

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

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

**CALL TO ORDER**

**ROLL CALL**

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

1. Approval May 4, 2015 meeting minutes.
2. Review and discussion of all recurring payables and payroll from May 2015.
3. Review of non-reoccurring bills on-hand as of May 22, 2015 and recommendation for approval to the City Council at its June 2, 2015 Council Meeting.

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

**ADJOURNMENT**

Posted City Hall: May 27, 2015 at 3:00 pm

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

**DRAFT**  
**Minutes of the City of Sun Valley Finance Committee**  
**May 4, 2015**

The City of Sun Valley Finance Committee met in regular session in the Council Chambers in Sun Valley City Hall on the 4th of May at 1:00 p.m.

**CALL TO ORDER**

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

**ROLL CALL**

**Present:** Finance Committee Chair Peter Hendricks and Committee Member Michelle Griffith.  
**Also Present:** Mayor Dewayne Briscoe; City Administrator Susan Robertson; City Treasurer Angela Walls; City Clerk Alissa Weber.

**PUBLIC COMMENT**

There was no public comment.

**1. Approval of March 27, 2015 meeting minutes.**

The Committee discussed an email from Council President Keith Saks about an inaccuracy in the minutes. Committee Member Michelle Griffith read an email she had received from Saks prior to the March 27 meeting stating he believed the minutes should reflect that the Finance Committee approved the bills from City Attorney Adam King. The Committee decided to include the email from Council President Saks in the record and discuss the minutes with him prior to approval.

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

The Committee members had no questions.

**3. Review of non-reoccurring bills on-hand as of April 28, 2015 and recommendation for approval to the City Council at its May 7, 2015 Meeting.**

Michelle Griffith posed several follow-up questions from the previous meeting. She requested that staff consider a procedure to allow former members of the Finance Committee to review and approve of the minutes from meetings they attended. She also asked staff to follow up with the Sun Valley Company regarding rent payments used for an emergency repeater tower.

Michelle Griffith asked whether the charges from ICRMP are the same every year. Susan Robertson read the rates from the previous years and noted the cost went down this year. She stated the rate changes based on a formula including amount of the City's payroll, the City's budget, how many entities participate, etc. She stated ICRMP informs the City of the cost prior to setting the budget.

Chair Peter Hendricks asked about the charges from AC Houston for a safety hard hat and whether it was for a new Building Inspector. Susan Robertson explained it was for the Assistant Building Inspector.

Peter Hendricks asked about the charges from Bucks Bags for wildland packs. Susan Robertson explained they are packs containing all of the safety gear needed for wildland rescue. She explained there are additional staff being trained, so the City needed additional packs.

Michelle Griffith asked why there were two charges from Inreach. Angela Walls explained that it was for two separate months.

Michelle Griffith asked Angela Walls to respond to Council President Keith Saks' questions directly.

Michelle Griffith asked about the status of a contract with law firm Moffatt Thomas. Susan Robertson responded that the City had a contract with the firm for the work performed.

Michelle Griffith asked about the Pressley Consulting charges. Angela Walls explained the work was to fix configuration issues in the Police Department's records database. She noted the work was done on three separate occasions in March and April.

Peter Hendricks asked about the charges from Ketchum Computers. Susan Robertson stated the City does not have enough work to have a full-time IT position but is getting a good value for the level of work the vendor completes. Peter Hendricks asked about the annual budget for IT. Susan Robertson explained the budget it is typically low – the billing tends to be around \$32,000 per year, but the budget accounts for less. Mayor Briscoe noted that the consultant only completes work he is asked to do and many public records requests also require his time. Alissa Weber explained and the Committee discussed how the IT consultant's time incorporates into the City policy of charging for public records requests. The Committee indicated the policy may need to change. Susan Robertson explained that several City computers recently had viruses, which increased costs.

Peter Hendricks asked about City Attorney Adam King's public matter invoices. Angela Walls stated that there were errors in both of his bills. Peter Hendricks noted that Adam King's bills are on the agenda for the City Council meeting on May 7th. He and Michelle Griffith agreed to omit the bills from those recommended for approval.

Michelle Griffith asked about the Sun Valley Elkhorn Association charges. Angela Walls stated that they are for dues. Michelle Griffith asked for that detail to be included in the payables report.

Michelle Griffith asked to change the wording on the charge for the Sun Valley Film Festival. The report stated that it was a "refund," but it was actually for their Special Event Funding request.

Angela Walls addressed questions sent in by Council President Keith Saks. For the Blaine County Housing Authority, she stated the stipulations of payment are part of the exhibit to the bill. Peter Hendricks suggested she provide him a copy of that bill. In response to his question regarding Integrated Technology, Angela Walls stated the City has done comparison shopping for printer toner and this is the least expensive vendor. In response to a question about Silver Creek Ford, Angela Walls stated the City has done comparison bids and Silver Creek has been the lowest. Mayor Dewayne Briscoe asked whether the City receives a government rate. Angela Walls stated she did not know but would check if they offer one. Peter Hendricks asked Angela Walls to provide the Silver Creek Ford bill to Council President Saks.

Michelle Griffith stated that because the attorney bills would be reviewed at Council, there was no need for an Executive Session. Peter Hendricks agreed.

**EXECUTIVE SESSION**

None called.

**ADJOURNMENT**

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

The Finance Committee meeting adjourned at 1:34 p.m.

Respectfully Submitted,  
Alissa Weber  
City Clerk

---

Peter Hendricks, Chair

---

Date





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

---

**TO:** Finance Committee  
**FROM:** Angela Walls, Treasurer/Finance Manager  
**SUBJECT:** Recurring Payables and Payroll for May 2014  
**DATE:** May 27, 2015

---

**RECURRING PAYABLES**

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

**PAYROLL**

**Legislation** - There were no changes or abnormalities for May.

**Administration** - There were no changes or abnormalities for May.

**Community Development** - A Building Official was hired at Step 5 of the "City of Sun Valley Salary Pay Range". There were no other changes or abnormalities for May.

**Police** - There were 71 hours of overtime due to training and shift coverage. The Police Department overtime line item, 10-421-122, is within budget. There were no other changes or abnormalities for May.

**Fire** - There were 67.5 hours of overtime due to training and shift coverage. The paid on call firefighters' had 519.75 hours in May. This was due to shift coverage, Back Country Mountaineering course, and Academy training. The Fire Department Paid per Call line item, 10-423-120, is within budget. There were no other changes or abnormalities for May.

**Street** - There were no changes or abnormalities for May.



Vendor Name	Invoice #	Description	Account #	Budgeted	Dept.	Amount
AC HOUSTON LUMBER CO	014-471297	Shop Supplies - Gray Caulk	10-431-320	Yes	STR	13.98
AC HOUSTON LUMBER CO	468284	Evidence locker blade replacement	10-421-340	Yes	POLI	81.68
AK PEST MANAGEMENT	3109	1st application of weed abatement	10-431-621	Yes	STR	3,875.00
ARBORCARE RESOURCES, INC	32258	City Hall Tree Spraying	10-431-620	Yes	STR	460.00
ARBORCARE RESOURCES, INC	32259	plant health care site program	10-423-590	Yes	FIRE	560.00
ASSOCIATION OF IDAHO CITIES	20000395	Registration Fee for Peter Hendricks	10-411-475	Yes	LEGI	35.00
BIG WOOD LANDSCAPE, INC	5589	Spring clean up - aerate grass	10-431-620	Yes	STR	860.00
BISNETT INSURANCE INC	14736	Notary Bond / Errors & Omission Policy - Rachel Wayt	10-421-320	Yes	POLI	60.00
BOISE MOBILE EQUIPMENT	15815	fuel for engine 66 in Boise for repairs	10-423-350	Yes	FIRE	101.29
BUSINESS AS USUAL	125428	Notebook	10-423-310	Yes	FIRE	5.00
CENTRAL DRUG SYSTEM, INC.	244464	Random Processing Fee / Drug Screening	10-415-420	Yes	ADM	3.50
CH2M HILL	4014937	Engineering review for development applications- White Clouds Parcel A	10-418-422	Yes	COM	738.10
CH2M HILL	4014937	Engineering review for development applications-Lane Meadows Final Plat	10-418-422	Yes	COM	202.30
CHATEAU DRUG	1375073	Cleaner for rifle	10-421-595	Yes	POLI	7.46
CHATEAU DRUG	1375619	Electrical parts for repairs	10-431-320	Yes	STR	15.98
COPY & PRINT	34954	copy paper case	10-423-310	Yes	FIRE	37.99
COPY & PRINT	64696	Carbon copy forms for evidence storage	10-421-320	Yes	POLI	28.63
COPY & PRINT	64953	Notary stamp for Rachel Wayt	10-421-310	Yes	POLI	37.25
COPY & PRINT	64986	Wall clock for council chambers	10-415-310	Yes	ADM	44.99
COPY & PRINT	64998	Case of printing paper fire department	10-423-310	Yes	FIRE	25.74
COPY & PRINT	65209	label maker cassette	10-423-310	Yes	FIRE	30.79
COPY & PRINT	65257	labels and tabs	10-415-310	Yes	ADM	44.78
COPY & PRINT	65270	Packing Tape	10-415-310	Yes	ADM	20.99
CRAWFORD, MICHAEL	050115	Gas reimbursement for new Police Dept. vehicle	10-421-350	Yes	POLI	30.59
DAVIS EMBROIDERY INC.	24629	Jacket for Slater Storey	10-431-631	Yes	STR	58.98
ELEPHANT'S PERCH	3970	Duty Shoes for David Bowman	10-423-635	Yes	FIRE	225.00
ELKHORN SPRINGS RESIDENTS	213756	Quarterly Dues on A03 May 2015	42-470-705	Yes	WFH	759.33
ELKHORN SPRINGS RESIDENTS	213757	Quarterly Dues on A04 May 2015	42-470-705	Yes	WFH	759.33
Ferguson Enterprises Inc.	050115	2014 LOT Refund for Taxes paid on Construction Materials	10-313-300	Yes		10,439.61
FIRE ETC	74778	hose fitting adapters for wildland	10-423-595	Yes	FIRE	209.79
FREIGHTLINER OF IDAHO	170291	Tail light replacement on Osh Kosh	10-431-595	Yes	STR	81.82
GEM STATE WELDERS SUPPLY	157227	Tank rental	10-431-320	Yes	STR	15.60
GRAINER	972818917	Shop Inventory Supplies (electrical)	10-431-320	Yes	STR	64.74
GRAINER	9728401408	Electrical Supplys - Equipment & Vehicle	10-431-320	Yes	STR	46.72
GRAINER	9733567698	city hall exit lighting parts	10-431-614	Yes	STR	29.82
GRAINER	9733979075	Council Chamber Exiting Light	10-431-614	Yes	STR	193.40
GRAINER	9736186546	Fertilizer Spreader	10-431-614	Yes	STR	64.25
Hamilton, Kevin	05212015	Reimbursement for travel for C.D. position	10-418-470	Yes	COM	517.61
HILL, JEFFREY	050115	Reimbursement for interview cost	10-418-470	Yes	COM	561.62
IDAHO MOUNTAIN EXPRESS	12519850	Display ad public notice April 9, 2015 P&Z Meeting 4/1/15 edition and public notice for May 14	10-418-440	Yes	COM	359.10
IDAHO MOUNTAIN EXPRESS	12521451	Display ad public notice April 9, 2015 P&Z Meeting 4/1/15 edition and public notice for May 14	10-418-440	Yes	COM	307.80
INREACH	DL08437731	monthly dues	10-423-480	Yes	FIRE	91.80
INTEGRATED TECHNOLOGIES	21956	Contract base rate and copies 3/27/15 - 4/26/15	10-415-310	Yes	ADM	159.97
INTEGRATED TECHNOLOGIES	21973	Contract base rate and copies 3/27/15 - 4/26/15	10-421-610	Yes	POLI	28.00
INTEGRATED TECHNOLOGIES	22537	Toner for City Treasurer's printer	10-415-310	Yes	ADM	118.00
INTEGRATED TECHNOLOGIES	22913	Black Toner Printer Cartridge	10-421-310	Yes	POLI	118.00
JACKSON GOUP PETERBILT	145123	Fuel Treatment	10-431-350	Yes	STR	109.16

Vendor Name	Invoice #	Description	Account #	Budgeted	Depl.	Amount
JOE'S BACKHOE SERVICE	18717	City Hall Drainage per bid	50-480-460	Yes		12,800.00
JOE'S BACKHOE SERVICE	18737	Culvert repair & extension - Morning Star	10-431-780	Yes	STR	1,904.50
KELLER ASSOCIATES	13	Consulting fees for Transportation Plan Update- Per contract with City of SV	50-470-820	Yes	CAPI	3,740.00
KETCHUM COMPUTERS	11578	Computer Support - 04/20/15-04/29/15	10-415-427	Yes	ADM	510.42
KETCHUM COMPUTERS	11628	Computer Support - 5/5/15-5/14/15	10-415-427	Yes	ADM	718.75
KING, ADAM ATTORNEY AT LA	92372	Legal Services - Confidential Matters	10-415-425	Yes	ADM	140.00
KING, ADAM ATTORNEY AT LA	92372	Legal Services - Confidential Matters - Grey Eagle Residence	10-415-425	Yes	ADM	38.94
KING, ADAM ATTORNEY AT LA	92372	Legal Services - Public Matters	10-415-425	Yes	ADM	482.03
KING, ADAM ATTORNEY AT LA	92372	Legal Services - Public Matters	10-415-425	Yes	ADM	892.50
KUSTOM SIGNALS, INC	25117	Radar Remote	10-421-340	Yes	POLI	95.00
L. N. CURTIS & SON	3159157-02	2 red helmets and 2 yellow helmets for replacement of out dated	10-423-576	Yes	FIRE	1,307.04
L. N. CURTIS & SON	3159157-03	2 pair of size 7.5 womens boots and 1 pair of size 8 womens boots replacement of old boots	10-423-576	Yes	FIRE	1,139.82
LES SCHWAB	1170022457	tire repair truck 61	10-423-600	Yes	FIRE	38.19
LES SCHWAB	1170023056	Set of Tire for Tool Cat (summer set)	10-431-595	Yes	STR	673.00
LES SCHWAB	1170023422	new tires for Building Inspection Vehicle	10-418-600	Yes	COM	881.00
LES SCHWAB	1170029457	Dump trailer tire	10-431-595	Yes	STR	134.20
LEXISNEXIS MATTHEW BENDE	71214682	ID Code 2015 Supplemental Code	10-418-320	Yes	COM	449.36
MASON'S TROPHIES & GIFTS	74308	Door name plates for Jae Hill and Bill Dyer	10-418-310	Yes	COM	22.20
MCCI	6225	Microfiche annual support renewal	10-415-740	Yes	ADM	1,064.80
MOFFATT THOMAS	203261	Legal Services and Costs through April 20, 2015 - Personal & Confidential	10-411-429	Yes	LEGI	165.00
MOSS GARDEN CENTER	121411	City Hall plants	10-431-620	Yes	STR	20.78
Motorhead Garage	241	Set-up of new patrol vehicle	10-421-600	Yes	POLI	215.57
Motorhead Garage	241	Set-up of new patrol vehicle	10-421-615	Yes	POLI	3,000.00
NAPA AUTO PARTS	790874	01-F350 Electrical Relay	10-431-600	Yes	STR	68.63
NAPA AUTO PARTS	804942	small engine fuel stabilizer	10-431-596	Yes	STR	40.43
NAPA AUTO PARTS	811612	Air Filter and Oil Filter - Chief 2	10-423-600	Yes	FIRE	9.58
Neubecker, Chris	050115	Reimburse for Travel for interview for Community Dev. Director position	10-418-470	Yes	COM	915.26
NORCO	15885392	Oxygen Cylinder Rental	10-423-325	Yes	FIRE	57.60
OHIO GULCH TRANSFER STATI	002175	Clean Wood Waste for the dump	10-431-780	Yes	STR	4.00
O'REILLY AUTO PARTS	4635-164622	dump trailer electrical plug	10-431-595	Yes	STR	39.99
O'REILLY AUTO PARTS	4635-164622	shop supplies	10-431-320	Yes	STR	5.87
PIPECO, INC.	S2084329.00	1/4 turn valve for 55 gallon drum of foam to fill 5 gallon buckets	10-423-595	Yes	FIRE	14.74
PIPECO, INC.	S2088463.00	City Hall - Fire Dept. Sprinkler Repair	10-431-614	Yes	STR	84.93
PIPECO, INC.	S2098952.00	2 new hoses for Elkhorn Station 8 ply hose for bays	10-423-590	Yes	FIRE	189.09
PIPECO, INC.	S2099158.00	CH Irrigation Parts	10-431-614	Yes	STR	36.31
PLATT ELECTRIC	G745668	City Hall Flag Pole Light	10-431-614	Yes	STR	47.41
PROGRESSIVE RESCUE SOLU	100850	Rope Rescue Equipment sun valleys 1/2 with Ketchum Fire	10-423-595	Yes	FIRE	475.42
RIVER RUN AUTO	6538-84971	Automotive Fuses	10-431-600	Yes	STR	46.22
RIVER RUN AUTO	6538-85026	Vehicle Fuses	10-431-320	Yes	STR	33.86
RIVER RUN AUTO	6538-85204	Unit 4 Fuses	10-421-600	Yes	POLI	35.70
ROBERTS ELECTRIC, INC	121524	City Hall Intersection Street Light Repair	10-431-780	Yes	STR	280.00
SAWTOOTH WOOD PRODUCTS	89176	Chain saw kits for engine 65 66 63	10-423-340	Yes	FIRE	149.30
SHERWIN WILLIAMS	7393-1	Paint for hydrants	10-423-595	Yes	FIRE	76.45
SUN VALLEY CLEANERS, INC	042715	Dry cleaning Police	10-421-630	Yes	POLI	157.85
TREASURE VALLEY COFFEE	04057839	Coffee for all departments	10-415-310	Yes	ADM	35.97
TREASURE VALLEY COFFEE	04057839	Coffee for all departments	10-418-310	Yes	COM	35.97
TREASURE VALLEY COFFEE	04057839	Coffee for all departments	10-421-310	Yes	POLI	35.97

Vendor Name	Invoice #	Description	Account #	Budgeted	Dept.	Amount
TREASURE VALLEY COFFEE	04057839	Coffee for all departments	10-423-310	Yes	FIRE	35.97
TREASURE VALLEY COFFEE	04057839	Coffee for all departments	10-431-320	Yes	STR	35.97
WFCA'S FIRE SERVICE BOOKS	30005902	Book for Charlie Butterfield needed for class	10-423-470	Yes	FIRE	96.87
WHITEHEAD LANDSCAPING & WOOD RIVER LOCK SHOP	40902.1 7670	Balance of bill for work performed last spring. (we withheld 10% of \$2747) 10 Car keys	10-431-614	Yes	STR	472.70
ZOLL MEDICAL CORPORATION	2241721	CPR pads replacement for Police AED	10-421-320	Yes	POLI	55.00
ZOLL MEDICAL CORPORATION	2243971	pads for AED police used 1 set	10-423-325	Yes	FIRE	112.50
			10-423-325	Yes	FIRE	239.98

Grand Totals:

56,999.13

Finance Committee Chair, Peter Hendricks: \_\_\_\_\_ Date: \_\_\_\_\_