supervisor as soon as practicable to allow

filing of a worker's compensation claim in the proper manner. If an employee is disabled temporarily by an on-the-job accident he or she should be eligible for worker's compensation benefits. Return to employment will be authorized on a case-by-case basis upon consultation with the supervising official and the State Insurance Fund. Concerns associated with injured worker status may be brought before the Mayor or designee. For sworn law enforcement officers, the City will handle worker's compensation claims consistent with Idaho Code, Title 72, Chapter 11.

VIII. PERFORMANCE EVALUATIONS

The Mayor or designee serving as the City's human resource manager shall maintain a performance evaluation process, including schedule for evaluations, and criteria to measure employee performance, forms and procedures to evaluate employee performance, including but not limited to tying performance to the City Council's annual priorities and goals of the employee's respective department.

The City of Sun Valley uses a five (5) level system to evaluate employee performance. Performance evaluations are conducted at an initial six months for new employees; and on November 1st, the annual evaluation date for all employees. The five (5) performance levels are:

- EXCEPTIONAL - Outstanding performance that consistently results in extraordinary and exceptional accomplishments with significant contributions to the objectives of the department and the city.
- EXCEEDS EXPECTATIONS – Excellent performance that exceeds position requirements generating results that positively affect the objectives of the department.
- SATISFACTORY – Good performance with employee fulfilling all position requirements, and, on occasion, generating results above those expected for the position.
- NEEDS IMPROVEMENT – Performance is passable but not up to full expectations for the position. There is room for significant improvement.
- UNSATISFACTORY - Performance does not meet expectations. Situation requires prompt attention and an action plan to address deficiencies.

IX. SALARY PAY RANGE APPROVAL, ADMINISTRATION AND MERIT INCREASES

A. MARKET PAY RANGE APPROVAL

The City's policy is to compensate employees for expected work performed within and beyond the normal work period. The City desires that its salaries are competitive in regional and resort labor markets for its various needed staff positions. Accordingly, the City uses a competitive Salary Pay Range to determine the salary of its employees.

B. SALARY PAY RANGE ADMINISTRATION

1. The Salary Pay Range shall be implemented and administered, under the direction of the Mayor or designee, who shall determine the rate of pay for each employee.
2. The Mayor or designee gathers salary data for the Salary Pay Range at least once every three years. The Salary Pay Range shall include all current job positions in the City and shall set forth minimum and maximum salary ranges for those positions. The Salary Pay Range minimum and maximums shall be approved by the City Council prior to implementation.
3. A new employee's starting salary shall be based upon the employee's qualifications, experience and education.

C. MERIT INCREASES

When available in the annual budget, merit increases may be awarded by the Mayor or designee based upon the employee's annual performance evaluation completed on November 1st. Merit pay will be awarded by an increase in the step(s) as set forth in the Salary Range Plan and as determined by the employee's location in the Salary Pay Range.

1. Adjustments will not be automatic, but shall depend upon achieving a performance level satisfactory to the Mayor or designee for consideration of a merit increase upon completion of the annual performance evaluation conducted on November 1st.
2. An employee, who has reached the maximum salary approved for his or her respective position in the Salary Pay Range, may be eligible for a one-time bonus for the year based upon his or her annual performance evaluation. The Mayor shall approve any bonus in writing and only if funds are available in the budget's annual merit appropriation, if any.
3. The Mayor shall report in writing to the City Council the total number of employees receiving merit increases and total amount awarded, within thirty (30) days of making the merit awards.

X. EMPLOYEE BENEFITS

The City of Sun Valley offers a number of employee benefits for regular full-time and part-time employees. These benefit offerings are subject to change or termination at the sole discretion of the City Council.

A. VACATION LEAVE

The explicit purpose of vacation leave is to allow the employee extended rest and rejuvenation. Vacation accrues from the start of employment. Vacation leave is available to full time and part time regular employees who have completed the equivalent of six (6) months of employment. As a general practice, an employee will use all vacation days accrued in a given year within 13 months of the employee's anniversary date (start of annual vacation accrual period). At times, annual vacation accruals may not be used due to the need for an employee to work to meet the City's resort seasons service demands and/or an employee's preference to manage the duration of approved vacation periods. A portion of annual accrued vacation, therefore, may be carried over for future scheduled vacation leave depending on the length of the employee's service. The accrual rates use requirements and allowed carry-over limits are as follows:

<u>Accrual Period</u>	<u>Days</u>	<u>Minimum Vacation to be Used in 13 months</u>	<u>Allowed Carry-over Hours</u>
1 – 24 months (1 - 2 years)	10	10	40
25 - 98 months (3 - 9 years)	15	15	120
99 - 180 months (10 - 15 years)	20	15	160
181 months (16+ years)	25	20	200

Vacation leave is to be scheduled with consent of the responsible department supervisor. Efforts will be made to accommodate the preference of the employee in vacation scheduling, but first priority will be the orderly functioning of the City. Employees may need to regularly schedule vacation during slower periods during the resort year.

Upon separation from employment, up to 80 hours of unused vacation leave, which has been carried-over up to the maximum hourly allowance, will be compensated by lump-sum payment at the then-current hourly or daily rate for employees.

B. SICK LEAVE

1. Sick leave benefits are provided to regular full-time employees at the rate of eight (8) hours per every month of employment. Sick leave is a benefit to provide relief to the employee in the event of illness to the employee or his or her immediate family (spouse, domestic partner, parents, grandparents, children, grandchildren, brothers, sisters or any other person for whom the employee is legal guardian). It is to be used only in the event of an illness or injury that prevents the employee from working productively or safely or if an immediate family illness presents no practical alternative or for Bereavement Leave for an additional seven (7) days. Sick leave must be requested at least within two (2) hours of the time when the scheduled work period is to begin, unless circumstances outside the control of the employee prevent such notice. Supervisors asked to approve use of sick leave may, at City of Sun Valley expense, request an independent review of reported illness at any time by a competent medical authority, with the approval of the Mayor or designee.
2. Sick leave may accrue to a maximum of 480 hours. Sick leave benefit recipients receive normal compensation when using sick leave. Upon separation from employment, the monetary value of any unused sick leave will be determined. The resulting amount may be used to pay for COBRA insurance for the employee only (no family members) for up to 18 months. The ability to use the monetary value of unused sick leave is forfeited if the separation from employment has occurred for disciplinary reasons.
3. Compassionate Leave Donations to a Sick Bank
The Mayor at anytime may allow for the creation of a permanent or temporary Sick Bank to allow an employee with accrued sick days to donate a certain number of hours to a fellow employee to cover time lost due to illness or accident of the employee or an immediate family member of the employee (spouse, domestic partner, parents, grandparents, children, grandchildren, brothers, sisters or any other person for whom the employee is legal guardian). Donated sick leave hours will be converted to a dollar value based on the donating employee's regular hourly rate at the time of donation. This amount will then be divided by the receiving employee's hourly rate to determine the actual number of hours received from the donation. There is no entitlement to a Sick Bank being created or implemented.

C. HOLIDAYS

Eleven (11) official holidays are provided for full-time regular employees. An employee who has regular full-time active status on the date of any holiday shall receive compensation for that day even though he or she is not scheduled or expected to work. Holidays which fall on Saturdays shall be observed on the preceding Friday. Those which fall on Sundays shall be observed on the succeeding Monday. The holiday schedule may be changed at any time by the City Council.

Full-time regular non-exempt hourly employees who are scheduled to work on a holiday shall be compensated at a rate of two times the employee's regular rate of pay. Unscheduled emergency work by a non-exempt employee on a holiday shall be compensated at a rate of two times the employee's regular rate of pay. In either case, the employee may choose instead to be compensated at a rate of one times the employee's regular rate of pay and receive an equivalent amount of time off as a floating holiday. The floating holiday must be used within one (1) year of the holiday that was worked by the employee, has no cash value, and, therefore, is not paid out if the employee leaves employment with the City. In order to use a floating holiday, the employee must obtain prior approval from the responsible department supervisor.

Full-time regular exempt employees who are required to work on a holiday shall be provided with an equivalent amount of time off up to a maximum of eight (8) hours. The equivalent amount of time off shall be designated as a floating holiday. The floating holiday must be used within one (1) year of the

holiday that was worked by the employee, has no cash value, and, therefore, is not paid out if the employee leaves employment with the City. In order to use a floating holiday, the employee must obtain prior approval from the Mayor or designee.

Recognized Holidays:

New Year's Day	Labor Day
Martin Luther King, Jr. /Human Rights Day	Columbus Day
Presidents' Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Friday after Thanksgiving Day
	Christmas Day

D. BEREAVEMENT LEAVE

Up to three (3) days of paid leave of absence shall be provided for a death in the immediate family (spouse, domestic partner, parents, grandparents, children, grandchildren, brothers, sisters or any other person for whom the employee is legal guardian). Additional leave may be granted from accrued vacation or sick leave or unpaid leave of absence with the approval of the Mayor or designee.

E. PERSONAL LEAVE

FLSA exempt employees shall be provided with three (3) days of paid personal leave each calendar year. An employee that begins employment on July 1st or later in the calendar year, shall only be provided with one (1) day of paid personal leave for that calendar year. Personal leave may only be scheduled with the consent of the responsible department supervisor. Personal leave must be used within the year in which it is granted. Unused personal leave is not paid out if the employee leaves employment with the City.

F. LEAVES OF ABSENCE

The Mayor can grant unpaid leave for any reasonable justifiable purpose. Unpaid leave in excess of thirty (30) days shall require written approval of the City Council.

G. INSURANCE COVERAGE AVAILABLE TO EMPLOYEES

Health insurance is available to employees and family members in accordance with the terms and conditions of the City's contract for such services. Other insurance offerings including life insurance, disability insurance, dental insurance, vision insurance and supplemental income protection may be available at employee or City expense. Any such offerings are subject to change at any time.

H. RETIREMENT

The retirement plan of the City of Sun Valley combines benefits of the Public Employees Retirement System of Idaho (PERSI) with Social Security (FICA). PERSI mandates withholding a percentage of an employee's gross salary for pension purposes, which is presently exempt from Federal and State income taxes, and the City of Sun Valley matches this with an additional larger contribution.

I. MISCELLANEOUS BENEFITS

In addition to the benefits listed on the previous pages, the following miscellaneous benefits may be available to employees for participation in accordance with the terms of his or her respective policy or agreement:

1. Deferred compensation plans handled by payroll deduction, such as 457 and 401K plans.
2. Credit union participation.
3. Employee-requested deduction programs subject to City policy.
4. Provision of uniforms, tools, equipment allowance, etc.
5. Further training, as deemed necessary by supervisor.
6. Any such offerings are subject to change at the City Council's sole discretion at any time.

J. TRANSFER OF BENEFITS WITH EMPLOYEE TRANSFER

Accrued benefits for each employee continue to the benefit of that employee if the employee transfers from one department to another within the City of Sun Valley. Any such transfer will not result in a reduction of benefit offerings separate and apart from those realized by employees similarly situated.

K. CHANGE IN BENEFITS

The City of Sun Valley, through its City Council, reserves the right to change, condition, or terminate any benefits set forth in this *Personnel Policy*. No employee shall acquire any rights in any current or future status of benefits except as the law otherwise requires.

L. DISCRETIONARY LEAVE

The Mayor may authorize discretionary leave (time off with pay) for an exempt employee in the event of unusual work demands requiring excessive hours of work beyond the employee's normal work schedule. Such discretionary leave shall not exceed four (4) days in a calendar year, be taken within a reasonable time period of the excessive hours of work, has no cash value, and, therefore, is not paid out if the employee leaves employment with the City. In order to use discretionary leave, the employee must obtain prior approval from the Mayor or designee and utilize the discretionary leave in increments no less than one day each.

XI. EMPLOYEE PERFORMANCE AND DISCIPLINE

A. PURPOSE OF DISCIPLINE/PERFORMANCE POLICY

The purpose underlying the discipline/performance policy of the City of Sun Valley is to establish a consistent procedure for maintaining suitable behavior and a productive working environment in the workplace. These procedures are directory in nature and minor variations of the processes set forth herein shall not affect the validity of any actions taken pursuant to this policy.

B. DISCIPLINARY/PERFORMANCE SYSTEM FRAMEWORK

The City of Sun Valley adopts the following framework for actions to be taken in the event that any employee subject to this policy violates employment policies or fails to perform adequately. Progressive steps may be implemented in order to encourage improved performance or attitude, but are not required. The City of Sun Valley reserves the right to take any of the prescribed steps in any order in the event that a supervisor deems a policy violation or action of the employee to be serious enough to warrant a certain step.

C. DISCIPLINARY ACTIONS AVAILABLE

The following actions are among the disciplinary steps that may be taken by the supervisor in response to *Personnel Policy* violations:

- Oral warning
- Written warning or reprimand
- Suspension without pay
- Demotion
- Dismissal

D. OPPORTUNITY TO BE HEARD—ASSERTIONS OF UNLAWFUL DISCRIMINATION AND “NAME-CLEARING HEARING”

All City of Sun Valley employees are at-will employees. The City of Sun Valley recognizes, however, at-will employees may from time to time suffer from the adverse consequences of unlawful discrimination. The City of Sun Valley also recognizes a public employee who is being demoted with a reduction in pay or terminated from employment based upon allegations of dishonesty, immorality or criminal misconduct is entitled to a “Name-Clearing” hearing.

Unlawful discrimination addresses actions that are alleged to involve decisions based upon age, sex, race, religion, national origin, sexual orientation, gender identity, genetic information or disability that is not a bona fide occupational qualification. The City of Sun Valley does not condone discrimination on the basis of the foregoing unlawful categories. Failure to pursue this opportunity pursuant to this policy shall constitute a failure to exhaust remedies under this policy. Issues involving job performance or employee attitude are not the proper subjects of this procedure and will not be heard.

The elements of procedure to be followed and undertaken at the direction of the Mayor or designee unless waived by the employee are the following:

1. The employee may, within fourteen (14) days of his or her termination or demotion, submit a written allegation of unlawful discrimination or the basis for entitlement to a “name-clearing hearing,” stating with particularity the basis for the requested meeting. Written allegations filed untimely or failing to state a particular, legally recognized basis will not be granted an opportunity to be heard.
2. An employee alleging unlawful discrimination or the entitlement to a “name-clearing hearing” will be entitled to meet with the designated person, and the meeting will last no longer than two (2) hours unless otherwise approved.
3. There shall be a record maintained, including a tape recording of the meeting.
4. The employee’s supervisor, to the extent of his or her knowledge, may be required to provide a brief written statement in response to the particular allegation of discrimination or “name-clearing” request. The Mayor or designee may request that the employee’s supervisor participate in the meeting.
5. The employee will not be prohibited from having an attorney assist him/her at the employee’s own expense.
6. The employee will be allowed to present oral testimony (or provide written statements) concerning evidence upon which the alleged discrimination or “name-clearing” is based.
7. The Mayor or designee may ask the employee’s witness’s questions for clarification purposes should that be necessary during the discussion process.
8. The employee shall not have the opportunity to question any participants during this process, but may submit written questions for the Mayor or designee to consider.
9. The Idaho Rules of Evidence do not apply to this opportunity to be heard.

The opportunity to be heard shall take place as soon as it can be accommodated by the schedules of those involved. Additional time may be granted at the request of the employee upon a showing that additional time is needed to provide facts necessary to respond to the charges.

After the meeting, the Mayor shall consider the information submitted and such other information as might be in the City’s records to arrive at a decision concerning the allegations. Said decision shall set forth the reasons for the determination in writing. If as a result of this opportunity to be heard, the Mayor finds fault with the basis for the City’s action, remedial action may be prescribed, including restoration of employment and payment of back pay.

XII. DISCRIMINATORY WORKPLACE HARASSMENT POLICY AND COMPLAINT PROCEDURE

A. PURPOSE

The purpose of this Harassment Policy is to clearly establish the City’s commitment to provide a work environment free from discrimination, harassment and retaliation to define discriminatory harassment, and to set forth the procedures for investigating and resolving internal complaints of harassment.

Because of the importance of a workplace free from discrimination, harassment and retaliation, this policy should be reviewed with each employee on a regular basis.

It is important that all employees treat all other employees and members of the public with decency and respect. It is the responsibility of each and every employee, supervisor and department head to prevent inappropriate behavior in the workplace. Inappropriate behavior which impacts the workplace, or has the potential to impact the workplace, will not be tolerated.

This Policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, job retention, promotion, disciplinary action, layoff, reinstatement, transfer, leave of absence, compensation and training.

B. POLICY

Harassment of an applicant for employment, a member of the public, or an employee by any employee of the City on the basis of race, color, religion, national origin, sex, age (40 and over), sexual orientation, gender identity, genetic information or disability is in violation of State and/or Federal law and/or the City of Sun Valley Personnel Policy and will not be tolerated by the City of Sun Valley.

Employees found to be participating in any form of employment-related unlawful harassment or retaliating against another employee for filing a complaint or cooperating with an investigation shall be subject to disciplinary action up to and including termination of employment.

C. RESPONSIBILITIES

The City: It is the responsibility of the City to develop this policy, provide training on this policy, keep it up to date, and to ensure that any violation of this policy brought to its attention is dealt with as required by law and according to this Policy.

The Mayor shall designate in writing who will be responsible for following the Complaint Procedures as set out in this policy. The person designated by the Mayor will be referred to as the "Designated Official."

Supervisors: It is the responsibility of supervisors to enforce the policy, to train new employees on the policy, to make a regular review with all employees to ensure they know the policy and to regularly check the workplace to make sure the policy is being followed.

If a supervisor observes that discrimination, harassment or retaliation in violation of federal or state law or these personnel policies is occurring, he or she should take immediate action to address the problem. Such action should include, but is not limited to, speaking directly with the affected person, developing a specific account of the actions, omissions or occurrences that are deemed discriminatory, consulting with the supervisor, or a department head and taking corrective or disciplinary action as appropriate. If the alleged discrimination, harassment or retaliation is not within the supervisor's area of responsibility or oversight, he or she should notify the department head or other appropriate management employee, who should then take steps within not more than two (2) days to address the allegation.

If harassment in violation of federal or state law or these personnel policies reported or alleged, it must be followed up. No complaining party should be allowed to retract an allegation of harassment without proving that it was made erroneously. If a supervisor receives information that discrimination, harassment or retaliation in violation of federal or state law or these personnel policies might be occurring, he or she should follow the Complaint Procedure as set out in this policy below.

Employees: It is the responsibility of each and every employee to know this policy and to follow it. All City employees share the responsibility of understanding and preventing discrimination and harassment. Ultimately, no satisfactory investigation or resolution of complaints can occur without the initiative and continued cooperation of the affected person. An individual who believes he or she has been discriminated against or harassed in violations of federal or state law or these personnel policies has the

primary obligation of informing his or her supervisor, department head, Mayor, Mayor's designee or legal counsel for the City on the act of discrimination, harassment or retaliation, recounting specific actions or occurrences whenever possible. It is imperative that every employee treats every other employee and members of the public with decency and respect so as to facilitate a sound professional work environment.

D. DEFINITIONS

For purposes of clarification, harassment in violation of federal or state law or these personnel policies includes but is not limited to the following behaviors:

1. Verbal Harassment – Epithets, derogatory comments, slurs, propositioning, profanity, loud or otherwise offensive words or comments on the basis of race, color, religion, national origin, gender, age (40 and over), sexual orientation, gender identity, genetic information or disability whether made in general, directed to an individual or directed to a group of people regardless of whether the behavior was intended to harass. This includes, but is not limited to, inappropriate sexually oriented comments, including dress or physical features, sexual rumors, code words, and race-oriented stories, as well as jokes of a sexual or discriminatory nature or “kidding” which is oriented towards a prohibited form of harassment.
2. Physical Harassment – Assault, impeding or blocking movement, leering, or the physical interference with normal work, privacy or movement when directed at an individual on the basis of race, color, religion, national origin, gender, age (40 and over), sexual orientation, gender identity, genetic information or disability. This includes pinching, patting, grabbing, inappropriate behavior in or near bathrooms, sleeping facilities and eating areas, or making explicit or implied threats or promises in return for submission to physical acts.
3. Visual Forms of Harassment – Derogatory, prejudicial, stereotypical or otherwise offensive posters, photographs, cartoons, e-mails, notes, bulletins, drawings or pictures on the basis of race, color, religion, national origin, gender, age (40 and over), sexual orientation, gender identity, genetic information or disability. This applies to both posted material and material maintained in or on City of Sun Valley equipment or personal property in the workplace.
4. Sexual Harassment – Any act which is sexual in nature and is made explicitly or implicitly a term or condition of employment, is used as the basis of an employment decision, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

There are two types of sexual harassment:

- a. "Quid pro quo" harassment, where submission to unlawful harassment is used as the basis for employment decisions.

Employee benefits such as raises, promotions, better working hours, job retention, etc., are directly linked to compliance with sexual advances. Therefore, only someone in a supervisory capacity (with the authority to grant such benefits) can engage in quid pro quo harassment.

Example: A supervisor promising an employee a raise if the employee goes on a date with the supervisor; a department head telling an employee the employee will be fired if the employee does not have sex with the department head.

- b. "Hostile work environment," where the unlawful harassment creates an offensive and unpleasant working environment.

Hostile work environment can be created by anyone in the work environment, whether it be supervisors, other employees, or in certain circumstances, the public. Hostile environment harassment consists of verbiage of a sexual nature, unwelcome sexual materials, or even

unwelcome physical contact as a regular part of the work environment. Cartoons or posters of a sexual nature, vulgar or lewd comments or jokes, or unwanted touching or fondling all fall into this category.

E. COMPLAINT PROCEDURE

The following complaint procedure will be followed in order to address a complaint regarding harassment, discrimination, or retaliation:

1. A person who believes he or she has been harassed, discriminated or retaliated against in violation of federal or state law or these personnel policies should report it to his or her supervisor, department head, Mayor, Mayor's designee or legal counsel for the City. If a supervisor becomes aware that harassment or discrimination in violation of federal or state law or these personnel policies is occurring in any City department as a result of an employee coming forward, the supervisor should immediately report it to a designated official pursuant to this policy. Once a complaint of harassment, discrimination or retaliation in violation of federal or state law or these personnel policies has been made, the complaint cannot be withdrawn by the complainant without a determination that it was made erroneously.
2. Within twenty-four (24) hours upon receiving the complaint, the Designated Official should initiate the investigation to determine whether there is a reasonable basis for believing that an alleged violation of these personnel policies occurred.
3. Upon receiving the complaint, or being advised by a supervisor that violation of these personnel policies may be occurring, the Designated Official should review the complaint with the City Attorney, Mayor and/or Mayor's designee.
4. The Designated Official, in conjunction with legal counsel for the City, should engage an appropriate person to investigate the complaint. The investigator should be a neutral party.
5. The investigator will interview the complainant, the respondent, and any relevant witnesses to determine whether the conduct occurred.
6. As soon as practical, the investigator will conclude the investigation and submit a report of his or her findings to the Designated Official, who then will route it as appropriate. The investigator shall report every week to the Designated Official the expected timeframe for completion of the investigation.
7. If it is determined that harassment or discrimination in violation of personnel policies has occurred, the appropriate official will recommend the appropriate course of action to be taken by the City. The appropriate action will depend on the following factors:
 - a. The severity, frequency and pervasiveness of the conduct;
 - b. Prior complaints made by the complainant;
 - c. Prior complaints made against the respondent; and
 - d. The quality of the evidence (first hand knowledge, credible corroboration, etc.).
8. If the investigation is inconclusive or it is determined that there has been no harassment or discrimination in violation of these personnel policies, but some potentially problematic conduct is revealed, corrective action must taken.
9. Within three (3) business days after the investigation is concluded, the supervisor(s) will meet with the complainant and the respondent separately in order to notify them in person of the findings of the investigation. The supervisor, complainant and respondent shall each document in writing and in separate documents the date and time of the meeting.

10. The complainant and the respondent may submit statements to the supervisor(s) challenging the factual basis of the findings. Any such statement must be submitted no later than five (5) working days after the meeting with the supervisor(s) in which the findings of the investigation is discussed.
11. Within two (2) business days after the supervisor(s) has met with both parties and reviewed the documentation, he or she will decide, after consultation with legal counsel, what action, if any, should be taken.

F. DISCIPLINARY ACTION

If harassment or discrimination in violation of these personnel policies is determined to have occurred, the supervisor should take action within not more than two (2) business days and effective remedial action against the harasser or discriminator with the overarching goal of implementing reasonable measures to prevent any further harassment. The action will be commensurate with the severity of the offense, up to and including termination of employment.

G. RETALIATION

Retaliation in any manner against a person for filing an harassment or discrimination charge or initiating an harassment or discrimination complaint, testifying in an investigation, providing information or assisting in an investigation, is expressly prohibited and subject to disciplinary action up to and including termination.

H. CONFIDENTIALITY

Confidentiality will be maintained in accordance with applicable Federal, State and local law. A complete and thorough investigation of the allegations, however, may require the investigator to inform witnesses of certain aspects of the complaint in order to obtain an accurate account of the actions of the parties involved.

I. FALSE COMPLAINTS

Any complaint made by an employee of the City regarding employment-based harassment or discrimination which is based upon a fraudulent statement of fact may be subject to discipline, including termination of employment. This section is not intended to discourage employees from making complaints regarding employment-based harassment or discrimination. However, false complaints adversely impact the workplace and the career of the accused, even when disproved, and will not be tolerated.

J. DISTRIBUTION

Access to this policy shall be provided to all employees of the City either by paper or electronic copy. Any questions, concerns or comments related to this policy should be directed to the Mayor or designee or respective department head.

XIII. GENERAL PERSONNEL POLICY VIOLATION AND COMPLAINT PROCEDURE

If an employee believes there is or are a significant violation(s) of this *Personnel Policy* or of local, state or federal law occurring, and not pertaining to Discriminatory Workplace Harassment cover in Section XII. Above, the following complaint procedure will be followed:

- A. The Mayor shall designate in writing who will be responsible for following the Complaint Procedures as set out in this policy. The person designated by the Mayor will be referred to as the "Designated Official."

- B. A person who believes there is or are significant violation(s) of this *Personnel Policy* or of local, state or federal law occurring, should report it to his or her supervisor, department head, Mayor, Mayor's designee or legal counsel for the City. Once a complaint has been made, the complainant cannot withdraw the complaint without a determination that it was made erroneously.
- C. Within twenty-four (24) hours upon receiving the complaint, the Designated Official should initiate the investigation to determine whether there is a reasonable basis for believing that an alleged violation of this Policy occurred.
- D. Upon receiving the complaint, or being advised by a supervisor that violation of this policy may be occurring, the Designated Official should review the complaint with the City Attorney, Mayor and/or Mayor's designee.
- E. The Designated Official, in conjunction with legal counsel for the City, as soon as practicable shall determine the process for determining whether a violation of the Policy has occurred, including but not limited to identifying an appropriate, neutral person to investigate the complaint.
- F. If it is determined that a violation of the City's policy has occurred, the appropriate official will recommend the appropriate course of action to be taken by the City.
- G. Within three (3) business days after the review process is concluded, the supervisor(s) will meet with the complainant and the respondent separately in order to notify them in person of the findings of the investigation. The supervisor, complainant and respondent shall each document in writing and in separate documents the date and time of the meeting.

XIV. SEPARATION FROM EMPLOYMENT

A. REDUCTIONS IN FORCE (RIF)

When financial circumstances or changes of workload require, the City of Sun Valley reserves the right to reduce forces or reorganize the office in such manner as it deems necessary to maintain the effective functioning of City of Sun Valley services.

B. RETIREMENT POLICY

The retirement policy of the City of Sun Valley shall comply in all respects with federal and state requirements respecting mandatory retirement and the obligations established by the Public Employee Retirement System of Idaho (PERSI).

C. COBRA BENEFITS

Employees of the City of Sun Valley who currently receive medical benefits, who separate their employment may be eligible to continue those medical benefits for a limited time in accordance with the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). For questions regarding continuing rights to health coverage after separating from the City of Sun Valley, contact the Finance Manager.

D. EXIT INTERVIEW

Each employee who terminates from employment with the City of Sun Valley is encouraged to participate in an exit interview with the designated representative of the City, or in the event of involuntary termination with the Mayor or designee. In such interview, the employer should notify the employee when certain benefits will terminate, when final pay will be issued and review the process to receive COBRA benefits. The employee will be invited to inform the interviewer about his or her impressions of employment in such interview. An employee exit form may be completed at this point and will be retained in the employee's personnel file.

E. RESIGNATION POLICY

Voluntary resignations will generally be made in writing. If the employee wants their formal records to indicate "voluntary resignation", he or she must do so in writing to his or her supervisor or department head. The department head will document oral resignations in a form determined by the Mayor or designee as human resource director. Evidence of acceptance of a resignation shall be provided to the ex-employee; unless it is determined the ex-employee has no verified contact information where such evidence of acceptance can be delivered. An employee who has an unexcused or unauthorized absence of three (3) working days or more may be considered to have abandoned his or her position and therefore resigned.

APPENDIX A – ACKNOWLEDGEMENT OF RECEIPT OF THE CITY OF SUN VALLEY PERSONNEL POLICY

**CITY OF SUN VALLEY PERSONNEL POLICY
ACKNOWLEDGMENT OF RECEIPT & UNDERSTANDING
OF THE CITY OF SUN VALLEY PERSONNEL POLICY**

I, _____ acknowledge receipt on _____ (date) of a paper or electronic copy of this *Acknowledgment of Receipt & Understanding of the City of Sun Valley Personnel Policy* form; and, receipt of a paper or electronic copy of the *City of Sun Valley Personnel Policy*, which was adopted by City Council Resolution 2012-05, on October 2, 2012; and, I understand I am required to return this form not later than _____ (date), to the Mayor or designee.

In addition, I verify:

Initials

_____ I have read and understand the *Personnel Policy*.

_____ I understand this *Personnel Policy* is not a contract and cannot create a contract.

_____ I understand I am obligated to perform my duties of employment in conformance with the provisions of this *Personnel Policy* and any additional rules, regulations, policies or procedures imposed by the department in which I work whether or not I choose to read the new *Personnel Policy*.

_____ I understand this *Personnel Policy* may be modified without prior notice to me.

_____ I understand should this *Personnel Policy* be modified I will be provided with a copy of the modifications in paper format within five (5) business days of modification; and must return this *Acknowledgment of Receipt & Understanding of the City of Sun Valley Personnel Policy* form within ten (10) business days.

DATED this ___ day of _____.

Employee Printed Name: _____ Title: _____

Employee Signature: _____

APPENDIX B - VEHICLE USE POLICY
CITY OF SUN VALLEY PERSONNEL POLICY
VEHICLE USE POLICY

DEFINITION: Motor vehicle or vehicle shall be defined as any motor vehicle, including road or street and path maintenance equipment.

A. PURPOSE: the purpose of the vehicle use policy is to set the policies and procedures for the use and operation of city of Sun Valley vehicles by its employees. The policy and procedures:

1. Help ensure the safety of city employees.
2. Encourage the efficient and effective use of city resources; and
3. Minimize liability to the city.
4. Establish the understandings, requirements and rules for all employees who drive a motor vehicle in the course of city business.

B. ADMINISTRATION: The Mayor of Sun Valley is the administrative authority issuing this policy. Daily administration is the responsibility of the mayor or designee and department heads.

C. GENERAL POLICIES AND PROCEDURES

1. In order to be authorized to operate a City vehicle, an employee must possess a valid State of Idaho Driver's License of the class required for operation of the particular City vehicle. Driver's Licenses will be filed with the Treasurer/Finance Manager. It is the responsibility of the department head to document and monitor each employee's license in his or her respective department, providing updated copies of renewed licenses to the Treasurer/Finance Manager.
2. In the event an employee's driver's license is suspended for any reason, the employee will promptly notify the department head. The employee will not operate a City vehicle during the term of the suspension.
3. An employee is granted permission to use a City-owned vehicle with the express understanding that the vehicle is for official City business. An employee operating a City vehicle shall not permit persons other than City employees, elected or appointed officials and persons required to be conveyed in the performance of duty or as otherwise authorized to ride as a passenger in their vehicle.
4. The driver and all occupants must wear seat belts at all times when operating any City vehicle.
5. The driver must obey all traffic laws at all times and to drive in a safe and courteous manner.
6. The use of alcohol, illegal drugs, or any drugs or substances that may affect the employee's ability to drive safely are prohibited.
7. An employee's intentional or negligent abuse or misuse of a City vehicle may lead to discipline including, but not limited to the cost of repair or replacement.
8. All City owned vehicles are subject to inspection and/or search at any time by a supervisor. No employee assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.
9. Any employee fueling a City vehicle will follow the instructions on the Fuel Log provided and fully explained and monitored by the department head.

D. VEHICLE CARE

1. Each employee will be responsible for the safekeeping, serviceable condition, proper care, use and replacement of any vehicle assigned or entrusted to them.
2. Before taking the vehicle into service, the Employee will inspect the interior and exterior of any assigned vehicle. Any previously unreported damage, mechanical problem, unauthorized

contents or other problems with the vehicle shall be promptly reported to a supervisor and documented as appropriate.

3. The use of damaged or unserviceable vehicles should be discontinued as soon as practical and replaced with a serviceable vehicle as soon as available following notice to the department head.
4. Use will be limited to official purposes and in the capacity for which it was designed. No modifications, additions or deletions of any equipment or accessories shall be made to the vehicle without written permission from a supervisor. In the event that a vehicle becomes damaged or unserviceable no employee shall attempt to repair the vehicle without prior approval of a supervisor.

E. VEHICLE COLLISION OR ACCIDENT

1. When a City owned vehicle is involved in a traffic collision, the involved employee shall promptly notify his or her supervisor.
2. A traffic collision report shall be filed with the agency having jurisdiction. In addition, the City of Sun Valley Traffic Collision Report must be completed.

F. TYPES OF VEHICLE ASSIGNMENTS – Vehicle assignments are established in the *City of Sun Valley Personnel Policy*.

1. Assigned Vehicle for Unrestricted Use: The City does not assign vehicles for unrestricted use.
2. Assigned Vehicle for the Employee's Restricted Use: A City vehicle may be assigned to an employee who needs to respond, at any time, to emergencies or safety needs. The employee may have 24-hour use of an assigned vehicle and may garage it at his or her residence overnight due to the duties of his or her position. Personal use of the City vehicle is prohibited except for meal or break stops taken in the course of employment or *de minimis* personal errands only while traveling between work and home in a manner that does not materially increase the number of miles a vehicle is driven. *De minimis* refers to small, trifling, and insignificant personal use that is incidental to business use.
3. Assigned Vehicle/Work Related Use Only: A City vehicle may be assigned to an employee to allow the employee to respond back to work for work related activities as required. Personal use of the City vehicle is prohibited except for meal or break stops taken in the course of employment or *de minimis* personal errands only while traveling between work and home in a manner that does not materially increase the number of miles a vehicle is driven. *De minimis* refers to small, trifling, and insignificant personal use that is incidental to business use. Vehicles may be garaged overnight at the employee's residence.

APPENDIX C - ELECTRONIC COMMUNICATION DEVICES & SYSTEMS USAGE POLICY

CITY OF SUN VALLEY PERSONNEL POLICY

ELECTRONIC COMMUNICATIONS DEVICES & SYSTEMS USAGE POLICY

- A. **PURPOSE:** The availability of electronic communication devices & systems within the work environment provides many opportunities for enhancement of productivity and effectiveness. These systems also entail the opportunity for rapid transfer and broad dissemination of sensitive material that can have damaging effects on the City of Sun Valley, its employees, and the public, if not managed properly. It is important, therefore, that the City of Sun Valley establish a policy which provides direction to City employees regarding the purchase, lease, license and use of electronic communication devices & systems.
- B. **ADMINISTRATION:** The Mayor or designee shall be responsible for the implementation of the Electronic Communication System Usage Policy.
- C. **DEFINITIONS:**
1. Electronic Communication Devices & Systems include, but are not limited to City-owned computers, cell phones, PDAs, hardware, tablet computers, software, webpage, electronic mail systems (email), voice mail systems, paging systems, electronic bulletin boards, Internet services, fax machines, mobile digital terminals (MDT), and any part of the City of Sun Valley leased or acquired network system(s) of any sort.
 2. Computer - A programmable electronic device that can store, retrieve, and process data, including any computer issued or maintained by the City of Sun Valley, including but not limited to both laptop and desktop versions, or any computer which is attached to or a part of the City of Sun Valley computer network.
 3. Hardware - The physical components of a computer, including the monitor, keyboard, central processing unit, floppy drives, CD-ROM drives, external storage media, and all peripheral accessories, including but not limited to, network connections, printers, scanners, speakers, printer cables and mouse.
 4. License - To permit or authorize the use of.
 5. Network System – The hardware and software which provides for the interconnection of City computers.
 6. Programming - A sequence of coded instructions that can be inserted into a mechanism (such as a computer) to work out a series of instructions.
 7. Shareware - Computer software that can be used and copied without charge. However, shareware is copyrighted and, if the copyright holder requests, a donation or fee must be paid if the software is used regularly.
 8. Software - The entire set of programs, procedures and related documentation associated with a computer system/program.
- D. **PURCHASES, COPYRIGHT AND LICENSES**
1. The purchase, lease, or license of all electronic communication system hardware and software must be approved by the Mayor or designee.
 2. Copying of computer software owned by the City of Sun Valley shall be governed by the copyright agreement.
 3. License agreements will be maintained by the Mayor or designee. The license agreement shall be the ultimate rule governing the use of the software. Any act permitted by this policy, but not permitted by the license agreement of the software program, shall be considered null and void.
 4. Software registration must be completed for all software purchased by the City at the time of purchase and shall list the City of Sun Valley as the purchaser and list the Mayor or designee as the contact for inquiries as to the use of the product.

E. GENERAL REQUIREMENTS

1. City Electronic Communication Devices & Systems is to be used for City business purposes only.
 - a. Cell phones and/or PDAs are provided to an employee when the employee's duties:
 1. Include a significant amount of work time out-of-the-office; or
 2. Require the employee be reached as needed at any time for the immediate or emergency needs of the City.
 - b. The Mayor or designee shall approve which employee(s) may have a cell phone or PDA and the respective phone or data service plan, including the provider, terms, hours, coverage and rates.
 - c. The cell phone number will be the cell number given out by the City to reach an employee when working out-of-the-office and the cell phone shall be listed on the City phone roster.
 - e. A City-owned cell phone may be used by the employee for "emergency only", non-City calls. Any usage over an approved number of minutes for the cell phone shall be deducted automatically from the employee's pay after taxes have been deducted.
 - f. The City shall not reimburse any employee for use of his or her personal cell phone for City business.
2. Incidental and occasional personal use of the Internet is allowed from time-to-time during scheduled breaks, including the lunch hour, to check for email on a personal, non-City account(s).
3. All messages or information composed, sent, stored, copied or received via electronic communication devices and systems are the property of the City. These messages and information are not private property of any employee, and no employee should have any expectations of privacy in such messages or information. The Mayor or designee have the right to access, close and/or disclose all messages sent via an electronic communication devices and/or systems or other information stored on an electronic communication device or system that is the property of the City. Employees, therefore, should treat electronic communications with the same degree of propriety and professionalism as official correspondence.
4. The Mayor or designee shall consult with the City's IT provider to regulate the requirements for City password usage. All employees shall change, alter, or modify their passwords as required by the City's IT provider. No employee shall disclose his or her password to any other employee or person.
5. Confidential electronic files must be professionally erased or storage devices containing these files removed from any computer or hardware device prior to the computer or hardware device being removed from the agency for servicing, repairs, or replacement.
6. The Mayor or designee must be notified immediately when --
 - a. Sensitive information is or suspected of being lost or disclosed to unauthorized parties.
 - b. Unauthorized use of the electronic communication devices & systems has taken place, or is suspected of taking place.
 - c. Passwords are lost, stolen or are suspected of being lost, stolen, or disclosed.
 - d. Any unusual system behavior such as missing files, frequent system crashes, misrouted messages, and the like appear because it may indicate a computer virus infection or similar security problem.
7. It is the intent of the City to provide the tools that every employee needs to successfully complete assignments; therefore no employee is allowed to use his or her personal computer, PDA, cell phone or other communication device for City business.
8. The Mayor or designee shall define the network server uses, organizational format, use of folder/file protection, storage and other aspects of network capabilities. Employees have the responsibility to use the network server effectively in meeting these directions.
9. Electronic communications are subject to the provisions of Resolution 2006-05 – Records Retention.

10. The use of electronic communication devices & systems shall be in keeping with applicable Federal, State, local, civil and criminal laws.

F. UNAUTHORIZED ACTIVITIES

1. No personally owned software applications or shareware software may be installed on a City computer, including, but not limited to, games, entertainment software, and screen savers unless written permission is given by the Mayor or designee and it is allowed by the licensing agreement of the software.
2. No employee may tamper with, change, delete, reprogram, copy protected codes, enter into areas of the program reserved for programming, insert additional programming, or rename any computer software program purchased, leased, or licensed for use by the agency, unless it is authorized by the licensing agreement. No employee shall perform any repairs, installations, modifications, removal, or relocation of any computer hardware, peripherals, and associated components without first obtaining authorization by the Mayor or designee.
3. Electronic transfer of files, software, or programs purchased by the City is not authorized unless it is allowed by the licensing agreement of the software product and approved by Mayor or designee.
4. Employees shall not use the email account or password assigned to another individual to send or receive messages.
5. The electronic communication system shall not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non job-related solicitations, or used for any personal commerce or purchases.
6. The electronic communication system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, or proprietary information. Failure to observe copyright or license agreements may result in disciplinary action by the City and/or legal action by the copyright owner.
7. No employee shall utilize or cause any City-owned computer to utilize an automatic log-on. Employees are prohibited from leaving a City computer unattended while logged on.
8. The encryption of files and the use of encryption programs are not permitted on any City computer without the prior authorization of the Mayor or designee.
9. No employee shall bypass or modify any installed security systems or menu interfaces without the expressed permission of the Mayor or designee.
10. No employee shall knowingly introduce any computer virus into any part of the electronic communication system operated by the City. Employees must use due care and caution to avoid inadvertently introducing computer viruses into any City computer by any means. Any material received which is suspect, e.g. multiple copies of email with the same subject line information received in rapid succession, should not be opened.
11. Viewing, downloading, communicating and/or transmitting material (for other than law enforcement purposes) that is known to involve the use of obscene language, images, jokes, sexually explicit materials or messages that disparage any person, group, or classification of individuals is strictly prohibited. Any employee who uses the City's equipment or network for these purposes will be subject to an immediate, severe disciplinary response.
12. Employees shall not use photographs or other material depicting City logos, vehicles, etc. on any personal or privately-owned home page. Personal/private home pages shall be clearly identifiable as personal pages.

13. Electronic communication devices & systems are for the exclusive and sole use of City employee for City business and shall not be used at any time by family members, friends or other persons not employed by the City.

APPENDIX D - FEDERAL MEDICAL LEAVE ACT (FMLA)
CITY OF SUN VALLEY PERSONNEL POLICY
FEDERAL MEDICAL LEAVE ACT (FMLA)

A. Eligibility Requirements

To be eligible for FMLA benefits, prior to any leave request, the employee:

1. must have worked for the employer for at least 12 months;
2. must have worked at least 1,250 hours for the employer during the previous 12 months.

The employee must meet all eligibility requirements before FMLA benefits will be extended him/her.

If your employment situation does not meet all of the qualifications set forth above, the subsequent FMLA policy, which is required by law to be included in our policy, does not apply to employee.

B. Entitlements

The Family and Medical Leave Act (FMLA) provides an entitlement of up to 12 weeks of job-protected, unpaid leave during any 12-month period to eligible, covered employees for the following reasons: 1) birth and care of the eligible employee's child, or placement for adoption or foster care of a child with the employee; 2) care of an immediate family member (spouse, child, parent) who has a serious health condition, defined by the Department of Labor as: (1) any period of incapacity due to pregnancy and prenatal care (825.114(a)(2)(ii)); (2) a chronic serious health condition (such as asthma, diabetes, etc.), (3) a permanent or long-term condition for which treatment may not be effective (such as Alzheimer's, strokes, terminal diseases; and (4) to receive multiple treatments (including recovery there from) either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment (such as dialysis, chemotherapy, etc.); or 3) care of the employee's own serious health condition. It also requires that the employee's group health benefits be maintained during the leave. The 12-month period is determined using a "rolling" 12-month period measured backward to the date an employee first uses any FMLA leave.

If all eligibility requirements are met, the employee is covered under the FMLA. He or she may request up to 12 weeks of leave where the City of Sun Valley will continue the employee's benefits (employer portion only) during the leave period. If the employee does not return to work for reasons other than their own continued serious health condition or that of an eligible family member, the City of Sun Valley may recover from the employee the premium(s) that were paid for the employee's medical coverage.

Total FMLA leave for employee spouses/parents who both work for the City of Sun Valley is 12 weeks combined if the leave is for reasons other than the employee's own personal serious illness.

Examples where employees of the City of Sun Valley are entitled to leave under FMLA include:

1. To care for a child following a birth or placement of a child with the employee for adoption or foster care.
2. To care for a sick child, spouse or parent who has a "serious health condition."
3. If the employee himself or herself is unable to perform his or her own work responsibilities because of his or her own serious health condition.
4. Leave as provided for in the National Defense Authorization Act, see subsection (g).

C. Concurrent Use of Accrued Leave and Worker's Compensation Required

Employees are required to use any accrued paid vacation and sick leave (if applicable) concurrently with any FMLA leave. If paid leave accruals are less than 12 weeks, the employee may take the remainder of FMLA leave as unpaid leave. An employee will continue to accrue leave while utilizing their paid sick and vacation leave. He or she will cease to accrue vacation and sick leave during the unpaid portion of their leave. If the employee is on Worker's Compensation leave, such leave will also run concurrently with any FMLA leave.

D. Employee Obligations

An employee is required to give 30 days' advance notice or as much time as practical when the need for FMLA leave is foreseeable. The City of Sun Valley reserves the right to request medical certification supporting any leave, and may require second or third opinions (at City of Sun Valley expense). The City of Sun Valley may also require a doctor's fitness for duty report prior to your returning to work. Leave may be denied if these requirements are not met. The decision to allow an employee to return to work will be solely that of the City of Sun Valley in compliance with the provisions of the Family and Medical Leave Act. Should a doctor not find the employee fit to return to duty, the employee will not be allowed to return to work.

When an employee is off work for FMLA leave, the employee will not be allowed to work for any other employer without prior approval from the Mayor. An employee who violates this rule will be subject to disciplinary proceedings up to and including termination from employment.

Contact the Finance Manager to discuss your rights and obligations for continuation of any current benefits you are receiving. Employees must make arrangements for payment of their portion of their benefit costs or discontinuation of those benefits will occur.

To request FMLA leave please contact the Mayor or designee, indicating the reason for requesting FMLA leave and the expected duration of leave. Note: Employee may be required to provide medical certification by your physician or medical practitioner indicating the diagnosis and probable duration of your medical condition or the medical condition of your family member.

E. Intermittent Leave Requests

FMLA leave may be taken intermittently or on a reduced leave schedule to allow the employee to care for a sick family member, or for an employee's own serious health condition with prior written approval from the employee's supervisor or when "medically necessary." In the circumstance of birth or placement of a child for adoption or foster care, intermittent leave is only available by written approval of the City.

F. Employer's Rights and Obligations

The City of Sun Valley has the right to determine whether the employee is or is not an "eligible employee" under the Act. The City of Sun Valley has the right to place an employee on FMLA leave without the employee's consent should the City determine that the employee meets the eligibility requirements under the Act.

The City of Sun Valley will return the employee to the same or an equivalent position after returning from FMLA leave, subject to the terms of the Family and Medical Leave Act. The only exception may be for individuals who, under the provisions of the FMLA, are considered to be a "key employee" whose extended absence would cause "substantial and grievous economic injury".

The City of Sun Valley reserves the right to require periodic notices (determined by the City of Sun Valley) of you, or your family member's FMLA status and your intent to return to work.

G. The National Defense Authorization Act

On January 28, 2008, the National Defense Authorization Act amended the FMLA. This amendment provides an entitlement of up to 26 weeks of unpaid leave during a single 12-month period to an eligible employee who must care for a covered service member—a person who is a spouse, son, daughter, parent or next of kin of the employee and has a serious injury or illness incurred in the line of duty which renders that person unfit to perform his or her duties in the Armed Forces. The City of Sun Valley may require the request for this type of leave be supported by certification that the service member being cared for by the employee has a serious health condition.

The National Defense Authorization Act also provides 12 weeks of FMLA leave to an employee if his or her spouse, son, daughter or parent has been called to active duty with the Armed Forces. No serious medical condition is required for this type of leave. The City of Sun Valley may require the request for this type of leave be supported by certification that the service member has actually been called to active duty. The City of Sun Valley employees shall provide prior notice when the need for this type of leave is foreseeable.

CONTRACT FOR SERVICES

MOUNTAIN RIDES TRANSPORTATION AUTHORITY

THIS CONTRACT FOR SERVICES (hereinafter the “Contract”) is made and entered this 7th-6th day of November, 2013~~4~~, by and between the **CITY OF SUN VALLEY, IDAHO**, a municipal corporation (hereinafter referred to as “the City”) and the **MOUNTAIN RIDES TRANSPORTATION AUTHORITY** (hereinafter referred to as “MOUNTAIN RIDES”), an Idaho Transportation Authority, formed and existing pursuant to a Joint Powers Agreement duly executed, extended, and recorded as Instrument # 590904 in Blaine County, Idaho (recorded 9/28/11). This Contract is hereby entered into in contemplation of the following findings:

FINDINGS

1. Sun Valley is a municipal corporation duly organized and existing under the law of the State of Idaho §50-101 et seq.
2. MOUNTAIN RIDES is an Idaho Transportation Authority formed and existing pursuant to a Joint Powers Agreement duly executed and recorded as Instrument #552903 in Blaine County, Idaho.
3. The City is a destination resort city as defined by Idaho Code § 50-1044, as it derives a major portion of its economic well-being from businesses catering to the recreational needs of people traveling to the City for an extended period of time. The City, as a resort city, is eligible to collect a local option non-property tax.
4. Pursuant to Idaho Code §50-301 and §50-302, the City is empowered to enter into contracts and take such steps as are reasonably necessary to maintain the peace, good government and welfare of the City and its trade, commerce and industry. Accordingly, the City has the power as conferred by the State of Idaho to provide directly for certain promotional activities to enhance the trade, commerce, industry, and economic well being of the City.
5. City Ordinances Nos. 389 and 456 provides for the imposition of a non-property tax on the sales price of certain property sold or otherwise transferred in the City. Pursuant to the language of the Ordinance, which was approved by the voters of the City, the municipal sales tax revenue derived shall be used for, among other things, public transportation, information, education and economic development activity.
6. MOUNTAIN RIDES provides an efficient and responsive public transportation system which is easily identifiable, is coordinated in a manner to encourage the ease of ridership, is charged with planning and implementation of multi-modal transportation technologies, such as gondola and light rail transportation, when feasible, and will seek to reduce the congestion and pollution of individual vehicular trips within Blaine County.
7. MOUNTAIN RIDES’ mission is to establish, implement, maintain, fund and operate a comprehensive public transportation system by motor buses, vans or other appropriate means, including but not limited to multi-modal transportation systems, on a scheduled or unscheduled and charter basis throughout Blaine County for the benefit of the inhabitants and visitors in Blaine County.

8. The Organizational Goals of MOUNTAIN RIDES are consistent with the purposes and findings included in Ordinance Nos. 389 and 456.

9. MOUNTAIN RIDES has faithfully and diligently carried out its mission to provide services that promote and enhance the trade, commerce and industry of the City. It is in the best interests of the public health, welfare and prosperity of the City to provide regional transportation services.

10. It is the intention of the City to contract with MOUNTAIN RIDES to provide such services for consideration as hereinafter provided.

11. MOUNTAIN RIDES desires to enter into a contract with the City to provide transportation services all as hereinafter provided.

NOW, THEREFORE, on the basis of the foregoing findings the parties agree as follows:

1. Services to be Provided by MOUNTAIN RIDES. MOUNTAIN RIDES hereby agrees to provide transportation services for the City and to provide public transportation services to residents and visitors ~~of to~~ the City and the MOUNTAIN RIDES service area, within the confines of the MOUNTAIN RIDES budget. ~~including operating, managing, and running a transportation system which meets the needs and demands of both the residents and tourists of Sun Valley.~~ Services provided are set forth in the attached Exhibit A -- FY2015 Service Plan. MOUNTAIN RIDES agrees that it shall provide, at its sole expense, all costs of labor, materials, supplies, business overhead and financial expenses, insurance, fidelity bonds, and all necessary equipment and facilities required to provide the transportation services as set forth in this Contract.

2. Term. The term of this Contract shall commence on the 1st day of October, 20143, and shall terminate on the 30th day of September, 20154.

3. Consideration.

(a) In consideration for providing the services herein described, the City agrees to pay to MOUNTAIN RIDES the total sum of TWO HUNDRED FIFTY THOUSAND (\$250,000), payable in four equal quarterly installments on ~~November-December~~ 15, 20134; February 15, 20145; May 15, 20145; and August 15, 20145. MOUNTAIN RIDES will provide the City with an invoice 30 days in advance of the due dates setting forth the amount of the installment due. The City shall pay MOUNTAIN RIDES the amount set forth in such invoice no later than thirty (30) days after the date of such invoice.

(b) The City's contribution to the MOUNTAIN RIDES FY 20145 Budget is part of a budget adopted by the MOUNTAIN RIDES Board at its regular -September board meeting on September 17, 2014. An attachment of the adopted budget along with a revenue break out of each partner is included as Exhibit B.

(c) In consideration and as part of this Contract, MOUNTAIN RIDES agrees to provide a mid-year report to the Sun Valley City Council including activities, ridership, financial conditions and other pertinent information helpful to assessing the current condition of the transportation system. This report will be delivered before April 1, 20135 for presentation at the April 20135 City Council meeting. In addition, MOUNTAIN RIDES will provide a report and budget request to coincide with the City's budget deliberations for the next budget year.

Notwithstanding the requirements to subparagraph 3(a) above, the parties recognize and agree that payment source for the services called for herein is local option sales tax revenue. The City, as part of its budgeting process, has projected historical sales tax revenue data to determine it can retain MOUNTAIN RIDES for the consideration called for herein. In the event the City fails to collect such local option tax revenue during the term of this Contract for any reason, the City may, at its sole option, terminate this Contract upon thirty (30) day written notice to immediately upon written notice to MOUNTAIN RIDES. In the event of such termination, Sun Valley shall have no further responsibility to make payment to MOUNTAIN RIDES under this Contract beyond the thirty (30) day notice period. In the event that budgeted revenue from any of MOUNTAIN RIDES' funding partners (local government, federal government, fares, or private business funding) identified in the MOUNTAIN RIDES' FY2015 adopted budget is not collected as expected, MOUNTAIN RIDES may need to make adjustments to its adopted FY2015 Service Plan in order to balance revenue with expenses. In this event, MOUNTAIN RIDES will give notice to the City as to the adjustments that impact transit service within the City. MOUNTAIN RIDES and the City will work to come to a mutually-acceptable adjusted service plan. If a mutually-acceptable adjusted service -plan cannot be reached, the City can terminate this Contract upon thirty (30) day written notice to MOUNTAIN RIDES.

4. Termination. The City may, at its sole discretion, terminate this Contract immediately upon 120 days written notice to MOUNTAIN RIDES with or without cause. In the event of such termination, the City shall have no further responsibility to make any payment to MOUNTAIN RIDES under this Contract. The City reserves the right to request an independent audit under the provisions herein upon termination, and such audit obligation and cost on the part of MOUNTAIN RIDES shall survive any termination of the contract.
5. Equal Employment Opportunity. MOUNTAIN RIDES covenants that it shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin.
6. Default. In the event either party fails to perform its responsibilities, as set forth in this Contract during the contract term, this Contract may, at the option of the non-defaulting party, be terminated. Upon termination under this paragraph, MOUNTAIN RIDES, in the event it intentionally breaches its responsibilities, shall not be entitled to receive any unpaid installments of the consideration called for in paragraph 3 of the Contract.
7. Independent Contractor Status. The parties acknowledge and agree that MOUNTAIN RIDES shall provide its services for the fee specified herein in the status of independent contractor, and not as an employee of the City. MOUNTAIN RIDES and its agents, employees, and volunteers, shall not accrue leave, retirement, insurance, bonding, or any other benefit afforded to employees of the City. The sole interest and responsibility of the City under this Contract is to assure itself that the services covered by this Contract shall be performed and rendered by MOUNTAIN RIDES in a competent, efficient and satisfactory manner.
8. Hold Harmless. Any contractual obligation entered into or assumed by MOUNTAIN RIDES, or any liability incurred by reason of personal injury and/or property damage in connection with or arising out of MOUNTAIN RIDES'S obligations pursuant to this Contract shall be the sole responsibility of MOUNTAIN RIDES, and MOUNTAIN RIDES covenants and agrees to indemnify and hold the City harmless from any and all claims or causes of action arising out of

MOUNTAIN RIDES'S activities and obligations as set forth hereinabove, including, but not limited to, personal injury, property damage, and employee complaints.

9. Non-Assignment. This Contract may not be assigned by or transferred by MOUNTAIN RIDES, in whole or in part, without the prior written consent of the City.

10. Miscellaneous Provisions.

(a) Paragraph Headings. The headings in this Contract are inserted for convenience and identification only and are in no way intended to describe, interpret, define or limit the scope, extent or intent of this Contract or any of the provisions of the Contract.

(b) Provision Severable. Every provision of this Contract is intended to be severable. If any term or provision hereof is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the Contract.

(c) Rights and Remedies are Cumulative. The rights and remedies provided by this Contract are cumulative and the use of any one right or remedy by any party shall not preclude nor waive its rights to use any or all other remedies. Any rights provided to the parties under this Contract are given in addition to any other rights the parties may have by law, statute, ordinance or otherwise.

(d) Successor and Assigns. This Contract and the terms and provision hereof shall inure to the benefit of and be binding upon the heirs, personal representatives, successors and assigns of the parties hereto.

(e) Entire Contract. This Contract contains the entire agreement between the parties respecting the matters herein set forth and supersedes all prior agreements between the parties hereto respecting such matters.

(f) Governing Law. This Contract shall be construed in accordance with the laws of the State of Idaho.

(g) Preparation of Contract. No presumption shall exist in favor of or against any party to this Contract as a result of the drafting and preparation of the document.

(h) No Waiver. No waiver of any breach by either party of the terms of this Contract shall be deemed a waiver of any subsequent breach of the Contract.

(i) Amendment. No amendment of this Contract shall be effective unless the amendment is in writing, signed by each of the parties.

IN WITNESS WHEREOF, the parties have signed this Contract the day and year first above written.

MOUNTAIN RIDES
TRANSPORTATION AUTHORITY

By _____
Jason Miller, Executive Director

MOUNTAIN RIDES
TRANSPORTATION AUTHORITY

By _____
Susan McBryant, Board President

CITY OF SUN VALLEY
Dewayne Briscoe, Mayor

ATTEST:

Alissa Weber, City Clerk

CITY OF SUN VALLEY

RESOLUTION 2014-27

A RESOLUTION OF THE CITY OF SUN VALLEY AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT FOR SERVICES WITH MOUNTAIN RIDES

WHEREAS, the City of Sun Valley desires to enter into an agreement with the Mountain Rides Transportation Authority (Mountain Rides), an Idaho nonprofit corporation, under which Mountain Rides will provide transportation services for the City and to residents and visitors of Sun Valley, including operating, managing, and running a transportation system which meets the needs and demands of both the residents and tourists of Sun Valley; and

WHEREAS, the City of Sun Valley and Mountain Rides have agreed to the terms and conditions of the Contract for Services, a copy of which is attached hereto as "Exhibit 1"; and

WHEREAS, the City of Sun Valley desires transparency in the expenditure of public funds, Mountain Rides discloses employee salary and benefit information, a copy of which is attached hereto as "Exhibit 2", which will be kept in the City Clerk's confidential files.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUN VALLEY, IDAHO, that the City of Sun Valley approves the Contract for Services between the City of Sun Valley and Mountain Rides and that the Mayor is authorized to execute the attached Agreement,

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR THIS ____ DAY OF NOVEMBER 2014.

Dewayne Briscoe, Mayor

Attest:

Alissa Weber, City Clerk

EXHIBIT 1

CONTRACT FOR SERVICES

MOUNTAIN RIDES TRANSPORTATION AUTHORITY

THIS CONTRACT FOR SERVICES (hereinafter the “Contract”) is made and entered this 6th day of November, 2014, by and between the **CITY OF SUN VALLEY, IDAHO**, a municipal corporation (hereinafter referred to as “the City”) and the **MOUNTAIN RIDES TRANSPORTATION AUTHORITY** (hereinafter referred to as “MOUNTAIN RIDES”), an Idaho Transportation Authority, formed and existing pursuant to a Joint Powers Agreement duly executed, extended, and recorded as Instrument # 590904 in Blaine County, Idaho (recorded 9/28/11). This Contract is hereby entered into in contemplation of the following findings:

FINDINGS

1. Sun Valley is a municipal corporation duly organized and existing under the law of the State of Idaho §50-101 et seq.
2. MOUNTAIN RIDES is an Idaho Transportation Authority formed and existing pursuant to a Joint Powers Agreement duly executed and recorded as Instrument #552903 in Blaine County, Idaho.
3. The City is a destination resort city as defined by Idaho Code § 50-1044, as it derives a major portion of its economic well-being from businesses catering to the recreational needs of people traveling to the City for an extended period of time. The City, as a resort city, is eligible to collect a local option non-property tax.
4. Pursuant to Idaho Code §50-301 and §50-302, the City is empowered to enter into contracts and take such steps as are reasonably necessary to maintain the peace, good government and welfare of the City and its trade, commerce and industry. Accordingly, the City has the power as conferred by the State of Idaho to provide directly for certain promotional activities to enhance the trade, commerce, industry, and economic wellbeing of the City.
5. City Ordinances Nos. 389 and 456 provide for the imposition of a non-property tax on the sales price of certain property sold or otherwise transferred in the City. Pursuant to the language of the Ordinance, which was approved by the voters of the City, the municipal sales tax revenue derived shall be used for, among other things, public transportation, information, education and economic development activity.
6. MOUNTAIN RIDES provides an efficient and responsive public transportation system which is easily identifiable, is coordinated in a manner to encourage the ease of ridership, is charged with planning and implementation of multi-modal transportation technologies, , when feasible, and will seek to reduce the congestion and pollution of individual vehicular trips within Blaine County.
7. MOUNTAIN RIDES’ mission is to establish, implement, maintain, fund and operate a comprehensive public transportation system by motor buses, vans or other appropriate means, including but not limited to multi-modal transportation systems, on a scheduled or unscheduled and charter basis throughout Blaine County for the benefit of the inhabitants and visitors in Blaine County.

8. The Organizational Goals of MOUNTAIN RIDES are consistent with the purposes and findings included in Ordinance Nos. 389 and 456.

9. MOUNTAIN RIDES has faithfully and diligently carried out its mission to provide services that promote and enhance the trade, commerce and industry of the City. It is in the best interests of the public health, welfare and prosperity of the City to provide regional transportation services.

10. It is the intention of the City to contract with MOUNTAIN RIDES to provide such services for consideration as hereinafter provided.

11. MOUNTAIN RIDES desires to enter into a contract with the City to provide transportation services all as hereinafter provided.

NOW, THEREFORE, on the basis of the foregoing findings the parties agree as follows:

1. Services to be Provided by MOUNTAIN RIDES. MOUNTAIN RIDES hereby agrees to provide transportation services for the City and to provide public transportation services to residents and visitors to the City and the MOUNTAIN RIDES service area, within the confines of the MOUNTAIN RIDES budget. Services provided are set forth in the attached Exhibit A - FY2015 Service Plan. MOUNTAIN RIDES agrees that it shall provide, at its sole expense, all costs of labor, materials, supplies, business overhead and financial expenses, insurance, fidelity bonds, and all necessary equipment and facilities required to provide the transportation services as set forth in this Contract.

2. Term. The term of this Contract shall commence on the 1st day of October, 2014, and shall terminate on the 30th day of September, 2015.

3. Consideration.

- (a) In consideration for providing the services herein described, the City agrees to pay to MOUNTAIN RIDES the total sum of TWO HUNDRED FIFTY THOUSAND (\$250,000), payable in four equal quarterly installments on December 15, 2014; February 15, 2015; May 15, 2015; and August 15, 2015. MOUNTAIN RIDES will provide the City with an invoice 30 days in advance of the due dates setting forth the amount of the installment due. The City shall pay MOUNTAIN RIDES the amount set forth in such invoice no later than thirty (30) days after the date of such invoice.
- (b) The City's contribution to the MOUNTAIN RIDES FY 2015 Budget is part of a budget adopted by the MOUNTAIN RIDES Board at its regular September board meeting on September 17, 2014. An attachment of the adopted budget along with a revenue break out of each partner is included as Exhibit B.
- (c) In consideration and as part of this Contract, MOUNTAIN RIDES agrees to provide a mid-year report to the Sun Valley City Council including activities, ridership, financial conditions and other pertinent information helpful to assessing the current condition of the transportation system. This report will be delivered before April 1, 2015 for presentation at the April 2015 City Council meeting. In addition, MOUNTAIN RIDES will provide a report and budget request to coincide with the City's budget deliberations for the next budget year.

(d) Notwithstanding the requirements to subparagraph 3(a) above, the parties recognize and agree that payment source for the services called for herein is local option sales tax revenue. The City, as part of its budgeting process, has projected historical sales tax revenue data to determine it can retain MOUNTAIN RIDES for the consideration called for herein. In the event the City fails to collect such local option tax revenue during the term of this Contract for any reason, the City may, at its sole option, terminate this Contract upon thirty (30) day written notice to MOUNTAIN RIDES. In the event of such termination, Sun Valley shall have no further responsibility to make payment to MOUNTAIN RIDES under this Contract beyond the thirty (30) day notice period. In the event that budgeted revenue from any of MOUNTAIN RIDES' funding partners (local government, federal government, fares, or private business funding) identified in the MOUNTAIN RIDES' FY2015 adopted budget is not collected as expected, MOUNTAIN RIDES may need to make adjustments to its adopted FY2015 Service Plan in order to balance revenue with expenses. In this event, MOUNTAIN RIDES will give notice to the City as to the adjustments that impact transit service within the City. MOUNTAIN RIDES and the City will work to come to a mutually-acceptable adjusted service plan. If a mutually-acceptable adjusted service plan cannot be reached, the City can terminate this Contract upon thirty (30) day written notice to MOUNTAIN RIDES.

4. Termination. The City may, at its sole discretion, terminate this Contract immediately upon 120 days written notice to MOUNTAIN RIDES with or without cause. In the event of such termination, the City shall have no further responsibility to make any payment to MOUNTAIN RIDES under this Contract. The City reserves the right to request an independent audit under the provisions herein upon termination, and such audit obligation and cost on the part of MOUNTAIN RIDES shall survive any termination of the contract.

5. Equal Employment Opportunity. MOUNTAIN RIDES covenants that it shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin.

6. Default. In the event either party fails to perform its responsibilities, as set forth in this Contract during the contract term, this Contract may, at the option of the non-defaulting party, be terminated. Upon termination under this paragraph, MOUNTAIN RIDES, in the event it intentionally breaches its responsibilities, shall not be entitled to receive any unpaid installments of the consideration called for in paragraph 3 of the Contract.

7. Independent Contractor Status. The parties acknowledge and agree that MOUNTAIN RIDES shall provide its services for the fee specified herein in the status of independent contractor, and not as an employee of the City. MOUNTAIN RIDES and its agents, employees, and volunteers, shall not accrue leave, retirement, insurance, bonding, or any other benefit afforded to employees of the City. The sole interest and responsibility of the City under this Contract is to assure itself that the services covered by this Contract shall be performed and rendered by MOUNTAIN RIDES in a competent, efficient and satisfactory manner.

8 Hold Harmless. Any contractual obligation entered into or assumed by MOUNTAIN RIDES, or any liability incurred by reason of personal injury and/or property damage in

connection with or arising out of MOUNTAIN RIDES'S obligations pursuant to this Contract shall be the sole responsibility of MOUNTAIN RIDES, and MOUNTAIN RIDES covenants and agrees to indemnify and hold the City harmless from any and all claims or causes of action arising out of MOUNTAIN RIDES'S activities and obligations as set forth hereinabove, including, but not limited to, personal injury, property damage, and employee complaints.

9. Non-Assignment. This Contract may not be assigned by or transferred by MOUNTAIN RIDES, in whole or in part, without the prior written consent of the City.

10. Miscellaneous Provisions.

- (a) Paragraph Headings. The headings in this Contract are inserted for convenience and identification only and are in no way intended to describe, interpret, define or limit the scope, extent or intent of this Contract or any of the provisions of the Contract.
- (b) Provision Severable. Every provision of this Contract is intended to be severable. If any term or provision hereof is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the Contract.
- (c) Rights and Remedies are Cumulative. The rights and remedies provided by this Contract are cumulative and the use of any one right or remedy by any party shall not preclude nor waive its rights to use any or all other remedies. Any rights provided to the parties under this Contract are given in addition to any other rights the parties may have by law, statute, ordinance or otherwise.
- (d) Successor and Assigns. This Contract and the terms and provision hereof shall inure to the benefit of and be binding upon the heirs, personal representatives, successors and assigns of the parties hereto.
- (e) Entire Contract. This Contract contains the entire agreement between the parties respecting the matters herein set forth and supersedes all prior agreements between the parties hereto respecting such matters.
- (f) Governing Law. This Contract shall be construed in accordance with the laws of the State of Idaho.
- (g) Preparation of Contract. No presumption shall exist in favor of or against any party to this Contract as a result of the drafting and preparation of the document.
- (h) No Waiver. No waiver of any breach by either party of the terms of this Contract shall be deemed a waiver of any subsequent breach of the Contract.
- (i) Amendment. No amendment of this Contract shall be effective unless the amendment is in writing, signed by each of the parties.

IN WITNESS WHEREOF, the parties have signed this Contract the day and year first above written.

MOUNTAIN RIDES
TRANSPORTATION AUTHORITY

CITY OF SUN VALLEY
Dewayne Briscoe, Mayor

By _____
Jason Miller, Executive Director

ATTEST:

Alissa Weber, City Clerk

EXHIBIT A



FY2015 Transportation Service Plan
Adopted – 10/15/14

Since our last board meeting, Mountain Rides has been soliciting public comments for the upcoming service plan update. The public comments received have been limited due to the fact, we believe, that there are not many changes being proposed, and we are largely keeping services as is. Here are the public comments received:

- General bus comments
 - Allow dogs on buses, especially poodles
 - Daily bus to Galena Lodge in season – 2x (am and pm)
 - Resident pass needed – locals should get a discount
- Valley Route
 - Need bus stop at skate park
 - Express bus in morning from Hailey to Ketchum
 - More frequent buses in the morning
 - Less kids
 - Kids are rude and bump into regular commuter passengers
 - Need ½ hour service starting at 3p north and southbound
 - I am very pleased with morning run schedule
 - Kids in the afternoon can be loud and out of control
- Hailey Route
 - Airport service on weekends
 - Need a bus at 3:40 going towards town from Community Campus
 - Have Hailey Route bus run in between Valley Route bus times (change by 30 minutes)
- Red Route
 - Keep the route “as is”
 - Starting the route later is OK as long as it starts before July 4th
 - Good news for Red Route Bus Buddies
- Green Route
 - Needs to run through midday without a break

Most of these comments relate to issues we are aware of – we continue to work with schools and our drivers to make their impact manageable; we know there are many spots in the schedule where it would be nice to add service (Green, Valley and Hailey all have places where more service would be helpful but we don’t have the budget); the current dog policy is a balance of attracting rides while protecting safety and comfort (dogs are allowed as service animals and in carriers); and

pass prices are something that continually need to be looked at and adjusted to retain and attract ridership.

SERVICE PLAN OVERVIEW

The service plan retains most service as is with the largest changes being that summer season is shortened by 1 week in order to balance the budget; however, we are able to improve Blue Route service during the peak summer season with Blue #2 starting at 7:30a instead of 10:30a. Other changes include an extension of Green Route to Baldy View Cr and an improvement to Hailey Route midday. Valley Route fares will be adjusted within Hailey and between Hailey and Bellevue.

Following is the service plan with the proposed changes highlighted in yellow.

SEASONS

Here are the seasons we would define, as compared to 2014 seasons

Season	FY2014	FY2015
Early Winter	Nov 28 – Dec 13	Nov 27 – Dec 12
Peak Winter	Dec 14 – March 31	Dec 13 – Mar 31
Late Winter	April 1 – April 20	Apr 1 – Apr 19
Spring slack	April 21 – June 13	Apr 20 – June 26
Summer	June 14 – Sept 7	June 20 – Sept 6
Fall slack	Sept 8 – Nov 26	Sept 7 – Nov 25

Here is a route by route look at staff recommendations:

BLUE

No changes to route configuration or timing. Dates/times of service:

Departure #1 (:00 out of Warm Springs, and :30 out of Elkhorn Springs)

- Runs year-round
- 7a – 9:30p hours of service year-round

Departure #2 (:30 out of Warm Springs, and :00 out of Elkhorn Springs)

- Runs all winter (Nov 27-April 19) and summer (June 20-Sept 6) seasons
- 7:30a – 1:00a during winter
- 7:30a – 11:00p during summer (this is an improvement over FY14 summer schedule when Blue #2 didn't start until 10:30a)

RED

No changes to route configuration or timing. Dates/times of service:

Departure #1 (:30 out of Elkhorn Springs, :00 out of downtown Ketchum)

- Runs entire winter and summer seasons
- 8:30a – 5:00p hours of service winter
- 8:30a – 5:30p hours of service summer (summer season is proposed to be 1 week shorter)
- Continue to provide symphony service

Departure #2 (:00 out of Elkhorn Springs, :30 out of downtown Ketchum)

- Runs winter peak (Dec 13- Mar 31)
- 9:00a – 4:00p

GREEN

Change route to end at Baldy View Cr at Sun Valley Resort. Route timing would change a few minutes between :56 and :10 in order to accommodate this change. Dates/times of service:

Departure #1 (:00 out of Sun Valley Baldy Cr, :35 out of Meadows)

- Runs 7 days/wk during entire winter season
- Runs 5 days/wk during slack and summer season
- 7:35a – 11a and 2:00p-5:30p hours of service (no service between 11a-2p) – this is the same year-round
- Reduce the midday gap if we learn we are able to use some 5310 funding for this route

HAILEY

No changes to route configuration or timing. Dates/times of service:

Departure #1 (:00 out of south Woodside, :34 out of Albertsons)

- Weekday service only
- 8:00a – 5:00p hours of service (fill midday gap)

VALLEY

No changes to current schedule or route configuration. One minor adjustment is to move 3:05p northbound trip by 10 minutes to allow for more recovery time and chance for more kids to use express school bus to eliminate Mountain Rides' overloads. See printed schedule for exact schedule – there are minor adjustments to the timing of the route due to the fact that road construction is done for now and the route is running faster. Midday gaps in service remain.

SILVER

No changes to route configuration or timing. Dates/times of service:

Departure #1/3 (:00 and :30 out of Sun Valley Baldy Cr, and :15 and :45 out of River Run)

- Runs entire winter season from mountain open until mountain close
- 7a – 9:30p hours of service

Departure #2/4 (:15 and :45 out of Sun Valley Baldy Cr, and :00 and :30 out of River Run)

- Runs all winter (Nov 27-April 19) and summer (June 27-Sept 6) seasons
- 7:30a – 1:00a during winter

BRONZE

No changes to route configuration or timing. Dates/times of service:

Departure #1/2 (:00 and :30 out of Sun Valley Baldy Cr, and :15 and :45 out of Warm Springs)

- Runs winter peak season only
- 8:30a – 11:00a and 1:15p – 3:30p hours of service

OTHER TRANSPORTATION SERVICES

Mountain Rides will also continue to operate:

- ✓ Vanpool services
 - Public routes, Webb routes and Sun Valley Co routes

- 8-14 routes, depending on time of year
- ✓ Safe Routes to School
 - Education, events and encouragement at schools for biking and walking to school
- ✓ 5B BikeShare
 - 40 bikes – 20 in Hailey and 20 in Ketchum
- ✓ Multi-modal transportation planning (bike-ped plan) and employer support

EXHIBIT B

EXHIBIT B

Mountain Rides Transportation Authority Consolidated
 FY2015 Final Budget: ALL FUNDS SUMMARY Adopted
 9/17/14

	FY2014 Budget ADOPTED 3/19/14	FY2015 Budget
Revenue		
Operations Fund	2,443,868.00	2,532,420.00
Capital Equipment Fund	689,810.00	240,660.00
Capital Equipment Reserve Carryover	175,523.00	150,000.00
Capital Equipment use of reserves	-111,882.00	0.00
Work Force Housing Fund	30,225.00	31,150.00
Work Force Housing Reserve Carryover	25,000.00	30,000.00
Work Force Housing use of reserves	0.00	-600.00
Facilities Fund	1,513,501.00	1,327,500.00
Facilities Reserve Carryover	151,733.00	150,000.00
Facilities Fund use of reserves	-126,733.00	-86,480.00
Contingency Fund	158,808.00	79,800.00
Contingency Reserve Carryover	199,845.00	275,000.00
Contingency Fund use of reserves	-108,758.00	-29,750.00
Total Revenue	5,040,940.00	4,699,700.00
Expense		
Operations Fund	2,443,868.00	2,532,420.00
Capital Equipment Fund	689,810.00	228,000.00
Work Force Housing Fund	30,225.00	31,150.00
Facilities Fund	1,513,501.00	1,327,500.00
Contingency Fund	119,944.00	79,800.00
Total Expense	4,797,348.00	4,198,870.00
Gross Revenue	243,592.00	500,830.00
Less Fund Balances held in Reserve		
Capital Equipment Fund Reserve	63,641.00	162,660.00
Work Force Housing Fund Reserve	25,000.00	29,400.00
Facilities Fund Reserve	25,000.00	63,520.00
Contingency Fund Reserve	129,951.00	245,250.00
Total Fund Balances in Reserve	243,592.00	500,830.00
NET REVENUE (Gross Revenue MINUS Funds Held in Re	0.00	0.00

SUMMARY OF TOTAL LOCAL FUNDING REQUESTS	FY2014	FY2014 Breakout		FY2015	FY2015 Breakout	
		operating	capital		operating	capital
City of Ketchum	\$ 550,000.00	\$ 475,750.00	\$ 74,250.00	\$ 550,000.00	\$ 484,000.00	\$ 66,000.00
City of Sun Valley	\$ 250,000.00	\$ 216,250.00	\$ 33,750.00	\$ 250,000.00	\$ 220,000.00	\$ 30,000.00
City of Hailey	\$ 68,000.00	\$ 58,820.00	\$ 9,180.00	\$ 68,000.00	\$ 59,840.00	\$ 8,160.00
City of Bellevue	\$ 200.00	\$ 173.00	\$ 27.00	\$ -	\$ -	\$ -
Blaine County	\$ 108,000.00	\$ 108,000.00	\$ -	\$ 108,000.00	\$ 108,000.00	\$ -
SV CO	\$ 175,000.00	\$ 151,375.00	\$ 23,625.00	\$ 178,500.00	\$ 157,080.00	\$ 21,420.00
	\$ 1,151,200.00	\$ 1,010,368.00	\$ 140,832.00	\$ 1,154,500.00	\$ 1,028,920.00	\$ 125,580.00

EXHIBIT 2
[IN CLERK'S CONFIDENTIAL FILES]

CITY OF SUN VALLEY

RESOLUTION 2014-28

A RESOLUTION OF THE CITY OF SUN VALLEY
AUTHORIZING THE MAYOR TO EXECUTE AN INTERLOCAL AGREEMENT FOR SERVICES FOR FY15
(SUN VALLEY/BLAINE COUNTY GIS SERVICES)

WHEREAS, The City of Sun Valley is a municipal corporation duly organized and existing under the laws of the State of Idaho Code §50-101 et seq.; and

WHEREAS, Pursuant to Idaho Code § 50-301 and § 50-302, Sun Valley is empowered to enter into contracts and take such steps as are reasonably necessary to maintain the peace, good government and welfare of the City and its trade, commerce and industry; and

WHEREAS, the Interlocal Agreement between Sun Valley and Blaine County for GIS Services is in an amount not to exceed \$16,224.92.

THEREFORE, IT IS RESOLVED BY THE CITY OF SUN VALLEY, IDAHO

SECTION 1: The City of Sun Valley has approved funding for an Interlocal Agreement for Services for FY15 in the amount of sixteen thousand two hundred and twenty four dollars and ninety two cents (\$16,224.92).

SECTION 2: That the Mayor is hereby authorized to execute an FY 15 Contract with Blaine County.

SECTION 3: That this Resolution shall be known as Resolution No. 2014-28 of the City of Sun Valley, Idaho and shall be in full force and effect from and after its passage and approval.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR THIS THE _____ DAY OF November 2014.

Dewayne Briscoe, Mayor

Alissa Weber, City Clerk

INTERLOCAL AGREEMENT
(City of Sun Valley/Blaine County)

RECITALS

WHEREAS, Sun Valley has identified that Geographic Information Systems (GIS) and the hardware, software programs and data that accompany its functionality as important and necessary tools in public administration; and,

WHEREAS, Sun Valley employees and members of the public desire to have access to an internet based GIS system to gain information about properties in Sun Valley; and,

WHEREAS, Sun Valley employees desire the demographic and spatial analysis functionality and ability to map service allocation, city infrastructure, community services, environmental impacts and other factors to aid in strategic planning and operation assessments; and,

WHEREAS, Sun Valley can benefit from a more efficient and accurate on-going data collection process measuring progress and tracking issues related to (not exhaustive) utility records, building permits, vacancy rates, employment trends and redevelopment potential; and,

WHEREAS, Sun Valley employees can share public agency data to reduce costs and guide in the provision of services to those most in need, including community safety, public health and development services; and,

WHEREAS, Sun Valley employees seek to enhance their analytical, problem-solving and decision-making capabilities through the utilization of GIS and work with professionals in the field to incorporate new tools and technologies for personal skill development and community benefit at large; and,

WHEREAS, Sun Valley employees can ultimately make more informed decisions using scenario models and performing needs assessments that are constructed in-house opposed to requesting external proposals and absorbing consulting fees; and,

WHEREAS, the interlocal agreement was in place during FY2014 and budgeted in the adopted Community Planning and Development FY2015 budget.

TERMS

NOW, THEREFORE, subject to the limitations of this agreement and in order to provide assistance between the parties in providing GIS service, it is hereby agreed as follows:

1. DURATION OF AGREEMENT. This Agreement shall not be effective until it is approved by the Board of Commissioners of Blaine County, and the Mayor and City Council of Sun Valley. It shall continue in full force and effect without termination from October 1, 2014

until September 30, 2015. The parties may extend the agreement with the written consent of both parties.

2. PURPOSE. The purpose of this Agreement is to allow the City of Sun Valley to contract with Blaine County for access to a City web based application on the County's web server and to obtain the services of a GIS Analyst for approximately twenty percent of the Analyst's yearly work load. Such workload shall provide at least 352 hours of service to accomplish the tasks set forth by the City.
3. MANNER OF FINANCING AND BUDGET. The City of Sun Valley shall reimburse Blaine County for approximately twenty percent (20%) of the GIS Analyst's salary and benefits for the FY2015 budget. Such payment shall be \$16,224.92 to be paid in quarterly installments of \$4,056.23.
4. MUTUAL HOLD HARMLESS: Each party to this Agreement agrees to indemnify and hold harmless the other from any and all liability for any injury, damage or claim suffered by any person or property caused by the party or its employee while performing under this Agreement.
5. DUTIES. The provision of these services shall be governed as set out below:

The County agrees to supply a GIS Analyst for 1/5th of that person's effort per year. This person will work at either the City, the County or another mutually agreed upon location to accomplish the tasks assigned them. The City will assign one person to determine tasks and set priorities for this individual. Tasks assigned to the GIS Analyst will be limited only by their experience.

The County agrees to host a web based application on its Web Server machine for the City. Content of the application will be determined by the City and implemented by the GIS Analyst as part of their duties.

The County agrees to provide limited hard copy map production for the City intended primarily to accomplish review of data layers and map design/layout functions. Larger volume map production will need to be accomplished with City equipment or contracted with a third party.

6. AMENDMENT. This Agreement may be amended at any time, and from time to time, by the mutual written consent of the City and the County for any of the following purposes:
 1. To add provisions to the Agreement to benefit either or both the City and the County.
 2. To extend the term of the agreement.
 3. To cure any ambiguity, to correct or supplement any provision herein which may be inconsistent with any other provisions with respect to matters or questions arising under this Agreement which are not inconsistent with the provisions of the Agreement.

7. SEVERABILITY. In the event any provision of this Agreement shall be declared by a court of competent jurisdiction to be invalid, illegal, or unenforceable, the validity, legality, and enforceability of the remaining provisions shall not, in any way, be affected or impaired thereby.

IN WITNESS WHEREOF, each of the parties has executed this Agreement by its duly authorized officials.

DATED this 7th day of October, 2014.

CITY OF SUN VALLEY, an Idaho
municipal corporation

Dewayne Briscoe, Mayor

ATTEST:

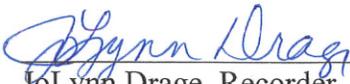
Hannah Stauts
City Clerk

BLAINE COUNTY, an Idaho political subdivision



Lawrence Schoen, Chairman, Board of Blaine
County Commissioners

ATTEST:



JoLynn Drage, Recorder



**(DRAFT) FINDINGS OF FACT
CITY OF SUN VALLEY
CITY COUNCIL**

**APPEAL DECISION FOR A DESIGN REVIEW APPROVAL
OF DEVELOPMENT APPLICATION NO. DR 2014-21**

Project Name: Elkhorn Springs Golf Lodges Paired Homes T3-3

Appellant: Donald C. Timmons

Applicant: Mike Brunelle for Elkhorn Springs, LLC.

Location: Future Sublots 17 and 18, Block 6 of Elkhorn Springs Large Block Plat Subdivision; 113 and 115 Senabi Lane.

Land Use Designation: Commercial Land Use Designation on the City of Sun Valley Future Land Use Map of the Comprehensive Plan

Zoning District: Commercial Center (CC) Zoning District.

Project Description- The project applicant seeks design review approval from the City of Sun Valley to further develop Block 6 of the Elkhorn Springs Large Block Plat with two residential townhome units and associated site improvements in keeping with the Commercial Center (CC) zoning of the property and the multi-family residential land use approved as part of the Elkhorn Springs Master Plan. The townhomes consist of two attached units in a paired home configuration matching existing adjacent residential development. The 1.27 acre Block 6 has a maximum density permitted by Development Code of twenty one dwelling units per gross acre (26 units total) for the CC Zone. The applicant's overall ten unit design represents development of the site with just over one-third the development density allowed by Code and is in conformance with the land uses and densities approved with the Master Plan.

The Planning and Zoning Commission considered the design review application (No. DR 2014-21) on July 24, 2014 as a duly noticed site visit and public hearing. The Commission held the site visit, heard comments from the applicant's representatives and the public, and reviewed the City Agenda Report and background supporting materials. After lengthy review and discussion, the Commission took action to formally approve the design review application, contingent upon specific conditions of approval.

Appeal- A letter of appeal was formally and timely filed with the City within the required ten day appeal period from Donald C. Timmons on August 1, 2014. The appeal letter is specific to the Commission's action in approving the design review application. For the reasons discussed in the appeal letter, the appellants requested that the Commission's decision be overturned and the design review application be denied such that the design of the proposed townhomes shall be revised.

The appeal was heard by the City Council on the record of the Commission and no new information was introduced. The City Council was prior provided with the entire administrative record for the development application, including all previous staff reports, public comments, and an audio CD recording of the Commission's July 24, 2014 site visit and public hearing.

Public Notice- Appeals are governed by Municipal Code Section 9-5A-9B, Appeals, and proper public notice was given by the City by legal posting in a newspaper of record, posting of the project site, posting in five required prominent locations within the City, and mailing to all required property owners, including all who commented as part of the Commission review process.

The September 30, 2014 appeal meeting with the City Council was publicly noticed by: 1.) publication in the Mtn. Express on September 10, 2014; 2.) posting on the project site; 3.) mailing of notice to all property owners within a minimum 300 foot radius of the site, including all who commented as part of the Commission review process; 4.) posting of notice in five prominent public places in the City, including Sun Valley City Hall, Sun Valley Post Office, Elkhorn Springs Store Post Office, St. Thomas Episcopal Church and the Elkhorn Fire Station; 5.) electronic notification to all parties who have notified the City of interest to receive agendas and notices; and, 6.) posting of the notice on the City's web site.

The July 24, 2014 Planning and Zoning Commission site visit and public hearing were publicly noticed by: 1.) publication in the Mtn. Express on July 9, 2014; 2.) posting on the project site; 3.) mailing of notice to all property owners within a minimum 300 foot radius of the site; 4.) posting of notice in five prominent public places in the City, including Sun Valley City Hall, Sun Valley Post Office, Elkhorn Springs Store Post Office, St. Thomas Episcopal Church and the Elkhorn Fire Station; 5.) electronic notification to all parties who have notified the City of interest to receive agendas and notices; and, 6.) posting of the notice on the City's web site.

FINDINGS OF FACT

1. The Planning and Zoning Commission took action to approve the design review application for the two proposed townhome units for the reasons/findings stated in the Commission Findings of Fact/Conclusions of Law for Application No. DR 2014-21.
2. A letter of appeal was formally and timely filed with the City within the required ten day appeal period from Donald C. Timmons on August 1, 2014. Appeals of Commission decisions are heard by the City Council as per Municipal Code Section 9-5A-9B. The City Council's policy is to hear appeals on the record and not as a new public hearing.
3. On September 30, 2014 the City Council heard the appeal, reviewed the entire administrative record, received testimony from the appellant and the applicant, discussed the appeal application, and took formal action to deny the appeal request, thus upholding the Commission's July 24, 2014 design review approval determination. The City Council successfully made every effort to confine its inquiries and analysis to the Record.
4. The City Council finds that the Planning & Zoning Commission gave adequate weight to the neighboring homeowners' disapproval comments for the design under review and the actions of the Commission were valid and free from capriciousness, arbitrariness, and discrimination. In short, the City Council finds that the Planning and Zoning Commission did it's assigned job correctly and upholds the approval decision.
5. The appeal application was properly noticed and the City Council hearing held on September 30, 2014 in accordance with the Sun Valley City Code. The Sun Valley City Council finds that the September 30, 2014 appeal hearing for action on the Donald C. Timmons appeal letter was properly noticed via publication in the Mtn. Express, posting of the project site, mailing of notice to all property owners within a 300 foot radius of the project area (including all who commented as part of the Commission review process), posting of notice in five prominent public places in the

City, posting on the City's website, and emailing and faxing to all parties who have notified the City of interest to receive agendas and notices.

6. A properly noticed site visit and public hearing was also held with the Planning and Zoning Commission on July 24, 2014 for review and approval action on the Design Review application in accordance with City Code. The Sun Valley City Council finds that the September 30, 2014 site visit and public hearing by the Commission was adequate and in compliance with City Code.
7. The City Council also finds that the provisions of the Elkhorn Springs CCRs do not bind or otherwise constrain the Planning & Zoning Commission. CCRs and other covenants are private contracts among private parties. CCRs are not legislation, and are not part of the Sun Valley City Code. While the City is respectful that CCRs exist, no City Commission, Council, or department is bound by CCRs unless the City has prospectively consented to be so bound. Of course, where the City owns real property, the City is bound by the CCRs as an Owner.

DECISION

Therefore, the Sun Valley City Council approves the subject Findings of Fact for the Council's September 30, 2014 decision denying the appeal application and thus upholding the Planning and Zoning Commission's approval of Design Review Application No. DR 2014-21 for two new townhomes at 113 and 115 Senabi Lane in Elkhorn Springs.

Dated this 6th day of November, 2014.

Dewayne Briscoe, Mayor
City of Sun Valley

Date Findings of Fact signed

ATTEST:

Alissa Weber, City Clerk
City of Sun Valley



CITY OF SUN VALLEY
REPORT TO THE CITY COUNCIL

TO: Honorable Mayor and City Council
FROM: Mike Crawford Assistant Chief of Police
SUBJECT: Vehicle Purchase Order
DATE: October 30, 2014

Attached is quote from Goode Motors in Burley for a 2015 Ford Utility Police Interceptor. The price is based on the Idaho State Contract Bid Price. Currently the Police Department is short one vehicle having turned over Unit 4 to the fire department.

The vehicle will be delivered through Silver Creek Ford in Hailey and will be a local purchase. There are no additional delivery charges for the Hailey delivery.

The total price for the vehicle is \$26,257.00

We request approval of a purchase order for the vehicle so we can place an order as soon as possible. The delivery time once the order is received is approximately 12 to 14 weeks.

Thank You,

Mike Crawford
Assistant Chief of Police

Dave Hanchey
Goode Motor Ford
1096 E Main
Burley, Idaho, 83318



Available Options

2015 Ford Utility Police Interceptor

AWD Base (K8A)

Code	Description	Class	MSRP
K8A	Base Vehicle Price (K8A)	STD	30,185.00
ORDER1	Initial Order Date: 03/15/2014	OPT	N/C
START1	Start-Up Date: 06/02/2014	OPT	N/C
FINAL1	Final Order Date: TBA	OPT	N/C
FINAL2	Fleet Final Order Date: TBA	OPT	N/C
BUILD1	Build-Out Date: TBA	OPT	N/C
500A	Preferred Equipment Package 500A <i>(99R) Engine: 3.7L V6 Ti-VCT FFV : High efficient police calibrated displacement technology is optimal for long days spent idling or on the job.; (44C) Transmission: 6-Speed Automatic : Exclusively police calibrated for maximum acceleration and faster closing speeds.; (STDAX) 3.65 Axle Ratio; (STDGV) GVWR: 6,300 lbs; (STDTR) Tires: P245/55R18 AS BSW; (STDWL) Wheels: 18" x 8" 5-Spoke Painted Black Steel : Includes center caps and full size spare.; (9) Heavy-Duty Cloth Front Bucket Seats/Vinyl Rear : Unique. Includes 6-way power track driver (fore/aft.up/down tilt with manual recline), 2-way manual lumbar and passenger 2-way manual track (fore/aft. with manual recline).; (STDRD) Radio: AM/FM/CD/MP3 Capable : Includes clock, 6 speakers and 4.2" color LCD screen center-stack Smart Display.</i>	OPT	N/C
422	California Emissions System <i>Required code for California Emissions States - California, Connecticut, Delaware, Massachusetts, Maryland, Maine, New Jersey, New York, Oregon, Pennsylvania, Rhode Island, Vermont and Washington registration unless codes 936 or 423 are applicable. Optional for Cross Border state dealers - Arizona, District of Columbia, Idaho, New Hampshire, Nevada, Ohio, Virginia and West Virginia.</i>	OPT	N/C
423	California Emissions System Not Required <i>Dealers ordering a vehicle without a California Emissions system and which is being shipped to a California Emissions State dealer are also required to use code 423 to attest either that the vehicle is not being registered in a California Emissions State or that code 936 is applicable. Note: In Maine, Rhode Island and Vermont, dealers cannot use code 423 for customers outside of California Emissions States locations (except Public Service/Emergency vehicles - code 936).</i>	OPT	N/C
936	California Public Service/Emergency Vehicle Exempt <i>This exemption may only apply in certain California Emissions States. Ordering dealer is responsible to contact the proper state authorities for clarification on qualifying exempted vehicles for registration. Only available on vehicles sold for authorized public service or emergency service use.</i>	OPT	N/C
93N	Federal Emissions State Dealer Order	OPT	N/C

Prices and content availability as shown, are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information. Reference CT05210781 6/1/2014

Code	Description	Class	MSRP
	<i>For California Emissions States Registration. Federal Emissions State dealers ordering a California Emissions System (code 422) are also required to use code 93N to attest that the vehicle is to be registered in a California Emissions State. Note: It is a violation of federal law for a Federal Emissions State dealer to sell a California Emissions System for registration in a Federal Emissions State, unless the vehicle also meets EPA standards (i.e., 50-state emissions). NOT AVAILABLE for stock orders.</i>		
99R	Engine: 3.7L V6 Ti-VCT FFV <i>High efficient police calibrated displacement technology is optimal for long days spent idling or on the job. Torque: 279 ft.lbs. @ 4000 rpm.</i>	INC	Included
99R	Engine: 3.7L V6 Ti-VCT <i>High efficient police calibrated displacement technology is optimal for long days spent idling or on the job. Torque: 280 ft.lbs. @ 4500 rpm.</i>	OPT	N/C
99T	Engine: 3.5L V6 EcoBoost <i>(76D) Deflector Plate; (NONAX) 3.16 Axle Ratio; Chrome Exhaust Tip. 131 MPH top speed. Torque: 350 ft.lbs. @ 1500 rpm.</i>	OPT	3,295.00
44C	Transmission: 6-Speed Automatic <i>Exclusively police calibrated for maximum acceleration and faster closing speeds.</i>	INC	Included
STDAX	3.65 Axle Ratio	INC	Included
NONAX	3.16 Axle Ratio	OPT	N/C
STDGV	GVWR: 6,300 lbs	INC	Included
STDTR	Tires: P245/55R18 AS BSW	INC	Included
STDWL	Wheels: 18" x 8" 5-Spoke Painted Black Steel <i>Includes center caps and full size spare.</i>	INC	Included
64E	Wheels: 18" Painted Aluminum <i>Spare wheel is an 18" conventional (Police) black steel wheel.</i>	OPT	475.00
65L	18" 5-Spoke Full Face Wheel Covers w/Metal Clips	OPT	60.00
9	Heavy-Duty Cloth Front Bucket Seats/Vinyl Rear <i>Unique. Includes 6-way power track driver (fore/aft.up/down tilt with manual recline), 2-way manual lumbar and passenger 2-way manual track (fore/aft. with manual recline).</i>	INC	Included
F	Heavy-Duty Cloth Front Bucket Seats/Cloth Rear <i>Unique. Includes 6-way power track driver (fore/aft.up/down tilt with manual recline), 2-way manual lumbar and passenger 2-way manual track (fore/aft. with manual recline).</i>	OPT	60.00
113WB	113" Wheelbase	STD	N/C
PAINT	Monotone Paint Application	STD	N/C
STDRD	Radio: AM/FM/CD/MP3 Capable <i>Includes clock, 6 speakers and 4.2" color LCD screen center-stack Smart Display. .</i>	INC	Included
65U	Interior Upgrade Package <i>(16C) 1st & 2nd Row Carpet Floor Covering : Includes front and rear floor mats.; (F) Heavy-Duty Cloth Front Bucket Seats/Cloth Rear : Unique. Includes 6-way power track driver (fore/aft.up/down tilt with manual recline), 2-way manual lumbar and passenger 2-way manual track (fore/aft. with manual recline).; Center Floor Console w/Unique Police Finish Plate : Includes console top plate - finish 3 and 2 cup holders.; (85D) Front Console Plate Delete : Contours through 2nd row channel for wiring.</i>	OPT	390.00
86P	Front Headlamp/Police Interceptor Housing Only <i>Includes pre-drilled hole for side marker police use, does not include LED installed lights (eliminates need to drill housing assemblies) and pre-molded side warning LED holes with standard twist lock sealed capability (does not include LED installed lights).</i>	OPT	125.00

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Code	Description	Class	MSRP
66A	Front Headlamp Lighting Solution <i>(60A) Grille LED Lights, Siren & Speaker Pre-Wiring. Includes base projector beam headlamp plus (2) multi-function Park/Turn/Warn (PTW) bulbs for wig-wag simulation, (2) white hemispheric lighthouse LED side warning lights. Wiring and LED lights included. Controller not included.</i>	OPT	915.00
66B	Tail Lamp Lighting Solution <i>Includes base LED lights plus (2) rear integrated hemispheric lighthouse white LED side warning lights in taillamps. LED lights only. Wiring and controller not included.</i>	OPT	425.00
66C	Rear Lighting Solution <i>Includes (2) backlit flashing linear high-intensity LED lights (driver's side red/passenger side blue) mounted to inside liftgate glass and (2) backlit flashing linear high-intensity LED lights (driver's side red/passenger side blue) installed on inside lip of liftgate (lights activate when liftgate is open). LED lights only. Wiring and controller not included.</i>	OPT	475.00
67G	Cargo Wiring Upfit Package <i>(85R) Rear Console Plate : Contours through 2nd row channel for wiring.; (60A) Grille LED Lights, Siren & Speaker Pre-Wiring. Includes wiring overlay harness with lighting and siren interface connections, vehicle engine harness: (2) light connectors - supports up to (6) LED lights (engine compartment), (2) grille light connectors, (2) 50 amp battery ground circuits in right hand rear-quarter power distribution junction block and (1) 10-amp siren/speaker circuit (engine to cargo area), Whelen lighting PCC8R control head, Whelen PCC8R light relay center (mounted behind 2nd row seat), light controller/relay center wiring (jumper harness) and Whelen specific cable (console to cargo area) connects PCC8R to control head. Does not include LED lights. Recommend Police Wire Harness Connector Kits 47C and 21P.</i>	OPT	1,340.00
67H	Ready For The Road Package <i>(66A) Front Headlamp Lighting Solution : Includes base projector beam headlamp plus (2) multi-function Park/Turn/Warn (PTW) bulbs for wig-wag simulation, (2) white hemispheric lighthouse LED side warning lights. Wiring and LED lights included. Controller not included.; (66B) Tail Lamp Lighting Solution : Includes base LED lights plus (2) rear integrated hemispheric lighthouse white LED side warning lights in taillamps. LED lights only. Wiring and controller not included.; (66C) Rear Lighting Solution : Includes (2) backlit flashing linear high-intensity LED lights (driver's side red/passenger side blue) mounted to inside liftgate glass and (2) backlit flashing linear high-intensity LED lights (driver's side red/passenger side blue) installed on inside lip of liftgate (lights activate when liftgate is open). LED lights only. Wiring and controller not included.; (85R) Rear Console Plate : Contours through 2nd row channel for wiring.; (18X) 100 Watt Siren/Speaker w/Bracket & Pigtail; (52P) Hidden Door Lock Plunger/Rr Door Handles Inoperable. Includes Whelen Cencom light controller head with dimmable back light, Whelen Cencom relay center/siren/amp with Traffic Adviser (mounted behind 2nd row seat), light controller/relay Cencom wiring (wiring harness) with additional input/output pigtails, high current pigtail, Whelen specific WECAN cable (console to cargo area) connects Cencom to control head, grille linear LED lights (red/blue) and wiring harness with (2) 50 amp battery and ground circuits in RH rear-quarter.</i>	OPT	3,415.00
67U	Ultimate Wiring Package <i>(85R) Rear Console Plate : Contours through 2nd row channel for wiring.; (60A) Grille LED Lights, Siren & Speaker Pre-Wiring. Includes wiring harness - I/P to rear (overlay), (2) light cables - supports up to (6) LED lights (engine compartment/grille), (2) 50-amp battery and ground circuits in right hand rear-quarter, (1) 10-amp siren/speaker circuit engine area and rear hatch/cargo area wiring - supports up to (6) rear LED lights. Recommend Police Wire Harness Connector Kits 47C and 21P.</i>	OPT	550.00
47C	Police Wire Harness Connector Kit - Front <i>For connectivity to Ford PI Package solutions. Includes (2) male 4-pin connectors for siren, (5) female 4-pin connectors for lighting/siren/speaker, (1) 4-pin IP connector for speakers, (1) 4-pin IP connector for siren controller connectivity, (1) 8-pin sealed connector and (1) 14-pin IP connector. Note:</i>	OPT	105.00

Prices and content availability as shown, are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information. Reference CT05210781 6/1/2014

Code	Description	Class	MSRP
	<i>see upfitters guide for further detail www.fordpoliceinterceptorupfit.com.</i>		
21P	Police Wire Harness Connector Kit - Rear <i>For connectivity to Ford PI Package solutions. Includes (1) 2-pin connector for rear lighting, (1) 2-pin connector, (6) female 4-pin connectors, (6) male 4 pin connectors and (1) 10-pin connector. Note: see upfitters guide for further detail www.fordpoliceinterceptorupfit.com.</i>	OPT	130.00
153	Front License Plate Bracket	OPT	N/C
86L	Auto Headlamps	OPT	115.00
43D	Dark Car Feature <i>Courtesy lamp disabled when any door is opened.</i>	OPT	20.00
942	Daytime Running Lamps	OPT	45.00
17T	Red/White Dome Lamp in Cargo Area	OPT	50.00
60A	Grille LED Lights, Siren & Speaker Pre-Wiring	OPT	50.00
63B	Side Marker LED Sideview Mirrors	OPT	225.00
63L	Rear Quarter Glass Side Marker Lights	OPT	455.00
51P	Spot Lamp Prep Kit, Driver Side <i>Does not include spot lamp housing and bulb.</i>	OPT	140.00
51W	Spot Lamp Prep Kit, Dual Side <i>Does not include spot lamp housing and bulbs.</i>	OPT	280.00
51Y	Driver Only Incandescent Spot Lamp	OPT	215.00
51Z	Dual Incandescent Spot Lamps <i>Driver and passenger.</i>	OPT	350.00
51R	Driver Only LED Spot Lamp (Unity)	OPT	395.00
51T	Driver Only LED Spot Lamp (Whelen)	OPT	420.00
51S	Dual LED Spot Lamps (Unity) <i>Driver and passenger.</i>	OPT	620.00
51V	Dual LED Spot Lamps (Whelen) <i>Driver and passenger.</i>	OPT	665.00
92G	2nd Row, Rear Quarter & Liftgate Window Solar Tint <i>Deletes privacy glass.</i>	OPT	120.00
92R	2nd Row Only Solar Tint Glass <i>Includes privacy glass on rear quarter and liftgate window.</i>	OPT	85.00
68Z	Black Roof Rack Side Rails	OPT	100.00
76D	Deflector Plate	OPT	335.00
91A	2-Tone Vinyl Package #1 <i>White (YZ) only. Includes roof vinyl and right hand/left hand front and rear door vinyl.</i>	OPT	840.00
91B	2-Tone Vinyl Package #2 <i>White (YZ) only. Includes roof vinyl and hood vinyl.</i>	OPT	840.00
91C	2-Tone Vinyl Package #3 <i>White (YZ) only. Includes roof vinyl and right hand/left hand vinyl (front doors only).</i>	OPT	700.00
91H	2-Tone Vinyl Roof In White	OPT	490.00
91J	2-Tone Vinyl RH/LH Front Doors In White	OPT	305.00
91D	POLICE Vinyl Word Wrap - White Non-Reflective <i>Lettering located on left hand/right hand sides of vehicle.</i>	OPT	795.00
91E	POLICE Vinyl Word Wrap - Black Reflective <i>Lettering located on left hand/right hand sides of vehicle.</i>	OPT	795.00

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Available Options Continued

Prepared By:
Dealership:

Dave Hanchey
Goode Motor Ford

Code	Description	Class	MSRP
91F	POLICE Vinyl Word Wrap - White Reflective <i>Lettering located on left hand/right hand sides of vehicle.</i>	OPT	795.00
91G	SHERIFF Vinyl Word Wrap - White Non-Reflective <i>Lettering located on left hand/right hand sides of vehicle.</i>	OPT	795.00
21B	Rear View Camera <i>Electrochromic Rear View Mirror. Video is displayed in rear view mirror.</i>	OPT	245.00
53M	SYNC Basic Voice-Activated Communications System <i>Includes single USB port and single auxiliary audio input jack.</i>	OPT	295.00
61R	4 Remappable Steering Wheel Switches	OPT	155.00
61S	4 Remappable Steering Wheel Switches w/SYNC	OPT	155.00
68L	Rear Door Handles Inoperable/Lock Operable	OPT	35.00
68G	Rear Door Handles & Locks Inoperable	OPT	35.00
52H	Hidden Door Lock Plunger/Rr Door Handles Operable	OPT	140.00
52P	Hidden Door Lock Plunger/Rr Door Handles Inoperable	OPT	160.00
18W	Rear Power Window Delete <i>Operable from front driver side switches.</i>	OPT	35.00
16C	1st & 2nd Row Carpet Floor Covering <i>Includes front and rear floor mats.</i>	OPT	125.00
85D	Front Console Plate Delete <i>Contours through 2nd row channel for wiring.</i>	OPT	N/C
85R	Rear Console Plate <i>Contours through 2nd row channel for wiring.</i>	OPT	35.00
59E	Keyed Alike - 1435x	OPT	50.00
59B	Keyed Alike - 1284x	OPT	50.00
59D	Keyed Alike - 0135x	OPT	50.00
59F	Keyed Alike - 0576x	OPT	50.00
59J	Keyed Alike - 1111x	OPT	50.00
59C	Keyed Alike - 1294x	OPT	50.00
59G	Keyed Alike - 0151x	OPT	50.00
90D	Front Driver Ballistic Door Panels	OPT	1,585.00
90E	Front Driver & Passenger Ballistic Door Panels	OPT	3,170.00
55B	BLIS Blind Spot Monitoring w/Cross Traffic Alert <i>Includes manual fold-away mirrors with heat, without memory or puddle lamps.</i>	OPT	490.00
549	Heated Sideview Mirrors	OPT	60.00
19L	Easy Fuel Capless Fuel-Filler Lockable Gas Cap	OPT	20.00
593	Perimeter Anti-Theft Alarm <i>Activated by hood, door or liftgate.</i>	OPT	120.00
595	Remote Keyless Entry Key Fob w/o Key Pad <i>Does not include PATS.</i>	OPT	260.00
76R	Reverse Sensing	OPT	275.00
17A	Aux Air Conditioning	OPT	610.00
16D	Badge Delete <i>Deletes the Police Interceptor badging on the rear liftgate. Deletes the Interceptor badging on the front hood.</i>	OPT	N/C

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Available Options Continued

Prepared By: Dave Hanchey
Dealership: Goode Motor Ford

Code	Description	Class	MSRP
63V	Cargo Storage Vault <i>Includes lockable door.</i>	OPT	245.00
55D	Scuff Guards <i>Protective wrap edging located on front edge of both rear doors and top surface of rear bumper (help protect the upper surface from paint damage that can occur while loading and unloading of cargo).</i>	OPT	90.00
43S	My Speed Fleet Management <i>Allows dealer or fleet administrator to lower the maximum vehicle speed and the maximum audio system volume using a service tool. Allows the VMAX speed to be set in 5mph increments (between 90 - 131 mph). Note: See Upfitter's Guide for further detail www.fordpoliceinterceptorupfit.com.</i>	OPT	60.00
60R	Noise Suppression Bonds (Ground Straps)	OPT	100.00
52B	Enhanced PTU Cooler - Power Transfer Unit <i>Recommended usage: EVOC training: continuous/extended track usage. This PTU cooler is not required for day to day patrol usage.</i>	OPT	2,925.00
18X	100 Watt Siren/Speaker w/Bracket & Pigtail	OPT	300.00
79V	COV Required	OPT	0.00
C09	Priced DORA	OPT	N/C
41H	Engine Block Heater (Regional) <i>Standard and only available in AK, MN, ND, SD, MT, WI and WY states. Other states available via FCSD.</i>	OPT	N/C
41H	Engine Block Heater <i>REQUIRES valid FIN code.</i>	OPT	90.00
31A	Ship-Thru: Auto Truck	OPT	0.00
31C	Ship-Thru: Crown North America	OPT	0.00
D9G	Built: Chicago Plant	OPT	N/C

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