

AGENDA
REGULAR COUNCIL MEETING OF THE MAYOR AND CITY COUNCIL
IN THE COUNCIL CHAMBERS – 81 ELKHORN ROAD, CITY OF SUN VALLEY, IDAHO
JULY 5, 2018 – 4:00 PM

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT - *The Mayor and Council welcome comments from the public on any subject NOT listed under the public hearing section. Please state your name for the record. Public comments are limited to three (3) minutes. If you prefer, you may submit written comments, which will be entered into the record by the City Clerk.*

COUNCIL COMMENT

MAYOR COMMENT

PUBLIC HEARING (20 min.)

1. Discussion and possible approval of SUBFP 2018-066 Final Plat for Diamond Back Townhomes:
Sublot 25 & Tract I* 1.1
2. Discussion and possible approval of SUBFP 2018-067 Final Plant for Diamond Back Townhomes:
Sublot 24 & Tract J* 2.1
3. First reading and possible adoption of Ordinance 2018-528 Amending the Sun Valley Code
regarding E-bikes* 3.1

PRESENTATION (10 min.)

4. Informational Presentation by Nick Harman Representing New Occupants of former Elkhorn Market Building: Vijykn Water, Sun Valley Salt, Am-Finn Sauna and Steam, Scandia Manufacturing, and Robo-Jet (no documents)

ACTION/DISCUSSION/PRESENTATIONS/STAFF REPORTS (45 min.)

* Indicates an Action Item as required by HB 611.

5. Discussion and possible action on Personnel Policy Review Memorandum* 5.1
6. Discussion and possible action on Resolution 2018-05 Liquor License Renewal* 6.1
7. Discussion and possible action on Resolution 2018-07 Destruction of Building Permits* 7.1
8. Discussion and possible action on Resolution 2018-08 Disposition of Obsolete City Equipment* ... 8.1

CONSENT AGENDA* (10 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.*

9. Receive and File Financials:
 - a. June 2018 Paid Invoice Report
 - b. May 2018 Financial Statements
 - c. April 2018 Local Option Tax Reports 9.1

*Please Note: The agenda is subject to revisions.
Anyone needing assistance to attend or participate should contact Sun Valley City Hall prior to the meeting at 208-622-4438.
Council packets are available online at www.sunvalleyidaho.gov*

- 10. Authorize advance payment of recurring invoices and payroll per Resolution 2017-33 for July 2018 (no documents)
- 11. Authorize approval of payables on-hand as of June 29, 2018 as recommended for approval by the Finance Committee..... 11.1

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

**CITY OF SUN VALLEY
CITY COUNCIL
STAFF REPORT**

Project Name: Final Plat SUBFP 2018-066

Applicant: Benchmark Associates, for Sun Valley Company

Location: Diamond Back Townhomes Subdivision, Sublot 25 & Tract I

Zoning District: Multiple-Family Residential (RM-1) Zoning District

Application: Final Plat

Project: The subject parcel, Parcel A, was created for multi-family residential development as part of the White Clouds Subdivision through the City’s approval of the project’s Master Plan (MPD2006-03-017, MPD2014-02, & MPD2015-01), Zoning Map Amendments (Ordinance Nos. 468 & 493), Planned Unit Development (CUP2007-05, CUP2015-01), Design Review (DR2015-33), Preliminary Plat (SUBPP2014-04), and Plat Amendments (SUBPA2014-03, SUBPA2015-04, & SUBPA2016-04). Parcel A is one of five multi-family parcels created by the White Clouds Subdivision.

The property owner filed a preliminary plat application on January 7, 2014 to subdivide Parcel A into thirty-six townhome sublots with associated site improvements. The Planning & Zoning Commission recommended approval of the preliminary plat to the City Council on April 17, 2014 and the City Council approved the preliminary plat application on May 15, 2014. The subject Parcel A has been amended through Plat Amendments SUBPA 2014-03, SUBPA2015-04, and SUBPA 2016-04. These amendments have changed the number of sublots and reconfigured the types of dwelling units in order for the applicant to respond to market conditions. The most recent amendment, SUBPA 2016-04, was approved by City Council on October 2nd, 2016 and amended the preliminary plat (SUBPP2014-04) for Diamond Back Townhomes and the plat of White Clouds Corrected to increase the number of sublots from thirty-one to thirty-three. The previously approved Master Plan (MPD 2015-01) allowed for a range of units from 26 to 36 for the subdivision in order to maintain flexibility in the design and construction process. Building G is one of three approved single-family configurations. The remaining townhomes are at various stages of construction. The final plats will be submitted for the remaining sublots once they are complete.

Sublot 25 is located on what is now Tract H, which was created as a remainder tract with Final Plat SUBFP2017-110. Tract H is currently 91,245 sq ft. With the subject Final Plat application, Sublot 25 and the associated common area will be 5,745 sq ft and Tract I will be 85,500 sq ft. The subject subplot is in the City’s Multiple-Family Residential (RM-1) Zoning District, which provides for medium density residential apartment, condominium, and/or townhouse dwellings as well as incidental uses. The project’s proposed thirty-three townhome units complies with the maximum density of fourteen dwelling units per acre allowed within the RM-1 Zoning District. The proposed final plat exhibit shows the surveyed location, townhome subplot boundary, common area, private driveway, land use, zoning, notes, and related easements for the constructed townhome.

Analysis: As per Municipal Code Section 9-4A-7B, Director's Review, the final plat for *Diamond Back Townhomes: Sublot 25 and Tract I* was reviewed by the Community Development Director for compliance with the approved preliminary plat design and all applicable conditions of approval. As permitted by the Development Code, the Director determined that the final plat did not differ significantly from the approved preliminary plat and did not require that the final plat be submitted to the Planning & Zoning Commission for its evaluation and decision in the same manner as required in the preliminary plat and plat amendment process. Additionally, the final plat application materials have been found to comply with all applicable standards and requirements of the City Code and reviewed by the City Engineer.

The White Clouds Development, Parcel A, Multi-Family Townhomes Preliminary Plat approval contains eleven specific conditions of approval, listed as follows:

1. *The Preliminary Plat and all aspects of the subdivision design shall conform to the project drawings stamped received by the City of Sun Valley on March 10, 2014 and reviewed by the Planning and Zoning Commission on March 20, 2014. Construction of improvements, facilities, private streets, driveways and public utility improvements shall be completed to the satisfaction of the City.*
2. *The applicant shall comply with all conditions and comments contained in the February 11, 2014 review and comment letter from the Sun Valley Fire Department. No changes shall be allowed to the Plat without prior approval of the Fire Chief and the Community Development Director.*
3. *To the satisfaction of the Community Development Director, in order to insure compliance with Title 7 of the City Code, the Developer shall provide, pay for, and install, or cause to be installed to City standards the following (as applicable) so as to insure that the City can provide necessary Municipal services and facilities:*
 - a. *Water distribution systems and appurtenances including fire hydrants, fire alarms and other fire control devices.*
 - b. *Sewer lines, pumps and appurtenant sewage collection and disposal devices, together with devices for the removal of materials and water from sewage not amenable to or capable of treatment or reduction by the sewer district's sewage treatment processes or prohibited by State or Federal laws or regulations.*
 - c. *Streets, curbs and gutters, street base coarse material, wearing coarse material, bridges, sidewalks, bicycle pathways, street signs, traffic control devices, intersection signals, vehicle turning and deceleration lanes (if applicable).*
 - d. *Storm drainage structures, lines and appurtenances, including culverts or other devices to enclose open ditches and to inhibit access to them by children, together with drainage easements sufficient to accommodate expected runoffs as determined according to generally accepted drainage accommodation principles.*

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- e. *Electrical distribution facilities, transformers and appurtenances, underground wiring, underground communication systems, wiring and underground cable television system and wiring.*
 - f. *Gas distribution systems and appurtenances.*
 - g. *Preservation or replacement of trees, shrubs, ground cover and other vegetation, install soil stabilization improvements to prevent erosion or degradation of surface water quality and inhibit vegetative growth in impounded waters or streams.*
 - h. *Public easements shall be dedicated for all required utilities and improvements.*
 4. *The drawing submitted for final plat application and the drawings submitted to the City for infrastructure improvements shall be reviewed by the City's engineer and all proposed private street, grading, driveway, utility and drainage improvements shall conform to applicable standards. The drainage improvements shall be designed and constructed to be consistent with and compatible with the existing drainage improvements along Diamond Back Road and Trail Creek Road as well as any improvements and conditions on the adjacent Sun Valley Golf Course property and the adjacent residential subdivision. The applicant shall comply and/or clarify as needed all applicable comments and conditions contained in the review letter dated March 7, 2014 from the City's Engineer, CH2MHill.*
 5. *The private street improvements and all related project grading, driveway, utility and drainage improvements shall be designed and constructed to City standards to the satisfaction of the City's engineer, the Streets Department and the Community Development Director. No construction shall take place for the street improvements prior to City review and approval of a design and infrastructure plan.*
 6. *The construction management plan submitted for the thirty-six townhouse subplot subdivision that addresses construction parking, material storage, storm water runoff, site security, noise, hours of activity, and nuisance control (noise, music, animals, dust, site watering, trash, construction fencing, safety, and street cleaning) shall be complied with to the satisfaction of the Community Development Director and Chief Building Official throughout the entire construction process/phases.*
 7. *The applicant shall submit copies of draft party wall agreements for the duplex and four-plex units to the Community Development Department prior to issuance of any grading or building permits for the project as per Development Code requirements. Final party wall agreements shall be recorded and copies submitted to the Community Development Department prior to final plat approval.*
 8. *Prior to final plat approval by the City, the applicant shall submit final copies of agreements and documents creating an association of owners of the proposed townhouse sublots, which shall adequately provide for the control and maintenance of all commonly held facilities, garages, landscaping, parking and/or open site areas.*

9. *This Preliminary Plat is specific to and contingent upon City approval of associated applications including Master Plan Development Amendment No. MPD 2014-02, Zoning Map Amendment No. ZMA 2014-01 (Ordinance No. 468), Plat Amendment No. SUBPA 2014-03, Preliminary Plat No. SUBPP 2014-02, and Design Review No. 2014-05. The applicant shall satisfy all applicable conditions and requirements of these associated application approvals in addition to the conditions contained herein.*
10. *A final plat shall not be approved by the City Council until all townhouse units have received an approved final inspection and certificate of occupancy from the City Building Inspector or the Council has approved a financial guarantee of performance for completion of improvements pursuant to Code Section 9-4A-8.*
11. *This preliminary plat approval shall expire three hundred sixty five (365) days from the date of approval unless extended pursuant to Code Section 9-5A-9.*

In satisfaction of Conditions of Approval No. 1, 2, 3, and 5 of the preliminary plat approval, the Community Development Director reviewed the submitted final plat drawing and found that it conforms to the approved preliminary plat drawings, reviewed and approved by the City Council on May 15, 2014. The overall project's infrastructure improvements have been constructed to the satisfaction of the Community Development Director and Building Official. Although all the required public safety improvements and infrastructure are in place and available for Sublot 25, the remaining townhome units are under construction. The applicant has requested that a final plat be approved for the completed townhome unit so a pending sale may commence.

As required by Condition No. 4 of the preliminary plat, the applicant has complied and/or clarified as needed all applicable comments and conditions contained in the CH2MHill preliminary plat review comment letter dated March 7, 2014.

Pursuant to Condition No. 6, to the satisfaction of the Community Development Director and Building Official, a construction management plan was satisfactorily submitted to the City for review and was approved.

Condition No. 7 of the preliminary plat does not apply to the single-family townhome as this configuration has no party wall, but agreements are in place for the other units.

To satisfy Conditions No. 8, the applicant has submitted draft Declaration of Covenants, Conditions and Restrictions of White Clouds Townhomes. Proposed Condition No. 2 in the attached City Council Findings will reliably satisfy this preliminary plat requirement.

In regard to Condition No. 9 of the preliminary plat approval, the constructed townhome unit and all related site improvements have been completed in conformance with the City's design review approvals and building permits. As specified above, the townhome unit has received final inspection and a certificate of occupancy from the Building Official, which satisfies Condition No. 10.

Lastly, in regard to Condition No. 11, the preliminary plat was approved by the City Council on May 15, 2014, grading and building permit applications were soon thereafter reviewed and issued by the City, then substantially acted upon by the applicant. The Community Development Director extended the preliminary plat approval pursuant to Code Section 9-5A-9.

Thus, Condition No. 11 above is also satisfied.

Therefore, it can found by the City Council that the submitted final plat conforms with the approved preliminary plat design and applicable conditions of approval required prior to City action on the final plat have been satisfied by the applicant. Findings of Fact, Conclusions of Law, Decision, and Conditions of Approval for the *Diamond Back Townhomes: Sublots 25 and Tract I* are attached.

Recommendation: Staff recommends approval of Final Plat Application No. 2017-066 for Diamond Back Townhomes Sublot 25 and Tract I.

Recommended Motion: "I move to recommend approval of Final Plat Application No. 2018-066 for Diamond Back Townhomes Sublot 25 and Tract I, pursuant to the Findings of Fact and Conditions of Approval."

Alternative Action: Move to denial of the application and draft findings supporting denial.

Attachments:

1. Findings of Fact and Conditions of Approval
2. Application Materials
3. May 25, 2018 Review Checklist from City Engineer Jacobs Engineering Group/CH2M HILL

**CITY OF SUN VALLEY
CITY COUNCIL
FINDINGS OF FACT AND CONCLUSIONS OF LAW**

Project Name: Final Plat SUBFP 2018-066

Applicant: Benchmark Associates, for Sun Valley Company

Location: Diamond Back Townhomes Subdivision, Sublot 25 & Tract I

Zoning District: Multiple-Family Residential (RM-1) Zoning District

Application: Final Plat

Project: The subject parcel, Parcel A, was created for multi-family residential development as part of the White Clouds Subdivision through the City’s approval of the project’s Master Plan (MPD2006-03-017, MPD2014-02, & MPD2015-01), Zoning Map Amendments (Ordinance Nos. 468 & 493), Planned Unit Development (CUP2007-05, CUP2015-01), Design Review (DR2015-33), Preliminary Plat (SUBPP2014-04), and Plat Amendments (SUBPA2014-03, SUBPA2015-04, & SUBPA2016-04). Parcel A is one of five multi-family parcels created by the White Clouds Subdivision.

The property owner filed a preliminary plat application on January 7, 2014 to subdivide Parcel A into thirty-six townhome sublots with associated site improvements. The Planning & Zoning Commission recommended approval of the preliminary plat to the City Council on April 17, 2014 and the City Council approved the preliminary plat application on May 15, 2014. The subject Parcel A has been amended through Plat Amendments SUBPA 2014-03, SUBPA2015-04, and SUBPA 2016-04. These amendments have changed the number of sublots and reconfigured the types of dwelling units in order for the applicant to respond to market conditions. The most recent amendment, SUBPA 2016-04, was approved by City Council on October 2nd, 2016 and amended the preliminary plat (SUBPP2014-04) for Diamond Back Townhomes and the plat of White Clouds Corrected to increase the number of sublots from thirty-one to thirty-three. The previously approved Master Plan (MPD 2015-01) allowed for a range of units from 26 to 36 for the subdivision in order to maintain flexibility in the design and construction process. Building G is one of three approved single-family configurations. The remaining townhomes are at various stages of construction. The final plats will be submitted for the remaining sublots once they are complete.

Sublot 25 is located on what is now Tract H, which was created as a remainder tract with Final Plat SUBFP2017-110. Tract H is currently 91,245 sq ft. With the subject Final Plat application, Sublot 25 and the associated common area will be 5,745 sq ft and Tract I will be 85,500 sq ft. The subject subplot is in the City’s Multiple-Family Residential (RM-1) Zoning District, which provides for medium density residential apartment, condominium, and/or townhouse dwellings as well as incidental uses. The project’s proposed thirty-three townhome units complies with the maximum density of fourteen dwelling units per acre allowed within the RM-1 Zoning District. The proposed final plat exhibit shows the surveyed location, townhome subplot boundaries, common area, private driveway, land use, zoning, notes, and related easements for the constructed townhome.

Required Findings: Based on the standards set forth in Sun Valley Municipal Code, Title 9, Chapter 4A-6, the City Council shall consider the following:

1. The applicant for the *Diamond Back Townhomes: Sublot 25, and Tract I* is Benchmark Associates, P.A. for Sun Valley Company. The project area consists of existing Parcel A Amended within the Multi-Family Residential (RM-1) Zoning District of the White Clouds Subdivision. The final plat is directly associated with Plat Amendment Application Nos. SUBPA 2014-03, 2015-04, and 2016-04, Preliminary Plat Application No. SUBPP 2014-04, and Design Review Application No. DR 2015-33 for the construction of thirty-three townhome units with associated site improvements. Several of the units and the base subdivision infrastructure have been constructed. Construction continues on the remaining units, and final plats will be submitted for those remaining sublots once completed.
2. The subject parcel was created for multi-family residential development as part of the White Clouds Subdivision through the City's approval of the project's Master Plan, Zoning Map Amendment, Planned Unit Development, Preliminary Plat, and Final Plat. Parcel A is one of five (5) multi-family parcels created by the White Clouds Subdivision.
3. The application consists of a final plat map showing the surveyed location and legal description of the property boundary, uses, and the location of the new residential townhome sublot within existing Tract H of the *Diamond Back Townhomes: Sublots 20, 21, 23 and Tract H* plat approved in June 2017.
4. The property owner filed a preliminary plat application on January 7, 2014 to subdivide Parcel A into thirty-six townhome sublots with associated site improvements. The Planning & Zoning Commission recommended approval of the preliminary plat to the City Council on April 17, 2014 and the City Council approved the preliminary plat application on May 15, 2014. The subject Parcel A has been amended through Plat Amendments SUBPA2014-03, SUBPA2015-04, and SUBPA2016-04. These amendments have changed the number of sublots and reconfigured the types of dwelling units in order for the applicant to respond to market conditions. The most recent amendment, SUBPA 2016-04, was recommended by the Planning & Zoning Commission on September 22, 2016 and approved by City Council on October 2, 2016 and amended the preliminary plat to increase the number of sublots from thirty-one to thirty-three. Improvement and utility plans were reviewed and approved by the City and various building permits have been issued for the project. Construction commenced and the subject townhome unit is complete, receiving a Certificate of Occupancy. The significant infrastructure for the entire project has been completed and the driveway access specific to the unit is in place.
5. As per Municipal Code Section 9-4A-7B, Director's Review, the *Diamond Back Townhomes: Sublot 25 and Tract I* final plat was reviewed by the Community Development Director for compliance with the approved preliminary plat design and all applicable conditions of approval. As permitted by the Development Code, the Director determined that the final plat did not significantly differ from the approved preliminary plat and, based on the review and comments from the City's Contract Engineer, did not require that the final plat be submitted to the Planning & Zoning Commission for its evaluation

and decision in the same manner as required in the preliminary plat process.

6. The required criteria for City Council review of a proposed final plat are contained in City Code Section 9-4A-7C and are fully discussed below. Additionally, City Code Section 9-4B-3, Townhomes, sets forth provisions to provide for public health, safety, and welfare of purchasers and residents of townhome developments. Section 9-4B-3D-2 requires that a final plat shall not be approved by the City Council until all townhouse units have received an approved final inspection and Certificate of Occupancy from the City Building Inspector or the Council has approved a financial guarantee of performance for completion of improvements pursuant to Section 9-4A-8, Surety Agreements. The townhome unit associated with this final plat is complete and has received a Certificate of Occupancy. All significant infrastructure for the townhome development is complete and construction continues on the remaining townhomes.
7. The subdivision includes extensive open common area and a private street/driveway system accessing the Diamond Back Road right-of-way. Snow storage, utility, and drainage easements exist on the property along Diamond Back Road and Clos Du Val Road. The Diamond Back Road public street right-of-way and path will be plowed clear of snow by the City and Trail Creek Road is currently plowed by Idaho Transportation Department. No avalanche or run-out areas exist on the project site.
8. The SVW&SD issued a will-serve letter for the overall White Clouds Subdivision as part of the Preliminary Plat review and action. A submitted and approved Water and Sewer Plan detailed nearby existing utility infrastructure and on-site improvements. These water and sewer improvements are now constructed and available. The project can be fully served by the constructed water and sewer utilities. All other applicable services and utilities were extended to the site as part of the overall White Clouds infrastructure implementation and are adequate to fully serve the townhome as well as the remaining townhome units under construction.
9. Considering and in accordance with the deviations and public benefits contained in the PUD approval for the overall White Clouds Development, the project design is consistent with Development Code Sections 9-4A-5, Design, and 9-3H-4, Regulated Structures. The significant slopes, ridges, knolls, summits and hilltops of the White Clouds Land Use Planning Area were preserved and subdivided into open space and recreational zoned parcels. The remaining more developable portions of the area were subdivided into lots with single- and multi-family residential uses. No significant historical, natural, ecological, architectural, archeological, or scenic special sites lie on site or directly adjacent to Parcel A. No significant streams, lakes, or other natural bodies of water lie on or adjacent to the site. The significant slopes and hillsides lie off-site adjacent to the northwest in open space and recreation zoned parcels. Pursuant to the deviations allowed in regard to steep slopes by the PUD approved for the overall White Clouds project, the subdivision design is appropriate for multi-family development. No significant view or hillside scaring will occur to the larger prominent surrounding hillsides and no significant natural features or hilltops will be disturbed. In the RM-1 Zoning District, buildings on natural topography greater than fifteen percent (15%) are required to be designed in a manner to

reduce visibility by using stepped building forms, natural color and materials, sloped roofs, and landscaping. This townhome project utilizes townhome units with pitched roof designs, placing the larger units at the less visible rear portion of the dug into existing grade. The project's use of natural stone and wood materials and mature screening landscaping further ensure compliance with hillside regulations. None of the proposed or constructed thirty-three townhome units skyline above adjacent hillsides or knolls. The townhome project complies with all applicable regulations and design criteria contained in the Development Code and is consistent with the intent and purpose of the Hillside Ordinance, the White Clouds Master Plan, and the White Clouds PUD.

CONDITIONS OF APPROVAL

1. Applicant shall provide the Certification and Signature Sheet to the Community Development Department for review by the City Engineer prior to recording the final plat at the office of the County Recorder.
2. The final plat shall be recorded by the applicant at the Office of the County Recorder and a copy of the recorded final plat document shall be submitted to the Community Development Department.

CONCLUSIONS OF LAW

The Sun Valley City Council concludes that the proposed final plat for *Diamond Back Townhomes: Sublot 25, and Tract 1* meets the standards for approval under Title 9, Chapter 4, City of Sun Valley Municipal Code.

DECISION

Therefore, the Sun Valley City Council **approves** the subject Final Plat Application No. SUBPP 2017-066.

Dated this 5th day of July, 2018.

Peter M. Hendricks, Mayor
City of Sun Valley

Date Findings of Fact signed

ATTEST:

Nancy Flannigan, City Clerk
City of Sun Valley

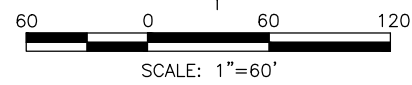
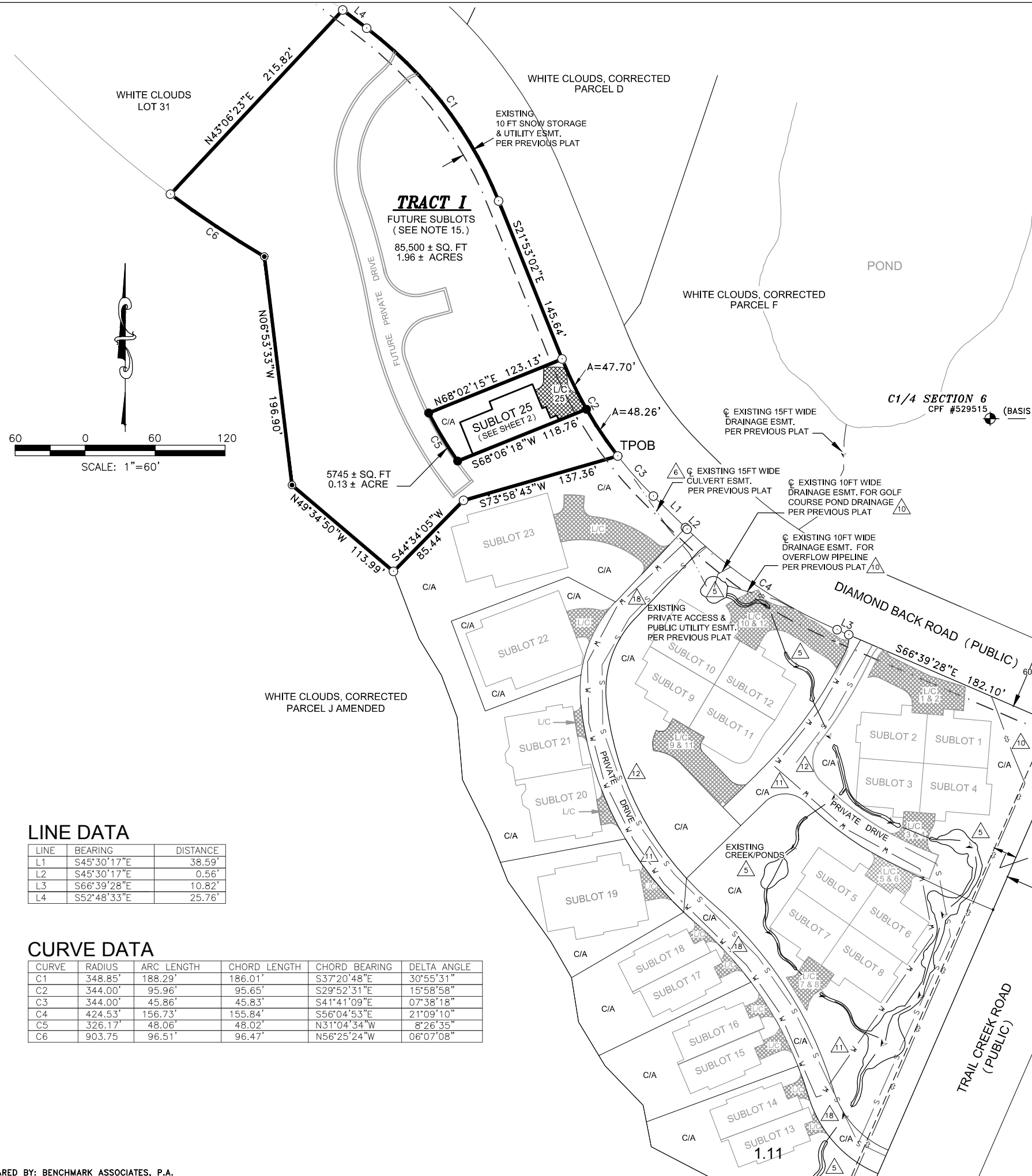
DIAMOND BACK TOWNHOMES: SUBLOT 25 AND TRACT I

LOCATED WITHIN: SECTION 6, TOWNSHIP 4 NORTH, RANGE 18 EAST, B.M.,
CITY OF SUN VALLEY, BLAINE COUNTY, IDAHO

A TOWNHOUSE SUBDIVISION OF TRACT H WITHIN THE PLAT OF
"DIAMOND BACK TOWNHOMES: SUBLOTS 20, 21, 23 AND TRACT H".

MAY 2018

SEE SHEET 2 OF 3 FOR PLAT NOTES & SUBLOT DETAILS.



LINE DATA

LINE	BEARING	DISTANCE
L1	S45°30'17"E	38.59'
L2	S45°30'17"E	0.56'
L3	S66°39'28"E	10.82'
L4	S52°48'33"E	25.76'

CURVE DATA

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	348.85'	188.29'	186.01'	S37°20'48"E	30°55'31"
C2	344.00'	95.96'	95.65'	S29°52'31"E	15°58'58"
C3	344.00'	45.86'	45.83'	S41°41'09"E	07°38'18"
C4	424.53'	156.73'	155.84'	S56°04'53"E	21°09'10"
C5	326.17'	48.06'	48.02'	N31°04'34"W	8°26'35"
C6	903.75'	96.51'	96.47'	N56°25'24"W	06°07'08"

LEGEND

- PROPERTY BOUNDARY
- SUBLOT BOUNDARY
- LANDSCAPE BUFFER PER PREVIOUS PLAT (SEE NOTE 8.)
- CULVERT EASEMENT (SEE NOTE 6.)
- SNOW STORAGE & UTILITY ESMT. PER PREVIOUS PLAT
- CENTERLINE DRAINAGE ESMT. - WIDTH VARIES (SEE NOTE 5.)
- CENTERLINE 10' DRAINAGE ESMT. (SEE NOTE 10.)
- CENTERLINE 15' WATER LINE ESMT. (SEE NOTE 11.)
- CENTERLINE 15' SEWER LINE ESMT. (SEE NOTE 12.)
- LIMITED COMMON AREA (WITHIN EXISTING DRIVEWAY LOCATIONS) (SEE NOTE 4.)
- C/A COMMON AREA
- L/C LIMITED COMMON AREA
- FOUND 5/8" REBAR
- SET 5/8" REBAR
- SET NAIL & TAG IN PAVERS/CURB
- FOUND NAIL & TAG
- BRASS CAP
- EASEMENT - SEE SHEET 2

HEALTH CERTIFICATE

Sanitary restrictions as required by Idaho Code Title 50, Chapter 13, have been satisfied. Sanitary restrictions may be reimposed, in accordance with Idaho Code Title 50, Chapter 13, Section 50-1326, by the issuance of a certificate of disapproval.

Date: _____ South Central Public Health District, REHS



DIAMOND BACK TOWNHOMES: SUBLOT 25 AND TRACT I

LOCATED WITHIN:
SECTION 6, TOWNSHIP 4 NORTH, RANGE 18 EAST, B.M.,
CITY OF SUN VALLEY, BLAINE COUNTY, IDAHO

PREPARED FOR: SUN VALLEY COMPANY

PROJECT NO. 16125	BY: CPL/SWS	FILE: 16125sublot25
FINAL PLAT	DATE: 05/22/2018	SHEET: 1 OF 3

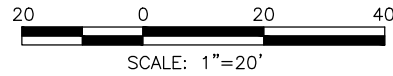
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DIAMOND BACK TOWNHOMES: SUBLOT 25 AND TRACT I

LOCATED WITHIN: SECTION 6, TOWNSHIP 4 NORTH, RANGE 18 EAST, B.M.,
CITY OF SUN VALLEY, BLAINE COUNTY, IDAHO

A TOWNHOUSE SUBDIVISION OF TRACT H WITHIN THE PLAT OF
"DIAMOND BACK TOWNHOMES: SUBLOTS 20, 21, 23 AND TRACT H.

MAY 2018

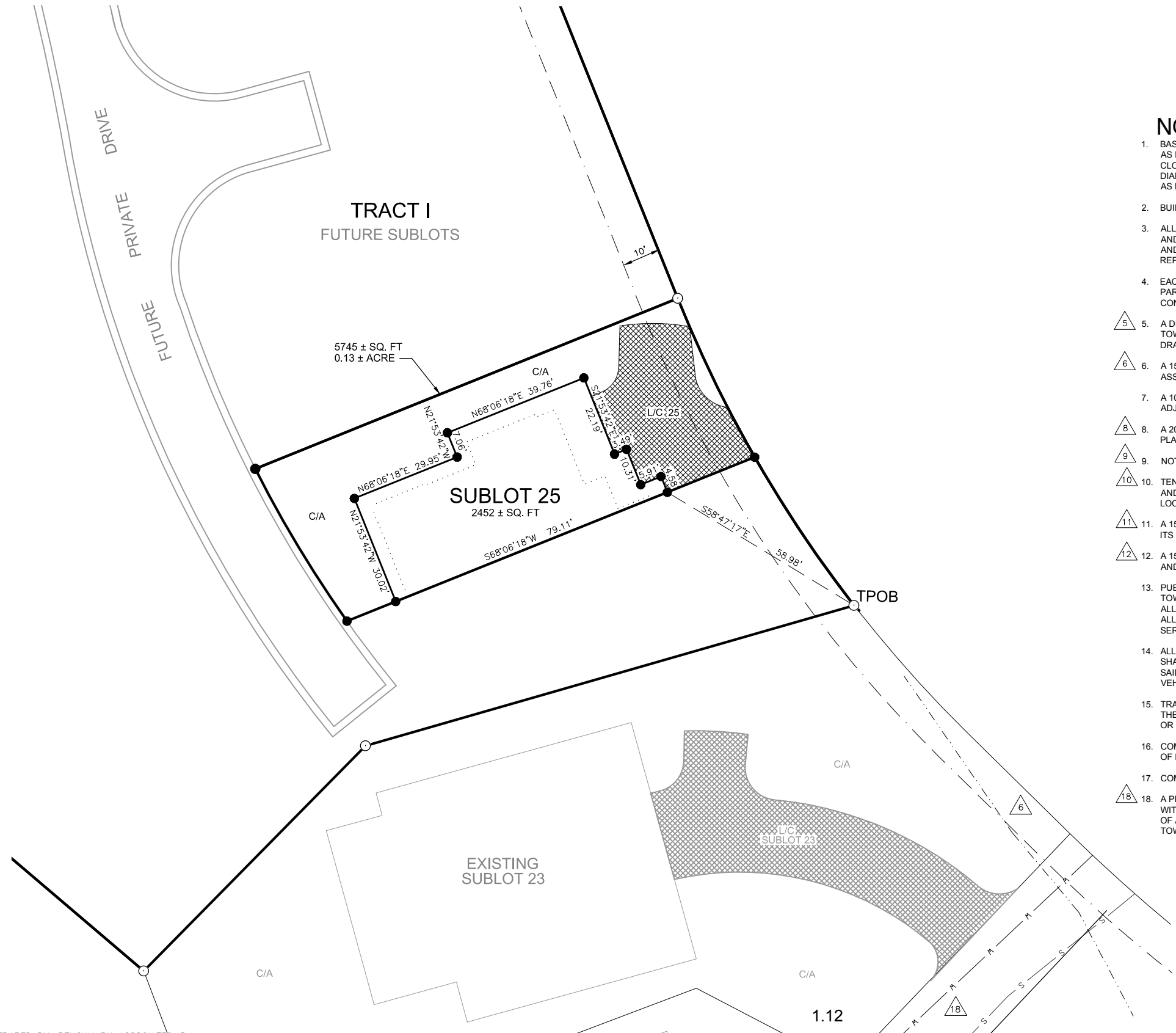


LEGEND

- PROPERTY BOUNDARY
- SUBLOT BOUNDARY
- APPROXIMATE BUILDING FOOTPRINT
- CULVERT EASEMENT (SEE NOTE 6.)
- SNOW STORAGE & UTILITY ESMT. PER PREVIOUS PLAT
- CENTERLINE 15' WATER LINE ESMT. (SEE NOTE 11.)
- CENTERLINE 15' SEWER LINE ESMT. (SEE NOTE 12.)
- LIMITED COMMON AREA (WITHIN EXISTING DRIVEWAY LOCATIONS) (SEE NOTE 4.)
- COMMON AREA
- LIMITED COMMON AREA
- FOUND 5/8" REBAR
- SET 5/8" REBAR
- SET NAIL & TAG IN PAVERS/CURB
- BRASS CAP

NOTES:

1. BASIS OF BEARINGS IS PER THE PLAT OF "WHITE CLOUDS CORRECTED: PARCELS A, B & J AMENDED", RECORDED AS INST. NO. 620423. REFER TO SAID PLAT & PLAT NOTES AND TO THE ORIGINAL PLAT AND CC&RS OF "WHITE CLOUDS, CORRECTED" AND TO THE "DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS OF DIAMOND BACK TOWNHOMES: SUBLOT 25 AND TRACT I", RECORDED AS INST. NO. _____, AND AS MAY BE AMENDED, FOR CONDITIONS AND/OR RESTRICTIONS GOVERNING THIS PROPERTY.
2. BUILDING SETBACKS SHALL COMPLY WITH APPLICABLE ZONING REGULATIONS.
3. ALL TOWNHOUSE OWNERS SHALL HAVE MUTUAL RECIPROCAL EASEMENTS FOR EXISTING AND FUTURE PUBLIC AND PRIVATE UTILITIES INCLUDING, BUT NOT LIMITED TO, WATER, CABLE TV, SEWER, NATURAL GAS, TELEPHONE, AND ELECTRIC LINES OVER, UNDER AND ACROSS THEIR TOWNHOUSE SUBLOTS AND COMMON AREA FOR THE REPAIR, MAINTENANCE AND REPLACEMENT THEREOF.
4. EACH LIMITED COMMON AREA IDENTIFIED HEREON IS FOR THE EXCLUSIVE USE OF SAID AREA FOR ACCESS AND PARKING FOR THE DESIGNATED SUBLOTS AS SHOWN HEREON. CONSULT THE DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS FOR THE DEFINITION OF COMMON AREA AND LIMITED COMMON AREA.
5. A DRAINAGE EASEMENT, NOT LESS THAN 10 FEET IN WIDTH, EXISTS TO BENEFIT THE DIAMOND BACK TOWNHOMES OWNERS ASSOCIATION AND SUN VALLEY COMPANY, AND ITS SUCCESSORS AND ASSIGNS FOR DRAINAGE AND MAINTENANCE OF THE AS CONSTRUCTED STREAM AND POND AREAS, PER PREVIOUS PLAT.
6. A 15 FOOT WIDE CULVERT EASEMENT EXISTS TO BENEFIT SUN VALLEY COMPANY, AND ITS SUCCESSORS AND ASSIGNS, PER PREVIOUS PLAT.
7. A 10 FOOT WIDE UTILITY, DRAINAGE AND IRRIGATION EASEMENT EXISTS CENTERED ON ALL LOT LINES AND ADJACENT TO ALL STREET AND SUBDIVISION BOUNDARIES, PER ORIGINAL PLAT OF WHITE CLOUDS, PUD.
8. A 20 FOOT WIDE LANDSCAPE BUFFER IS RESERVED FOR TRAILS, HARDSCAPE, SIGNAGE, MONUMENT SIGNAGE, PLANTINGS OR SIMILAR USAGE, PER PREVIOUS PLAT.
9. NOT APPLICABLE. PEDESTRIAN AND VEHICULAR ACCESS EASEMENT WAS VACATED PER PREVIOUS PLAT.
10. TEN (10) FOOT WIDE DRAINAGE EASEMENTS EXIST TO BENEFIT SUN VALLEY COMPANY AND ITS SUCCESSORS AND ASSIGNS TO ACCOMMODATE GOLF COURSE AND OTHER DRAINAGE ALONG THE AS CONSTRUCTED LOCATIONS OF THE OVERFLOW AND OTHER DRAINAGE PIPES, PER PREVIOUS PLAT.
11. A 15 FOOT WIDE WATER LINE EASEMENT EXISTS TO BENEFIT THE SUN VALLEY WATER & SEWER DISTRICT, AND ITS SUCCESSORS AND ASSIGNS, CENTERED ALONG THE EXISTING WATER LINE, PER PREVIOUS PLAT.
12. A 15 FOOT WIDE SEWER EASEMENT EXISTS TO BENEFIT THE SUN VALLEY WATER & SEWER DISTRICT, AND ITS SUCCESSORS AND ASSIGNS, CENTERED ALONG THE EXISTING SEWER LINE, PER PREVIOUS PLAT.
13. PUBLIC UTILITY EASEMENTS ARE HEREBY PROVIDED FOR ALL UTILITY LINES WHICH SERVE DIAMOND BACK TOWNHOMES WITHIN THE SUBLOT 25 BOUNDARY AND TRACT I, INCLUDING (1) ALL EXISTING UTILITY LINES AND (2) ALL FUTURE UTILITY LINES OVER UNDER AND ACROSS ALL SUBLOTS AND COMMON AREAS SHOWN HEREON, AND ALL FUTURE SUBLOTS AND COMMON AREAS TO BE PLATTED WITHIN TRACT H, AS REASONABLY NECESSARY TO SERVE ALL DIAMOND BACK TOWNHOMES.
14. ALL PRIVATE DRIVES SHOWN HEREON WITHIN COMMON AREA SHALL REMAIN OPEN AND UNOBSTRUCTED AND IT SHALL BE THE SOLE RESPONSIBILITY OF THE DIAMOND BACK TOWNHOMES OWNERS ASSOCIATION TO MAINTAIN SAID LANES YEAR-ROUND, INCLUDING BUT NOT LIMITED TO SNOW REMOVAL AND ENFORCEMENT OF NO VEHICULAR PARKING WITHIN SAID LANES AT ANY TIME.
15. TRACT I IS RESERVED FOR DEVELOPMENT AND RESUBDIVISION OF FUTURE TOWNHOUSE UNITS AS APPROVED IN THE PRELIMINARY PLAT OF DIAMOND BACK TOWNHOMES, PHASE 2, DATED 08/12/2015, AND APPROVED 11/05/2015, OR IN ANY AMENDMENTS THAT MAY BE HEREAFTER APPROVED BY THE CITY OF SUN VALLEY.
16. COMMON AREAS, INCLUDING PRIVATE DRIVES SHOWN HEREON, ARE FOR THE BENEFIT OF ALL FUTURE PHASES OF DIAMOND BACK TOWNHOMES AS WELL AS FOR SUBLOTS 1-23 & 25.
17. COMMON SUBLOT BOUNDARIES ARE INTENDED TO BE THE EXISTING PHYSICAL PARTY WALLS AS CONSTRUCTED.
18. A PRIVATE ACCESS AND PUBLIC UTILITY EASEMENT, WHICH SHALL BE AVAILABLE FOR AND BENEFIT ALL SUBLOTS WITHIN DIAMOND BACK TOWNHOMES, EXISTS AS SHOWN HEREON, AND SHALL, ON OR BEFORE THE COMPLETION OF ALL PHASES OF DIAMOND BACK TOWNHOMES, BE CONVEYED TO AND ACCEPTED BY THE DIAMOND BACK TOWNHOMES OWNERS ASSOCIATION AS COMMON AREA.



	DIAMOND BACK TOWNHOMES: SUBLOT 25 AND TRACT I	
	LOCATED WITHIN: SECTION 6, TOWNSHIP 4 NORTH, RANGE 18 EAST, B.M., CITY OF SUN VALLEY, BLAINE COUNTY, IDAHO	
PREPARED FOR: SUN VALLEY COMPANY		
PROJECT NO. 16125 FINAL PLAT	BY: CPL/SWS DATE: 05/22/2018	FILE: 16125sublot25pg2 SHEET: 2 OF 3

PREPARED BY: BENCHMARK ASSOCIATES, P.A.

1.12

PRELIMINARY PLAT CHECK LIST

For: The City of Sun Valley

1	Subdivision Name:	Diamond Back Townhomes Tract I
2	Reviewer:	Allan Schroeder
3	Date:	May 25th, 2018
4	Sheet Title and Preamble:	Located within Section 6, Township 4 North, Range 18 East, B.M., City of Sun Valley, Blaine County, Idaho. A Townhouse subdivision of Tract H within the plat of "Diamond Back Townhomes: Sublots 20, 21, 23 and Tract H"
5	Basis of Bearing:	OK, Per Original Plat (No. 620423)
6	North Arrow:	OK
7	Scale and Legend:	OK
8	Plat Closure:	Closure report provided at signature time.
9	Total Area:	Total Land Area shown in SF and Acres.
10	Monuments:	Identified on plans
11	Land Corners:	OK
12	Initial Point:	OK
13	Street Names & Width:	OK
14	Easements:	Existing 10'(min) drainage easement, 15' culvert easement, existing 10' utility(Drainage and irrigation) easement, 20' landscape buffer, new 10' drainage easement to benefit Sun Valley Company, 15' water line easement, 15' sewer easement. Existing private access and public utility easement.
15	Lot & Block Numbers:	OK
16	Lot Dimensions:	OK
17	Curve & Line Tables:	Curve Table provided, line data shown in a table for short runs and on plans for long runs.
18	Certifications:	Health Certificate shown, not signed.
19	Certificate of Owner:	None shown. Provide with final plat submittal.
20	Certificate of Surveyor:	None shown. Provide with final plat submittal.
21	Sanitary Restriction:	OK. Covered in Health Certificate
22	Agency Approvals:	None shown. Provide with final plat submittal.
23	Public Dedication:	None eligible
24	Common Areas:	OK

Notes: Plan Sheets ready for submittal. Final Plat shall include the following upon submittal: Signed Certification Sheet and Closure Reports if applicable.

CITY OF SUN VALLEY
CITY COUNCIL
STAFF REPORT

Project Name: Final Plat SUBFP 2018-067

Applicant: Benchmark Associates, for Sun Valley Company

Location: Diamond Back Townhomes Subdivision, Sublot 24 & Tract J

Zoning District: Multiple-Family Residential (RM-1) Zoning District

Application: Final Plat

Project: The subject parcel, Parcel A, was created for multi-family residential development as part of the White Clouds Subdivision through the City’s approval of the project’s Master Plan (MPD2006-03-017, MPD2014-02, & MPD2015-01), Zoning Map Amendments (Ordinance Nos. 468 & 493), Planned Unit Development (CUP2007-05, CUP2015-01), Design Review (DR2015-33), Preliminary Plat (SUBPP2014-04), and Plat Amendments (SUBPA2014-03, SUBPA2015-04, & SUBPA2016-04). Parcel A is one of five multi-family parcels created by the White Clouds Subdivision.

The property owner filed a preliminary plat application on January 7, 2014 to subdivide Parcel A into thirty-six townhome sublots with associated site improvements. The Planning & Zoning Commission recommended approval of the preliminary plat to the City Council on April 17, 2014 and the City Council approved the preliminary plat application on May 15, 2014. The subject Parcel A has been amended through Plat Amendments SUBPA 2014-03, SUBPA2015-04, and SUBPA 2016-04. These amendments have changed the number of sublots and reconfigured the types of dwelling units in order for the applicant to respond to market conditions. The most recent amendment, SUBPA 2016-04, was approved by City Council on October 2nd, 2016 and amended the preliminary plat (SUBPP2014-04) for Diamond Back Townhomes and the plat of White Clouds Corrected to increase the number of sublots from thirty-one to thirty-three. The previously approved Master Plan (MPD 2015-01) allowed for a range of units from 26 to 36 for the subdivision in order to maintain flexibility in the design and construction process. Building G is one of three approved single-family configurations. The remaining townhomes are at various stages of construction. The final plats will be submitted for the remaining sublots once they are complete.

Sublot 24 is located on what is now Tract I (based on approval of SUBFB 2018-066), which was created as a remainder tract with Final Plat SUBFP2017-110. Tract I is currently 85,500 sq ft. With the subject Final Plat application, Sublot 24 and the associated common area will be 4,976 sq ft and Tract J will be 80,524 sq ft. The subject sublot is in the City’s Multiple-Family Residential (RM-1) Zoning District, which provides for medium density residential apartment, condominium, and/or townhouse dwellings as well as incidental uses. The project’s proposed thirty-three townhome units complies with the maximum density of fourteen dwelling units per acre allowed within the RM-1 Zoning District. The proposed final plat exhibit shows the surveyed location, townhome sublot boundaries, common area, private driveway, land use, zoning, notes, and related easements for the constructed townhome.

Analysis: As per Municipal Code Section 9-4A-7B, Director's Review, the final plat for *Diamond Back Townhomes: Sublot 24 and Tract J* was reviewed by the Community Development Director for compliance with the approved preliminary plat design and all applicable conditions of approval. As permitted by the Development Code, the Director determined that the final plat did not differ significantly from the approved preliminary plat and did not require that the final plat be submitted to the Planning & Zoning Commission for its evaluation and decision in the same manner as required in the preliminary plat and plat amendment process. Additionally, the final plat application materials have been found to comply with all applicable standards and requirements of the City Code and were reviewed by the City Engineer.

The White Clouds Development, Parcel A, Multi-Family Townhomes Preliminary Plat approval contains eleven specific conditions of approval, listed as follows:

1. *The Preliminary Plat and all aspects of the subdivision design shall conform to the project drawings stamped received by the City of Sun Valley on March 10, 2014 and reviewed by the Planning and Zoning Commission on March 20, 2014. Construction of improvements, facilities, private streets, driveways and public utility improvements shall be completed to the satisfaction of the City.*
2. *The applicant shall comply with all conditions and comments contained in the February 11, 2014 review and comment letter from the Sun Valley Fire Department. No changes shall be allowed to the Plat without prior approval of the Fire Chief and the Community Development Director.*
3. *To the satisfaction of the Community Development Director, in order to insure compliance with Title 7 of the City Code, the Developer shall provide, pay for, and install, or cause to be installed to City standards the following (as applicable) so as to insure that the City can provide necessary Municipal services and facilities:*
 - a. *Water distribution systems and appurtenances including fire hydrants, fire alarms and other fire control devices.*
 - b. *Sewer lines, pumps and appurtenant sewage collection and disposal devices, together with devices for the removal of materials and water from sewage not amenable to or capable of treatment or reduction by the sewer district's sewage treatment processes or prohibited by State or Federal laws or regulations.*
 - c. *Streets, curbs and gutters, street base coarse material, wearing coarse material, bridges, sidewalks, bicycle pathways, street signs, traffic control devices, intersection signals, vehicle turning and deceleration lanes (if applicable).*
 - d. *Storm drainage structures, lines and appurtenances, including culverts or other devices to enclose open ditches and to inhibit access to them by children, together with drainage easements sufficient to accommodate expected runoffs as determined according to generally accepted drainage accommodation principles.*

- e. Electrical distribution facilities, transformers and appurtenances, underground wiring, underground communication systems, wiring and underground cable television system and wiring.*
 - f. Gas distribution systems and appurtenances.*
 - g. Preservation or replacement of trees, shrubs, ground cover and other vegetation, install soil stabilization improvements to prevent erosion or degradation of surface water quality and inhibit vegetative growth in impounded waters or streams.*
 - h. Public easements shall be dedicated for all required utilities and improvements.*
- 4. The drawing submitted for final plat application and the drawings submitted to the City for infrastructure improvements shall be reviewed by the City's engineer and all proposed private street, grading, driveway, utility and drainage improvements shall conform to applicable standards. The drainage improvements shall be designed and constructed to be consistent with and compatible with the existing drainage improvements along Diamond Back Road and Trail Creek Road as well as any improvements and conditions on the adjacent Sun Valley Golf Course property and the adjacent residential subdivision. The applicant shall comply and/or clarify as needed all applicable comments and conditions contained in the review letter dated March 7, 2014 from the City's Engineer, CH2MHill.*
 - 5. The private street improvements and all related project grading, driveway, utility and drainage improvements shall be designed and constructed to City standards to the satisfaction of the City's engineer, the Streets Department and the Community Development Director. No construction shall take place for the street improvements prior to City review and approval of a design and infrastructure plan.*
 - 6. The construction management plan submitted for the thirty-six townhouse subplot subdivision that addresses construction parking, material storage, storm water runoff, site security, noise, hours of activity, and nuisance control (noise, music, animals, dust, site watering, trash, construction fencing, safety, and street cleaning) shall be complied with to the satisfaction of the Community Development Director and Chief Building Official throughout the entire construction process/phases.*
 - 7. The applicant shall submit copies of draft party wall agreements for the duplex and four-plex units to the Community Development Department prior to issuance of any grading or building permits for the project as per Development Code requirements. Final party wall agreements shall be recorded and copies submitted to the Community Development Department prior to final plat approval.*
 - 8. Prior to final plat approval by the City, the applicant shall submit final copies of agreements and documents creating an association of owners of the proposed townhouse sublots, which shall adequately provide for the control and maintenance of all commonly held facilities, garages, landscaping, parking and/or open site areas.*

9. *This Preliminary Plat is specific to and contingent upon City approval of associated applications including Master Plan Development Amendment No. MPD 2014-02, Zoning Map Amendment No. ZMA 2014-01 (Ordinance No. 468), Plat Amendment No. SUBPA 2014-03, Preliminary Plat No. SUBPP 2014-02, and Design Review No. 2014-05. The applicant shall satisfy all applicable conditions and requirements of these associated application approvals in addition to the conditions contained herein.*
10. *A final plat shall not be approved by the City Council until all townhouse units have received an approved final inspection and certificate of occupancy from the City Building Inspector or the Council has approved a financial guarantee of performance for completion of improvements pursuant to Code Section 9-4A-8.*
11. *This preliminary plat approval shall expire three hundred sixty five (365) days from the date of approval unless extended pursuant to Code Section 9-5A-9.*

In satisfaction of Conditions of Approval No. 1, 2, 3, and 5 of the preliminary plat approval, the Community Development Director reviewed the submitted final plat drawing and found that it conforms to the approved preliminary plat drawings, reviewed and approved by the City Council on May 15, 2014. The overall project's infrastructure improvements have been constructed to the satisfaction of the Community Development Director and Building Official. Although all the required public safety improvements and infrastructure are in place and available for Sublot 24, the remaining townhome units are under construction. The applicant has requested that a final plat be approved for the completed townhome unit so a pending sale may commence.

As required by Condition No. 4 of the preliminary plat, the applicant has complied and/or clarified as needed all applicable comments and conditions contained in the CH2MHill preliminary plat review comment letter dated March 7, 2014.

Pursuant to Condition No. 6, to the satisfaction of the Community Development Director and Building Official, a construction management plan was satisfactorily submitted to the City for review and was approved.

Condition No. 7 of the preliminary plat does not apply to the single-family townhome as this configuration has no party wall, but agreements are in place for the other units.

To satisfy Conditions No. 8, the applicant has submitted draft Declaration of Covenants, Conditions and Restrictions of White Clouds Townhomes. Proposed Condition No. 2 in the attached City Council Findings will reliably satisfy this preliminary plat requirement.

In regard to Condition No. 9 of the preliminary plat approval, the constructed townhome unit and all related site improvements have been completed in conformance with the City's design review approvals and building permits. As specified above, the townhome unit has received final inspection and a certificate of occupancy from the Building Official, which satisfies Condition No. 10.

Lastly, in regard to Condition No. 11, the preliminary plat was approved by the City Council on May 15, 2014, grading and building permit applications were soon thereafter reviewed and issued by the City, then substantially acted upon by the applicant. The Community Development Director extended the preliminary plat approval pursuant to Code Section 9-5A-9.

Thus, Condition No. 11 above is also satisfied.

Therefore, it can found by the City Council that the submitted final plat conforms with the approved preliminary plat design and applicable conditions of approval required prior to City action on the final plat have been satisfied by the applicant. Findings of Fact, Conclusions of Law, Decision, and Conditions of Approval for the *Diamond Back Townhomes: Sublots 24 and Tract J* are attached.

Recommendation: Staff recommends approval of Final Plat Application No. 2017-067 for Diamond Back Townhomes Sublot 24 and Tract J.

Recommended Motion: "I move to recommend approval of Final Plat Application No. 2018-067 for Diamond Back Townhomes Sublot 24 and Tract J, pursuant to the Findings of Fact and Conditions of Approval."

Alternative Action: Move to denial of the application and draft findings supporting denial.

Attachments:

1. Findings of Fact and Conditions of Approval
2. Application Materials
3. June 19, 2018 Review Checklist from City Engineer Jacobs Engineering Group/CH2M HILL

**CITY OF SUN VALLEY
CITY COUNCIL
FINDINGS OF FACT AND CONCLUSIONS OF LAW**

- Project Name:** Final Plat SUBFP 2018-067
- Applicant:** Benchmark Associates, for Sun Valley Company
- Location:** Diamond Back Townhomes Subdivision, Sublot 24 & Tract J
- Zoning District:** Multiple-Family Residential (RM-1) Zoning District
- Application:** Final Plat

Project: The subject parcel, Parcel A, was created for multi-family residential development as part of the White Clouds Subdivision through the City’s approval of the project’s Master Plan (MPD2006-03-017, MPD2014-02, & MPD2015-01), Zoning Map Amendments (Ordinance Nos. 468 & 493), Planned Unit Development (CUP2007-05, CUP2015-01), Design Review (DR2015-33), Preliminary Plat (SUBPP2014-04), and Plat Amendments (SUBPA2014-03, SUBPA2015-04, & SUBPA2016-04). Parcel A is one of five multi-family parcels created by the White Clouds Subdivision.

The property owner filed a preliminary plat application on January 7, 2014 to subdivide Parcel A into thirty-six townhome sublots with associated site improvements. The Planning & Zoning Commission recommended approval of the preliminary plat to the City Council on April 17, 2014 and the City Council approved the preliminary plat application on May 15, 2014. The subject Parcel A has been amended through Plat Amendments SUBPA 2014-03, SUBPA2015-04, and SUBPA 2016-04. These amendments have changed the number of sublots and reconfigured the types of dwelling units in order for the applicant to respond to market conditions. The most recent amendment, SUBPA 2016-04, was approved by City Council on October 2nd, 2016 and amended the preliminary plat (SUBPP2014-04) for Diamond Back Townhomes and the plat of White Clouds Corrected to increase the number of sublots from thirty-one to thirty-three. The previously approved Master Plan (MPD 2015-01) allowed for a range of units from twenty-six to thirty-six for the subdivision in order to maintain flexibility in the design and construction process. Building G is one of three approved single-family configurations. The remaining townhomes are at various stages of construction. The final plats will be submitted for the remaining sublots once they are complete.

Sublot 24 is located on what is now Tract I (based on approval of SUBFB 2018-066), which was created as a remainder tract with Final Plat SUBFP2017-110. Tract I is currently 85,500 sq ft. With the subject Final Plat application, Sublot 24 and the associated common area will be 4,976 sq ft and Tract J will be 80,524 sq ft. The subject sublot is in the City’s Multiple-Family Residential (RM-1) Zoning District, which provides for medium density residential apartment, condominium, and/or townhouse dwellings as well as incidental uses. The project’s proposed thirty-three townhome units complies with the maximum density of fourteen dwelling units per acre allowed within the RM-1 Zoning District. The proposed final plat exhibit shows the surveyed location, townhome sublot boundaries, common area, private driveway, land use, zoning, notes, and related easements for the constructed townhome.

Required Findings: Based on the standards set forth in Sun Valley Municipal Code, Title 9, Chapter 4A-6, the City Council shall consider the following:

1. The applicant for the *Diamond Back Townhomes: Sublot 24, and Tract J* is Benchmark Associates, P.A. for Sun Valley Company. The project area consists of existing Parcel A Amended within the Multi-Family Residential (RM-1) Zoning District of the White Clouds Subdivision. The final plat is directly associated with Plat Amendment Application Nos. SUBPA 2014-03, 2015-04, and 2016-04, Preliminary Plat Application No. SUBPP 2014-04, and Design Review Application No. DR 2015-33 for the construction of thirty-three townhome units with associated site improvements. Several of the units and the base subdivision infrastructure have been constructed. Construction continues on the remaining units, and final plats will be submitted for those remaining sublots once completed.
2. The subject parcel was created for multi-family residential development as part of the White Clouds Subdivision through the City's approval of the project's Master Plan, Zoning Map Amendment, Planned Unit Development, Preliminary Plat, and Final Plat. Parcel A is one of five (5) multi-family parcels created by the White Clouds Subdivision.
3. The application consists of a final plat map showing the surveyed location and legal description of the property boundary, uses, and the location of the new residential townhome subplot within existing Tract I of the *Diamond Back Townhomes: Sublots 20, 21, 23, 25 and Tract I* plat approved in July 2018.
4. The property owner filed a preliminary plat application on January 7, 2014 to subdivide Parcel A into thirty-six townhome sublots with associated site improvements. The Planning & Zoning Commission recommended approval of the preliminary plat to the City Council on April 17, 2014 and the City Council approved the preliminary plat application on May 15, 2014. The subject Parcel A has been amended through Plat Amendments SUBPA2014-03, SUBPA2015-04, and SUBPA2016-04. These amendments have changed the number of sublots and reconfigured the types of dwelling units in order for the applicant to respond to market conditions. The most recent amendment, SUBPA 2016-04, was recommended by the Planning & Zoning Commission on September 22, 2016 and approved by City Council on October 2, 2016 and amended the preliminary plat to increase the number of sublots from thirty-one to thirty-three. Improvement and utility plans were reviewed and approved by the City and various building permits have been issued for the project. Construction commenced and the subject townhome unit is complete, receiving a Certificate of Occupancy. The significant infrastructure for the entire project has been completed and the driveway access specific to the unit is in place.
5. As per Municipal Code Section 9-4A-7B, Director's Review, the *Diamond Back Townhomes: Sublot 24 and Tract J* final plat was reviewed by the Community Development Director for compliance with the approved preliminary plat design and all applicable conditions of approval. As permitted by the Development Code, the Director determined that the final plat did not significantly differ from the approved preliminary plat and, based on the review and comments from the City's Contract Engineer, did not require that the final plat be submitted to the Planning & Zoning Commission for its evaluation

and decision in the same manner as required in the preliminary plat process.

6. The required criteria for City Council review of a proposed final plat are contained in City Code Section 9-4A-7C and are fully discussed below. Additionally, City Code Section 9-4B-3, Townhomes, sets forth provisions to provide for public health, safety, and welfare of purchasers and residents of townhome developments. Section 9-4B-3D-2 requires that a final plat shall not be approved by the City Council until all townhouse units have received an approved final inspection and Certificate of Occupancy from the City Building Inspector or the Council has approved a financial guarantee of performance for completion of improvements pursuant to Section 9-4A-8, Surety Agreements. The townhome unit associated with this final plat is complete and has received a Certificate of Occupancy. All significant infrastructure for the townhome development is complete and construction continues on the remaining townhomes.
7. The subdivision includes extensive open common area and a private street/driveway system accessing the Diamond Back Road right-of-way. Snow storage, utility, and drainage easements exist on the property along Diamond Back Road and Clos Du Val Road. The Diamond Back Road public street right-of-way and path will be plowed clear of snow by the City and Trail Creek Road is currently plowed by Idaho Transportation Department. No avalanche or run-out areas exist on the project site.
8. The SVW&SD issued a will-serve letter for the overall White Clouds Subdivision as part of the Preliminary Plat review and action. A submitted and approved Water and Sewer Plan detailed nearby existing utility infrastructure and on-site improvements. These water and sewer improvements are now constructed and available. The project can be fully served by the constructed water and sewer utilities. All other applicable services and utilities were extended to the site as part of the overall White Clouds infrastructure implementation and are adequate to fully serve the townhome as well as the remaining townhome units under construction.
9. Considering and in accordance with the deviations and public benefits contained in the PUD approval for the overall White Clouds Development, the project design is consistent with Development Code Sections 9-4A-5, Design, and 9-3H-4, Regulated Structures. The significant slopes, ridges, knolls, summits and hilltops of the White Clouds Land Use Planning Area were preserved and subdivided into open space and recreational zoned parcels. The remaining more developable portions of the area were subdivided into lots with single- and multi-family residential uses. No significant historical, natural, ecological, architectural, archeological, or scenic special sites lie on site or directly adjacent to Parcel A. No significant streams, lakes, or other natural bodies of water lie on or adjacent to the site. The significant slopes and hillsides lie off-site adjacent to the northwest in open space and recreation zoned parcels. Pursuant to the deviations allowed in regard to steep slopes by the PUD approved for the overall White Clouds project, the subdivision design is appropriate for multi-family development. No significant view or hillside scaring will occur to the larger prominent surrounding hillsides and no significant natural features or hilltops will be disturbed. In the RM-1 Zoning District, buildings on natural topography greater than fifteen percent (15%) are required to be designed in a manner to

reduce visibility by using stepped building forms, natural color and materials, sloped roofs, and landscaping. This townhome project utilizes townhome units with pitched roof designs, placing the larger units at the less visible rear portion of the dug into existing grade. The project's use of natural stone and wood materials and mature screening landscaping further ensure compliance with hillside regulations. None of the proposed or constructed thirty-three townhome units skyline above adjacent hillsides or knolls. The townhome project complies with all applicable regulations and design criteria contained in the Development Code and is consistent with the intent and purpose of the Hillside Ordinance, the White Clouds Master Plan, and the White Clouds PUD.

CONDITIONS OF APPROVAL

1. Applicant shall provide the Certification and Signature Sheet to the Community Development Department for review by the City Engineer prior to recording the final plat at the office of the County Recorder.
2. The final plat shall be recorded by the applicant at the Office of the County Recorder and a copy of the recorded final plat document shall be submitted to the Community Development Department.

CONCLUSIONS OF LAW

The Sun Valley City Council concludes that the proposed final plat for *Diamond Back Townhomes: Sublot 24, and Tract J* meets the standards for approval under Title 9, Chapter 4, City of Sun Valley Municipal Code.

DECISION

Therefore, the Sun Valley City Council **approves** the subject Final Plat Application No. SUBPP 2017-067.

Dated this 5th day of July, 2018.

Peter M. Hendricks, Mayor
City of Sun Valley

Date Findings of Fact signed

ATTEST:

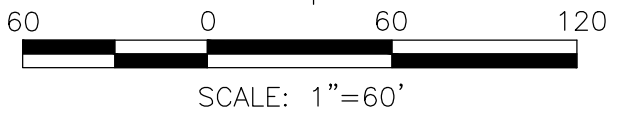
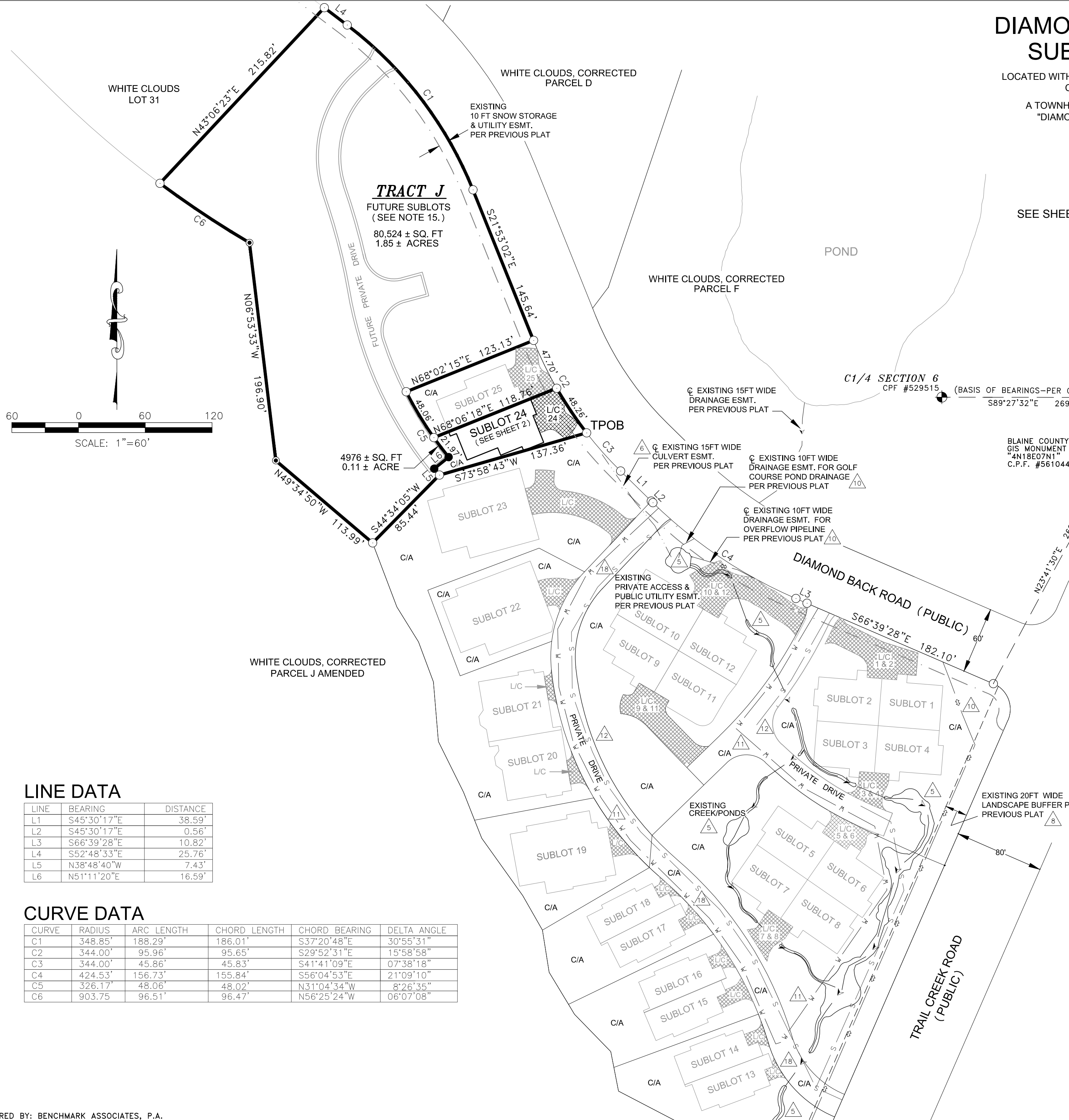
Nancy Flannigan, City Clerk
City of Sun Valley

DIAMOND BACK TOWNHOMES: SUBLOT 24 AND TRACT J

LOCATED WITHIN: SECTION 6, TOWNSHIP 4 NORTH, RANGE 18 EAST, B.M.,
CITY OF SUN VALLEY, BLAINE COUNTY, IDAHO
A TOWNHOUSE SUBDIVISION OF TRACT I WITHIN THE PLAT OF
"DIAMOND BACK TOWNHOMES: SUBLOT 25 AND TRACT I".

JUNE 2018

SEE SHEET 2 OF 3 FOR PLAT NOTES & SUBLOT DETAILS.



LINE DATA

LINE	BEARING	DISTANCE
L1	S45°30'17"E	38.59'
L2	S45°30'17"E	0.56'
L3	S66°39'28"E	10.82'
L4	S52°48'33"E	25.76'
L5	N38°48'40"W	7.43'
L6	N51°11'20"E	16.59'

CURVE DATA

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	348.85'	188.29'	186.01'	S37°20'48"E	30°55'31"
C2	344.00'	95.96'	95.65'	S29°52'31"E	15°58'58"
C3	344.00'	45.86'	45.83'	S41°41'09"E	07°38'18"
C4	424.53'	156.73'	155.84'	S56°04'53"E	21°09'10"
C5	326.17'	48.06'	48.02'	N31°04'34"W	8°26'35"
C6	903.75'	96.51'	96.47'	N56°25'24"W	06°07'08"

LEGEND

- PROPERTY BOUNDARY
- SUBLOT BOUNDARY
- LANDSCAPE BUFFER PER PREVIOUS PLAT (SEE NOTE 8.)
- CULVERT EASEMENT (SEE NOTE 6.)
- SNOW STORAGE & UTILITY ESMT. PER PREVIOUS PLAT
- CENTERLINE DRAINAGE ESMT. - WIDTH VARIES (SEE NOTE 5.)
- CENTERLINE 10' DRAINAGE ESMT. (SEE NOTE 10.)
- CENTERLINE 15' WATER LINE ESMT. (SEE NOTE 11.)
- CENTERLINE 15' SEWER LINE ESMT. (SEE NOTE 12.)
- LIMITED COMMON AREA (WITHIN EXISTING DRIVEWAY LOCATIONS) (SEE NOTE 4.)
- COMMON AREA
- LIMITED COMMON AREA
- FOUND 5/8" REBAR
- SET 5/8" REBAR
- SET NAIL & TAG IN PAVERS/CURB
- FOUND NAIL & TAG
- BRASS CAP
- EASEMENT - SEE SHEET 2

HEALTH CERTIFICATE

Sanitary restrictions as required by Idaho Code Title 50, Chapter 13, have been satisfied. Sanitary restrictions may be reimposed, in accordance with Idaho Code Title 50, Chapter 13, Section 50-1326, by the issuance of a certificate of disapproval.

Date: _____ South Central Public Health District, REHS



**DIAMOND BACK TOWNHOMES:
SUBLOT 24 AND TRACT J**
LOCATED WITHIN:
SECTION 6, TOWNSHIP 4 NORTH, RANGE 18 EAST, B.M.,
CITY OF SUN VALLEY, BLAINE COUNTY, IDAHO
PREPARED FOR: SUN VALLEY COMPANY

PROJECT NO. 16125	BY: CPL/SWS	FILE: 16125sublot24.dwg
FINAL PLAT	DATE: 05/31/2018	SHEET: 1 OF 3

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DIAMOND BACK TOWNHOMES: SUBLOT 24 AND TRACT J

LOCATED WITHIN: SECTION 6, TOWNSHIP 4 NORTH, RANGE 18 EAST, B.M.,
CITY OF SUN VALLEY, BLAINE COUNTY, IDAHO

A TOWNHOUSE SUBDIVISION OF TRACT I WITHIN THE PLAT OF
"DIAMOND BACK TOWNHOMES: SUBLOT 25 AND TRACT I.

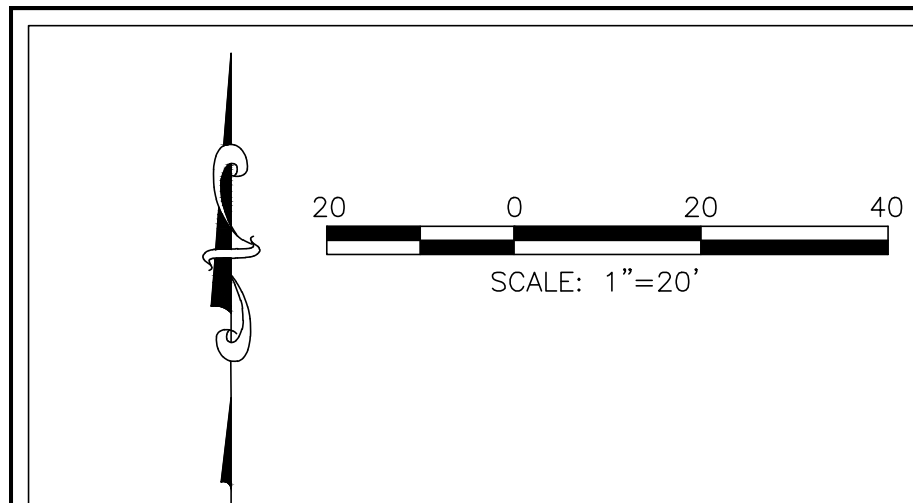
JUNE 2018


LEGEND

- PROPERTY BOUNDARY
- SUBLOT BOUNDARY
- APPROXIMATE BUILDING FOOTPRINT
- CULVERT EASEMENT (SEE NOTE 6.)
- SNOW STORAGE & UTILITY ESMT. PER PREVIOUS PLAT
- CENTERLINE 15' WATER LINE ESMT. (SEE NOTE 11.)
- CENTERLINE 15' SEWER LINE ESMT. (SEE NOTE 12.)
- LIMITED COMMON AREA (WITHIN EXISTING DRIVEWAY LOCATIONS) (SEE NOTE 4.)
- COMMON AREA
- LIMITED COMMON AREA
- FOUND 5/8" REBAR
- SET 5/8" REBAR
- SET NAIL & TAG IN PAVERS/CURB
- BRASS CAP

NOTES:

1. BASIS OF BEARINGS IS PER THE PLAT OF "WHITE CLOUDS CORRECTED; PARCELS A, B & J AMENDED", RECORDED AS INST. NO. 620423. REFER TO SAID PLAT & PLAT NOTES AND TO THE ORIGINAL PLAT AND CC&R'S OF "WHITE CLOUDS, CORRECTED" AND TO THE "DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS OF DIAMOND BACK TOWNHOMES: SUBLOT 24 AND TRACT J", RECORDED AS INST. NO. AND AS MAY BE AMENDED, FOR CONDITIONS AND/OR RESTRICTIONS GOVERNING THIS PROPERTY.
2. BUILDING SETBACKS SHALL COMPLY WITH APPLICABLE ZONING REGULATIONS.
3. ALL TOWNHOUSE OWNERS SHALL HAVE MUTUAL RECIPROCAL EASEMENTS FOR EXISTING AND FUTURE PUBLIC AND PRIVATE UTILITIES INCLUDING, BUT NOT LIMITED TO, WATER, CABLE TV, SEWER, NATURAL GAS, TELEPHONE, AND ELECTRIC LINES OVER, UNDER AND ACROSS THEIR TOWNHOUSE SUBLOTS AND COMMON AREA FOR THE REPAIR, MAINTENANCE AND REPLACEMENT THEREOF.
4. EACH LIMITED COMMON AREA IDENTIFIED HEREON IS FOR THE EXCLUSIVE USE OF SAID AREA FOR ACCESS AND PARKING FOR THE DESIGNATED SUBLOTS AS SHOWN HEREON. CONSULT THE DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS FOR THE DEFINITION OF COMMON AREA AND LIMITED COMMON AREA.
5. A DRAINAGE EASEMENT, NOT LESS THAN 10 FEET IN WIDTH, EXISTS TO BENEFIT THE DIAMOND BACK TOWNHOMES OWNERS ASSOCIATION AND SUN VALLEY COMPANY, AND ITS SUCCESSORS AND ASSIGNS FOR DRAINAGE AND MAINTENANCE OF THE AS CONSTRUCTED STREAM AND POND AREAS, PER PREVIOUS PLAT.
6. A 15 FOOT WIDE CULVERT EASEMENT EXISTS TO BENEFIT SUN VALLEY COMPANY, AND ITS SUCCESSORS AND ASSIGNS, PER PREVIOUS PLAT.
7. A 10 FOOT WIDE UTILITY, DRAINAGE AND IRRIGATION EASEMENT EXISTS CENTERED ON ALL LOT LINES AND ADJACENT TO ALL STREET AND SUBDIVISION BOUNDARIES, PER ORIGINAL PLAT OF WHITE CLOUDS, PUD.
8. A 20 FOOT WIDE LANDSCAPE BUFFER IS RESERVED FOR TRAILS, HARDSCAPE, SIGNAGE, MONUMENT SIGNAGE, PLANTINGS OR SIMILAR USAGE, PER PREVIOUS PLAT.
9. NOT APPLICABLE. PEDESTRIAN AND VEHICULAR ACCESS EASEMENT WAS VACATED PER PREVIOUS PLAT.
10. TEN (10) FOOT WIDE DRAINAGE EASEMENTS EXIST TO BENEFIT SUN VALLEY COMPANY AND ITS SUCCESSORS AND ASSIGNS TO ACCOMMODATE GOLF COURSE AND OTHER DRAINAGE ALONG THE AS CONSTRUCTED LOCATIONS OF THE OVERFLOW AND OTHER DRAINAGE PIPES, PER PREVIOUS PLAT.
11. A 15 FOOT WIDE WATER LINE EASEMENT EXISTS TO BENEFIT THE SUN VALLEY WATER & SEWER DISTRICT, AND ITS SUCCESSORS AND ASSIGNS, CENTERED ALONG THE EXISTING WATER LINE, PER PREVIOUS PLAT.
12. A 15 FOOT WIDE SEWER EASEMENT EXISTS TO BENEFIT THE SUN VALLEY WATER & SEWER DISTRICT, AND ITS SUCCESSORS AND ASSIGNS, CENTERED ALONG THE EXISTING SEWER LINE, PER PREVIOUS PLAT.
13. PUBLIC UTILITY EASEMENTS ARE HEREBY PROVIDED FOR ALL UTILITY LINES WHICH SERVE DIAMOND BACK TOWNHOMES WITHIN THE SUBLOT 24 BOUNDARY AND TRACT J, INCLUDING (1) ALL EXISTING UTILITY LINES AND (2) ALL FUTURE UTILITY LINES OVER UNDER AND ACROSS ALL SUBLOTS AND COMMON AREAS SHOWN HEREON, AND ALL FUTURE SUBLOTS AND COMMON AREAS TO BE PLATTED WITHIN TRACT H, AS REASONABLY NECESSARY TO SERVE ALL DIAMOND BACK TOWNHOMES.
14. ALL PRIVATE DRIVES SHOWN HEREON WITHIN COMMON AREA SHALL REMAIN OPEN AND UNOBSTRUCTED AND IT SHALL BE THE SOLE RESPONSIBILITY OF THE DIAMOND BACK TOWNHOMES OWNERS ASSOCIATION TO MAINTAIN SAID LANES YEAR-ROUND, INCLUDING BUT NOT LIMITED TO SNOW REMOVAL AND ENFORCEMENT OF NO VEHICULAR PARKING WITHIN SAID LANES AT ANY TIME.
15. TRACT J IS RESERVED FOR DEVELOPMENT AND RESUBDIVISION OF FUTURE TOWNHOUSE UNITS AS APPROVED IN THE PRELIMINARY PLAT OF DIAMOND BACK TOWNHOMES, PHASE 2, DATED 08/12/2015, AND APPROVED 11/05/2015, OR IN ANY AMENDMENTS THAT MAY BE HEREAFTER APPROVED BY THE CITY OF SUN VALLEY.
16. COMMON AREAS, INCLUDING PRIVATE DRIVES SHOWN HEREON, ARE FOR THE BENEFIT OF ALL FUTURE PHASES OF DIAMOND BACK TOWNHOMES AS WELL AS FOR SUBLOTS 1-25.
17. COMMON SUBLOT BOUNDARIES ARE INTENDED TO BE THE EXISTING PHYSICAL PARTY WALLS AS CONSTRUCTED.
18. A PRIVATE ACCESS AND PUBLIC UTILITY EASEMENT, WHICH SHALL BE AVAILABLE FOR AND BENEFIT ALL SUBLOTS WITHIN DIAMOND BACK TOWNHOMES, EXISTS AS SHOWN HEREON, AND SHALL, ON OR BEFORE THE COMPLETION OF ALL PHASES OF DIAMOND BACK TOWNHOMES, BE CONVEYED TO AND ACCEPTED BY THE DIAMOND BACK TOWNHOMES OWNERS ASSOCIATION AS COMMON AREA.





BENCHMARK ASSOCIATES

**DIAMOND BACK TOWNHOMES:
SUBLOT 24 AND TRACT J**

LOCATED WITHIN:
SECTION 6, TOWNSHIP 4 NORTH, RANGE 18 EAST, B.M.,
CITY OF SUN VALLEY, BLAINE COUNTY, IDAHO

PREPARED FOR: SUN VALLEY COMPANY

PROJECT NO. 16125	BY: CPL/SWS	FILE: 16125sublot24pg2
FINAL PLAT	DATE: 05/31/2018	SHEET: 2 OF 3

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PREPARED BY: BENCHMARK ASSOCIATES, P.A.

FINAL PLAT CHECK LIST

For: The City of Sun Valley

1	Subdivision Name:	Diamond Back Townhomes Tract J
2	Reviewer:	Allan Schroeder
3	Date:	June 19th, 2018
4	Sheet Title and Preamble:	Located within Section 6, Township 4 North, Range 18 East, B.M., City of Sun Valley, Blaine County, Idaho. A Townhouse subdivision of Tract I within the plat of "Diamond Back Townhomes: Sublots 25 and Tract I"
5	Basis of Bearing:	OK, Per Original Plat (No. 620423)
6	North Arrow :	OK
7	Scale and Legend:	OK
8	Plat Closure:	Closure report provided at time of signature.
9	Total Area:	Total Land Area shown in SF and Acres.
10	Monuments:	Identified on plans
11	Land Corners:	OK
12	Initial Point:	OK
13	Street Names & Width:	OK
14	Easements:	Existing 10'(min) drainage, 15' culvert, existing 10' utility(Drainage and irrigation), 20' landscape buffer, new 10' drainage easement to benefit Sun Valley Company, 15' water line, 15' sewer. Existing private access and public utility.
15	Lot & Block Numbers:	OK
16	Lot Dimensions:	OK
17	Curve & Line Tables:	Curve Table provided, line data shown in a table for short runs and on plans for long runs.
18	Certifications:	Health Certificate shown, not signed.
19	Certificate of Owner:	OK.
20	Certificate of Surveyor:	OK.
21	Sanitary Restriction:	OK. Covered in Health Certificate
22	Agency Approvals:	OK..
23	Public Dedication:	None eligible
24	Common Areas:	OK

Notes: Closure reports are to be provided at time of signing.

**CITY OF SUN VALLEY
CITY COUNCIL
STAFF REPORT**

Project Name: Ordinance 528

Applicant: City Initiated

Application: Amend Title 4, Chapter 6, Section 2 and Section 3 of Sun Valley Municipal Code Regarding Regulation of Vehicles on City Trail System

Project Description: The proposed Ordinance 528 would amend Title 4, Chapter 6, Sections 2 and 3 of the City’s Municipal Code regarding the regulation of vehicles on the City recreational trail system. The amended language is proposed to specifically address use of electric bicycles (E-bikes), alternative electric motored vehicles, wheelchairs, and other power-driven mobility devices (OPDMDs) on the City’s trail system. The proposed amended language is intended to provide direction on regulation of newer forms of vehicles as they continue to increase in popular use, while also addressing use of vehicles by individuals with mobility disabilities.

Proposed amendment language has been prepared in collaboration with the City of Sun Valley Police Department and representatives of the Blaine County Regional Transportation Committee’s Bike Ped Working Group.

Title 4, Chapter 6, Sections 2 and 3 currently read:

4-6-2: REGULATION OF BICYCLES AND HUMAN PROPELLED VEHICLES:

A. Where the trail system is provided and its use is practicable, it shall be unlawful for any person to operate a bicycle or other human propelled vehicle along and upon an adjacent roadway within the city at a speed which is so slow as to impede the flow of traffic on the roadway.

B. No person shall operate a bicycle or other human propelled vehicle on the path system at a speed greater than is reasonable and prudent under the conditions and having regard to the actual and potential hazards then existing. Consistent with the foregoing, every person shall operate a bicycle or other human propelled vehicle on the trail system at a safe and appropriate speed on approaching and crossing an intersection, when approaching and going around a curve, when approaching a hillcrest, when proceeding down a hill, when traveling upon a winding section of the trail system, and when special hazards exist with respect to pedestrians or other traffic or by reason of weather or other conditions of the trail system. (Ord. 229, 6-19-1990)

4-6-3: PROHIBITION OF MOTOR VEHICLES:

A. It shall be unlawful for any person to operate a motor vehicle upon the trail system unless the motor vehicle is: 1) a motorized wheelchair; 2) a human propelled vehicle designed for use by only one person, with electrical assist(s) totaling less than 0.75 horsepower; or 3) a maintenance vehicle which is operated

on the trail system either for the purpose of maintaining the trail system or properties directly abutting the trail system. (Ord. 330, 6-12-2001)

B. Nothing herein shall constitute authorization for the operation of a motor vehicle upon the trail system if the size, weight, or other characteristics of the vehicle are likely to cause damage to the trail system. (Ord. 229, 6-19-1990)

Proposed changes to Title 4, Chapter 6, Sections 2 and 3 are:

4-6-2: REGULATION OF BICYCLES, ~~AND HUMAN PROPELLED VEHICLES~~, E-BIKES, ALTERNATIVE ELECTRIC MOTORED VEHICLES, WHEELCHAIRS, AND OPDMDS:

A. Where the trail system is provided and its use is practicable, it shall be unlawful for any person to operate a bicycle or other human propelled vehicle along and upon an adjacent roadway within the city at a speed which is so slow as to impede the flow of traffic on the roadway.

B. No person shall operate a bicycle or other human propelled vehicle on the path system at a speed greater than is reasonable and prudent under the conditions and having regard to the actual and potential hazards then existing. Consistent with the foregoing, every person shall operate a bicycle or other human propelled vehicle on the trail system at a safe and appropriate speed on approaching and crossing an intersection, when approaching and going around a curve, when approaching a hillcrest, when proceeding down a hill, when traveling upon a winding section of the trail system, and when special hazards exist with respect to pedestrians or other traffic or by reason of weather or other conditions of the trail system. (Ord. 229, 6-19-1990)

C. Electric power-assisted bicycles ("E-bikes") shall be allowed to operate on the city trail system, provided operation of an E-bike is in accordance with regulations provided in this chapter. An E-bike shall be defined as a vehicle having two tandem wheels or two parallel wheels and one forward wheel, any two of which, are not less than twelve inches in diameter and is designed to be operated by human power with the assistance of an electric motor that has a power output of not more than seven hundred fifty (750) watts that: (i) is incapable of propelling the vehicle at a speed of more than twenty (20) miles per hour; and (ii) disengages or ceases to function when the vehicle's brakes are applied.

A Class 1 E-bike, or low-speed pedal-assisted electric bicycle, is defined as a bicycle equipped with a motor that provides assistance only when the rider is pedaling, and that ceases to provide assistance when the bicycle reaches the speed of twenty miles per hour. A Class 2 E-bike, or low-speed throttle-assisted electric bicycle, is defined as a bicycle equipped with a motor that may be used exclusively to propel the bicycle, and that is not capable of providing assistance when the bicycle reaches the speed of 20 miles per hour. A Class 3 E-bike, or speed pedal-assisted electric bicycle, is defined as a bicycle equipped with a motor that provides assistance only when the rider is pedaling, and that ceases to provide assistance when the bicycle reaches the speed of twenty-eight (28) miles per hour, and is equipped with a speedometer. Class 1 and Class 2 E-bikes shall be allowed to operate on the city trail system, provided operation in accordance with regulations provided in this chapter. Class 3 E-bikes are prohibited from public use on the city trail system.

D. Use of alternative electric motored vehicles shall be allowed to operate on the city trail system, provided operation of an electric motored vehicle is in accordance with regulations provided in this

chapter. Alternative electric motored vehicles may include, but not be limited to, electronic scooters, electronic skateboards, or onewheels. Electronic scooters are defined as having two wheels, handlebar and floorboard, an electric motor, and may be designed to be powered by human propulsion. Electronic skateboards are defined as a personal transporter based on a skateboard, with speed controlled by a hand-held throttle or weight-sensor controls and the direction of travel is adjusted by tilting the board to one side or the other. Onewheels are defined as an electric self-balancing recreational personal transporter, sometimes described as a one-wheeled skateboard. Operation of any form of alternative electric motored vehicle on the city trail system may not exceed a speed of 20 miles per hour.

E. Use of wheelchairs and manually-powered mobility aides by individuals with mobility disabilities shall be permitted on the city trail system. The term "wheelchair" is defined as a manually-operated or power-driven device designed primarily for use by an individual with a mobility disability for the main purpose of indoor or of both indoor and outdoor locomotion.

F. Use of other power-driven mobility devices (OPDMDs) shall be allowed to operate on the city trail system, however use of OPDMDs on the city trail system is limited to use by individuals with a mobility disability, and provided operation of OPDMDs are in accordance with regulations provided in this chapter. An OPDMD is defined as any mobility device powered by batteries, fuel, or other engines, whether or not designed primarily for use by individuals with mobility disabilities, that may be used by individuals with mobility disabilities for the purpose of locomotion.

4-6-3: PROHIBITION OF MOTOR VEHICLES:

A. It shall be unlawful for any person to operate a motor vehicle upon the trail system unless the motor vehicle is: 1) a motorized wheelchair; 2) a human propelled vehicle designed for use by only one person, with electrical assist(s) totaling less than ~~0.75 horsepower~~ 750 watts and not able to exceed 20 miles per hour; or 3) a maintenance vehicle which is operated on the trail system either for the purpose of maintaining the trail system or properties directly abutting the trail system. (Ord. 330, 6-12-2001)

B. Nothing herein shall constitute authorization for the operation of a motor vehicle upon the trail system if the size, weight, or other characteristics of the vehicle are likely to cause damage to the trail system. (Ord. 229, 6-19-1990)

Noticing: The City Council public hearing regarding the subject ordinance was duly noticed in accordance with Idaho State Statute 67-6507 and with Sun Valley City Code Title 9, Chapter 5 by: 1) publishing in the Idaho Mountain Express on June 20th, June 27th, and July 4th, 2018; 2) posting of the notice in five prominent public locations in the City; 3) mailing and emailing notice to applicable agencies and neighboring jurisdictions and emailing notice to interested parties; and, 4) posting of the public hearing materials at City Hall and on the City website.

Recommendation: Staff recommends approval of Ordinance 528 regarding regulation of vehicles on the City trail system.

Recommended Motion: "I move to recommend approval of Ordinance 528."

Alternative Actions: Move to denial of the ordinance.

Attachments:

1. Draft Ordinance

ORDINANCE NO. 528

AN ORDINANCE OF THE CITY OF SUN VALLEY, IDAHO, AMENDING TITLE 4, CHAPTER 6, SECTIONS 2 AND 3 OF THE CITY OF SUN VALLY MUNICIPAL CODE

WHEREAS, the City of Sun Valley has established an extensive paved trail system (the "trail system") which is designed to provide alternative thoroughfares in the city to the roads of the city for pedestrians, bicyclists and other human propelled vehicles. It is necessary and in the best interests of the health, safety and welfare of the citizens of and visitors to the city that traffic on the trail system be regulated;

THEREFORE BE IT ORDAINED, by the Mayor and Council of the city, as follows

SECTION 1: Title 4, Chapter 6 (Trail System) of the city's Municipal Code shall be amended by removing struck-through text and adding underlined text as displayed below:

4-6-2: REGULATION OF BICYCLES, ~~AND HUMAN PROPELLED VEHICLES,~~ E-BIKES, ALTERNATIVE ELECTRIC MOTORED VEHICLES, WHEELCHAIRS, AND OPDMDS:

C. Electric power-assisted bicycles ("E-bikes") shall be allowed to operate on the city trail system, provided operation of an E-bike is in accordance with regulations provided in this chapter. An E-bike shall be defined as a vehicle having two tandem wheels or two parallel wheels and one forward wheel, any two of which, are not less than twelve inches in diameter and is designed to be operated by human power with the assistance of an electric motor that has a power output of not more than seven hundred fifty (750) watts that: (i) is incapable of propelling the vehicle at a speed of more than twenty (20) miles per hour; and (ii) disengages or ceases to function when the vehicle's brakes are applied.

A Class 1 E-bike, or low-speed pedal-assisted electric bicycle, is defined as a bicycle equipped with a motor that provides assistance only when the rider is pedaling, and that ceases to provide assistance when the bicycle reaches the speed of twenty miles per hour. A Class 2 E-bike, or low-speed throttle-assisted electric bicycle, is defined as a bicycle equipped with a motor that may be used exclusively to propel the bicycle, and that is not capable of providing assistance when the bicycle reaches the speed of 20 miles per hour. A Class 3 E-bike, or speed pedal-assisted electric bicycle, is defined as a bicycle equipped with a motor that provides assistance only when the rider is pedaling, and that ceases to provide assistance when the bicycle reaches the speed of twenty-eight (28) miles per hour, and is equipped with a speedometer. Class 1 and Class 2 E-bikes shall be allowed to operate on the city trail system, provided operation in accordance with regulations provided in this chapter. Class 3 E-bikes are prohibited from public use on the city trail system.

D. Use of alternative electric motored vehicles shall be allowed to operate on the city trail system, provided operation of an electric motored vehicle is in accordance with regulations provided in this chapter. Alternative electric motored vehicles may include, but not be limited to, electronic scooters, electronic skateboards, or onewheels. Electronic scooters are defined as having two wheels, handlebar and floorboard, an electric motor, and may be designed to be powered by human propulsion. Electronic

ORDINANCE NO. 528 - AN ORDINANCE OF THE CITY OF SUN VALLEY, IDAHO, AMENDING TITLE 4, CHAPTER 6, SECTIONS 2 AND 3 OF THE CITY OF SUN VALLY MUNICIPAL CODE

skateboards are defined as a personal transporter based on a skateboard, with speed controlled by a hand-held throttle or weight-sensor controls and the direction of travel is adjusted by tilting the board to one side or the other. Onewheels are defined as an electric self-balancing recreational personal transporter, sometimes described as a one-wheeled skateboard. Operation of any form of alternative electric motored vehicle on the city trail system may not exceed a speed of 20 miles per hour.

E. Use of wheelchairs and manually-powered mobility aides by individuals with mobility disabilities shall be permitted on the city trail system. The term "wheelchair" is defined as a manually-operated or power-driven device designed primarily for use by an individual with a mobility disability for the main purpose of indoor or of both indoor and outdoor locomotion.

F. Use of other power-driven mobility devices (OPDMDs) shall be allowed to operate on the city trail system, however use of OPDMDs on the city trail system is limited to use by individuals with a mobility disability, and provided operation of OPDMDs are in accordance with regulations provided in this chapter. An OPDMD is defined as any mobility device powered by batteries, fuel, or other engines, whether or not designed primarily for use by individuals with mobility disabilities, that may be used by individuals with mobility disabilities for the purpose of locomotion.

4-6-3: PROHIBITION OF MOTOR VEHICLES:

A. It shall be unlawful for any person to operate a motor vehicle upon the trail system unless the motor vehicle is: 1) a motorized wheelchair; 2) a human propelled vehicle designed for use by only one person, with electrical assist(s) totaling less than ~~0.75 horsepower~~ 750 watts and not able to exceed 20 miles per hour; or 3) a maintenance vehicle which is operated on the trail system either for the purpose of maintaining the trail system or properties directly abutting the trail system. (Ord. 330, 6-12-2001)

SECTION 2: REPEALER. All previous ordinances, resolutions, orders, or parts thereof, are in conflict and are hereby repealed.

SECTION 3: SAVINGS AND SEVERABILITY. It is hereby declared to be the legislative intent that the provisions and parts of this ordinance shall be severable. If any paragraph, part, section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid for any reason by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance.

SECTION 4: EFFECTIVE DATE. This ordinance shall be in full force and effect after its passage, approval and publication, according to law.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR THIS ____ DAY OF _____, 2018.

APPROVED:

Peter M. Hendricks, Mayor

ATTEST:

Nancy Flannigan, City Clerk

ORDINANCE NO. 528 - AN ORDINANCE OF THE CITY OF SUN VALLEY, IDAHO, AMENDING TITLE 4, CHAPTER 6, SECTIONS 2 AND 3 OF THE CITY OF SUN VALLY MUNICIPAL CODE



CITY OF SUN VALLEY
REPORT TO THE CITY COUNCIL

TO: Honorable Mayor and City Council
FROM: Wendy Crosby, Finance Manager/Treasurer
SUBJECT: Revisions to Personnel Policy
DATE: July 5, 2018

BACKGROUND:

The City's Personnel Policy is under review by an HR attorney however in administering the current Policy there have been numerous areas of confusion and we would like to get the practical administration of the policy aligned with the printed policy. We have several employees departing and new hires starting and would like to be able to point to written policy that supports our practices.

See the attached red-lined excerpt from the Policy for the proposed changes. It has also been incorporated into the Personnel Policy Part II Review completed by the HR attorney.

Section X. A. of the current Policy refers to vacation hours in days. Because hours/day differ in each department, we have converted the reference to 'days' to the equivalent hours to make it more clear.

Current vacation accrual occurs on the benefit anniversary date. Should an employee leave the City, the current policy provides for full payout of vacation hours (to a maximum of 80 hours) even though the hours may not be earned. The proposed change pro-rates vacation hours for payout purposes.

Section X. C. clarifies hours paid for full time regular employees who do not work on a designated holiday.

RECOMMENDATION: Approval of the proposed changes.

PROPOSED MOTION: I move to approve the modifications to the Personnel Policy Section X. A. and C. as outlined in the attachment.

ALTERANTIVE MOTION: I move to approve modifications to the Personnel Policy with the following changes....

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:

All Employees except Non-Exempt Fire Department Employees

<u>Accrual Period</u>	<u>Days/Hours</u>	<u>Minimum Vacation Hours to be Used in 13 months</u>	<u>Allowed Carry-over Hours**</u>
1 – 24 months (1 - 2 years)	10 <u>80</u> *	10 <u>56</u> *	24
25 - 108 months (3 - 9 years)	15 <u>120</u>	15 <u>80</u>	40
109 - 180 months (10 - 15 years)	20 <u>160</u>	20 <u>80</u>	80
181 months (16+ years)	25 <u>200</u>	20 <u>80</u>	120

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Non-exempt Fire Department Employees

	<u>Hours</u>	<u>Minimum Hours to be Used in 13 months</u>	<u>Allowed Carry-over Hours**</u>
<u>1 – 24 months (1 - 2 years)</u>	<u>106</u>	<u>74</u>	<u>32</u>
<u>25 - 108 months (3 - 9 years)</u>	<u>159</u>	<u>106</u>	<u>53</u>
<u>109 - 180 months (10 - 15 years)</u>	<u>212</u>	<u>106</u>	<u>106</u>

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<u>181 months</u> <u>(16+ years)</u>	<u>265</u>	<u>106</u>	<u>159</u>
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*~~15 days~~120 hours upon approval of the Mayor at the time an employee is hired.

**The number of Carry-over Hours allowed for a specific year may be increased by the Mayor with consent of the City Council when work requirements prohibit an employee from using their vacation within the allotted time.

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. ~~For calculation of the compensated lump-sum payment, vacation hours accrued from since the employee's last anniversary date will be pro-rated based on the percentage of the year worked.~~ Any ~~€~~carry-over hours from the previous year have already been earned and are therefore do not need to be pro-rated.

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 ~~but who does not work on the said holiday, shall~~ receive ~~compensation for that day even though he or she is not scheduled or expected to work the hours normally scheduled to work, to a maximum of 8 hours of compensation for the holiday.~~ 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.

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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.

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Recognized Holidays:

New Year's Day	Labor Day
Martin Luther King, Jr. /Human Rights Day	Columbus Day

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Presidents' Day
Memorial Day
Independence Day

Veteran's Day
Thanksgiving Day
Friday after Thanksgiving Day
Christmas Day

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MEMORANDUM

TO: City of Sun Valley, c/o Susan Robertson and Jane Conard

FROM: Maria O. Hart and Jamie Ellsworth

DATE: May 20, 2018

SUBJECT: Initial Review of Selected Sections of the City’s Personnel Policy

We have been asked to conduct a review of the Sun Valley Personnel Policy handbook and make recommendations addressing the inclusion, exclusion, and/or revision of the City’s policies to bring them into line with current best practices, so that the Mayor, City Council, and designated city managers may address the implementation of these recommendations. We have performed a substantive review of an initial portion of the Personnel Policy and this memo contains a summary of our recommendations and issues we have identified as requiring consideration and revision. We have discussed this initial review with Susan Robertson and Jane Conard and incorporated additional revisions and comments based on that discussion into the analysis below. Those sections we have not specifically listed below, do not, in our opinion, require revision and the City may include them in the handbook as they are currently written. We are also providing a redline version of the personnel policy to make your review of our suggested revisions and inclusions more fluid and straightforward. We are calling the redline draft the “Personnel Policy 2018 Working Copy” as it will be revised in an ongoing basis through the duration of this project. Additional sections of the Personnel Policy will be completed on a rolling basis throughout the summer and fall of 2018.

As an initial matter, there is a substantial gap in the personnel policies regarding disability issues including discrimination, harassment, and accommodations. Where appropriate, I will make recommendations to include more robust language to provide best practices in disabilities matter in the workplace. Given the City’s current employee count which we understand includes 28 full-time employees, 1 part-time employee, and 17 paid on-call employees, omitting all mention of disability accommodation is not advisable.

1. Welcome Page

The provision contained in the Personnel Policy is correct, however, we recommend the following text because it is more robust, and clarifies from the onset, the potential consequences of violating the provisions within. The following would be substituted for the highlighted yellow text following the heading as the “Purpose”:

This Employee Handbook contains information about The City of Sun Valley's (hereinafter "the City") employment policies and procedures and an overview of the City's benefits. For specific information about employee benefits, you should refer to the plan documents, which are controlling. The policies and procedures in this Personnel Policy contain the City's expectations regarding employee conduct and provide information regarding complaint procedures. It is not intended to be comprehensive or to deal with all possible applications and detailed specifics of the City's policies and procedures. The City reserves the right to interpret and administer the provisions of this Personnel Policy as needed. The City has the maximum discretion permitted by law to change, modify or delete any provision in this Handbook at any time, with or without notice. However, oral statements or representations cannot supplement, change or modify the provisions in this Handbook.

Each employee should read and become familiar with the information contained in this Handbook. Failure to comply with the City's policies or procedures may result in discipline, up to and including termination.

The provisions in this Handbook are not intended to in any way create any contractual obligations with respect to your employment.

NOTHING IN THIS HANDBOOK NOR ANY OTHER COMMUNICATION BY A CITY OF SUN VALLEY REPRESENTATIVE OR ANY OTHER EMPLOYEE, WHETHER ORAL OR WRITTEN, IS INTENDED TO IN ANY WAY TO CREATE A CONTRACT OF EMPLOYMENT. UNLESS AN EMPLOYEE HAS A WRITTEN EMPLOYMENT AGREEMENT SIGNED BY AN AUTHORIZED CITY REPRESENTATIVE, EMPLOYEE IS EMPLOYED "AT WILL" AND NOTHING IN THIS HANDBOOK CAN BE CONSTRUED TO CONTRADICT, LIMIT OR OTHERWISE AFFECT EMPLOYEE'S RIGHT OR THE CITY'S RIGHT TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME WITH OR WITHOUT NOTICE OR CAUSE. IF EMPLOYEE HAS A WRITTEN EMPLOYMENT AGREEMENT SIGNED BY AN AUTHORIZED CITY REPRESENTATIVE AND A PROVISION OF THIS HANDBOOK CONFLICTS WITH THE TERMS OF MY EMPLOYMENT AGREEMENT, EMPLOYEES UNDERSTAND THAT THE TERMS OF THEIR EMPLOYMENT AGREEMENT WILL PREVAIL.

2. General Policies, Section I

This would be a good location to include a “Definitions and Terms” section, particularly Regular, Full-time, Part-time, Employee, Child, Immediate Family, etc. You will be using these terms right away, and it is typical in more detailed handbooks to define essential terms early.

We understand that you have requested inclusion of a “Definition and Terms” section which will be a “working section” that will be revised as we work through the remaining sections of the handbook. You have further requested assistance in defining the term for “designee” as well as assistance drafting a written procedure for the appointment of the designee. For example, the current placeholders proposed in the definitions section currently drafted includes the term “Human Resources Designee” or “HR designee” can be used to distinguish this designee from other mayoral designations. As part of the final product delivery associated with this review, you have asked us to assist with the drafting of a template for each of these designations that would include the date of appointment, length of appointment, process for revoking appointment, use of a temporary appointment, etc. These template forms will be forthcoming.

This would also be a good section to define the hierarchy of questions about the policies in the handbook, e.g., something like “Any matter not specifically covered herein, or any matter requiring interpretation of this Personnel Policy shall be addressed first to the relevant Department Head, then to the City Administrator, and finally to the Mayor.” We have proposed language addressing this hierarchy.

Regarding specific sections:

D. ADMINISTRATION OF THE *PERSONNEL POLICY*

Consider defining *how* the Mayor shall “notify all staff of such designations.” We recommend notifying them in writing. Alternatively, define your primary mechanism for broad communication with employees.

Consider defining the procedure for individual department heads to establish work standards and procedures necessary to safely and effectively carry out the functions of the department. Again, we recommend any additional standards and procedures be in writing. We have included some language in this section notifying employees that Department Heads, the City Administrator, the Mayor or the Mayor’s Designee may provide instructions and procedures for performing the duties of the department, which will be communicated via email, posting in common areas, or via other communication methods used by the City.

F. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

While the City’s policy is adequate, we recommend the following more robust statement, which specifically includes disabilities:

The City of Sun Valley is an equal opportunity employer and complies with all applicable federal, state, and local fair employment practices laws. City

of Sun Valley strictly prohibits and does not tolerate discrimination against employees, applicants, or any other covered persons because of race, color, religion, creed, national origin or ancestry, ethnicity, sex (including pregnancy), gender (including gender nonconformity and status as a transgender individual), age, physical or mental disability, citizenship, past, current, or prospective service in the uniformed services, genetic information, or any other characteristic protected under applicable federal, state, or local law. All City of Sun Valley employees, other workers, and representatives are prohibited from engaging in unlawful discrimination. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, training, promotion, discipline, compensation, benefits, and termination of employment.

City of Sun Valley complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act, and all applicable state or local law. Consistent with those requirements, City of Sun Valley will reasonably accommodate qualified individuals with a disability if such accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship. If you believe you need an accommodation, please make a request under City of Sun Valley’s [DISABILITY ACCOMMODATIONS POLICY- – we recommend adding this to Section XII, which addresses discrimination, harassment, and retaliation in other contexts]. City of Sun Valley will also, where appropriate, provide reasonable accommodations for an employee's religious beliefs or practices.

F. ELECTED OFFICIALS

We recommend striking this provision. The City Councilmembers are not employees, however, as administrators of the policy, they are bound by certain terms, including reporting provisions, so stating that the Personnel Policy does not apply to them is incorrect and confusing. However, we understand there are strong reasons for keeping this section in, including the fact that the status of councilmembers has been at issue at various times. We have recommended a number of stylistic revisions to clarify this intent.

3. Appointment, Removal and Administrative Supervision Authority, Section II

A. APPOINTMENT AND REMOVAL AUTHORITY

3. City Officers

The current provision refers to Idaho Code § 50-204 and then addresses the appointment of city officers and voting requirements. However, I.C. § 50-204 does not address voting requirements, this is in subsequent sections of the statute. The reference to § 50-204 is somewhat confusing, and we need to tighten up this section to accurately reflect the statute. I.C. § 50-204 states:

50-204. APPOINTMENT OF OFFICERS — OATH — BOND. The mayor, except as otherwise provided in sections 50-801 through 50-812, with the consent of the council shall appoint a city clerk, a city treasurer, a city attorney and such other officers as may be deemed necessary for the efficient operation of the city. The city clerk, city treasurer, and such other officers as are designated by the council shall, before entering upon the duties thereof, execute a bond to the city in such penal sum as the city council may by ordinance determine, conditioned on the faithful performance of his duties. All official bonds shall be approved by the city council and when so approved shall be filed with the city clerk, except the bond of the city clerk, which shall be filed with the mayor.

We have proposed the inclusion of additional references to subsequent sections of the statute to make the process clear.

B. ADMINISTRATIVE SUPERVISION AUTHORITY

In parts of the policies and procedures, the term “designee” is not capitalized. In this subsection, the term is capitalized. The term should be uniform throughout the policies and procedures. We have used “Designee” and proposed a definition of the same in the Definitions section of the personnel policy.

4. Recruitment, Preference For Hiring, Nepotism Limitation And Selection, Section III

B. HIRING PREFERENCE

4. NEPOTISM LIMITATION

* General note regarding subsection structure. Some numbered subsection headings are all capitalized while others are not. The subsection headings should be uniform. We have made some revisions to address this.

* The Nepotism subsection refers to Idaho Code Section 59-701. However, I believe this section of the code has been repealed. We have deleted reference to this section.

* consider adding a description of the chart outlining degrees of relatedness. For example:

All employees of the City will be hired on the basis of qualifications, ability, attitude, aptitude, education and work ethic as determined at the sole discretion of the hiring officer. No supervisory employee shall hire or otherwise participate in the decision to hire any person, by blood or marriage, within the second degree of consanguinity to such supervisory employee.

IV. EMPLOYMENT COMMENCEMENT & RECORDS

A. Subsection 2. There’s a spacing/formatting error with subsection 2.

Per your request, we have clarified that some of the employment forms are completed prior to employment and in conjunction with the onboarding of a new employee.

In addition, we recommend adding a statement regarding confidentiality of records – particularly with respect to benefits documentation containing personal protected information. We have proposed language and inserted it in this section as follows:

The City of Sun Valley maintains a personnel file for each employee. Personnel files are confidential and maintained by the office of the Mayor or the Mayor’s HR Designee, who strives to maintain accurate and complete personnel records. Employees must promptly notify the Mayor or the Mayor’s HR Designee of any changes to their personal information, such as changes in home address, home telephone number, legal name, marital status, number of dependents, named beneficiaries, and so on.

B. EMPLOYEE PERSONNEL & PAYROLL FILES

1. Personnel Records

Your current policy provides a mechanism for current employees to review their records. We have proposed language that allows for both current and past employees to request their records, subject to the City’s own records retention policies.

We have used the following template language:

Access to Personnel Files

All current employees may request to access their personnel file by [describe procedure – oral request, written request to the human resource administrator, etc.]. Former employees whose employment with the City of Sun Valley terminated/ended no more than [NUMBER] years ago may also request access to their personnel file. Representatives of current and former employees may also request access to an employee's personnel file on behalf of the employee, provided that the representative is authorized to do so in writing by the employee.

City of Sun Valley shall take reasonable steps to verify the identity of a current or former employee or the employee's representative to ensure that personnel information is only provided to authorized individuals.

Requesting Access or [Copies]

Current [and former] employees may access their personnel file to inspect its contents [, request a copy of relevant records, or both]. All such requests [may/must] be made [orally or] in writing to the human resource administrator [using the form provided by City of Sun Valley]. [The form is available from the human resource administrator and also may be obtained by asking for a copy from the employee's supervisor.]

[Comments to Personnel [File/Records]

Employees who disagree with any information in their personnel files may request removal or revision of the information by [the human resource administrator]. However, at all times it remains in the City of Sun Valley's sole discretion whether any information in an employee's personnel file will be removed or revised. [If City of Sun Valley and an employee are not able to reach a mutual agreement about the removal or revision of information in the employee's personnel file, the employee may provide written comments regarding information in the personnel file, which will be included in the file.]]

We suggested adding a social media use policy in this employee conduct section. The social media policy could be added to Appendix C, Electronic Communication Devices & Systems, subsection E (General Requirements). Proposed policy currently added as paragraph 10 in subsection E of Appendix C:

Personal Use of Social Media

We recognize that employees might work long hours and occasionally may desire to use social media for personal activities at the office or by means of the company's computers, networks, and other IT resources and communications systems. We authorize this use during nonworking time so long as it does not involve vulgar, obscene, threatening, intimidating, or harassing content [(not otherwise protected or required by law)], [is not maliciously false,]does not violate any other City of Sun Valley policies or employee obligations, and does not interfere with your employment responsibilities or productivity. Circulating or posting commercial, personal, religious or political solicitations, chain letters, spam, or promotion of outside organizations unrelated to company business are also prohibited during working time [unless otherwise protected or required by law].]

MOH:cp

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;

Resolution 2014 – 26 November 6, 2014;

Resolution 2015 – 13 May 8, 2015;

Resolution 2016 – 23 November 3, 2016; and

Resolution 2017 – 25 November 2, 2017

Resolution [_____] DATE, 2018

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

This Employee Handbook contains information about The City of Sun Valley's (hereinafter "the City") employment policies and procedures and an overview of the City's benefits. For specific information about employee benefits, you should refer to the plan documents, which are controlling. The policies and procedures in this Personnel Policy are guidelines only. It is not intended to be comprehensive or to deal with all possible applications and detailed specifics of the City's policies and procedures. The City reserves the right to interpret and administer the provisions of this Personnel Policy as needed. The City has the maximum discretion permitted by law to change, modify or delete any provision in this Handbook at any time, with or without notice. However, oral statements or representations cannot supplement, change or modify the provisions in this Handbook.

Each employee should read and become familiar with the information contained in this Handbook. Failure to comply with the City's policies or procedures may result in discipline, up to and including termination.

The provisions in this Handbook are not intended to in any way create any contractual obligations with respect to your employment.

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NOTHING IN THIS HANDBOOK NOR ANY OTHER COMMUNICATION BY A CITY OF SUN VALLEY REPRESENTATIVE OR ANY OTHER EMPLOYEE, WHETHER ORAL OR WRITTEN, IS INTENDED TO IN ANY WAY TO CREATE A CONTRACT OF EMPLOYMENT. UNLESS AN EMPLOYEE HAS A WRITTEN EMPLOYMENT AGREEMENT SIGNED BY AN AUTHORIZED CITY REPRESENTATIVE, EMPLOYEE IS EMPLOYED "AT WILL" AND NOTHING IN THIS HANDBOOK CAN BE CONSTRUED TO CONTRADICT, LIMIT OR OTHERWISE AFFECT EMPLOYEE'S RIGHT OR THE CITY'S RIGHT TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME WITH OR WITHOUT NOTICE OR CAUSE. IF EMPLOYEE HAS A WRITTEN EMPLOYMENT AGREEMENT SIGNED BY AN AUTHORIZED CITY REPRESENTATIVE AND A PROVISION OF THIS HANDBOOK CONFLICTS WITH THE TERMS OF MY EMPLOYMENT AGREEMENT, EMPLOYEES UNDERSTAND THAT THE TERMS OF THEIR EMPLOYMENT AGREEMENT WILL PREVAIL. 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.

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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

Table of Contents

- I. GENERAL POLICIES 1
 - A. GOVERNANCE OF PERSONNEL POLICY 1
 - B. PERSONNEL POLICY SUBJECT TO CHANGE WITHOUT PRIOR NOTICE 1
 - C. DISTRIBUTION OF PERSONNEL POLICY 1
 - DEFINITION AND TERMS: 1
 - D. ADMINISTRATION OF THE PERSONNEL POLICY 2
 - E. AT-WILL EMPLOYMENT 3
 - F. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT 3
 - THE CITY OF SUN VALLEY IS AN EQUAL OPPORTUNITY EMPLOYER AND COMPLIES WITH ALL APPLICABLE FEDERAL, STATE, AND LOCAL FAIR EMPLOYMENT PRACTICES LAWS. THE CITY STRICTLY PROHIBITS AND DOES NOT TOLERATE DISCRIMINATION AGAINST EMPLOYEES, APPLICANTS, OR ANY OTHER COVERED PERSONS BECAUSE OF RACE, COLOR, RELIGION, CREED, NATIONAL ORIGIN OR ANCESTRY, ETHNICITY, SEX (INCLUDING PREGNANCY), GENDER (INCLUDING GENDER NONCONFORMITY AND STATUS AS A TRANSGENDER INDIVIDUAL), AGE, PHYSICAL OR MENTAL DISABILITY, CITIZENSHIP, PAST, CURRENT, OR PROSPECTIVE SERVICE IN THE UNIFORMED SERVICES, GENETIC INFORMATION, OR ANY OTHER CHARACTERISTIC PROTECTED UNDER APPLICABLE FEDERAL, STATE, OR LOCAL LAW. ALL CITY OF SUN VALLEY EMPLOYEES, OTHER WORKERS, AND REPRESENTATIVES ARE PROHIBITED FROM ENGAGING IN UNLAWFUL DISCRIMINATION. THIS POLICY APPLIES TO ALL TERMS AND CONDITIONS OF EMPLOYMENT, INCLUDING, BUT NOT LIMITED TO, HIRING, TRAINING, PROMOTION, DISCIPLINE, COMPENSATION, BENEFITS, AND TERMINATION OF EMPLOYMENT. 3
 - G. ELECTED OFFICIALS 4
- II. APPOINTMENT, REMOVAL AND ADMINISTRATIVE SUPERVISION AUTHORITY 4
 - A. APPOINTMENT AND REMOVAL AUTHORITY 4
 - B. ADMINISTRATIVE SUPERVISION AUTHORITY 4
- III. RECRUITMENT, PREFERENCE FOR HIRING, NEPOTISM LIMITATION AND SELECTION 5
 - A. RECRUITMENT 5
 - C. SELECTION 6
- IV. EMPLOYMENT COMMENCEMENT & RECORDS 7
 - A. EMPLOYMENT FORMS TO BE COMPLETED 7
 - B. EMPLOYEE PERSONNEL & PAYROLL FILES 7
- V. RULES OF EMPLOYEE CONDUCT 8
 - A. PERSONAL PERFORMANCE AND BEHAVIOR 9

CITY OF SUN VALLEY PERSONNEL POLICY
EFFECTIVE NOVEMBER 2, 2017

B.	WORKPLACE CONDUCT	10
C.	PROHIBITED WORKPLACE CONDUCT	11
D.	RELATIONSHIP POLICY.....	13
F.	RESIDENCY REQUIREMENTS.....	13
G.	VEHICLE USE POLICY – APPENDIX B.....	13
H.	ELECTRONIC COMMUNICATION DEVICES & SYSTEMS USAGE POLICY – APPENDIX C.....	14
VI.	EMPLOYEE CLASSIFICATION FOR POLICY PURPOSES AND COMPENSATION.....	14
A.	DETERMINATION OF EMPLOYEE CLASSIFICATION – JOB DESCRIPTION	14
B.	GENERAL CLASSIFICATION POLICIES	15
C.	EMPLOYEE CLASSIFICATION AND BENEFIT ALLOWANCES	15
VII.	REPORTING AND VERIFYING TIME RECORDS	18
A.	TIME REPORTS	18
B.	PAYROLL PROCEDURES AND PAYDAYS	18
C.	PAYROLL DEDUCTIONS.....	19
D.	TRAVEL EXPENSE REIMBURSEMENT	19
E.	ON-THE-JOB INJURIES	19
VIII.	PERFORMANCE EVALUATIONS	19
	SALARY PAY RANGE APPROVAL, ADMINISTRATION AND MERIT INCREASES	20
A.	MARKET PAY RANGE APPROVAL.....	20
B.	SALARY PAY RANGE ADMINISTRATION	20
	<u>PROMOTIONS</u>	<u>20</u>
	<u>ALL PROMOTIONS OR UPGRADING TO AN ADVANCED CLASSIFICATION UNDER THE SALARY PAY RANGE WILL BE MADE ON THE BASIS OF QUALIFICATIONS, ABILITY, ATTITUDE, APTITUDE, EDUCATION, PERFORMANCE AND WORK HABITS. EVERYTHING ELSE BEING EQUAL, EMPLOYEES OF LONGEST SERVICE WILL BE GIVEN PREFERENCE.</u>	<u>20</u>
C.	MERIT INCREASES & MERIT BONUS	20
IX.	EMPLOYEE BENEFITS.....	21
A.	VACATION LEAVE	21
B.	SICK LEAVE.....	22
	<u>FAMILY MEDICAL LEAVE</u>	<u>22</u>

THE CITY PROVIDES LEAVE ACCORDING TO THE FAMILY AND MEDICAL LEAVE ACT OF 1993 (FMLA), WHICH PROVIDES FOR UNPAID, JOB-PROTECTED LEAVE TO COVERED EMPLOYEES IN CERTAIN CIRCUMSTANCES. PLEASE SEE APPENDIX D FOR THE CITY'S FMLA POLICY AND ASSOCIATED FORMS......22

- C. HOLIDAYS23
- D. BEREAVEMENT LEAVE.....23
- F. LEAVES OF ABSENCE24
- G. INSURANCE COVERAGE AVAILABLE TO EMPLOYEES24
- H. RETIREMENT.....24
- I. MISCELLANEOUS BENEFITS24
- J. TRANSFER OF BENEFITS WITH EMPLOYEE TRANSFER24
- K. CHANGE IN BENEFITS24
- XI. EMPLOYEE PERFORMANCE AND DISCIPLINE..... 25**
 - A. PURPOSE OF DISCIPLINE/PERFORMANCE POLICY.....25
 - B. DISCIPLINARY/PERFORMANCE SYSTEM FRAMEWORK.....25
 - C. DISCIPLINARY ACTIONS AVAILABLE.....25
 - D. OPPORTUNITY TO BE HEARD—ASSERTIONS OF UNLAWFUL DISCRIMINATION AND “NAME-CLEARING HEARING”25
- XII. DISCRIMINATORY WORKPLACE HARASSMENT POLICY AND COMPLAINT PROCEDURE..... 26**
 - A. PURPOSE26
 - B. POLICY.....27
 - C. RESPONSIBILITIES27
 - D. DEFINITIONS.....28
 - E. COMPLAINT PROCEDURE29
 - F. DISCIPLINARY ACTION.....30
 - G. RETALIATION30
 - H. CONFIDENTIALITY30
 - I. FALSE COMPLAINTS30
 - J. DISTRIBUTION30
- XIII. GENERAL PERSONNEL POLICY VIOLATION AND COMPLAINT PROCEDURE 30**
- XIV. SEPARATION FROM EMPLOYMENT 31**
 - A. REDUCTIONS IN FORCE (RIF).....31

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.

31

B. RETIREMENT POLICY	31
C. COBRA BENEFITS.....	31
D. EXIT INTERVIEW	31
E. RESIGNATION POLICY.....	32
APPENDIX A – ACKNOWLEDGEMENT OF RECEIPT OF THE CITY OF SUN VALLEY PERSONNEL POLICY	33
APPENDIX B - VEHICLE USE POLICY	34
APPENDIX C - ELECTRONIC COMMUNICATION DEVICES & SYSTEMS USAGE POLICY.....	36
APPENDIX D - FEDERAL MEDICAL LEAVE ACT (FMLA)	40
<u>FAMILY AND MEDICAL LEAVE POLICY.....</u>	40
<u>Eligibility</u>	40
<u>Leave Policy.....</u>	40
<u>Leave Entitlement.....</u>	40
<u>Both Spouses Employed by the City</u>	41
<u>Notice of Leave</u>	41
<u>Certification of Need for Leave</u>	41
<u>Reporting While on Leave</u>	42
<u>Leave Is Unpaid</u>	42
<u>Medical and Other Benefits.....</u>	42
<u>Intermittent and Reduced Leave Schedule</u>	42
<u>Returning from Leave</u>	43

CITY OF SUN VALLEY PERSONNEL POLICY

EFFECTIVE NOVEMBER 2, 2017

4810-7256-7398v3

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.

Any matter not specifically covered herein, or any matter requiring interpretation of this Personnel Policy shall be addressed first to the relevant Department Head, then to the City Administrator, and finally to the Mayor

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. DEFINITION AND TERMS:

The terms and provisions used in this Policy shall have the meanings ascribed below, unless the context expressly indicates otherwise. All references to the masculine shall be deemed to include the feminine and all references to the singular form shall be deemed to include the plural.

Terms used within this Policy shall have the meanings ascribed below:

Page 1 of 39

CITY OF SUN VALLEY PERSONNEL POLICY

EFFECTIVE NOVEMBER 2, 2017

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1. "Child" means a natural born child, a legally-adopted child or a child for whom an employee or his or her spouse has been appointed as guardian by a decree issued by a Court of Competent Jurisdiction.

2. "City" means the City of Idaho Falls."

3. "Employee" means a person who is employed by the City for compensation, but excluding elective officers, volunteers and independent contractors.

4. "Full-Time Employee" means a regular employee who is assigned to work thirty-five (35) hours or more during a work week, as defined in Section X hereof. For purposes of the Affordable Care Act of 2010 and group health plan coverage only, an employee (regular or temporary) will be considered a "full-time employee" for certain application months as determined pursuant to the City's Full-time Employees Tracking and Application Policy.

5. "Immediate Family" means:

a. A spouse of an employee.

b. A father or mother of the employee or a father or mother of the employee's spouse; this includes the step-parent of an employee or spouse of an employee, provided that the step-parent has raised the employee or spouse of the employee to adulthood.

c. A sister or brother of the employee or a sister or brother of the employee's spouse.

d. A child of an employee or a child of an employee's spouse.

e. A grandparent or grandchild of an employee or a grandparent or grandchild of an employee's spouse.

f. A son-in-law or daughter-in-law of an employee.

(Note - This definition shall not be applicable with respect to the provisions herein regarding Family Medical Leave benefit.)

6. "Part-Time Employee" means a regular employee who is assigned to work less than thirty five (305) hours per work week. Employees who actually work thirty five (305) hours or more during any work week shall not be deemed to be a full-time employee, unless a change in his or her status is approved by written personnel action.

7. "Regular Employee" means any full or part-time employee who is assigned to work a continuous and indefinite tour of duty.

8. "Retirement" means a termination of employment while eligible to receive retirement benefits under the Idaho Public Employees Retirement System.

9. "Temporary Employee" means any employee assigned a limited or non-continuous tour of duty.

10. "Stepchild" means a child of the spouse of an employee, but who is not the natural-born or adopted child of such employee.

11. "Mayor's Designee" means [individuals or representatives appointed by the Mayor to fulfill certain specified jobs or tasks, both long- and short-term.]

12. "Human Resource Designee" means [employees hired by the City to perform duties related to human resource management, and working under the direction of the Human Resource Director or Mayor.]

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D-E 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

Page 2 of 39

CITY OF SUN VALLEY PERSONNEL POLICY

EFFECTIVE **NOVEMBER 2, 2017**

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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 (Mayor's Designee) to help carry out administrative policies and procedures and notify all staff of such designations, including but not limited to Department Heads and the City Administrator.

Individual department heads may, with the Mayor or the 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. Department Heads, the City Administrator, the Mayor or the Mayor's Designee may provide instructions, develop procedures, and/or establish work standards for effectively performing the duties of the department, which will be communicated via email, posting in common areas, or via other communication methods used by the City.

Each employee should recognize that although he or she may serve as an employee supervised by the Mayor, Mayor's 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-F. 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-G. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The City of Sun Valley is an equal opportunity employer and complies with all applicable federal, state, and local fair employment practices laws. The City strictly prohibits and does not tolerate discrimination against employees, applicants, or any other covered persons because of race, color, religion, creed, national origin or ancestry, ethnicity, sex (including pregnancy), gender (including gender nonconformity and status as a transgender individual), age, physical or mental disability, citizenship, past, current, or prospective service in the uniformed services, genetic information, or any other characteristic protected under applicable federal, state, or local law. All City of Sun Valley employees, other workers, and representatives are prohibited from engaging in unlawful discrimination. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, training, promotion, discipline, compensation, benefits, and termination of employment.

The City of Sun Valley complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act, and all applicable state or local law. Consistent with those requirements, the City will reasonably accommodate qualified individuals with a disability if such accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship. If you believe you need an accommodation, please make a request under City of Sun Valley's Disability Accommodations Policy, in Section XII. The City of Sun Valley will also, where appropriate, provide reasonable accommodations for an employee's religious beliefs or practices. 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,

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~~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.H. ELECTED OFFICIALS

~~Though elected officials have responsibilities to their constituents in Sun Valley, elected officials are not employees of the City subject to the policies and procedures set forth in this *Personnel Policy*. However, as the elected leadership for the City, they are not considered employees and as such their administration and enforcement of this *Personnel Policy* is performed under the direction of the Mayor and the City Council. Any questions or concerns about this provision, including specifically the interaction of City Councilmembers with City employees, should be directed to the Mayor. This does not apply to those who are elected to the positions of Mayor or City Councilperson.~~

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II. APPOINTMENT, REMOVAL AND ADMINISTRATIVE SUPERVISION AUTHORITY

A. APPOINTMENT AND REMOVAL AUTHORITY

1. City Officers

Idaho Code § 50-204 ~~establishes-provides that~~ the Mayor, with the consent of the Council, shall appoint three

~~officers, including: a City Clerk, City Treasurer and City Attorney. Pursuant to I.C. § 50-205, 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. See I.C. § 50-206.~~

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~~The city clerk, city treasurer, and such other officers as are designated by the council shall, prior to first performing their duties, execute a bond which shall be approved by the city council pursuant Idaho law and in compliance with the City's ICRMP Policy, which may provide coverage to these employees in lieu of the statutory bond.~~

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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.

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3. Other City Employees

All other personnel employed by the City shall be appointed and removed by the Mayor or Mayor's Designee.

B. ADMINISTRATIVE SUPERVISION AUTHORITY

1. The City Administrator and the City Attorney shall be directly supervised and evaluated by the Mayor.

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2. All other personnel, including the City Clerk and City Treasurer, shall be supervised directly and evaluated by the Mayor or Mayor's 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 Mayor's 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

Page 5 of 39

CITY OF SUN VALLEY PERSONNEL POLICY

EFFECTIVE **NOVEMBER 2, 2017**

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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

All employees of the City will be hired on the basis of qualifications, ability, attitude, aptitude, education and work ethic as determined at the sole discretion of the hiring officer. No supervisory employee shall hire or otherwise participate in the decision to hire any person, by blood or marriage, within the second degree of consanguinity to such supervisory employee. 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, et seq 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
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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 Mayor's 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:

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Page 6 of 39

CITY OF SUN VALLEY PERSONNEL POLICY

EFFECTIVE **NOVEMBER 2, 2017**

- 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 Mayor's 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 as part of the employment application process, before the employee may begin work for the City of Sun Valley, and/or as part of the onboarding process for new employees:

- 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

The City of Sun Valley maintains a personnel file for each employee. Personnel files are confidential and maintained by the office of the Mayor or the Mayor's HR Designee, who strives to maintain accurate and complete personnel records. Employees must promptly notify the Mayor or the Mayor's HR Designee of any changes to their personal information, such as changes in home address, home telephone number, legal name, marital status, number of dependents, named beneficiaries, and so on. Employee personnel records for the City of Sun Valley will be kept in the office of the Mayor or ~~the Mayor's HR Designee~~Mayor's 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 ~~Mayor's HR 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

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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 Mayor's HR Designee, the employee's supervisor, attorney(s) for the City under certain conditions when approved by the Mayor or Mayor's HR 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.

All current employees may request to access and/or inspect their personnel file by submitting a written request to the Mayor or Mayor's HR Designee. Former employees whose employment with the City of Sun Valley ended no more than three (3) years ago may also request access to their personnel file. Representatives of current and former employees may also request access to an employee's personnel file on behalf of the employee, provided that the representative is authorized to do so in writing by the employee.

The City shall take reasonable steps to verify the identity of a current or former employee or the employee's representative to ensure that personnel information is only provided to authorized individuals.

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

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CITY OF SUN VALLEY PERSONNEL POLICY

ELECTRONIC COMMUNICATIONS DEVICES, & SYSTEMS USAGE POLICY & SOCIAL MEDIA 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 Mayor's 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 Mayor's Designee.
 2. Copying of computer software owned by the City of Sun Valley shall be governed by the copyright agreement.

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3. License agreements will be maintained by the Mayor or Mayor's 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 Mayor's 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 Mayor's 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 Mayor's 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 Mayor's 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 Mayor's 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.

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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 Mayor's 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.

11. **Personal Use of Social Media:** We recognize that employees might work long hours and occasionally may desire to use social media for personal activities at the office or by means of the company's computers, networks, and other IT resources and communications systems. We authorize this use during nonworking time so long as it does not involve vulgar, obscene, threatening, intimidating, or harassing content not otherwise protected or required by law, is not maliciously false, does not violate any other City of Sun Valley policies or employee obligations, and does not interfere with your employment responsibilities or productivity. Circulating or posting commercial, personal, religious or political solicitations, chain letters, spam, or promotion of outside organizations unrelated to company business are also prohibited during working time.

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 Mayor's 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 Mayor's 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 Mayor's 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 unsecured while logged on.

Page 38 of 39

CITY OF SUN VALLEY PERSONNEL POLICY

EFFECTIVE **NOVEMBER 2, 2017**

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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 Mayor's Designee.
9. No employee shall bypass or modify any installed security systems or menu interfaces without the expressed permission of the Mayor or Mayor's 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.

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PART II - PERSONNEL POLICY REVIEW

VIII. PERFORMANCE EVALUATIONS

The Mayor or [Mayor's HR Designee](#) ~~servng 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, [as defined below](#). Performance evaluations are conducted at an initial six months for new employees; and on November 1st, the annual evaluation date for all employees. [The results of an employee's evaluation will provide](#)

Page 19 of 39

CITY OF SUN VALLEY PERSONNEL POLICY

EFFECTIVE **NOVEMBER 2, 2017**

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[support for promotions, merit bonuses, and discipline, up to and including termination depending on the nature of the employee's conduct and the content of the complete evaluation.](#)

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~~ excellent service.
- 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

[The City provides a competitive merit-based compensation structure to attract qualified applicants to the City's workforce; retain employees who have a commitment to public service excellence; motivate employees to maintain high standards of productivity; and reward employees for excellent performance. This structure is an integral, necessary, and expected cost of providing municipal services to residents of the City which complies with applicable federal and state law; and is based on available funding and good stewardship of taxpayer dollars.](#)

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 ~~Mayor's HR Designee~~, [with input from the relevant Department Heads](#), who shall determine the rate of pay for each ~~employee position~~. [Currently, the City Administrator maintains this list and can be contacted to review the same.](#)
2. The Mayor or ~~Mayor's HR 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 [requirements of the position, as well as the necessary employee's](#) qualifications, experience and education [of the employee.](#)

C. PROMOTIONS

[All promotions or upgrading to an advanced classification under the Salary Pay Range will be made on the basis of qualifications, attitude, education, performance and work habits.](#)

Page 20 of 39

CITY OF SUN VALLEY PERSONNEL POLICY

EFFECTIVE **NOVEMBER 2, 2017**

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~~C-D.~~ MERIT SALARY INCREASES & MERIT BONUS

When available in the annual budget, merit salary increases and/or merit bonuses may be awarded by the Mayor or Mayor's Designee based upon the employee's annual performance evaluation completed on November 1st. Merit ~~pay~~ salary increases 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-base pay rate in the Salary Pay Range. A merit bonus is a one-time payment, subject to the provisions of this section set forth below.

1. Adjustment to salary or the award of a merit bonus will not be automatic, but shall depend upon achieving a performance level satisfactory to the Mayor or Mayor's Designee, but in no case lower than "Exceeds Expectations" as defined in section VIII above, for consideration of a merit salary increase or merit bonus 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. All bonuses will be subject to the availability of and only if funds are available in the budget's in the City's annual merit appropriation, if any budget appropriated and designated for merit bonus purposes.
3. An employee who has assisted in covering the work of a vacant position for a period of two months or longer may also be awarded a one-time bonus by the Mayor with the consent of the City Council based on their performance performing that work. This bonus is in addition to any step increase or one-time bonus based upon his or her annual performance evaluation and is subject to the terms of Section IX.C.
4. The Mayor shall report in writing to the City Council the total number of employees receiving merit salary increases and total amount awarded, within thirty (30) days of making the merit awards.

~~IX.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:

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All Employees except Non-Exempt Fire Department Employees

	<u>Hours</u>	<u>Minimum Hours to be Used in 13 months</u>	<u>Allowed Carry-over Hours**</u>
<u>1 – 24 months (1 - 2 years)</u>	<u>80*</u>	<u>56*</u>	<u>24</u>
<u>25 - 108 months (3 - 9 years)</u>	<u>120</u>	<u>80</u>	<u>40</u>
<u>109 - 180 months (10 - 15 years)</u>	<u>160</u>	<u>80</u>	<u>80</u>
<u>181 months (16+ years)</u>	<u>200</u>	<u>80</u>	<u>120</u>

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Nonexempt Fire Department Employees

	<u>Hours</u>	<u>Minimum Hours to be Used in 13 months</u>	<u>Allowed Carry-over Hours**</u>
<u>1 – 24 months (1 - 2 years)</u>	<u>106</u>	<u>74</u>	<u>32</u>
<u>25 - 108 months (3 - 9 years)</u>	<u>159</u>	<u>106</u>	<u>53</u>
<u>109 - 180 months (10 - 15 years)</u>	<u>212</u>	<u>106</u>	<u>106</u>
<u>181 months (16+ years)</u>	<u>265</u>	<u>106</u>	<u>159</u>

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*120 hours upon approval of the Mayor at the time an employee is hired.

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**The number of Carry-over Hours allowed for a specific year may be increased by the Mayor with consent of the City Council when work requirements prohibit an employee from using their vacation within the allotted time.

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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

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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, will be compensated by lump-sum payment at the then- current hourly or daily rate for employees. For calculation of the compensated lump-sum payment, vacation hours accrued since the employee's last anniversary date will be pro-rated based on the percentage of the year worked. Any carry-over hours from the previous year have already been earned and therefore do not need to be pro-rated.

Commented [SR3]: I deleted this part of the sentence that I should have deleted before.

B. 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 but who does not work on the holiday, shall receive 8 hours of compensation for the holiday. 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.

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<u>Accrual Period</u>	<u>Days</u>	<u>Minimum Vacation to be Used in 12 months</u>	<u>Allowed Carry-over Hours**</u>
1–24 months (1–2 years)	10*	10	24
25–108 months (3–9 years)	15	15	40
109–180 months (10–15 years)	20	15	80
181 months (16+ years)	25	20	120

*15 days upon approval of the Mayor at the time an employee is hired.

**The number of Carry-over Hours allowed for a specific year may be increased by the Mayor with consent of the City Council when work requirements prohibit an employee from using their vacation within the allotted time.

Commented [MOH4]: Equal pay initiatives and 9th Circuit case law will make this very difficult to enforce. *Rizo v. Yovino*, 854 F.3d 1161 (9th Cir. 2017). My recommendation is to limit the discretion on this benefit.

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

D. Sick leave benefits are provided to regular full-time employees at the rate of eight (8) hours per every month of employment to be used when the employee is incapacitated due to qualifying illness, non-occupational injury or enforced quarantine. The term "qualifying illness" means any illness, disability, physical or mental, or impairment of any kind, including disability due to pregnancy or child birth, which i) renders an employee substantially incapable of performing the essential functions of his or her job, or ii) for which the healing process would be substantially impaired by the performance of such functions. Qualifying illness shall not include i) physical or

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mental impairment voluntarily induced by the employee, including, but not limited to, impairment arising from illegal or immoral conduct, ii) unjustified fighting, iii) illness or injuries suffered in or arising from military service or other gainful employment, iv) injuries suffered while on excused or educational leave, and v) impairment due to use of any intoxicating beverage or any controlled substance.

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~~D.E.~~ 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 Mayor's HR D designee.

Commented [MOH5]: This is confusing with the Bereavement Leave listed below.

~~E.F.~~ Sick leave may accrue to a maximum of 480 hours. Sick leave benefit recipients receive normal compensation when using sick leave. All accrued but unused sick leave will be forfeited without compensation upon separation from employment.

~~E.G.~~ 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. FAMILY MEDICAL LEAVE

The City provides leave according to the Family and Medical Leave Act of 1993 (FMLA), which provides for unpaid, job-protected leave to covered employees in certain circumstances. Please see Appendix D for the City's FMLA Policy and associated forms.

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D. HOLIDAYS

~~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.~~

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 but who does not work on the holiday, shall receive 8 hours of compensation for the holiday. 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.

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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.

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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 Mayor's HR Designee.

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When a recognized holiday(s) occurs while an employee is on vacation, the employee shall not be considered to be on vacation during such holiday.

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-E BEREAVEMENT LEAVE

Full-time and part-time employees may be allowed up to three (3) days of paid leave of absence shall be provided for in the event of 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 Mayor's HR Designee.

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E-F 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. Personal leave is not paid out at the end of a calendar year if it is unused, nor does it roll over or accrue.

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F-G LEAVES OF ABSENCE

The Mayor can grant unpaid leave for any documented, reasonable, justifiable purpose. Unpaid leave in excess of thirty (30) days shall require written approval of the City Council. All requests for unpaid leave must be made in writing to the Mayor's HR Designee.

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The City will maintain your health benefits for approved leaves of absence less than 30 days. If an approved unpaid leave of absence extends 30-days or more, you will be required to reimburse the City for the cost of the health benefit premiums paid by the City for maintaining coverage during your unpaid leave, subject to the conditions of Appendix D.

G-H. 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.

This section does not attempt to cover all of the details contained in the relevant insurance documents. The operation of the insurance plans, including events making you eligible or ineligible for benefits, the amount of benefits to which you (or your beneficiaries) may be entitled, and actions you (or your beneficiaries) must take to request and support a claim for benefits will be governed solely by the terms of the official insurance plan document. To the extent that any of the information contained in this handbook, a summary plan description ("SPD") or any information you receive orally is inconsistent with the official insurance plan document, the provisions set forth in the insurance plan document will govern in all cases. If you wish to review the insurance plan document, please contact the City of Sun Valley Finance Manager/Treasurer.

H-I. 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-J. 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-FLEX LEAVE

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The Mayor may authorize [discretionary-flex](#) 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-flex](#) 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-flex](#) leave, the employee must obtain prior approval from the Mayor or [Mayor's HR Designee](#) and utilize the [discretionary-flex](#) 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 [Mayor's Designee](#) unless waived by the employee are the following:

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CITY OF SUN VALLEY PERSONNEL POLICY

FAMILY AND MEDICAL LEAVE POLICY

The City provides leave according to the Family and Medical Leave Act of 1993 (FMLA), which provides for unpaid, job-protected leave to covered employees in certain circumstances.

Eligibility

To qualify for FMLA leave, you must: (1) have worked for the City for at least 12 months, although it need not be consecutive; (2) worked at least 1,250 hours in the last 12 months; and (3) be employed at a worksite that has 50 or more employees within 75 miles. If you have any questions about your eligibility for FMLA leave, please contact the HR Designee.

Leave Policy

If eligible, you may take up to 12 or 26 weeks of family or medical leave, whichever is applicable (as explained below), within the relevant 12-month period defined below. While you are on FMLA leave, the City will maintain your group health insurance coverage at the same level and under the same circumstances as when you were actively working, as explained more fully under the section X(H) titled, "Insurance Coverage Available to Employees." On returning from approved FMLA leave, you have the right to be restored to the same job or an equivalent position, subject to the terms, limitations, and exceptions provided by law.

Leave Entitlement

You may take up to 12 weeks of unpaid FMLA leave in a 12-month period, which uses a "rolling" method that is measured backward from the date you use any FMLA leave for any of the following reasons:

- the birth of a son or daughter and in order to care for that son or daughter (leave to be completed within one year of the child's birth);
- the placement of a son or daughter with you for adoption or foster care and in order to care for the newly placed son or daughter (leave to be completed within one year of the child's placement);
- to care for a spouse, son, daughter, or parent with a serious health condition;
- to care for your own serious health condition, which renders you unable to perform any of the essential functions of your position; or
- a qualifying exigency of a spouse, son, daughter, or parent who is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty).

You may take up to 26 weeks of unpaid FMLA leave in a single 12-month period, beginning on the first day that you take FMLA leave to care for a spouse, son, daughter, or next of kin who is a covered service member and who has a serious injury or illness related to active duty service, as defined by the FMLA's regulations (known as military caregiver leave).

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Both Spouses Employed by the City

Spouses who are both employed by the City and eligible for FMLA leave may be limited to a:

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- Combined total of 12 weeks of leave during the 12-month period if leave is requested:
 - for the birth of a son or daughter and in order to care for that son or daughter;
 - for the placement of a son or daughter with the employee for adoption or foster care and in order to care for the newly placed son or daughter; or
 - to care for an employee's parent with a serious health condition.
- Combined total of 26 weeks in a single 12-month period if the leave is either for:
 - military caregiver leave; or
 - a combination of military caregiver leave and leave for other FMLA-qualifying reasons.

Notice of Leave

If your need for FMLA leave is foreseeable, you must give the City at least 30 days' prior written notice. If this is not possible, you must at least give notice as soon as practicable (within one to two business days of learning of your need for leave). Failure to provide this notice may be grounds for delaying FMLA-protected leave, depending on the particular facts and circumstances.

Additionally, if you are planning a medical treatment or a series of treatments or you are taking military caregiver leave, you must consult with the City first regarding the dates of this treatment to work out a schedule that best suits the needs of the employee or the covered military member, if applicable, and the City.

Where the need for leave is not foreseeable, you are expected to notify the City within one to two business days of learning of your need for leave, except in extraordinary circumstances. The City has Family and Medical Leave Act request forms available from the Mayor's HR Designee. Please submit a written request, using this form, when requesting leave.

Certification of Need for Leave

If you are requesting leave because of your own or a covered relative's serious health condition, you and the relevant health care provider must supply appropriate medical certification. You may obtain Medical Certification forms from the Mayor's HR Designee. When you request leave, the City will notify you of the requirement for medical certification and when it is due (at least 15 days after you request leave). If you provide at least 30 days' notice of medical leave, you should also provide the medical certification before leave begins. Failure to provide requested medical certification in a timely manner may result in denial of FMLA-covered leave until it is provided.

The City, at its expense, may require an examination by a second health care provider designated by the City. If the second health care provider's opinion conflicts with the original medical certification, the City, at its expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. The City may require subsequent medical recertification. Failure to provide requested certification within 15 days, when practicable, may result in delay of further leave until it is provided.

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Page 43 of 39

CITY OF SUN VALLEY PERSONNEL POLICY

EFFECTIVE **NOVEMBER 2, 2017**

The City also reserves the right to require certification from a covered military member's health care provider if you are requesting military caregiver leave and certification in connection with military exigency leave.

Reporting While on Leave

If you take leave because of your own serious health condition or to care for a covered relative, you must contact the City on a weekly basis regarding the status of the condition and your intention to return to work. In addition, you must give notice as soon as practicable (within two business days if feasible) if the dates of leave change or are extended or initially were unknown.

Leave Is Unpaid

FMLA leave is unpaid. You may be required to substitute any accrued and unused sick leave and/or personal leave for unpaid FMLA leave as described below:

- If you request leave because of a birth, adoption, or foster care placement of a child, any accrued and unused paid leave will first be substituted for unpaid family/medical leave and run concurrently with your FMLA leave.
- If you request leave because of your own serious health condition, or to care for a covered relative with a serious health condition, any accrued paid leave (i.e., personal, sick, **VACATION?**) will be substituted for any unpaid family/medical leave and run concurrently with your FMLA leave.

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The substitution of paid leave time for unpaid FMLA leave time does not extend the 12 or 26 weeks (whichever is applicable) of the FMLA leave period. In no case can the substitution of paid leave time for unpaid leave time result in your receipt of more than 100% of your salary. Your FMLA leave runs concurrently with other types of leave, for example, accrued vacation time that is substituted for unpaid FMLA leave and any state family leave laws, to the extent allowed by state law.

Medical and Other Benefits

During approved FMLA leave, the City will maintain your health benefits as if you continued to be actively employed. If paid leave is substituted for unpaid FMLA leave, the City will deduct your portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium. Your health care coverage will cease if your premium payment is more than 30 days late. If your payment is more than 15 days late, we will send you a letter to this effect. If we do not receive your premium payment within 15 days after the date of this letter, your coverage may cease. If you elect not to return to work for at least 30 calendar days at the end of the leave period, you will be required to reimburse the City for the cost of the health benefit premiums paid by the City for maintaining coverage during your unpaid leave, unless you cannot return to work because of a serious health condition or other circumstances beyond your control.

Intermittent and Reduced Leave Schedule

If medically necessary, FMLA leave occasioned by a serious health condition may be taken intermittently (in separate blocks of time due to a serious health condition) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday). FMLA leave may also be taken intermittently or on a reduced leave schedule for a qualifying exigency relating to covered military service.

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If leave is unpaid, the City will reduce your salary based on the amount of time actually worked. In addition, while you are on an intermittent or reduced schedule leave, the City may temporarily transfer you to an available alternative position that better accommodates your leave schedule and has equivalent pay and benefits.

Returning from Leave

If you take leave because of your own serious health condition (except if you are taking intermittent leave), you are required, as are all employees returning from other types of medical leave, to provide medical certification that you are fit to resume work. Otherwise, you will not be permitted to resume work until it is provided.

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.

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~~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).~~

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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 Mayor’s 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”.

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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.

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City of Sun Valley

AGENDA ITEM SUMMARY

MEETING DATE:

July 5, 2018

SUBJECT: Retail Alcohol Beverage Licenses

STAFF MEMBER: Nancy Flannigan

DEPARTMENT: Administration

ACTION REQUIRED:

- Motion**
- Public Hearing Date:**
- Ordinance 1st Reading Date:**
- Ordinance 2nd Reading Date:**
- Resolution** (roll call vote required)
- Information/Direction**
- Consent Agenda** (adopted by motion)

Comments:

STAFF RECOMMENDATION: Staff recommends approving the 2018-2019 Beverage Licenses for Sun Valley Company (Sun Valley Resort and Carol's Dollar Lodge/Elkhorn Golf), The Ranch at Sun Valley and Elkhorn Inn (FKA Elkhorn Springs).

RECOMMENDED LANGUAGE FOR MOTION: I move to approve Resolution 2018-05 issuing Retail Alcohol Beverage Licenses for 2018/2019 to the Sun Valley Company, The Ranch at Sun Valley and Elkhorn Inn.

ISSUE / COUNCIL DECISION & DISCUSSION POINTS:

This is a yearly requirement and there are no changes from the previous year except for a change in ownership of one of the licenses: Elkhorn Springs was sold recently and is now operating under the name Elkhorn Inn.

As happens every year, most of the State and/or County licenses, which are required to complete the application, have not yet been received by the applicants. Once we receive those required licenses, we will finish the process of issuing their respective licenses.

PROS & CONS:

Pros: Beverages can continue to be served in Sun Valley at the above-listed entities.

Cons: None

ATTACHMENTS: Resolution 2018-05; 3 applications

CITY OF SUN VALLEY

RESOLUTION NO. 2018-05

A RESOLUTION OF THE CITY OF SUN VALLEY APPROVAL OF RETAIL ALCOHOL BEVERAGE LICENSES FOR 2018/2019

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, The Mayor and Council are dedicated to govern efficiently and effectively with a commitment to the promotion of values and integrity of local government and democracy; and

WHEREAS, Idaho Code Title 23 Alcohol Beverages and Sun Valley City Code Title 3 Chapter 2 govern alcoholic beverages and liquor licenses and permits.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUN VALLEY, IDAHO:

1. This Resolution shall be known as Resolution 2018-05 of the City of Sun Valley, Idaho and shall be in full force and effect from and after its passage and approval.

2. Upon receipt of a complete and satisfactory application, the following Retail Alcohol Beverage Licenses for 2018/2019 will be issued to:

Beer (to be consumed on premises)

Sun Valley Resort
Carol's Dollar Lodge/Elkhorn Golf
The Ranch at Sun Valley
Elkhorn Inn

Liquor

Sun Valley Resort
Carol's Dollar Lodge/Elkhorn Golf
Elkhorn Inn

Beer (not consumed on premises)

Sun Valley Resort

Wine

Sun Valley Resort
Carol's Dollar Lodge/Elkhorn Golf
The Ranch at Sun Valley
Elkhorn Inn

Fees

Liquor License \$375.00
Beer License \$100.00
Wine License \$100.00
Beer (not consumed on premises) \$25

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR THIS ____ DAY OF July, 2018.

Peter M. Hendricks, Mayor

Attest:

Nancy Flannigan, City Clerk

BEER, WINE AND LIQUOR BY THE DRINK LICENSE APPLICATION

To the City Council, Sun Valley, Idaho :

Year Applying for: 2018/2019

The undersigned, a Corporation , Partnership , or Individual does hereby make application for a license to sell during the year 2018/2019, the following:

- | | |
|---|------------|
| 1. BEER LICENSE | <u>Fee</u> |
| <input checked="" type="checkbox"/> Draft, bottled or canned beer
(to be consumed on the premises) | \$100.00 |
| <input checked="" type="checkbox"/> Bottled or canned beer
(NOT to be consumed on premises) | \$25.00 |
| 2. LIQUOR LICENSE | |
| <input checked="" type="checkbox"/> Liquor to be consumed on the premises | \$375.00 |
| 3. WINE LICENSE | |
| <input checked="" type="checkbox"/> Wine to be consumed on or off the premises | \$100.00 |

Total Due \$ 600.00

STATE LICENSE NO. 1535 COUNTY LICENSE NO. 52 (copies attached)

Within the City of Sun Valley, Idaho at the place of business described below, and tenders herewith the license fee as provided by law. The following is a true and correct statement of the nature, place, ownership and management of the business for which this application is made and of the qualifications and disqualifications of the applicant:

Name of applicant Sun Valley Company Attn Tim Silva
P.O. address P.O. Box 10
DBA Sun Valley Resort
Street address where license will be displayed _____
Record owner of the property Sun Valley Company

Has the applicant, or any partner of his, or any member of the applying partnership, or the active manager of the applying partnership, or any other officer of the applying corporation been convicted of a violation of any law of the State of Idaho, or any other state, or of the United States regulating, governing, or prohibiting the sale of alcoholic beverages or intoxicating liquor, or has any one of them within three years forfeited, or suffered the forfeiture of, a bond for his appearance to answer charges of any such violation? NO

Has the applicant or any partner or actual active manager or officer of the applicant been convicted of any felony within five years? Yes No

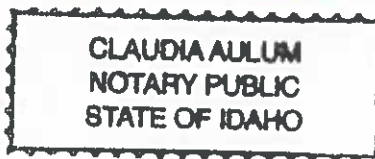
If applicant is a partnership or corporation:

Is the corporation authorized to do business in Idaho? Yes

If a partnership, attach names and addresses of all partners. If a corporation, attach names and addresses of officers.

Applicant: [Signature] Title: Vice President / General Manager

Subscribed and sworn to before me this 4th day of June, 2018.



[Signature]
Notary Public
Expiration Date: 2-21-2019

Approved by the City of Sun Valley, Idaho

By: _____
Peter M. Hendricks, Mayor

License Fee Received \$ _____

Attest: _____
Nancy Flannigan, City Clerk

License Number _____

Sun Valley Company Officers

Name: Lynn C. Hart
Title: Secretary
Address: 943 E. 260 N., Orem, UT 84097
Phone: 801.524.2756

Name: Stephen E. Holding
Title: Vice President
Address: 4061 Mt. Olympus Way, Salt Lake City, UT 84124
Phone: 801.524.2715

Name: Timothy L. Silva
Title: Vice President, General Manager
Address: 7 Dogwood Lane, Sun Valley, ID 83353
Phone: 208.622.2042

Name: Terry R. Whipple
Title: Chief Tax Officer
Address: 4459 South 2700 East, Salt Lake City, UT 84124
Phone: 801.524.2983

State of Idaho

Cycle Tracking Number: 102973
ISLD ID: 6544

Idaho State Police

Premise Number: 5B-19
Incorporated City: Sun Valley Company
License Year: 2019
License Number: 1535

Retail Alcohol Beverage License

This is to certify, that Sun Valley Company
doing business as: Sun Valley Resort

is licensed to sell alcoholic beverages as stated below at:
Sun Valley Rd, Sun Valley, Blaine County

Acceptance of a license by a retailer shall constitute knowledge of and agreement to operate by and in accordance to the Alcohol Beverage Code, Title 23. Only the licensee herein specified shall use this license. County and city licenses are also required in order to operate.

Signature of Licensee, Corporate Officer, LLC Member or Partner

Liquor	Yes	<u>\$500.00</u>
Beer	Yes	<u>\$50.00</u>
On-premise consumption	Yes	<u>\$0.00</u>
Kegs to go	No	
Restaurant	Yes	<u>\$0.00</u>
Wine by the bottle	Yes	<u>\$0.00</u>
Wine by the glass	Yes	<u>\$0.00</u>
Multipurpose arena	No	
Growlers	No	

SUN VALLEY COMPANY
 SUN VALLEY RESORT
 PO BOX 10
 ATTN: TIM SILVA
 SUN VALLEY, ID 83353
 Mailing Address

TOTAL FEE: \$550.00

License Valid: 08/01/2018 - 07/31/2019
Expires: 07/31/2019



Director of Idaho State Police

2019

BLAINE COUNTY
STATE OF IDAHO

No. 4

RETAIL ALCOHOLIC BEVERAGE LICENSE

THIS IS TO CERTIFY THAT _____
doing business as _____
at _____
SUN VALLEY COMPANY
SUN VALLEY RESORT
1 SUN VALLEY ROAD, SUN VALLEY, ID 83353

_____ CORPORATION, is licensed to sell Alcoholic Beverages as stated below, subject to the provisions of Chapters 23-903 and 23-916 Idaho Code Annotated, and the laws of the State of Idaho, Municipal Ordinances, and the regulations of the Commissioner in regard to sale of Alcoholic Beverages and the resolution passed by the Commissioners of said County, on file in the office of the Clerk of the Board at the Blaine County Courthouse, Hailey, Idaho.

Dated: Beer: 12/16/1946 Retail Liquor: 06/27/1947 Retail Wine: 04/12/1947 Wine By Drink: 06/11/1973.

Draft and Bottled or Canned Beer	100.00
Bottled or Canned Beer to be consumed on premises	0.00
Bottled or Canned Beer not to be consumed on premises	0.00
Retail Liquor- SUN VALLEY	125.00
Retail Wine	0.00
Wine by the Drink	0.00
Special Wine (Sunday)	0.00
TOTAL FEE:	225.00

_____ *Wendy S. ...*
Signature of Licensee or Officer of Corporation

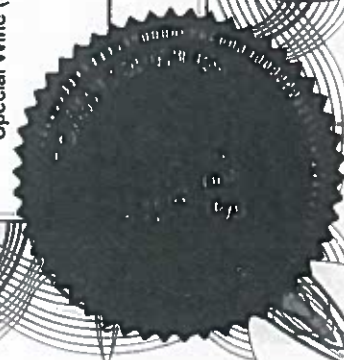
This license is TRANSFERABLE and EXPIRES 07/31/2019.
Witness my hand and seal this 19th day of June, 2018.

_____ *Raymond M. Cleary*
Chairman

_____ *David Greenberg*
Commissioner

_____ *John ...*
Commissioner

_____ *Raymond M. Cleary*
Clerk of the Board of County Commissioners



BEER, WINE AND LIQUOR BY THE DRINK LICENSE APPLICATION

To the City Council, Sun Valley, Idaho :

Year Applying for: 2018/2019

The undersigned, a Corporation , Partnership , or Individual does hereby make application for a license to sell during the year 2018/2019, the following:

- | | |
|---|------------|
| 1. BEER LICENSE | <u>Fee</u> |
| <input checked="" type="checkbox"/> Draft, bottled or canned beer
(to be consumed on the premises) | \$100.00 |
| <input type="checkbox"/> Bottled or canned beer
(NOT to be consumed on premises) | \$25.00 |
| 2. LIQUOR LICENSE | |
| <input checked="" type="checkbox"/> Liquor to be consumed on the premises | \$375.00 |
| 3. WINE LICENSE | |
| <input checked="" type="checkbox"/> Wine to be consumed on or off the premises | \$100.00 |

Total Due \$ 575.00

STATE LICENSE NO. 5333 COUNTY LICENSE NO. 53 (copies attached)

Within the City of Sun Valley, Idaho at the place of business described below, and tenders herewith the license fee as provided by law. The following is a true and correct statement of the nature, place, ownership and management of the business for which this application is made and of the qualifications and disqualifications of the applicant:

Name of applicant Sun Valley Company Attn: Tim Silva
P.O. address P.O. Box 10, Sun Valley, ID 83353
DBA CAROL'S DOLLAR Lodge / Elkiron Golf
Street address where license will be displayed 82 Elkiron Road, Sun Valley, ID 83353
Record owner of the property Sun Valley Company

Has the applicant, or any partner of his, or any member of the applying partnership, or the active manager of the applying partnership, or any other officer of the applying corporation been convicted of a violation of any law of the State of Idaho, or any other state, or of the United States regulating, governing, or prohibiting the sale of alcoholic beverages or intoxicating liquor, or has any one of them within three years forfeited, or suffered the forfeiture of, a bond for his appearance to answer charges of any such violation? NO

Has the applicant or any partner or actual active manager or officer of the applicant been convicted of any felony within five years? Yes No

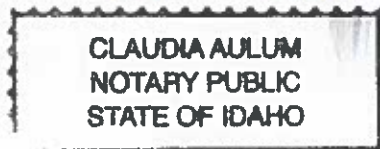
If applicant is a partnership or corporation:

Is the corporation authorized to do business in Idaho? Yes

If a partnership, attach names and addresses of all partners. If a corporation, attach names and addresses of officers.

Applicant: [Signature] Title: Vice President / General Manager

Subscribed and sworn to before me this 4th day of June, 2018.



[Signature]
Notary Public
Expiration Date: 2-21-2019

Approved by the City of Sun Valley, Idaho

By: _____
Peter M. Hendricks, Mayor

License Fee Received \$ _____

License Number _____

Attest: _____
Nancy Flannigan, City Clerk

Sun Valley Company Officers

Name: Lynn C. Hart
Title: Secretary
Address: 943 E. 260 N., Orem, UT 84097
Phone: 801.524.2756

Name: Stephen E. Holding
Title: Vice President
Address: 4061 Mt. Olympus Way, Salt Lake City, UT 84124
Phone: 801.524.2715

Name: Timothy L. Silva
Title: Vice President, General Manager
Address: 7 Dogwood Lane, Sun Valley, ID 83353
Phone: 208.622.2042

Name: Terry R. Whipple
Title: Chief Tax Officer
Address: 4459 South 2700 East, Salt Lake City, UT 84124
Phone: 801.524.2983

State of Idaho

Cycle Tracking Number: 102975
ISLD ID: 6540

Idaho State Police

Premise Number: 5B-228
Ski Resort

License Year: 2019
License Number: 5333

Retail Alcohol Beverage License

This is to certify, that Sun Valley Company
doing business as: Carol's Dollar Lodge/Elkhorn Golf
is licensed to sell alcoholic beverages as stated below at:
82 Elkhorn Rd, Sun Valley, Blaine County

Acceptance of a license by a retailer shall constitute knowledge of and agreement to operate by and in accordance to the Alcohol Beverage Code, Title 23. Only the licensee herein specified shall use this license. County and city licenses are also required in order to operate.

Signature of Licensee, Corporate Officer, LLC Member or Partner

Liquor	Yes	<u>\$300.00</u>
Beer	Yes	<u>\$50.00</u>
On-premise consumption	Yes	<u>\$0.00</u>
Kegs to go	No	
Restaurant	Yes	<u>\$0.00</u>
Wine by the bottle	Yes	<u>\$0.00</u>
Wine by the glass	Yes	<u>\$0.00</u>
Multipurpose arena	No	
Growlers	No	

SUN VALLEY COMPANY
CAROL'S DOLLAR LODGE/ELKHORN
PO BOX 10
ATTN: TIM SILVA
SUN VALLEY, ID 83353
Mailing Address

TOTAL FEE: \$350.00

License Valid: 08/01/2018 - 07/31/2019
Expires: 07/31/2019



Director of Idaho State Police

2019

BLAINE COUNTY
STATE OF IDAHO

No. 5

RETAIL ALCOHOLIC BEVERAGE LICENSE

THIS IS TO CERTIFY THAT _____
doing business as _____ SUN VALLEY COMPANY
at _____ CAROL'S DOLLAR LODGE/ELKHORN GOLF
_____ ELKHORN ROAD, SUN VALLEY, ID 83353

a(n) _____ CORPORATION, is licensed to sell Alcoholic Beverages as stated below, subject to the provisions of Chapters 23-903 and 23-916 Idaho Code Annotated, and the laws of the State of Idaho, Municipal Ordinances, and the regulations of the Commissioner in regard to sale of Alcoholic Beverages and the resolution passed by the Commissioners of said County, on file in the office of the Clerk of the Board at the Blaine County Courthouse, Hailey, Idaho.

Dated: Beer: 12/16/1946 Retail Liquor: 06/27/1947 Retail Wine: 04/12/1947 Wine By Drink: 06/11/1973.

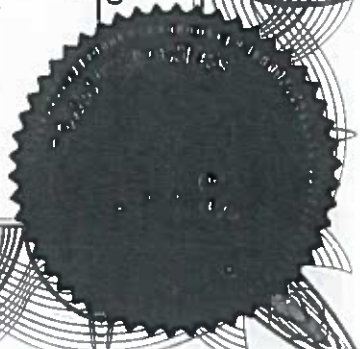
Draft and Bottled or Canned Beer	100.00
Bottled or Canned Beer to be consumed on premises	0.00
Bottled or Canned Beer not to be consumed on premises	0.00
Retail Liquor- SUN VALLEY	75.00
Retail Wine	0.00
Wine by the Drink	0.00
Special Wine (Sunday)	0.00
TOTAL FEE:	175.00

Signature of Licensee or Officer of Corporation
[Signature]

This license is TRANSFERABLE and EXPIRES 07/31/2019.
Witness my hand and seal this 19th day of June, 2018.

[Signature] Chairman
[Signature] Commissioner
[Signature] Commissioner

[Signature]
Clerk of the Board of County Commissioners



(This license must be conspicuously displayed)

BEER, WINE AND LIQUOR BY THE DRINK LICENSE APPLICATION

To the City Council, Sun Valley, Idaho :

Year Applying for: 2018/2019

The undersigned, a Corporation , Partnership , or Individual does hereby make application for a license to sell during the year 2018/2019, the following:

- | 1. BEER LICENSE | <u>Fee</u> |
|---|------------|
| <input checked="" type="checkbox"/> Draft, bottled or canned beer
(to be consumed on the premises) | \$100.00 |
| <input type="checkbox"/> Bottled or canned beer
(NOT to be consumed on premises) | \$25.00 |
| 2. LIQUOR LICENSE | |
| <input type="checkbox"/> Liquor to be consumed on the premises | \$375.00 |
| 3. WINE LICENSE | |
| <input checked="" type="checkbox"/> Wine to be consumed on or off the premises | \$100.00 |

Total Due \$ _____

STATE LICENSE NO. _____ COUNTY LICENSE NO. _____ (copies attached)

Within the City of Sun Valley, Idaho at the place of business described below, and tenders herewith the license fee as provided by law. The following is a true and correct statement of the nature, place, ownership and management of the business for which this application is made and of the qualifications and disqualifications of the applicant:

Name of applicant Ranch at Sun Valley
P.O. address P.O. Box 942 Ketchum ID 83343
DBA Ranch at Sun Valley
Street address where license will be displayed The Ranch Clubhouse, Morning Star Road
Record owner of the property Ranch Association

Has the applicant, or any partner of his, or any member of the applying partnership, or the active manager of the applying partnership, or any other officer of the applying corporation been convicted of a violation of any law of the State of Idaho, or any other state, or of the United States regulating, governing, or prohibiting the sale of alcoholic beverages or intoxicating liquor, or has any one of them within three years forfeited, or suffered the forfeiture of, a bond for his appearance to answer charges of any such violation? NO

Has the applicant or any partner or actual active manager or officer of the applicant been convicted of any felony within five years? Yes No

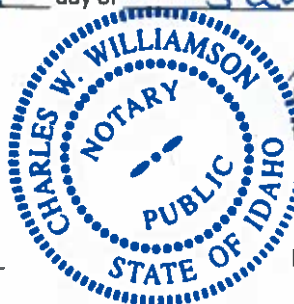
If applicant is a partnership or corporation:

Is the corporation authorized to do business in Idaho? yes

If a partnership, attach names and addresses of all partners. If a corporation, attach names and addresses of officers.

Applicant: Chris May Title: Secretary/Treasurer

Subscribed and sworn to before me this 18 day of June, 2018.



Notary Public
Expiration Date: 9-21-21

Approved by the City of Sun Valley, Idaho

By: _____
Peter M. Hendricks, Mayor

License Fee Received \$ _____

License Number _____

Attest: _____
Nancy Flannigan, City Clerk

BEER, WINE AND LIQUOR BY THE DRINK LICENSE APPLICATION

To the City Council, Sun Valley, Idaho :

Year Applying for: 2018/2019

The undersigned, a Corporation , Partnership , or Individual does hereby make application for a license to sell during the year 2018/2019, the following:

- | | |
|---|------------|
| 1. BEER LICENSE | <u>Fee</u> |
| <input checked="" type="checkbox"/> Draft, bottled or canned beer
(to be consumed on the premises) | \$100.00 |
| <input type="checkbox"/> Bottled or canned beer
(NOT to be consumed on premises) | \$25.00 |
| 2. LIQUOR LICENSE | |
| <input checked="" type="checkbox"/> Liquor to be consumed on the premises | \$375.00 |
| 3. WINE LICENSE | |
| <input checked="" type="checkbox"/> Wine to be consumed on or off the premises | \$100.00 |

Total Due \$ 575.00

STATE LICENSE NO. 5401 COUNTY LICENSE NO. 26 (copies attached)

Within the City of Sun Valley, Idaho at the place of business described below, and tenders herewith the license fee as provided by law. The following is a true and correct statement of the nature, place, ownership and management of the business for which this application is made and of the qualifications and disqualifications of the applicant:

Name of applicant ELKHORN INN, LLC
 P.O. address _____
 DBA ELKHORN INN
 Street address where license will be displayed 97 Badeyana Drive
 Record owner of the property ELKHORN INN, LLC / PAUL HENDRICKS

Has the applicant, or any partner of his, or any member of the applying partnership, or the active manager of the applying partnership, or any other officer of the applying corporation been convicted of a violation of any law of the State of Idaho, or any other state, or of the United States regulating, governing, or prohibiting the sale of alcoholic beverages or intoxicating liquor, or has any one of them within three years forfeited, or suffered the forfeiture of, a bond for his appearance to answer charges of any such violation? No

Has the applicant or any partner or actual active manager or officer of the applicant been convicted of any felony within five years? Yes No

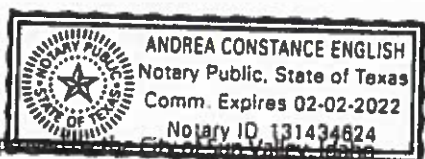
If applicant is a partnership or corporation:

Is the corporation authorized to do business in Idaho? YES

If a partnership, attach names and addresses of all partners. If a corporation, attach names and addresses of officers.

Applicant: [Signature] Title: MANAGER

Subscribed and sworn to before me this 27 day of June, 2018.



Andrea C. English
 Notary Public
 Expiration Date: 02-02-2022

By: _____
 Peter M. Hendricks, Mayor

License Fee Received \$ _____

Attest: _____
 Nancy Flannigan, City Clerk

License Number _____

CITY OF SUN VALLEY

RESOLUTION 2018-07

A RESOLUTION OF THE CITY OF SUN VALLEY AUTHORIZING THE DESTRUCTION OF CITY RECORDS

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, Idaho Code 50-907 requires the City Council to authorize destruction of records that have met the minimum retention period provided by the City's record retention schedule, Resolution 2006-05; and

WHEREAS, the City Clerk has proposed for destruction of the records listed in the attached Exhibit A that have exceeded their minimum retention requirement under Section 59 of the City's Records Retention Policy; and

WHEREAS, the City Clerk has determined to dispose of the records by Western Records Destruction, Inc.;

WHEREAS, approval for the destruction of the below listed records has been obtained from the Idaho State Historical Society, when required, and the City Attorney, as provided by Idaho Code 50-907.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUN VALLEY, IDAHO, that the records listed in the attached Exhibit A shall be destroyed under the direction and supervision of the City Clerk.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR THIS ____ DAY OF JULY, 2018.

Peter M. Hendricks, Mayor

Attest:

Nancy Flannigan, City Clerk

EXHIBIT A

App No.	Owner/Architect	Legal/Address	Job Description	Approval Status	Certificate of Occupancy (issuing date)
DR2012-01	Wes/Olson	#4500 Legends	Deck Expansion	Admin- Approved 3/2/12	No record of C of O, BP 2012-008
DR2012-02	Waldo/Olson	#4501 Legends	Deck Expansion	Admin- Approved 3/2/12	No record of C of O, BP 2012-009
DR2012-03	Marks/Tom Dabney	Lot 70 Lane Ranch Sub Phase I; 5 Meadows Road	389 sq ft second story addition to existing SFR	Admin- Approved 4/13/12	8/28/2012
DR2012-04	Sun Valley Company/Kurt Eggers Associates	Sun Valley Resort; Trail Creek Road from the intersection of Dollar Road to Moritz Road	Landscaping enhancement, entry sign and fencing project at four entries to the Resort core	AP by P&Z 04/26/12	No record of C of O, BP 2012-004
DR2012-05	Richard and Jodie Flores	Lot 22 Sagehill Sub; 104 Syringa	Deck and wing wall expansion at ground level in rear yard area	Admin- Approved 5/1/12	8/7/2012
DR2012-06	Rich/Olson	Unit 4022 Bluff Condos	Add windows and sliding door	Admin- Approved 5/16/12	3/5/2013
DR2012-07	Webber/Olson	1371 Dollar Meadow Condo	Deck expansion	Admin- Approved 5/16/12	No record of C of O, BP 2012-026
DR2012-08	SV CO/RLB	Trail Creek Road; Parcel K of the White Clouds Subdivision	Replacement laundry facility	AP by P&Z 5/24/12	7/9/2013
DR2012-09	Alysia May/Doug Clemens	110 Skyline Drive; Lot 13 Dollar Mountain Subdivision	Playground equipment in the rear yard area of an existing SFR	AP by P&Z 5/24/12	No record of Building Permit
DR2012-10	Holding/Kurt Eggers	411 Fairway Road; Lot 30 Fairway Subdivision	Replacement landscaping and tree treatment	Admin- Approved 5/11/12	No record of Building Permit
DR2012-11	Mull/Williams Partners	202 Prospector Rd/Lot 3 Prospector Sub	Modifications to porte cochere, new window at north wall, addition of outdoor firepit	Admin – Approved 7/3/12	No record of C of O, BP 2012-087
DR2012-12	Bellis/Roger Olson	4003 Bluff	Enlarge 2 nd floor deck, replace sliding glass door	Admin – Approved 5/25/12	No record of C of O, BP 2012-064
DR2012-13	Young/Roger Olson	#2705 Sunburst Condos	Addition to two existing exterior decks	Admin – Approved 5/29/12	No record of C of O, BP 2012-051

DR2012-14	Pierce-Dudley/Roger Olson	2385 Indian Springs Condos	Addition to two existing exterior decks	Admin – Approved 5/29/12	No record of Building Permit
DR2012-15	Pepper/Roger Olson	1388 Dollar Meadows Condos	Addition to lengthen deck	Admin – Approved 5/29/12	No record of C of O, BP 2012-035
DR2012-16	Wes/ Roger Olson	4500 Legends	Replace two windows with a slider	Admin – Approved 8/28/12 by MRH because of no FOF in File	No record of Building Permit
DR2012-17	Norris	85 Elkhorn Road	In-ground trampoline	Admin – Approved 5/29/12	No record of Building Permit
DR2012-18	Ranch Condo/Jensen	Building 20, Unit 45 of the Ranch Condominiums	Upper deck expansion	Admin- Approved 6/20/12	No record of Building Permit
DR2012-19	Mutzel/Wagner	711 Morningstar	Remodel of house and landscaping	Admin – Approved 7/17/12	11/20/2012
DR2012-20	Boeger Stelk/Corney	115 Sagewillow/Lot 10A Sagewillow Sub.	New single family home	AP by P&Z 6/28/12	No record of C of O, BP 2012-062
DR2012-21	Fairway I Condo Association / Carol Pintler	Village Way at Fairway I Condo Drive	Rock Monument Sign	Admin- Approved 8/28/12	No record of Building Permit
DR2012-22	Laura Gvosdos	Sunburst Monument Sign	Monument Sign	Admin- Approved 7/17/12	No record of Building Permit
DR2012-23	SV Company/Jerry Bugge	Corner of Elkhorn Road and Dollar Road at Carol's Dollar Mtn Lodge; 80 Elkhorn Road	Demolition of the VPM Building	Admin- Approved 7/20/12	No record of C of O, BP 2012-059
DR2012-24	Morgan/Steve Job	Lots 61 and 64 June Day Subdivision; 715 Morningstar Road	Installation of 400' of wood rail fencing (modified and renoticed on 8/2/12 to propose landscape improvements on vacant Lot 64)	Admin- (modified-renoticed) Approved 8/18/12	No record of Building Permit

DR2012-25	Olmstead/Roger Olson	Unit 4108 Bluff Condo Subdivision; 4108 Bluff Condo Drive	Second story deck expansion	Admin- Approved 8/14/12	No record of Building Permit
DR2012-26	Mathew Sell and Peggy Rupp /Roger Olson	Unit 4506 Legends Condo Subdivision; 4506 Legends Condo Drive	Four (4) foot upper and lower deck expansion to an existing condo unit	Admin- Approved 8/18/12	No record of C of O, BP 2012-085
DR2012-27	Jeffery/Roger Olson	Unit 4518 Legends Condo Subdivision; 4518 Legends Condo Drive	Five (5) foot upper and lower deck expansion to an existing condo unit, with window/French door replacement at living room.	Admin- Approved 8/18/12	12/5/2015
DR2012-28	Emil and Barbara Capik	Lot 78 Twin Creeks II Subdivision; 7 Boleana Lane	320 sq. ft. two-story addition to an existing SFR	Admin- Approved 8/13/12	No record of Building Permit
DR2012-29	Frank Residence	Lot 19 Upper Fairway Sub. 702 Fairway Road	360 linear feet of 4' tall powder coated black metal fence	Admin- Approved 9/3/12	No record of Building Permit
DR2012-30	Dittrich/Tim Carter	107 Camas Loop; Lot 21 and 22 Sagecreek Subdivision Unit II	183 sq. ft. deck expansion and hot tub relocation.	Admin- Approved 8/16/12	No record of Building Permit
DR2012-31	Dennis Tripp/Leslie Rittenour	119 Syringa; Lot 10 Sage Hill Unit I	Garage storage addition, new exterior windows and glass sliding door remodel	Admin- Approved 9/3/12	12/18/2012
DR2012-32	McCleary/Roger Olson	4507 Legends Condos; Legends Condo Drive	Four (4) foot upper and lower deck expansion to an existing condo unit	Admin- Approved 8/18/12	No record of C of O, BP 2012-086
DR2012-33	Peggy Goldwyn/Marc Corney	Lot 6 Trail Creek Subdivision (Resub 34); 212 Bitterroot Drive #6	Garage, first floor and second floor addition (374 square feet) to an existing townhome unit.	Admin- Approved 9/3/12	5/2/2013
DR2012-34	Lane Ranch North Development/Sun Valley Water and Sewer District	Lot 4 Lane Ranch North Preliminary Plat; Pete's Lane adjacent to Elkhorn Road.	Placement and rough grade of material for access to site of future domestic water storage reservoir.	Admin- Approved 9/3/12	No record of Building Permit
DR2012-35	SV Company/Jerry Bugge	10 Trail Creek Road; Corner of Trail Creek Road and Lodge Entry Lane	Demolition of building and replacement with landscape improvements	Admin- Approved 9/18/12	2/12/2013
DR2012-36	William Coit/Chase Gouley	Lot 20 Fairway Subdivision; 409 Fairway Loop	New rear yard trellis structure and dog run area fencing	Admin- To September 21, 2012	No record of C of O, BP 2012-096

DR2012-37	Brian and Mark Webber/Roger D. Olson, AIA	Unit 1371 Dollar Meadows condominiums; 1371 Dollar Meadows Condo Drive	Second and third story standard 'pod expansion" addition to an existing condominium unit	Admin- To September 21, 2012	No record of C of O, BP 2012-026
DR2012-38	Charles and Kimberly Ellwanger/Marc Corney	Lot 42 Lane Ranch Subdivision, Phase 1; 8 West Lane Ranch Road	Garage space addition and master bath closet addition to an existing SFR	Admin- Approved 10/29/12	7/9/2013
DR2012-39	SVW&SD/Pat McMahon	Lots 3 and 4 Lane Ranch North Preliminary Plat; Pete's Lane adjacent to Elkhorn Road.	Grading, trenching, installation, burying and revegetation of a new reuse water line for the Water and Sewer District	Admin- Approved May 21, 2013	No record of Building Permit
DR2012-41	Philip Silver/Mark Pynn	Lot 8 and 9A Dollar Mountain Subdivision; 101 and 103 Skyline Spur	At-grade terrace extension and fire pit	Admin- Approved 11/8/12	No record of Building Permit
DR2012-42	Federko/Roger Olson	2622 Ridge Condo Subdivision/ 2622 Ridge Lane	First and Second story deck expansion-standard deck design	Admin- Approved 11/13/12	4/18/2014
DR2012-43	Howa/Eddy Svigdal	Lot 8 Lane Ranch Subdivision/ 60 Lane Ranch	Landscape and site amendments	Admin- To November 9, 2012	No record of Building Permit
DR2012-44	Harpe/Roger Olson	Unit 1464 Cottonwood Condo Subdivision; #1464 Cottonwood Condo Drive	3-foot, 6-inch deck extension to an existing first-level exterior deck of one condominium unit	Admin- Withdrawn By Applicant 11/6/12	No record of Building Permit
DR2012-45	Hurt/Roger Olson	Unit 106 Sagehill Subdivision; #106 Syringa	New rear yard dog run fencing consisting of three-rail wood with metal utility wire	Admin- To November 9, 2012	No record of Building Permit

CITY OF SUN VALLEY

RESOLUTION 2018-08

A RESOLUTION OF THE CITY OF SUN VALLEY AUTHORIZING THE DISPOSITION OF CITY EQUIPMENT

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, the City Clerk has proposed the disposition of surplus property, listed in the attached **“Exhibit 1,”** which has either exceeded its usefulness or is broken or outdated; and

WHEREAS, the City Clerk has determined to dispose of the surplus property by erasing all hard drives from all computers and donating to a non-profit as determined by the City Clerk;

THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUN VALLEY, IDAHO, that the equipment listed in the attached **“Exhibit A”** shall be disposed of as noted above.

The administrative staff of the City is authorized to take all necessary steps to carry out the authorization provided by this Resolution.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR THIS ____ DAY of JULY, 2018.

Peter M. Hendricks, Mayor

Attest:

Nancy Flannigan, City Clerk

Report Criteria:
Detail report type printed

Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
AC HOUSTON LUMBER C	014-757771	5 bags concrete mix	05/10/2018	21.25	21.25	53736	06/04/2018
	014-757771	Leather work gloves / sharpie	05/10/2018	28.45	28.45	53736	06/04/2018
Total AC HOUSTON LUMBER CO:				49.70	49.70		
ALPINE TREE SERVICE, I	34722	Hazzard tree removal in ROW near 206 Bluebell	05/17/2018	195.00	195.00	53737	06/04/2018
Total ALPINE TREE SERVICE, INC.:				195.00	195.00		
ALSCO-AMERICAN LINE	LBOI160208	AlSCO - mats for City Hall LBOI1602088	05/14/2018	51.48	51.48	53778	06/06/2018
	LBOI160208	AlSCO - mats for Police Department LBOI1602089	05/14/2018	32.28	32.28	53778	06/06/2018
	LBOI160209	Shop towels for Street - LBOI1602090	05/14/2018	33.17	33.17	53778	06/06/2018
	LBOI160209	Laundry and shop towels for Fire Department - LBOI16	05/14/2018	105.58	105.58	53778	06/06/2018
	LBOI160619	AlSCO - mats for City Hall LBOI1606192	05/28/2018	51.48	51.48	53778	06/06/2018
	LBOI160619	AlSCO - mats for Police Department LBOI1606193	05/28/2018	32.28	32.28	53778	06/06/2018
	LBOI160619	Shop towels for Street - LBOI1606194	05/28/2018	33.17	33.17	53778	06/06/2018
	LBOI160619	Laundry and shop towels for Fire Department - LBOI16	05/28/2018	99.34	99.34	53778	06/06/2018
Total ALSCO-AMERICAN LINEN DIVISION:				438.78	438.78		
ARBORCARE RESOURC	38762, 3876	Tree maintenance and top dress City Hall	05/10/2018	911.00	911.00	53738	06/04/2018
	38762, 3876	Tree maintenance and top dress Elkhorn Station.	05/10/2018	680.00	680.00	53738	06/04/2018
Total ARBORCARE RESOURCES, INC.:				1,591.00	1,591.00		
ASSOCIATION OF IDAHO	200004307	2018 Conference One Day - Ternet	05/04/2018	175.00	175.00	53739	06/04/2018
	200004333	AIC 2018 Conference in Boise - Uhrig	05/10/2018	295.00	295.00	53739	06/04/2018
Total ASSOCIATION OF IDAHO CITIES:				470.00	470.00		
ATKINSON'S MARKET	4571803	Food for L.E.P.C meeting 5/10/2018 (fruit, donuts)	05/10/2018	23.71	23.71	53740	06/04/2018
	8132080	Atkinsons - Food for regular council meeting & Kitchen	05/03/2018	85.01	85.01	53740	06/04/2018
	8136254	Food for Patty Provonsha's Memorial	05/10/2018	44.59	44.59	53740	06/04/2018
Total ATKINSON'S MARKET:				153.31	153.31		
BLACK, REID	NFPA TRAIN	Per Diem (meals only) 5 days of training plus travel tim	06/10/2018	368.00	368.00	53779	06/06/2018
Total BLACK, REID:				368.00	368.00		
CASELLE, INC	88107	Contract Support & Maintenance for 7/01/18-7/31/18	06/01/2018	1,150.00	1,150.00	53785	06/13/2018
Total CASELLE, INC:				1,150.00	1,150.00		
CENTURYLINK	0052-489-JU	Century Link - 489 - T1 Line June Phone	06/01/2018	396.04	396.04	53793	06/22/2018
	3401 844B J	Century Link - 3401 June Phone	06/13/2018	169.98	169.98	53807	06/28/2018
	3401 844B-M	Century Link - 3401 May Phone	05/13/2018	169.98	169.98	53732	05/31/2018
	7601 844B J	Century Link - 7601 June Phone	06/13/2018	114.76	114.76	53807	06/28/2018
	7601 844B M	Century Link - 7601 May Phone	05/13/2018	114.76	114.76	53732	05/31/2018
	7605 348B J	Century Link - 7605 June Phone	06/13/2018	188.13	188.13	53807	06/28/2018
	7605 348B-M	Century Link - 7605 May Phone	05/13/2018	188.16	188.16	53732	05/31/2018
Total CENTURYLINK:				1,341.81	1,341.81		

Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
CH2M HILL ENGINEERS,	MAY R & P D	Year 1 design changes for Elkhorn Path C (change ord	05/23/2018	3,665.80	3,665.80	1011	06/04/2018
	MAY R & P D	Year 1 program management Task Order 2&3	05/23/2018	23,958.44	23,958.44	1011	06/04/2018
Total CH2M HILL ENGINEERS, INC.:				27,624.24	27,624.24		
CITY OF KETCHUM	2148	Cleaning of Art Work on Bridge	04/09/2018	444.17	444.17	53741	06/04/2018
Total CITY OF KETCHUM:				444.17	444.17		
CLEAR WATER POWER	04301811	Cultivator attachment for weed eater power unit.	04/30/2018	199.99	199.99	53742	06/04/2018
Total CLEAR WATER POWER EQUIPMENT:				199.99	199.99		
COPY & PRINT	57892	Post-its, letter lamination pouches, 11X17 lamination p	05/03/2018	339.93	339.93	53772	06/04/2018
	57899	Copy paper, bankers boxes, file folders, expandable fil	05/21/2018	274.15	274.15	53772	06/04/2018
	83659	1 bx of sharpies	05/18/2018	27.99	27.99	53772	06/04/2018
	84198	Binders (2 sizes) for Firefighters	05/17/2018	51.78	51.78	53772	06/04/2018
	84387	Window envelopes and regular envelopes with City log	05/21/2018	159.98	159.98	53772	06/04/2018
Total COPY & PRINT:				853.83	853.83		
COX COMMUNICATIONS	5301 JUNE	Internet Service 100 Morning Star Rd.	06/09/2018	117.40	117.40	53794	06/22/2018
	7601-JUNE	Internet Service 81 Elkhorn Rd.	06/01/2018	102.40	102.40	53786	06/13/2018
Total COX COMMUNICATIONS:				219.80	219.80		
CRAWFORD, MICHAEL	THREAT AS	Per diem (meals & mileage): Threat Assessment Conf	06/11/2018	268.44	268.44	53780	06/06/2018
Total CRAWFORD, MICHAEL:				268.44	268.44		
CROSBY, WENDY	REIMB MILE	Mileage reimbursement for AIC District Meeting/PERSI	04/25/2018	120.99	120.99	53743	06/04/2018
	REIMB MILE	Meal per diem for AIC District meeting/ PERSI present	04/25/2018	11.50	11.50	53743	06/04/2018
Total CROSBY, WENDY:				132.49	132.49		
D & B SUPPLY COMPANY	11696	Work clothes and shoes for Slater.	05/18/2018	276.96	276.96	53744	06/04/2018
Total D & B SUPPLY COMPANY:				276.96	276.96		
DAVIS EMBROIDERY INC	31065	4 Short sleeved work shirts for Bill W.	05/18/2018	109.92	109.92	53745	06/04/2018
Total DAVIS EMBROIDERY INC.:				109.92	109.92		
DICK YORK'S AUTO SER	77463	Oil change, oil filter, and tire pressure for C15661 (Ord	04/30/2018	91.39	91.39	53746	06/04/2018
	77655	Rotate tires, oil change and oil filter for SVPD3	05/16/2018	224.73	224.73	53746	06/04/2018
Total DICK YORK'S AUTO SERVICE:				316.12	316.12		
DR. FRANZ M. SUHADOL	DONATION	Dr. Franz M. Suhadolnik Memorial Scholarship Fund	05/03/2018	50.00	50.00	53747	06/04/2018
Total DR. FRANZ M. SUHADOLNIK MEM. FUND:				50.00	50.00		
EVAN'S PLUMBING, INC.	74599	Repair toilet in street facility.	04/28/2018	184.05	184.05	53748	06/04/2018
Total EVAN'S PLUMBING, INC.:				184.05	184.05		
GALLAGHER VEBA	JULY CONT	July 2018 VEBA contribution	07/01/2018	3,493.02	3,493.02	53804	06/28/2018

Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
	JUNE CONT	June 2018 VEBA contribution	06/01/2018	3,493.02	3,493.02	53733	05/31/2018
Total GALLAGHER VEBA:				6,986.04	6,986.04		
GEM STATE PAPER	1227973	Large plates, paper towels, toilet paper, hand soap, cof	05/02/2018	432.15	432.15	53749	06/04/2018
	1232220-00	Garbage can liners for pathways.	05/18/2018	110.13	110.13	53749	06/04/2018
Total GEM STATE PAPER:				542.28	542.28		
GEM STATE WELDERS S	180276, 180	welding tank refill	05/31/2018	54.08	54.08	53787	06/13/2018
	180276, 180	Monthly rental for oxygen and acetylene torch cylinder	05/31/2018	16.12	16.12	53787	06/13/2018
Total GEM STATE WELDERS SUPPLY INC:				70.20	70.20		
GO-FER IT EXPRESS INC	76123	Delivered street signs from Road Work Ahead.	04/30/2018	28.00	28.00	53750	06/04/2018
Total GO-FER IT EXPRESS INC:				28.00	28.00		
GRAINGER	9777934226	Battery charger	05/04/2018	213.85	213.85	53751	06/04/2018
Total GRAINGER:				213.85	213.85		
GRANICUS, INC.	89958	Monthly Service September 2017	09/01/2017	601.12	601.12	53808	06/28/2018
	92024	Monthly Service October 2017	10/01/2017	601.12	601.12	53808	06/28/2018
	92025	Monthly Service November 2017	11/01/2017	601.12	601.12	53808	06/28/2018
	92026	Monthly Service December 2017	12/01/2017	135.74	135.74	53808	06/28/2018
Total GRANICUS, INC.:				1,939.10	1,939.10		
GREAT AMERICA FINAN	22724940	Copier lease - Admin - May 2018	05/28/2018	199.00	199.00	53788	06/13/2018
	22724941	Copier lease - Police May 2018	06/01/2018	89.00	89.00	53788	06/13/2018
Total GREAT AMERICA FINANCIAL SVCS:				288.00	288.00		
HENDRICKS, PETER	192485	Road and Path lunch meeting	05/22/2018	66.10	66.10	53752	06/04/2018
Total HENDRICKS, PETER:				66.10	66.10		
HUGHES FIRE EQUIPME	525197	Air filter for Engine 60	05/10/2018	274.57	274.57	53753	06/04/2018
Total HUGHES FIRE EQUIPMENT:				274.57	274.57		
IDAHO DEPT. OF BUILDI	DORM BLDG	Building permit plan check fees- SV Dorm Building 2	05/02/2018	8,083.50	8,083.50	53754	06/04/2018
Total IDAHO DEPT. OF BUILDING SAFETY:				8,083.50	8,083.50		
IDAHO LUMBER	727641	Air chisel set, thread locker, and trailer plug	05/15/2018	46.57	46.57	53755	06/04/2018
	727641	Batteries, broom, 3/8" hose, amd marking paint	05/15/2018	92.33	92.33	53755	06/04/2018
Total IDAHO LUMBER:				138.90	138.90		
IDAHO MOUNTAIN EXPR	12577385,12	April CC and PZ Noticing	04/30/2018	1,790.88	1,790.88	53773	06/04/2018
	12577735	Police Officer classified ad (4/11/18 and 4/18/18)	04/30/2018	385.00	385.00	53773	06/04/2018
	12578636,12	Legal - Ord. 525	04/30/2018	84.64	84.64	53773	06/04/2018
	12578636,12	Legal - Treasurer's Qtr Report	04/30/2018	220.10	220.10	53773	06/04/2018

Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
Total IDAHO MOUNTAIN EXPRESS:				2,480.62	2,480.62		
IDAHO POWER	70641-MAY	Juniper/Elkhorn Rd Light	06/05/2018	4.47	4.47	53795	06/22/2018
	9457 MAY	100 Arrowleaf cell / Sun Valley FD	05/24/2018	17.54	17.54	53781	06/06/2018
	9457 MAY	100 Arrowleaf Fire/ Sun Valley	05/24/2018	338.43	338.43	53781	06/06/2018
	9457 MAY	208 E Sun Valley Rd	05/24/2018	5.36	5.36	53781	06/06/2018
	9457 MAY	81 Elkhorn Rd	05/24/2018	777.82	777.82	53781	06/06/2018
	9457 MAY	Street Lights	05/24/2018	56.75	56.75	53781	06/06/2018
	9457 MAY	Traffic Lights	05/24/2018	26.68	26.68	53781	06/06/2018
Total IDAHO POWER:				1,227.05	1,227.05		
INFINISOURCE	90201722	Monthly FSA/HRA Admin Fee - May 2018	06/09/2018	130.50	130.50	53809	06/28/2018
Total INFINISOURCE:				130.50	130.50		
INREACH - DELORME	DL11030264	Monthly dues 6/7/18-7/6/18. Inv # DL11030264	06/07/2018	103.60	103.60	53798	06/26/2018
Total INREACH - DELORME:				103.60	103.60		
INTERMOUNTAIN GAS C	3000 2 MAY	81 Elkhorn account 14671230002	05/24/2018	71.84	71.84	53782	06/06/2018
	3000 2 MAY	100 Arrowleaf account 25105330002	05/24/2018	92.10	92.10	53782	06/06/2018
	3000 9 MAY	81 Elkhorn account 42384330009	05/24/2018	105.01	105.01	53782	06/06/2018
Total INTERMOUNTAIN GAS COMPANY:				268.95	268.95		
JEROME PETERBILT	12255	Oil change, hub replacement, fluids and filters for Engi	05/16/2018	2,028.03	2,028.03	53756	06/04/2018
Total JEROME PETERBILT:				2,028.03	2,028.03		
KETCHUM COMPUTERS	15007	Unbox, setup and configure with updates, apps and da	04/30/2018	775.00	775.00	53757	06/04/2018
	15007	Elkhorn Fire station planning for new Workstation, Bria	04/30/2018	77.50	77.50	53757	06/04/2018
	15007	New workstation setup, Microsoft office licensing, plan	04/30/2018	852.50	852.50	53757	06/04/2018
	15007	Setup SStorey, Davitt, Crosby PCs and monitors at de	04/30/2018	697.50	697.50	53757	06/04/2018
	15007	Slater database restore, change backups	04/30/2018	77.50	77.50	53757	06/04/2018
	15007	Taan workstation setup	04/30/2018	155.00	155.00	53757	06/04/2018
	15007	Planning for Police workstation installs	04/30/2018	155.00	155.00	53757	06/04/2018
	15007	Unbox new PCs and run Windows updates, begin setu	04/30/2018	155.00	155.00	53757	06/04/2018
	15007	Setup 7 new computers on network with updates and a	04/30/2018	310.00	310.00	53757	06/04/2018
	15007	Server check, planning with Susan, change backups	04/30/2018	155.00	155.00	53757	06/04/2018
	15007	Setup laptop access for Bryce	04/30/2018	155.00	155.00	53757	06/04/2018
	15007	Assist with RMS install and continue configuration of n	04/30/2018	310.00	310.00	53757	06/04/2018
	15007	Wendy Acrobat activation issue	04/30/2018	38.75	38.75	53757	06/04/2018
	15007	Continue to install SVPD specific apps on new comput	04/30/2018	310.00	310.00	53757	06/04/2018
	15007	Setup Taans PC at his desk, transfer data and add app	04/30/2018	271.25	271.25	53757	06/04/2018
	15007	Police new workstation setup	04/30/2018	116.25	116.25	53757	06/04/2018
	15007	Setup email on new phones for Michelle and Brad, CIP	04/30/2018	155.00	155.00	53757	06/04/2018
	15050	Setup KOrchard and TOlsen PCs at desk	05/16/2018	465.00	465.00	53757	06/04/2018
	15050	Install Susan workstation	05/16/2018	155.00	155.00	53757	06/04/2018
	15050	Issues with mobile data on new Police Workstations	05/16/2018	155.00	155.00	53757	06/04/2018
	15050	Setup and configure Rachel and Walt's new PCs at de	05/16/2018	620.00	620.00	53757	06/04/2018
	15050	Change backups, check servers, update firmware	05/16/2018	310.00	310.00	53757	06/04/2018
	15050	Police workstations, upgrade firmware	05/16/2018	387.50	387.50	53757	06/04/2018
	15050	Install police specific apps on 3 patrol computers	05/16/2018	271.25	271.25	53757	06/04/2018
	15050	Sawp out monitors for Maddy	05/16/2018	77.50	77.50	53757	06/04/2018
	15050	Sawp out monitors for Rachel, setup 1 patrol workstati	05/16/2018	465.00	465.00	53757	06/04/2018

Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
	15050	Microphone install with Neurilink, provide network conn	05/16/2018	155.00	155.00	53757	06/04/2018
	15050	Resolve Police workstation mobile data install issue	05/16/2018	77.50	77.50	53757	06/04/2018
	15050	Fix issue with monitor USB port for Maddy, clean up in	05/16/2018	155.00	155.00	53757	06/04/2018
	15050	Install monitors for patrol, contact support for Patrol sof	05/16/2018	155.00	155.00	53757	06/04/2018
	15050	Install monitors for Elkhorn Fire	05/16/2018	116.25	116.25	53757	06/04/2018
	15050	Troubleshoot install of mobile data and send support re	05/16/2018	387.50	387.50	53757	06/04/2018
	15050	Change backup, server check, Maddy email issue with	05/16/2018	155.00	155.00	53757	06/04/2018
	15050	Police video to DVD, install Veripic	05/16/2018	310.00	310.00	53757	06/04/2018
	15050	Check iWorq Ftp site for files	05/16/2018	38.75	38.75	53757	06/04/2018
	15050	Police video burning to DVD issue	05/16/2018	77.50	77.50	53757	06/04/2018
	15050	2019 budget planning	05/16/2018	116.25	116.25	53757	06/04/2018
Total KETCHUM COMPUTERS:				9,416.25	9,416.25		
LAWSON PRODUCTS	9305797525	Bolts, nuts, and electrical connectors for inventory rest	05/04/2018	498.35	498.35	53774	06/04/2018
Total LAWSON PRODUCTS:				498.35	498.35		
LES SCHWAB	1170047420	Repair loader tire	04/30/2018	79.00	79.00	53758	06/04/2018
Total LES SCHWAB:				79.00	79.00		
NEURILINK	27028	Microphone upgrade for Council Chambers	05/09/2018	22,130.09	22,130.09	53759	06/04/2018
Total NEURILINK:				22,130.09	22,130.09		
NORCO	23883163,23	Cylinder rent for May 2018 and medical oxygen.	05/24/2018	249.97	249.97	53799	06/26/2018
Total NORCO:				249.97	249.97		
OFFICEBRIGHT, INC	4588	Cleaning for Street Dept - May 2018	05/24/2018	195.00	195.00	53735	05/31/2018
	4588-MAY	Office cleaning May 2018	05/24/2018	1,170.00	1,170.00	53735	05/31/2018
	4608	Office cleaning June 2018	06/22/2018	1,170.00	1,170.00	53810	06/28/2018
	4608	Bi-monthly cleaning for Elkhorn sleeping quarters - Jun	06/22/2018	100.00	100.00	53810	06/28/2018
	4608-2	Cleaning for Street Dept - June 2018	06/22/2018	195.00	195.00	53810	06/28/2018
Total OFFICEBRIGHT, INC:				2,830.00	2,830.00		
ROAD WORK AHEAD CO	38431-BOND	Bond signage.	04/26/2018	360.00	360.00	1012	06/04/2018
Total ROAD WORK AHEAD CONSTRUCTION:				360.00	360.00		
ROBERTS ELECTRIC, IN	400203	Relocate light switch for new locker installation.	04/24/2018	126.02	126.02	53760	06/04/2018
Total ROBERTS ELECTRIC, INC:				126.02	126.02		
ROBERTSON, SUSAN	APA AD FOR	Reimbursement for job posting Assistant Planner positi	05/10/2018	15.00	15.00	53761	06/04/2018
Total ROBERTSON, SUSAN:				15.00	15.00		
S&C ASSOCIATES LLC	1191, 1192	Year One Bond Project meetings and site visits	05/02/2018	2,730.00	2,730.00	1013	06/04/2018
Total S&C ASSOCIATES LLC:				2,730.00	2,730.00		
SAWTOOTH WOOD PRO	106892	New chain saw purchase.	05/18/2018	553.87	553.87	53762	06/04/2018

Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
Total SAWTOOTH WOOD PRODUCTS, INC:				553.87	553.87		
STATE INSURANCE FUN	MAY	Payroll Report Premium 4/1/18 to 5/1/2018	06/05/2018	3,997.00	3,997.00	53796	06/22/2018
Total STATE INSURANCE FUND:				3,997.00	3,997.00		
SUN VALLEY AIR SERVIC	APRIL LOT	April 2018 1% Air Service LOT	06/27/2018	25,167.15	25,167.15	53805	06/28/2018
Total SUN VALLEY AIR SERVICE BOARD:				25,167.15	25,167.15		
SUN VALLEY CLEANERS,	APR 2018	Dry cleaning for Police uniforms (3/26/18-4/23/18)	04/25/2018	335.80	335.80	53763	06/04/2018
Total SUN VALLEY CLEANERS, INC:				335.80	335.80		
SUN VALLEY COMPANY	XMAS PART	2017 holiday party - balance of amount owed due to be	05/10/2018	180.00	180.00	53764	06/04/2018
Total SUN VALLEY COMPANY:				180.00	180.00		
SUN VALLEY MARKETIN	947-JUNE	June 2018 payment - per contract	06/01/2018	23,333.33	23,333.33	53789	06/13/2018
Total SUN VALLEY MARKETING ALLIANCE:				23,333.33	23,333.33		
SUN VALLEY WATER & S	JUNE, JULY,	SV City Hall	06/01/2018	306.26	306.26	53790	06/13/2018
	JUNE, JULY,	Arts Center Parcel	06/01/2018	785.52	785.52	53790	06/13/2018
	JUNE, JULY,	Bike Path - North	06/01/2018	500.62	500.62	53790	06/13/2018
	JUNE, JULY,	SV Road - Horseman Ctr	06/01/2018	814.78	814.78	53790	06/13/2018
	JUNE, JULY,	Elkhorn Fire Station	06/01/2018	127.72	127.72	53790	06/13/2018
Total SUN VALLEY WATER & SEWER DIST:				2,534.90	2,534.90		
TRANSUNION RISK & AL	MAY	Person search online subscription. Month of May 2018	06/01/2018	38.90	38.90	53797	06/22/2018
Total TRANSUNION RISK & ALTERNATIVE DATA:				38.90	38.90		
TREASURE VALLEY COF	2160-055721	Coffee for Admin	05/22/2018	23.52	23.52	53765	06/04/2018
	2160-055721	Coffee for Community Development Department	05/22/2018	23.52	23.52	53765	06/04/2018
	2160-055721	Coffee for Fire Department	05/22/2018	23.52	23.52	53765	06/04/2018
	2160-055721	Coffee for Police Department	05/22/2018	23.52	23.52	53765	06/04/2018
	2160-055721	Coffee for Streets Department	05/22/2018	23.52	23.52	53765	06/04/2018
Total TREASURE VALLEY COFFEE:				117.60	117.60		
UHRIG, MADDY	AIC TRAVEL	Reimbursement for 1 Dinner per diem - AIC conferenc	06/20/2018	25.50	25.50	53792	06/18/2018
Total UHRIG, MADDY:				25.50	25.50		
UNITED OIL	883430	Fuel for all Police department vehicles 5/17/18-5/31/18	05/31/2018	568.24	568.24	53783	06/06/2018
	883431	Fuel for all Fire departments vehicles 5/17/18- 5/31/18.	05/31/2018	518.22	518.22	53783	06/06/2018
	883432	May 2018 fuel purchases	05/31/2018	95.32	95.32	53783	06/06/2018
	884637	Fuel for all Police department vehicles 6/1/18-6/15/18 I	06/15/2018	586.87	586.87	53800	06/26/2018
	884638	Fuel for all Fire departments vehicles 6/1/18- 6/15/18. I	06/15/2018	120.53	120.53	53800	06/26/2018
	884639	June 2018 fuel purchases	06/15/2018	353.06	353.06	53800	06/26/2018
	884640	June 2018 fuel purchases	06/15/2018	36.32	36.32	53800	06/26/2018
Total UNITED OIL:				2,278.56	2,278.56		

Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
US POSTAL SERVICE	ANNUAL BO	Post office box rental fee for 12 months	06/11/2018	182.00	182.00	53791	06/18/2018
Total US POSTAL SERVICE:				182.00	182.00		
VERIPIC	3309-RENE	1 year Veripic subscription license (Evidence software)	05/24/2018	940.00	940.00	53766	06/04/2018
Total VERIPIC:				940.00	940.00		
VERIZON WIRELESS	9807228372	Wireless Service - Admin May 2018	05/13/2018	128.75	128.75	53734	05/31/2018
	9807228372	Wireless Service - CDD May 2018	05/13/2018	44.54	44.54	53734	05/31/2018
	9807228372	Wireless Service - Fire May 2018	05/13/2018	220.78	220.78	53734	05/31/2018
	9807228372	Wireless Service - Police May 2018	05/13/2018	489.28	489.28	53734	05/31/2018
	9807228372	Wireless Service - Streets May 2018	05/13/2018	178.49	178.49	53734	05/31/2018
	9807228373	3 iPads for Fire	05/13/2018	50.06	50.06	53734	05/31/2018
	9809078994	Wireless Service - Admin June 2018	06/13/2018	129.41	129.41	53811	06/28/2018
	9809078994	Wireless Service - CDD June 2018	06/13/2018	90.99	90.99	53811	06/28/2018
	9809078994	Wireless Service - Fire June 2018	06/13/2018	220.78	220.78	53811	06/28/2018
	9809078994	Wireless Service - Police June 2018	06/13/2018	492.32	492.32	53811	06/28/2018
	9809078994	Wireless Service - Streets June 2018	06/13/2018	178.49	178.49	53811	06/28/2018
	9809078995	3 iPads for Fire & charge for going over data	06/13/2018	65.06	65.06	53811	06/28/2018
Total VERIZON WIRELESS:				2,288.95	2,288.95		
WEIDNER FIRE	51647	SuperVac Glycol Base Fluid 0.6 gallon bottle (Fake sm	05/21/2018	87.11	87.11	53767	06/04/2018
Total WEIDNER FIRE:				87.11	87.11		
WELLS FARGO BANK, N.	12479	Movavi software for video camera to burn on a DVD	05/09/2018	79.95	79.95	53784	06/05/2018
	13073126	APA Washington - Assistant Planner position advertise	05/10/2018	100.00	100.00	53784	06/05/2018
	16505	Site Posting Stakes	05/04/2018	46.91	46.91	53784	06/05/2018
	1704259	Amazon - Monitor riser for Wendy	04/18/2018	37.90	37.90	53784	06/05/2018
	2470633	Amazon - Rifle batteries (duracell DL 3V)	05/03/2018	22.99	22.99	53784	06/05/2018
	311166	APA - Assistant Planner position advertisement	05/10/2018	50.00	50.00	53784	06/05/2018
	5/4 TRAININ	La Quinta/Idaho Falls: 1 night stay for Officer M.Ray-T	05/04/2018	93.00	93.00	53784	06/05/2018
	80443-JOHN	Residence Inn Marriott: 5 night stay for Officer Johnso	04/18/2018	465.00	465.00	53784	06/05/2018
	8X8 MAY	8 X 8 - Monthly Billing Statement May 2018	05/02/2018	313.14	313.14	53784	06/05/2018
	CREDIT FOR	Sun Valley Co. - Credit for tax paid on Kitzbuhel events	04/30/2018	281.29-	281.29-	53784	06/05/2018
	CROSBY GF	Drury Hotel - 3 night stay for GFOA Conference - Cros	05/09/2018	514.80	514.80	53784	06/05/2018
	CROSBY GF	Holiday Inn Boise - 1 night stay return from GFOA Con	05/09/2018	93.00	93.00	53784	06/05/2018
	E08005V3Q3	Microsoft - Removal of 8 Exchange Online licenses	05/04/2018	229.35-	229.35-	53784	06/05/2018
	E08005V3Q3	Microsoft - Addition of 8 new Office 365 Business Pre	05/04/2018	816.58	816.58	53784	06/05/2018
	OLSEN TRAI	La Quinta Idaho Falls: 1 night stay for training: Officer	05/09/2018	93.00	93.00	53784	06/05/2018
	TRAINING B	Comfort Suites Boise: 4 night stay for Incident Commu	05/10/2018	364.00	364.00	53784	06/05/2018
	TRAINING- C	Frontier - Airfare from Boise to Denver for GFOA Conf	04/09/2018	104.70	104.70	53784	06/05/2018
	TRAINING- C	Southwest - Airfare from Denver to St. Louis for GFOA	04/09/2018	345.96	345.96	53660	05/01/2018
	TRAINING- C	United - Airfare from Denver to Boise for GFOA Confer	04/09/2018	179.20	179.20	53784	06/05/2018
	TRAINING- C	Airport transfer for GFOA Conference - Crosby	04/09/2018	50.00	50.00	53784	06/05/2018
	TRAINING O	Residence Inn Boise - 3 night stay for training: K.Orcha	05/03/2018	279.00	279.00	53784	06/05/2018
Total WELLS FARGO BANK, N.A.:				3,538.49	3,538.49		
WESTERN RECORDS DE	40195	On Site Shredding 5/17/18	05/18/2018	45.00	45.00	53768	06/04/2018
Total WESTERN RECORDS DESTRUCTION :				45.00	45.00		
WHITE PETERSON	APR 2018	Legal Services - April 2018 PZ and CC	04/30/2018	490.00	490.00	53769	06/04/2018
	RETAINER-A	Legal Services - General Matters - Non-privileged	04/30/2018	2,500.00	2,500.00	53769	06/04/2018

Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
Total WHITE PETERSON:				2,990.00	2,990.00		
WOOD RIVER WELDING	170338	Repair wing plow frame OshKosh 81.	04/30/2018	510.28	510.28	53770	06/04/2018
Total WOOD RIVER WELDING:				510.28	510.28		
ZERO WASTE USA, INC	222467	Dog waste bags for path system dispensers	05/17/2018	196.74	196.74	53771	06/04/2018
Total ZERO WASTE USA, INC:				196.74	196.74		
Grand Totals:				169,082.76	169,082.76		

Report Criteria:
 Detail report type printed

CITY OF SUN VALLEY
 COMBINED CASH INVESTMENT
 MAY 31, 2018

COMBINED CASH ACCOUNTS

01-102-000	CASH-CHECKING-GEN-WELLS FARGO	67,469.85
01-103-000	PETTY CASH	100.00
01-151-000	INVESTMENT - IDAHO STATE POOL	6,132,420.97
01-151-002	FAIRWAY BOND - ID INVEST POOL	3,658.45
01-151-008	INVESTMENT - WELLS FARGO	(.26)
	TOTAL COMBINED CASH	<u>6,203,649.01</u>
01-101-000	CASH ALLOCATED TO OTHER FUNDS	(<u>6,203,649.01</u>)
	TOTAL UNALLOCATED CASH	<u>.00</u>

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	4,802,799.80
29	ALLOCATION TO FIXED ASSET REPLACEMENT FUND	(136,960.07)
42	ALLOCATION TO WORKFORCE HOUSING FUND	760,258.23
45	ALLOCATION TO 1% LOCAL OPTION TAX FUND	(55,456.40)
50	ALLOCATION TO CAPITAL IMPROVEMENT FUND	60,738.49
52	ALLOCATION TO STREET & PATH FUND	917,288.81
55	ALLOCATION TO 2018 BOND CONSTRUCTION FUND	(145,019.85)
	TOTAL ALLOCATIONS TO OTHER FUNDS	<u>6,203,649.01</u>
	ALLOCATION FROM COMBINED CASH FUND - 01-101000	(<u>6,203,649.01</u>)
	ZERO PROOF IF ALLOCATIONS BALANCE	<u>.00</u>

CITY OF SUN VALLEY
 BALANCE SHEET
 MAY 31, 2018

GENERAL FUND

ASSETS

10-101-000	CASH - COMBINED FUND	4,802,799.80	
10-105-000	TAXES RECEIVABLE - CURRENT	2,731,727.97	
10-107-000	TAXES RECEIVABLE - DELINQUENT	16,147.94	
10-108-000	LOCAL OPTION TAXES- RECEIVABLE	154,772.92	
10-120-000	DUE FROM OTHER GOVERNMENTS	199,694.36	
10-151-000	INVESTMENTS	5.15	
	TOTAL ASSETS		7,905,148.14

LIABILITIES AND EQUITY

LIABILITIES

10-203-000	ACCOUNTS PAYABLE	(83,237.02)	
10-216-000	SALARIES & WAGES PAYABLE	51,154.56	
10-217-300	STATE WITHHOLDING PAYABLE	11,425.00	
10-217-400	WORKERS COMPENSATION PAYABLE	33,003.64	
10-217-450	RETIREMENT (PERS) PAYABLE	.01	
10-217-550	HEALTH INSURANCE PAYABLE	3,733.59	
10-217-560	HRA & FSA SEC. DEP.	(5,268.01)	
10-217-600	LIFE INSURANCE PAYABLE	130.98	
10-217-700	GARNISHMENT PAYABLE	324.88	
10-217-750	EVENT PERMIT DEPOSIT PAYABLE	1,960.00	
10-217-900	FLEX SPENDING PAYABLE	12,815.40	
10-225-100	DEFERRED REVENUE - TAXES, PROP	2,742,573.96	
	TOTAL LIABILITIES		2,768,616.99

FUND EQUITY

10-260-000	FUND BALANCE - RESERVED	1,271,633.00	
	UNAPPROPRIATED FUND BALANCE:		
10-271-000	FUND BALANCE - BEGINNING OF YR	3,375,963.23	
	REVENUE OVER EXPENDITURES - YTD	488,934.92	
	BALANCE - CURRENT DATE		3,864,898.15
	TOTAL FUND EQUITY		5,136,531.15
	TOTAL LIABILITIES AND EQUITY		7,905,148.14

CITY OF SUN VALLEY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING MAY 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>GENERAL PROPERTY TAXES</u>					
10-311-100 GENERAL PROPERTY TAXES REAL	18,434.89	1,751,664.44	2,453,848.00	702,183.56	71.4
10-311-300 PROPERTY TAXES INEREST&PENALTY	438.73	4,095.78	10,000.00	5,904.22	41.0
TOTAL GENERAL PROPERTY TAXES	18,873.62	1,755,760.22	2,463,848.00	708,087.78	71.3
<u>LOCAL OPTION TAXES</u>					
10-313-100 LOCAL OPTION TAX - LIQUOR 3%	4,371.96	72,829.31	81,150.00	8,320.69	89.8
10-313-200 LOCAL OPTION TAX - LODGING 3%	15,913.83	404,909.95	609,080.00	204,170.05	66.5
10-313-300 LOCAL OPTION TAX - RETAIL 3%	46,781.24	496,210.81	739,270.00	243,059.19	67.1
10-313-400 LOCAL OPTION TAX - BUILDING 1%	3,778.83	22,432.98	30,000.00	7,567.02	74.8
10-313-700 PENALTIES & INTEREST - L.O.T.	.00	43.45	500.00	456.55	8.7
TOTAL LOCAL OPTION TAXES	70,845.86	996,426.50	1,460,000.00	463,573.50	68.3
<u>BUSINESS & FRANCHISE TAXES</u>					
10-316-110 GAS FRANCHISE	27,625.90	51,217.61	78,000.00	26,782.39	65.7
10-316-120 CABLE FRANCHISE	16,196.80	47,035.96	55,000.00	7,964.04	85.5
10-316-130 ELECTRIC FRANCHISE	.01	8,665.67	39,000.00	30,334.33	22.2
TOTAL BUSINESS & FRANCHISE TAXES	43,822.71	106,919.24	172,000.00	65,080.76	62.2
<u>BUSINESS LICENSES & PERMITS</u>					
10-321-100 BEER, LIQUOR & WINE LICENSES	40.00	40.00	2,680.00	2,640.00	1.5
10-321-200 MUNICIPAL TAX PERMITS	40.00	410.00	500.00	90.00	82.0
10-321-300 TEMP MUNICIPAL TAX PERMITS	.00	.00	30.00	30.00	.0
TOTAL BUSINESS LICENSES & PERMITS	80.00	450.00	3,210.00	2,760.00	14.0
<u>NON-BUSINESS LICENSES & PERMIT</u>					
10-322-110 BUILDING PERMITS	57,269.29	329,229.22	400,000.00	70,770.78	82.3
TOTAL NON-BUSINESS LICENSES & PERMIT	57,269.29	329,229.22	400,000.00	70,770.78	82.3
<u>STATE OF IDAHO SHARED REVENUES</u>					
10-335-100 STATE LIQUOR APPORTIONMENT	.00	1,878.00	2,548.00	670.00	73.7
10-335-500 STATE SALES TAX	19,293.22	571,953.49	734,157.00	162,203.51	77.9
TOTAL STATE OF IDAHO SHARED REVENUES	19,293.22	573,831.49	736,705.00	162,873.51	77.9

CITY OF SUN VALLEY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING MAY 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>GENERAL GOVERNMENT</u>					
10-341-100 ENGINEERING REIMBURSABLES	1,435.00	11,750.30	15,000.00	3,249.70	78.3
10-341-110 APPLICATION FEES	.00	.00	10,000.00	10,000.00	.0
10-341-120 PUBLIC NOTICE REIMBURSABLES	.00	.00	4,200.00	4,200.00	.0
TOTAL GENERAL GOVERNMENT	1,435.00	11,750.30	29,200.00	17,449.70	40.2
<u>FINES</u>					
10-361-901 TRAFFIC FINES	70.00	279.00	700.00	421.00	39.9
10-361-902 MOTOR VEHICLE TAX	228.59	2,787.75	6,000.00	3,212.25	46.5
TOTAL FINES	298.59	3,066.75	6,700.00	3,633.25	45.8
<u>INTEREST EARNINGS</u>					
10-371-100 INTEREST REVENUES	8,549.61	49,327.68	15,000.00	(34,327.68)	328.9
TOTAL INTEREST EARNINGS	8,549.61	49,327.68	15,000.00	(34,327.68)	328.9
<u>MISCELLANEOUS</u>					
10-379-252 POLICE DEPARTMENT DONATIONS	211.27	1,211.27	10,000.00	8,788.73	12.1
10-379-260 FIRE DEPARTMENT DONATIONS	.00	.00	8,500.00	8,500.00	.0
10-379-270 GENERAL CITY DONATIONS	25.00	25.00	500.00	475.00	5.0
10-379-300 OTHER REVENUES	.00	2,053.70	30,000.00	27,946.30	6.9
10-379-301 WILDLAND REIMBURSEMENTS	.00	37,403.86	12,000.00	(25,403.86)	311.7
TOTAL MISCELLANEOUS	236.27	40,693.83	61,000.00	20,306.17	66.7
TOTAL FUND REVENUE	220,704.17	3,867,455.23	5,347,663.00	1,480,207.77	72.3

CITY OF SUN VALLEY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING MAY 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LEGISLATIVE</u>					
10-411-110 SALARIES AND WAGES	.00	46,007.25	69,000.00	22,992.75	66.7
10-411-210 FICA CONTRIBUTION	.00	3,014.84	5,279.00	2,264.16	57.1
10-411-220 RETIREMENT CONTRIBUTION	.00	5,207.20	7,918.00	2,710.80	65.8
10-411-240 WORKERS COMPENSATION	.00	102.39	191.00	88.61	53.6
10-411-250 HEALTH INSURANCE	7,469.91	61,287.86	96,064.00	34,776.14	63.8
10-411-321 GENERAL DONATION EXPENDITURES	44.59	219.59	500.00	280.41	43.9
10-411-429 PROFESSIONAL FEES	.00	77.50	7,220.00	7,142.50	1.1
10-411-475 MEETINGS, CONVENTIONS & CONF.	66.10	66.10	1,500.00	1,433.90	4.4
10-411-476 CITY FUNCTIONS	45.04	826.73	1,000.00	173.27	82.7
10-411-701 EXTERNAL AGENCIES/PROJECTS	(281.29)	(281.29)	.00	281.29	.0
10-411-740 OFFICE FURNITURE & EQUIPMENT	.00	5,017.06	5,000.00	(17.06)	100.3
TOTAL LEGISLATIVE	7,344.35	121,545.23	193,672.00	72,126.77	62.8

CITY OF SUN VALLEY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING MAY 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
10-415-110 SALARIES AND WAGES	26,890.51	224,673.54	342,495.00	117,821.46	65.6
10-415-120 MERIT INCREASES ALL CLASS EMPL	.00	90,760.38	91,756.00	995.62	98.9
10-415-200 PHYSICAL INCENTIVE PROGRAM	43.49	1,094.84	1,600.00	505.16	68.4
10-415-210 FICA CONTRIBUTION	2,034.02	17,655.34	26,308.00	8,652.66	67.1
10-415-220 RETIREMENT CONTRIBUTION	3,048.92	26,663.45	39,462.00	12,798.55	67.6
10-415-240 WORKERS COMPENSATION	288.19	1,815.80	5,438.00	3,622.20	33.4
10-415-250 HEALTH INSURANCE	633.15	32,038.44	55,717.00	23,678.56	57.5
10-415-260 LIFE INSURANCE	.00	975.36	1,235.00	259.64	79.0
10-415-270 MERIT TAXES/PERSI/WC	.00	9,769.33	.00	(9,769.33)	.0
10-415-310 OFFICE SUPPLIES	1,799.03	9,730.33	11,000.00	1,269.67	88.5
10-415-315 JANITORIAL SUPPLIES	102.96	992.25	3,000.00	2,007.75	33.1
10-415-320 OPERATING SUPPLIES	23.52	250.72	.00	(250.72)	.0
10-415-350 MOTOR FUELS & LUBRICANTS	.00	.00	100.00	100.00	.0
10-415-370 POSTAGE	.00	650.00	2,000.00	1,350.00	32.5
10-415-420 PROFESSIONAL FEES	.00	2,211.00	19,000.00	16,789.00	11.6
10-415-421 AUDIT	.00	11,500.00	14,000.00	2,500.00	82.1
10-415-425 ATTORNEY FEES	5,000.00	20,560.00	30,000.00	9,440.00	68.5
10-415-426 ATTORNEY FEES-SPECIAL COUNSEL	.00	.00	10,000.00	10,000.00	.0
10-415-427 COMPUTER CONSULTANTS	3,216.25	22,177.95	18,000.00	(4,177.95)	123.2
10-415-431 LOT AUDIT	.00	.00	7,500.00	7,500.00	.0
10-415-435 WEBSITE	.00	750.00	7,000.00	6,250.00	10.7
10-415-436 ATTORNEY FEES - UNFORESEEN	.00	862.26	5,250.00	4,387.74	16.4
10-415-440 ADVERTISING & LEGAL PUBLISHING	.00	6,076.53	6,000.00	(76.53)	101.3
10-415-465 INSURANCE - LIABILITY FUND	.00	52,482.50	104,965.00	52,482.50	50.0
10-415-470 TRAVEL, TRAINING & MEETINGS	1,608.16	4,385.90	6,500.00	2,114.10	67.5
10-415-476 CITY FUNCTIONS	.00	8,155.06	7,500.00	(655.06)	108.7
10-415-480 DUES/SUBSCRIPTIONS/MEMBERSHIPS	1,737.23	16,356.30	22,313.00	5,956.70	73.3
10-415-500 CUSTODIAL & CLEANING SERVICES	1,170.00	9,850.00	15,000.00	5,150.00	65.7
10-415-510 TELEPHONE & COMMUNICATIONS	1,530.63	21,108.01	32,000.00	10,891.99	66.0
10-415-521 UTILITIES	3,004.82	19,964.54	30,000.00	10,035.46	66.6
10-415-540 RENTAL - OFFICE FURN & EQUIP	199.00	2,411.07	3,440.00	1,028.93	70.1
10-415-580 REPAIR/MAINT - OFFICE FURN/EQ	117.14	346.46	1,000.00	653.54	34.7
10-415-585 REPAIR & MAINT - BUILDINGS	.00	.00	1,500.00	1,500.00	.0
10-415-590 REPAIR/MAINT - GROUNDS	.00	.00	500.00	500.00	.0
10-415-600 REPAIR/MAINT - AUTOMOTIVE EQ	.00	.00	100.00	100.00	.0
10-415-680 BANK CHARGES	.00	1,339.26	2,700.00	1,360.74	49.6
10-415-740 OFFICE FURNITURE & EQUIPMENT	.00	4,117.22	3,527.00	(590.22)	116.7
TOTAL ADMINISTRATION	52,447.02	621,723.84	927,906.00	306,182.16	67.0

CITY OF SUN VALLEY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING MAY 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COMMUNITY DEVELOPMENT</u>					
10-418-110 SALARIES AND WAGES	16,405.77	141,965.01	246,339.00	104,373.99	57.6
10-418-120 SALARIES AND WAGES - PART-TIME	1,500.00	9,050.00	45,717.00	36,667.00	19.8
10-418-200 PHYSICAL INCENTIVE PROGRAM	.00	568.62	1,600.00	1,031.38	35.5
10-418-210 FICA CONTRIBUTION	1,365.19	12,177.53	22,465.00	10,287.47	54.2
10-418-220 RETIREMENT CONTRIBUTION	1,803.37	16,405.77	33,697.00	17,291.23	48.7
10-418-240 WORKERS COMPENSATION	220.50	1,318.24	4,746.00	3,427.76	27.8
10-418-250 HEALTH INSURANCE	21.63	12,867.56	41,301.00	28,433.44	31.2
10-418-285 EXPENSE REIMBURSEMENT	.00	8,000.00	24,000.00	16,000.00	33.3
10-418-290 PLANNING BUS EXP	.00	74.06	500.00	425.94	14.8
10-418-310 OFFICE SUPPLIES	.00	905.66	4,500.00	3,594.34	20.1
10-418-320 OPERATING SUPPLIES	23.52	312.22	.00	(312.22)	.0
10-418-350 MOTOR FUELS & LUBRICANTS	153.22	1,564.79	800.00	(764.79)	195.6
10-418-390 SPECIAL DEPARTMENT EXPENSE	.00	13,860.00	.00	(13,860.00)	.0
10-418-420 PROFESSIONAL FEES	560.00	1,225.00	6,000.00	4,775.00	20.4
10-418-422 ENGINEERING	.00	2,644.10	15,000.00	12,355.90	17.6
10-418-423 CONTRACT LABOR	.00	23,963.13	27,000.00	3,036.87	88.8
10-418-440 ADVERTISING & LEGAL PUBLISHING	1,955.88	9,145.16	10,000.00	854.84	91.5
10-418-470 TRAVEL, TRAINING & MEETINGS	175.00	2,222.02	5,500.00	3,277.98	40.4
10-418-480 DUES/SUBSCRIPTIONS/MEMBERSHIPS	.00	1,225.00	6,613.00	5,388.00	18.5
10-418-510 TELEPHONE & COMMUNICATIONS	44.54	1,682.58	3,900.00	2,217.42	43.1
10-418-600 REPAIR/MAINT - AUTOMOTIVE EQ	.00	.00	200.00	200.00	.0
10-418-740 OFFICE FURNITURE & EQUIPMENT	(653.21)	1,110.00	2,200.00	1,090.00	50.5
TOTAL COMMUNITY DEVELOPMENT	23,575.41	262,286.45	502,078.00	239,791.55	52.2
<u>OTHER GENERAL GOVERNMENT</u>					
10-419-687 PUBLIC TRANSIT SERVICES	76,750.00	230,250.00	307,000.00	76,750.00	75.0
10-419-688 ECONOMIC DEVELOPMENT	.00	8,500.00	8,500.00	.00	100.0
10-419-689 MARKETING SERVICES	23,333.33	186,666.64	280,000.00	93,333.36	66.7
10-419-690 EXTERNAL AGENCIES/PROJECTS	.00	8,381.52	11,700.00	3,318.48	71.6
10-419-800 CONTINGENCY	.00	15,000.00	72,000.00	57,000.00	20.8
10-419-949 TRANSFERS OUT TO UNASSIGN FB	.00	.00	48,786.00	48,786.00	.0
TOTAL OTHER GENERAL GOVERNMENT	100,083.33	448,798.16	727,986.00	279,187.84	61.7

CITY OF SUN VALLEY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING MAY 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>POLICE DEPARTMENT</u>					
10-421-110 SALARIES AND WAGES	55,485.43	528,392.19	782,344.00	253,951.81	67.5
10-421-122 OVERTIME SALARIES	2,883.18	12,252.98	30,000.00	17,747.02	40.8
10-421-200 PHYSICAL INCENTIVE PROGRAM	378.00	1,054.01	4,400.00	3,345.99	24.0
10-421-210 FICA CONTRIBUTION	4,403.42	40,246.30	62,481.00	22,234.70	64.4
10-421-220 RETIREMENT CONTRIBUTION	6,835.30	54,464.84	96,340.00	41,875.16	56.5
10-421-240 WORKERS COMPENSATION	1,804.88	19,048.42	32,481.00	13,432.58	58.6
10-421-250 HEALTH INSURANCE	542.22	90,555.90	172,168.00	81,612.10	52.6
10-421-310 OFFICE SUPPLIES	.00	381.70	1,800.00	1,418.30	21.2
10-421-315 JANITORIAL SUPPLIES	64.56	570.30	800.00	229.70	71.3
10-421-320 OPERATING SUPPLIES	23.52	1,361.23	4,000.00	2,638.77	34.0
10-421-321 POLICE DEPT DONATION EXPEND.	.00	3,450.02	8,000.00	4,549.98	43.1
10-421-340 MINOR EQUIPMENT	.00	2,947.34	10,000.00	7,052.66	29.5
10-421-345 SAFETY EQUIPMENT	.00	.00	500.00	500.00	.0
10-421-347 RECORDS MGT SYSEM-POL/FIRE	.00	21,056.00	21,060.00	4.00	100.0
10-421-348 COMM-POLICE/FIRE DISPATCH	.00	99,360.00	99,466.00	106.00	99.9
10-421-350 MOTOR FUELS & LUBRICANTS	1,234.69	10,653.17	15,000.00	4,346.83	71.0
10-421-370 POSTAGE	.00	83.44	200.00	116.56	41.7
10-421-424 MEDICAL SERVICES	.00	.00	500.00	500.00	.0
10-421-426 INVESTIGATIVE EXPERT SERVICES	.00	.00	2,500.00	2,500.00	.0
10-421-427 COMPUTER CONSULTANTS	1,046.25	6,320.00	.00	(6,320.00)	.0
10-421-428 PROSECUTION OF MISDEMEANORS	.00	24,618.00	24,618.00	.00	100.0
10-421-470 TRAVEL, TRAINING & MEETINGS	(256.55)	16,584.54	18,500.00	1,915.46	89.7
10-421-480 DUES/SUBSCRIPTIONS/MEMBERSHIPS	118.85	4,266.95	4,000.00	(266.95)	106.7
10-421-493 PHYSICAL EXAMINATIONS	.00	.00	500.00	500.00	.0
10-421-510 TELEPHONE & COMMUNICATIONS	489.28	3,919.22	5,500.00	1,580.78	71.3
10-421-595 REPAIR & MAINT - EQUIPMENT	22.99	610.70	1,000.00	389.30	61.1
10-421-600 REPAIR/MAINT - AUTOMOTIVE EQ	224.73	4,863.39	7,000.00	2,136.61	69.5
10-421-610 REPAIR/MAINT - OTHER	89.00	1,374.53	2,000.00	625.47	68.7
10-421-615 REPAIR/MAINT - RADIO SERVICE	.00	1,625.46	3,000.00	1,374.54	54.2
10-421-630 LAUNDRY	.00	2,172.00	3,000.00	828.00	72.4
10-421-665 UNIFORMS - POLICE	.00	1,247.65	4,500.00	3,252.35	27.7
10-421-695 VEHICLE TOWING	.00	.00	250.00	250.00	.0
10-421-740 OFFICE FURNITURE & EQUIPMENT	.00	6,930.00	11,000.00	4,070.00	63.0
10-421-753 RADIOS-HANDHELD	.00	.00	4,400.00	4,400.00	.0
10-421-770 ANIMAL CONTROL	.00	700.00	1,900.00	1,200.00	36.8
TOTAL POLICE DEPARTMENT	75,389.75	961,110.28	1,435,208.00	474,097.72	67.0

CITY OF SUN VALLEY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING MAY 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FIRE DEPARTMENT</u>					
10-423-110 SALARIES AND WAGES - FTE	32,153.62	274,336.75	392,686.00	118,349.25	69.9
10-423-112 RECLASSIFICATION	.00	.00	11,920.00	11,920.00	.0
10-423-120 WAGES - ON CALL FF	5,372.25	66,568.40	87,050.00	20,481.60	76.5
10-423-122 OVERTIME SALARIES	1,302.81	17,141.44	20,000.00	2,858.56	85.7
10-423-130 WAGES- WILDLAND	.00	14,552.20	10,000.00	(4,552.20)	145.5
10-423-200 PHYSICAL INCENTIVE PROGRAM	.00	1,885.66	2,800.00	914.34	67.4
10-423-210 FICA CONTRIBUTION	2,944.41	28,220.64	39,907.00	11,686.36	70.7
10-423-220 RETIREMENT CONTRIBUTION	3,921.43	36,448.14	61,660.00	25,211.86	59.1
10-423-240 WORKERS COMP & SUPPLMTL ACCDT	1,522.46	15,926.31	27,731.00	11,804.69	57.4
10-423-250 HEALTH INSURANCE	376.98	56,114.18	93,578.00	37,463.82	60.0
10-423-310 OFFICE SUPPLIES	146.33	1,009.96	2,000.00	990.04	50.5
10-423-315 JANITORIAL SUPPLIES	204.92	1,962.41	1,000.00	(962.41)	196.2
10-423-320 OPERATING SUPPLIES	23.52	1,367.84	6,000.00	4,632.16	22.8
10-423-321 FIRE DEPT DONATION EXPENDITURE	.00	3,500.00	5,000.00	1,500.00	70.0
10-423-325 MEDICAL SAFETY SUPPLIES	.00	1,134.25	9,500.00	8,365.75	11.9
10-423-340 MINOR TOOLS	.00	7.08	1,200.00	1,192.92	.6
10-423-345 SAFETY EQUIPMENT	.00	48.00	.00	(48.00)	.0
10-423-350 MOTOR FUELS & LUBRICANTS	1,413.52	5,758.55	9,000.00	3,241.45	64.0
10-423-365 WILDLAND FIRE EXPENSES	.00	1,347.38	2,000.00	652.62	67.4
10-423-427 COMPUTER CONSULTANTS	503.75	1,588.75	.00	(1,588.75)	.0
10-423-470 TRAVEL, TRAINING & MEETINGS	2,190.57	11,241.71	31,500.00	20,258.29	35.7
10-423-480 DUES/SUBSCRIPTIONS/MEMBERSHIPS	207.20	1,899.96	5,200.00	3,300.04	36.5
10-423-510 TELEPHONE & COMMUNICATIONS	270.84	2,575.71	8,500.00	5,924.29	30.3
10-423-555 RENTAL - EQUIPMENT	.00	210.00	1,000.00	790.00	21.0
10-423-575 EQUIPMENT PURCHASE-NON CAPITAL	.00	1,084.81	6,000.00	4,915.19	18.1
10-423-576 TURNOUTS- REPLACEMENT & MAINT.	.00	1,631.40	7,000.00	5,368.60	23.3
10-423-580 REPAIR/MAINT - OFFICE FURN/EQ	.00	121.00	.00	(121.00)	.0
10-423-585 REPAIR/MAINT - BUILDINGS	.00	1,031.50	6,000.00	4,968.50	17.2
10-423-595 REPAIR & MAINT - EQUIPMENT	.00	3,916.47	16,000.00	12,083.53	24.5
10-423-600 REPAIR/MAINT - AUTOMOTIVE EQ	2,393.99	1,971.60	18,000.00	16,028.40	11.0
10-423-615 REPAIR/MAINT - RADIO SERVICE	.00	93.50	5,000.00	4,906.50	1.9
10-423-620 RADIO AND ANTENNA LEASE	.00	2,400.00	3,700.00	1,300.00	64.9
10-423-630 LAUNDRY	.00	.00	300.00	300.00	.0
10-423-631 UNIFORMS	.00	(1,060.99)	9,500.00	10,560.99	(11.2)
10-423-740 OFFICE FURNITURE & EQUIPMENT	.00	3,492.79	3,500.00	7.21	99.8
10-423-910 TRAVEL & TRAINING - CE	.00	1,522.65	2,700.00	1,177.35	56.4
10-423-920 OFC/OPERATING SUPPLIES - CE	.00	.00	750.00	750.00	.0
10-423-930 TOOLS & SUPPLIES - CE	.00	.00	250.00	250.00	.0
TOTAL FIRE DEPARTMENT	54,948.60	561,050.05	907,932.00	346,881.95	61.8

CITY OF SUN VALLEY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING MAY 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>STREET DEPARTMENT</u>					
10-431-110 SALARIES AND WAGES	17,420.77	152,463.09	223,683.00	71,219.91	68.2
10-431-120 SALARIES & WAGES - PART TIME	.00	.00	3,500.00	3,500.00	.0
10-431-122 OVERTIME SALARIES	.00	1,906.03	4,000.00	2,093.97	47.7
10-431-123 WAGES - ON-CALL STREET DEPT	.00	3,075.00	.00	(3,075.00)	.0
10-431-200 PHYSICAL INCENTIVE PROGRAM	.00	800.00	1,200.00	400.00	66.7
10-431-210 FICA CONTRIBUTION	1,290.12	11,536.10	17,203.00	5,666.90	67.1
10-431-220 RETIREMENT CONTRIBUTION	1,972.01	17,905.88	25,805.00	7,899.12	69.4
10-431-240 WORKERS COMPENSATION	1,166.41	10,254.48	11,891.00	1,636.52	86.2
10-431-250 HEALTH INSURANCE	312.58	38,487.98	65,249.00	26,761.02	59.0
10-431-315 JANITORIAL SUPPLIES & LAUNDRY	.00	55.00	400.00	345.00	13.8
10-431-320 OPERATING SUPPLIES	318.80	2,668.25	4,000.00	1,331.75	66.7
10-431-340 TOOLS & EQUIPMENT	824.28	1,232.40	2,000.00	767.60	61.6
10-431-345 SAFETY EQUIPMENT	.00	70.98	500.00	429.02	14.2
10-431-350 MOTOR FUELS & LUBRICANTS	606.89	5,098.74	12,000.00	6,901.26	42.5
10-431-429 OTHER PROFESSIONAL SERVICES	.00	1,475.15	.00	(1,475.15)	.0
10-431-440 ADVERTISING & LEGAL PUBLISHING	.00	672.24	1,000.00	327.76	67.2
10-431-470 TRAVEL, TRAINING & MEETINGS	.00	288.09	2,500.00	2,211.91	11.5
10-431-510 TELEPHONE SERVICE	178.49	1,188.14	1,300.00	111.86	91.4
10-431-536 SANDING/MAG CHLORIDE	.00	11,187.94	15,000.00	3,812.06	74.6
10-431-555 RENTAL - EQUIPMENT	.00	.00	1,000.00	1,000.00	.0
10-431-570 RENT/LEASE - SNOW REMOVAL EQ.	.00	499.95	3,000.00	2,500.05	16.7
10-431-591 REPAIR/MAINT/CLEANING-STREETS	.00	2,157.50	5,500.00	3,342.50	39.2
10-431-592 STRIPING	.00	.00	30,000.00	30,000.00	.0
10-431-593 RIGHT-OF-WAY REMEDIATION	.00	3,020.00	10,000.00	6,980.00	30.2
10-431-595 REPAIR/MAINT - LARGE EQUIPMENT	589.28	7,776.81	18,000.00	10,223.19	43.2
10-431-596 REPAIR/MAINT - SMALL EQUIP	62.57	262.56	500.00	237.44	52.5
10-431-600 REPAIR/MAINT - AUTO EQUIP	48.05	3,093.48	4,000.00	906.52	77.3
10-431-610 REPAIR/MAINT - MISC	.00	938.47	1,000.00	61.53	93.9
10-431-614 REPAIR/MAINT-BUILDING	.00	3,981.86	12,000.00	8,018.14	33.2
10-431-620 LANDSCAPE SERVICES	1,591.00	1,591.00	5,000.00	3,409.00	31.8
10-431-621 NOXIOUS WEED CONTROL	.00	.00	15,000.00	15,000.00	.0
10-431-631 UNIFORMS	276.96	731.29	1,100.00	368.71	66.5
10-431-740 OFFICE FURNITURE & EQUIPMENT	.00	2,181.46	2,950.00	768.54	74.0
10-431-780 ROADS & PATHS MAINT. PROGRAM	2,086.40	114,456.43	150,000.00	35,543.57	76.3
10-431-790 LAND MAINTENANCE 5 ACRE PARCEL	.00	950.00	2,600.00	1,650.00	36.5
TOTAL STREET DEPARTMENT	28,744.61	402,006.30	652,881.00	250,874.70	61.6
TOTAL FUND EXPENDITURES	342,533.07	3,378,520.31	5,347,663.00	1,969,142.69	63.2
NET REVENUE OVER EXPENDITURES	(121,828.90)	488,934.92	.00	(488,934.92)	.0

CITY OF SUN VALLEY
BALANCE SHEET
MAY 31, 2018

FIXED ASSET REPLACEMENT FUND

ASSETS

29-101-000	CASH - COMBINED FUND	(136,960.07)	
	TOTAL ASSETS		<u>(136,960.07)</u>

LIABILITIES AND EQUITY

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:			
29-271-000	FUND BALANCE - BEGINNING OF YR	1,513.45	
	REVENUE OVER EXPENDITURES - YTD	<u>(138,473.52)</u>	
	BALANCE - CURRENT DATE	<u>(136,960.07)</u>	
	TOTAL FUND EQUITY		<u>(136,960.07)</u>
	TOTAL LIABILITIES AND EQUITY		<u>(136,960.07)</u>

CITY OF SUN VALLEY
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING MAY 31, 2018

FIXED ASSET REPLACEMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>SOURCE 399</u>					
29-399-504 TRANS FROM GF UNASSIGNED FB	.00	.00	255,883.00	255,883.00	.0
TOTAL SOURCE 399	.00	.00	255,883.00	255,883.00	.0
TOTAL FUND REVENUE	.00	.00	255,883.00	255,883.00	.0

CITY OF SUN VALLEY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING MAY 31, 2018

FIXED ASSET REPLACEMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
29-490-756 AERIAL TOWER	.00	.00	112,426.00	112,426.00	.0
29-490-761 POLICE- PATROL VEHICLE	.00	53,186.41	47,000.00	(6,186.41)	113.2
29-490-793 COUNCIL CHAMBER MICROPHONES	22,130.09	22,130.09	17,000.00	(5,130.09)	130.2
29-490-795 LOADER MOUNTED SNOW BLOWER	.00	58,185.82	72,000.00	13,814.18	80.8
29-490-808 CD/ADMIN VEHICLE LEASE	621.40	4,971.20	7,457.00	2,485.80	66.7
TOTAL EXPENDITURES	<u>22,751.49</u>	<u>138,473.52</u>	<u>255,883.00</u>	<u>117,409.48</u>	<u>54.1</u>
TOTAL FUND EXPENDITURES	<u>22,751.49</u>	<u>138,473.52</u>	<u>255,883.00</u>	<u>117,409.48</u>	<u>54.1</u>
NET REVENUE OVER EXPENDITURES	<u>(22,751.49)</u>	<u>(138,473.52)</u>	<u>.00</u>	<u>138,473.52</u>	<u>.0</u>

CITY OF SUN VALLEY
 BALANCE SHEET
 MAY 31, 2018

DEBT SERVICE FUND

ASSETS

30-102-000	CASH-SAVINGS-DS-WELLS MARKET	3,550.26	
	TOTAL ASSETS		3,550.26

LIABILITIES AND EQUITY

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	3,550.26	
	BALANCE - CURRENT DATE	3,550.26	
	TOTAL FUND EQUITY		3,550.26
	TOTAL LIABILITIES AND EQUITY		3,550.26

CITY OF SUN VALLEY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING MAY 31, 2018

DEBT SERVICE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>SOURCE 371</u>					
30-371-100 INTEREST REVENUE	.13	2.67	.00	(2.67)	.0
TOTAL SOURCE 371	.13	2.67	.00	(2.67)	.0
<u>MISCELLANEOUS</u>					
30-379-400 OTHER REVENUES	.00	3,562.59	.00	(3,562.59)	.0
TOTAL MISCELLANEOUS	.00	3,562.59	.00	(3,562.59)	.0
TOTAL FUND REVENUE	.13	3,565.26	.00	(3,565.26)	.0

CITY OF SUN VALLEY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING MAY 31, 2018

DEBT SERVICE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PRINCIPAL EXPENDITURES</u>						
30-480-680	BANK CHARGES	.00	15.00	.00	(15.00)	.0
	TOTAL PRINCIPAL EXPENDITURES	.00	15.00	.00	(15.00)	.0
	TOTAL FUND EXPENDITURES	.00	15.00	.00	(15.00)	.0
	NET REVENUE OVER EXPENDITURES	.13	3,550.26	.00	(3,550.26)	.0

CITY OF SUN VALLEY
 BALANCE SHEET
 MAY 31, 2018

WORKFORCE HOUSING FUND

ASSETS

42-101-000	CASH- WORKFORCE HOUSING FUND		760,258.23
	TOTAL ASSETS		<u>760,258.23</u>

LIABILITIES AND EQUITY

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:		
42-271-000	FUND BALANCE - BEGINNING OF YR	451,760.18	
	REVENUE OVER EXPENDITURES - YTD	<u>308,498.05</u>	
	BALANCE - CURRENT DATE		<u>760,258.23</u>
	TOTAL FUND EQUITY		<u>760,258.23</u>
	TOTAL LIABILITIES AND EQUITY		<u>760,258.23</u>

CITY OF SUN VALLEY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING MAY 31, 2018

WORKFORCE HOUSING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>GENERAL PROPERTY TAXES</u>					
42-311-520 SALE OF CITY PROPERTY	.00	364,474.33	.00	(364,474.33)	.0
TOTAL GENERAL PROPERTY TAXES	.00	364,474.33	.00	(364,474.33)	.0
<u>REVENUES</u>					
42-399-500 TRANSFER FROM WKFC FUND BAL	.00	.00	53,592.00	53,592.00	.0
TOTAL REVENUES	.00	.00	53,592.00	53,592.00	.0
TOTAL FUND REVENUE	.00	364,474.33	53,592.00	(310,882.33)	680.1

CITY OF SUN VALLEY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING MAY 31, 2018

WORKFORCE HOUSING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WFH PROJECTS</u>					
42-470-210 FICA CONTRIBUTION	.00	2,295.42	.00	(2,295.42)	.0
42-470-220 RETIREMENT CONTRIBUTION	.00	3,547.88	.00	(3,547.88)	.0
42-470-702 EMPLOYEE HOUSING ALLOWANCE	.00	30,500.00	38,592.00	8,092.00	79.0
42-470-703 COMMUNITY HOUSING SERVICES	.00	15,000.00	15,000.00	.00	100.0
42-470-705 CITY OWNED UNITS/UTIL & MAINT	.00	4,632.98	.00	(4,632.98)	.0
TOTAL WFH PROJECTS	.00	55,976.28	53,592.00	(2,384.28)	104.5
TOTAL FUND EXPENDITURES	.00	55,976.28	53,592.00	(2,384.28)	104.5
NET REVENUE OVER EXPENDITURES	.00	308,498.05	.00	(308,498.05)	.0

CITY OF SUN VALLEY
BALANCE SHEET
MAY 31, 2018

1% LOCAL OPTION TAX FUND

ASSETS

45-101-000	CASH-1% LOCAL OPTION TAX FUND	(55,456.40)	
	TOTAL ASSETS		(55,456.40)

LIABILITIES AND EQUITY

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	(55,456.40)	
	BALANCE - CURRENT DATE	(55,456.40)	
	TOTAL FUND EQUITY		(55,456.40)
	TOTAL LIABILITIES AND EQUITY		(55,456.40)

CITY OF SUN VALLEY
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING MAY 31, 2018

1% LOCAL OPTION TAX FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>LOCAL OPTION TAXES</u>					
45-313-600 LOCAL OPTION TAX - AIR SER 1%	25,813.85	362,096.92	518,390.00	156,293.08	69.9
TOTAL LOCAL OPTION TAXES	25,813.85	362,096.92	518,390.00	156,293.08	69.9
TOTAL FUND REVENUE	25,813.85	362,096.92	518,390.00	156,293.08	69.9

CITY OF SUN VALLEY
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING MAY 31, 2018

1% LOCAL OPTION TAX FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
45-470-850 AIR SERVICE BOARD - 1% LOT	50,987.58	417,553.32	510,630.00	93,076.68	81.8
45-470-910 TRANSFER TO GF UNASSIGNED FB	.00	.00	7,760.00	7,760.00	.0
TOTAL EXPENDITURES	<u>50,987.58</u>	<u>417,553.32</u>	<u>518,390.00</u>	<u>100,836.68</u>	<u>80.6</u>
TOTAL FUND EXPENDITURES	<u>50,987.58</u>	<u>417,553.32</u>	<u>518,390.00</u>	<u>100,836.68</u>	<u>80.6</u>
NET REVENUE OVER EXPENDITURES	<u>(25,173.73)</u>	<u>(55,456.40)</u>	<u>.00</u>	<u>55,456.40</u>	<u>.0</u>

CITY OF SUN VALLEY
 BALANCE SHEET
 MAY 31, 2018

CAPITAL IMPROVEMENT FUND

<u>ASSETS</u>			
50-101-000	CASH - COMBINED FUND		60,738.49
			<u>60,738.49</u>
	TOTAL ASSETS		<u>60,738.49</u>
 <u>LIABILITIES AND EQUITY</u>			
 <u>FUND EQUITY</u>			
UNAPPROPRIATED FUND BALANCE:			
50-271-000	FUND BALANCE - BEGINNING OF YR	70,016.26	
	REVENUE OVER EXPENDITURES - YTD	(9,277.77)	
			<u>60,738.49</u>
	BALANCE - CURRENT DATE		<u>60,738.49</u>
	TOTAL FUND EQUITY		<u>60,738.49</u>
	TOTAL LIABILITIES AND EQUITY		<u>60,738.49</u>

CITY OF SUN VALLEY
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING MAY 31, 2018

CAPITAL IMPROVEMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>OPERATING TRANSFERS IN</u>					
50-399-200 TRANSFER FROM GF UNASSIGNED	.00	.00	268,864.00	268,864.00	.0
TOTAL OPERATING TRANSFERS IN	.00	.00	268,864.00	268,864.00	.0
TOTAL FUND REVENUE	.00	.00	268,864.00	268,864.00	.0

CITY OF SUN VALLEY
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING MAY 31, 2018

CAPITAL IMPROVEMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL PROJECTS</u>					
50-470-839 ELKHORN FIRE VENT/INTAKE CLEAN	.00	.00	15,000.00	15,000.00	.0
TOTAL CAPITAL PROJECTS	.00	.00	15,000.00	15,000.00	.0
<u>DEPARTMENT 480</u>					
50-480-442 STREET DEPT VENTILATION SYS	.00	3,265.70	15,000.00	11,734.30	21.8
50-480-443 STREET DEPT ROOF REPLACEMENT	.00	3,425.41	100,000.00	96,574.59	3.4
50-480-450 CITY HALL GENERATOR	.00	2,347.96	90,000.00	87,652.04	2.6
50-480-459 CITY HALL INTERIOR PAINT/CARPE	.00	238.70	48,864.00	48,625.30	.5
TOTAL DEPARTMENT 480	.00	9,277.77	253,864.00	244,586.23	3.7
TOTAL FUND EXPENDITURES	.00	9,277.77	268,864.00	259,586.23	3.5
NET REVENUE OVER EXPENDITURES	.00	(9,277.77)	.00	9,277.77	.0

CITY OF SUN VALLEY
 BALANCE SHEET
 MAY 31, 2018

STREET & PATH FUND

<u>ASSETS</u>			
52-101-000	CASH - COMBINED FUND		917,288.81
	TOTAL ASSETS		<u>917,288.81</u>
 <u>LIABILITIES AND EQUITY</u>			
 <u>FUND EQUITY</u>			
UNAPPROPRIATED FUND BALANCE:			
52-271-000	FUND BALANCE - BEGINNING OF YR	671,547.75	
	REVENUE OVER EXPENDITURES - YTD	<u>245,741.06</u>	
	BALANCE - CURRENT DATE		<u>917,288.81</u>
	TOTAL FUND EQUITY		<u>917,288.81</u>
	TOTAL LIABILITIES AND EQUITY		<u>917,288.81</u>

CITY OF SUN VALLEY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING MAY 31, 2018

STREET & PATH FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>GENERAL PROPERTY TAXES</u>					
52-311-200 PROPERTY TAX-GENERAL	2,048.29	194,630.24	272,650.00	78,019.76	71.4
TOTAL GENERAL PROPERTY TAXES	2,048.29	194,630.24	272,650.00	78,019.76	71.4
<u>STATE OF IDAHO SHARED REVENUES</u>					
52-335-200 STATE HIGHWAY USER	.00	51,110.82	50,434.00	(676.82)	101.3
TOTAL STATE OF IDAHO SHARED REVENUES	.00	51,110.82	50,434.00	(676.82)	101.3
TOTAL FUND REVENUE	2,048.29	245,741.06	323,084.00	77,342.94	76.1

CITY OF SUN VALLEY
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING MAY 31, 2018

STREET & PATH FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>STREET & PATH</u>					
52-431-780 ROADS & PATHS MAINT. PROGRAM	.00	.00	255,000.00	255,000.00	.0
52-431-960 TRANSFER TO S&P FUND	.00	.00	68,084.00	68,084.00	.0
TOTAL STREET & PATH	.00	.00	323,084.00	323,084.00	.0
TOTAL FUND EXPENDITURES	.00	.00	323,084.00	323,084.00	.0
NET REVENUE OVER EXPENDITURES	2,048.29	245,741.06	.00	(245,741.06)	.0

CITY OF SUN VALLEY
BALANCE SHEET
MAY 31, 2018

2018 BOND CONSTRUCTION FUND

ASSETS

55-101-000	CASH - 2018 BOND FUND	(145,019.85)	
55-102-000	CASH-CHECKING-2018 BOND-ZIONS	417,753.33	
55-151-000	INVESTMENT - IDAHO STATE POOL	17,035,386.62	
	TOTAL ASSETS		17,308,120.10

LIABILITIES AND EQUITY

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:			
REVENUE OVER EXPENDITURES - YTD	17,308,120.10		
BALANCE - CURRENT DATE		17,308,120.10	
TOTAL FUND EQUITY			17,308,120.10
TOTAL LIABILITIES AND EQUITY			17,308,120.10

CITY OF SUN VALLEY
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING MAY 31, 2018

2018 BOND CONSTRUCTION FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
55-371-100 INTEREST REVENUE	23,713.99	35,556.21	.00	(35,556.21)	.0
TOTAL SOURCE 371	23,713.99	35,556.21	.00	(35,556.21)	.0
 <u>SOURCE 379</u>					
55-379-400 PROCEEDS - 2018 BOND	.00	17,500,000.00	.00	(17,500,000.00)	.0
TOTAL SOURCE 379	.00	17,500,000.00	.00	(17,500,000.00)	.0
 TOTAL FUND REVENUE	 23,713.99	 17,535,556.21	 .00	 (17,535,556.21)	 .0

CITY OF SUN VALLEY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING MAY 31, 2018

2018 BOND CONSTRUCTION FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
55-431-422 ENGINEERING	27,624.24	183,471.68	.00	(183,471.68)	.0
55-431-425 ATTORNEY FEES	.00	437.50	.00	(437.50)	.0
55-431-429 OTHER PROFESSIONAL FEES	.00	34,743.32	.00	(34,743.32)	.0
55-431-430 PROFESSIONAL TESTING FEES	85.00	85.00	.00	(85.00)	.0
55-431-440 ADVERTISING & LEGAL PUBLISHING	360.00	1,807.68	.00	(1,807.68)	.0
55-431-680 BANK CHARGES	.00	138.59	.00	(138.59)	.0
55-431-710 YEAR 1 CONSTRUCTION COSTS	6,752.34	6,752.34	.00	(6,752.34)	.0
TOTAL DEPARTMENT 431	34,821.58	227,436.11	.00	(227,436.11)	.0
TOTAL FUND EXPENDITURES	34,821.58	227,436.11	.00	(227,436.11)	.0
NET REVENUE OVER EXPENDITURES	(11,107.59)	17,308,120.10	.00	(17,308,120.10)	.0

CITY OF SUN VALLEY

Monthly LOT Comparison for April 2018 Receipts

	<u>2012/2013</u>	<u>2013/2014</u>	<u>2014/2015</u>	<u>2015/2016*</u>	<u>2016/2017</u>	<u>2017/2018</u>	Increase/ Decrease of FY18 as Compared to FY17
Retail	27,301	23,605	32,233	30,765	29,991	46,781	56%
Lodging	9,715	9,601	11,217	16,836	13,161	15,914	21%
Liquor	1,837	1,636	1,394	2,630	2,331	4,372	88%
Building Materials	0	0	0	0	0	3,779	n/a
Totals	38,852	34,842	44,844	50,231	45,482	70,846	56%

Detailed Summary of Comparative YTD Receipts for the month of April

	<u>2012/2013</u>	<u>2013/2014</u>	<u>2014/2015</u>	<u>2015/2016*</u>	<u>2016/2017</u>	<u>2017/2018**</u>	Increase/ Decrease of FY18 as Compared to FY17
October	56,260	58,531	54,565	66,009	69,233	78,963	14%
November	41,355	42,734	37,762	45,526	55,852	69,829	25%
December	126,671	130,540	112,858	176,411	206,660	184,570	-11%
January	95,770	87,247	89,162	110,600	108,895	133,253	22%
February	113,281	112,073	86,860	153,391	139,414	159,175	14%
March	113,200	99,304	79,737	119,605	114,109	143,379	26%
April	38,852	34,842	44,844	50,231	45,482	70,846	56%
May	44,172	37,150	47,019	70,469	65,998	0	-100%
June	98,969	107,341	122,567	130,584	163,205	0	-100%
July	228,946	234,419	275,874	270,974	309,141	0	-100%
August	168,716	192,799	199,076	244,252	255,041	0	-100%
September	122,331	91,906	65,533	134,735	149,071	0	-100%
Fiscal Year Total	1,248,522	1,228,886	1,215,857	1,572,788	1,682,102	840,016	
Year-To-Date Receipts Comparison (October - April)	585,389	565,272	505,788	721,773	739,645	840,016	13.6%

Local Option Tax receipts for the month of April 2018 totaled \$70,846 representing an 56% increase in receipts from April 2017.

*October - January receipts corrected 4/25/16

CITY OF SUN VALLEY

Monthly LOT Retail Receipts

	<u>2012/2013</u>	<u>2013/2014</u>	<u>2014/2015</u>	<u>2015/2016*</u>	<u>2016/2017</u>	<u>2017/2018**</u>	Increase/ Decrease of FY18 as Compared to FY17
October	30,436	31,543	35,839	35,732	34,302	40,052	17%
November	25,537	26,945	23,400	27,403	33,333	40,868	23%
December	71,156	68,666	66,925	97,853	117,868	83,555	-29%
January	47,746	43,385	51,580	55,699	52,777	58,676	11%
February	51,566	58,014	50,521	75,864	63,071	76,320	21%
March	53,430	49,015	42,977	49,658	53,075	65,389	23%
April	27,301	23,605	32,233	30,765	29,991	46,781	56%
May	31,877	28,025	36,001	47,519	50,036		-100%
June	57,884	68,192	68,606	69,782	84,210		-100%
July	121,980	127,521	145,354	139,697	154,845		-100%
August	93,909	120,942	104,284	126,484	120,292		-100%
September	74,778	55,549	35,403	64,397	76,263		-100%
Fiscal Year Total	687,600	701,403	693,123	820,854	870,061	411,641	
Year-To-Date Receipts Comparison (October - April)	307,171	301,173	303,475	372,975	384,416	411,641	7%

*October - January receipts corrected 4/25/16

**October 2017 receipts adjusted for returned checks (\$124.82)

CITY OF SUN VALLEY

Monthly LOT Lodging Receipts

	<u>2012/2013</u>	<u>2013/2014</u>	<u>2014/2015</u>	<u>2015/2016*</u>	<u>2016/2017</u>	<u>2017/2018</u>	Increase/ Decrease of FY18 as Compared to FY17
October	21,712	22,585	15,550	24,908	30,530	31,991	5%
November	13,014	13,567	12,187	15,058	19,126	20,745	8%
December	46,347	53,815	39,496	69,048	78,291	82,178	5%
January	41,194	37,577	32,835	47,265	47,642	60,953	28%
February	54,235	48,420	31,724	68,774	66,395	70,150	6%
March	52,824	43,513	32,698	62,219	53,411	63,179	18%
April	9,715	9,601	11,217	16,836	13,161	15,914	21%
May	9,152	6,943	9,313	19,728	13,343		-100%
June	36,811	34,598	47,142	55,309	69,404		-100%
July	96,446	95,933	116,446	117,365	136,246		-100%
August	70,471	85,723	80,047	101,132	115,976		-100%
September	45,171	31,453	24,761	61,166	60,810		-100%
Fiscal Year Total	497,094	483,727	453,418	658,807	704,336	345,110	
Year-To-Date Receipts Comparison (October - April)	239,041	229,077	175,709	304,108	308,557	345,110	12%

*October - January receipts corrected 4/25/16

CITY OF SUN VALLEY

Monthly LOT Liquor Receipts

	<u>2012/2013</u>	<u>2013/2014</u>	<u>2014/2015</u>	<u>2015/2016*</u>	<u>2016/2017</u>	<u>2017/2018</u>	Increase/ Decrease of FY18 as Compared to FY17
October	4,112	4,403	3,176	5,369	4,401	5,803	32%
November	2,804	2,222	2,174	3,065	3,393	3,476	2%
December	9,167	8,059	6,437	9,509	10,501	13,975	33%
January	6,830	6,285	4,747	7,637	8,476	11,310	33%
February	7,479	5,640	4,614	8,753	9,948	11,233	13%
March	6,946	6,777	4,063	7,728	7,623	10,662	40%
April	1,837	1,636	1,394	2,630	2,331	4,372	88%
May	3,142	2,181	1,705	3,223	2,619		-100%
June	4,273	4,552	6,819	5,492	9,592		-100%
July	10,520	10,965	14,074	13,912	18,050		-100%
August	4,336	14,946	14,745	16,636	18,773		-100%
September	2,381	4,904	5,369	9,172	11,998		-100%
Fiscal Year Total	63,828	72,570	69,316	93,126	107,705	60,832	
Year-To-Date Receipts Comparison (October - April)	39,176	35,022	26,604	44,691	46,673	60,832	30%

*October - January receipts corrected 4/25/16

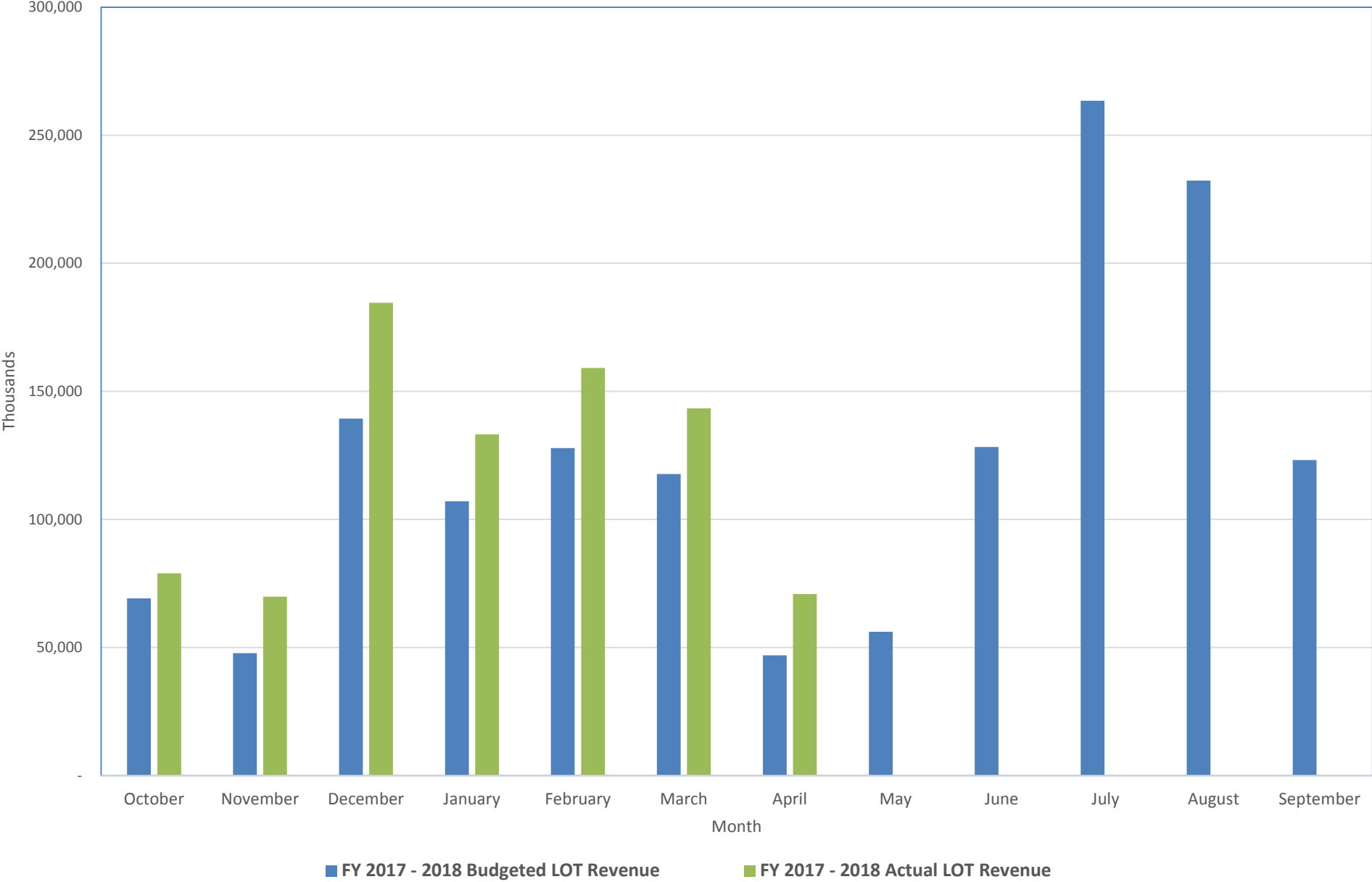
CITY OF SUN VALLEY

Monthly LOT Building Materials Receipts

	<u>2012/2013</u>	<u>2013/2014</u>	<u>2014/2015</u>	<u>2015/2016*</u>	<u>2016/2017</u>	<u>2017/2018</u>	Increase/ Decrease of FY18 as Compared to FY17
October	0	0	0	0	0	1,117	n/a
November	0	0	0	0	0	4,740	n/a
December	0	0	0	0	0	4,862	n/a
January	0	0	0	0	0	2,315	n/a
February	0	0	0	0	0	1,472	n/a
March	0	0	0	0	0	4,149	n/a
April	0	0	0	0	0	3,779	n/a
May	0	0	0	0	0		n/a
June	0	0	0	0	0		n/a
July	0	0	0	0	0		n/a
August	0	0	0	0	0		n/a
September	0	0	0	0	0		n/a
Fiscal Year Total	0	0	0	0	0	22,433	
Year-To-Date Receipts Comparison (October - April)	0	0	0	0	0	22,433	n/a

*October - January receipts corrected 4/25/16

Budget vs. Actual Local Option Tax (LOT) Revenue Comparison for FY 2017 - 2018



	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 08 to FY 18																						
4																							
5																							
6		<i>FY 08</i>	<i>% of total year</i>	<i>FY 09</i>	<i>% of total year</i>	<i>FY 10</i>	<i>% of total year</i>	<i>FY 11</i>	<i>% of total year</i>	<i>FY 12</i>	<i>% of total year</i>	<i>FY 13</i>	<i>% of total year</i>	<i>FY 14</i>	<i>% of total year</i>	<i>FY 15</i>	<i>% of total year</i>	<i>FY 16*</i>	<i>% of total year</i>	<i>FY 17</i>	<i>% of total year</i>	<i>FY 18</i>	<i>% of total year</i>
7	October	65,124	4.51%	70,188	4.98%	69,432	5.81%	75,542	6.06%	49,847	4.08%	56,260	4.51%	58,531	4.65%	54,565	4.49%	66,009	4.20%	69,233	4.12%	78,963	9.40%
8	November	44,878	3.11%	40,074	2.85%	50,477	4.22%	34,116	2.74%	46,298	3.79%	41,355	3.31%	42,734	3.40%	37,762	3.11%	45,526	2.89%	55,852	3.32%	69,829	8.31%
9	December	129,017	8.94%	101,371	7.20%	97,420	8.15%	106,190	8.51%	114,930	9.40%	126,671	10.15%	130,540	10.38%	112,858	9.28%	176,411	11.22%	206,660	12.29%	184,570	21.97%
10	January	124,990	8.66%	103,326	7.34%	96,559	8.07%	89,043	7.14%	82,380	6.74%	95,770	7.67%	87,247	6.94%	89,162	7.33%	110,600	7.03%	108,895	6.47%	133,253	15.86%
11	February	139,063	9.64%	123,362	8.76%	101,944	8.52%	115,014	9.22%	101,797	8.32%	113,281	9.07%	112,073	8.91%	86,860	7.14%	153,391	9.75%	139,414	8.29%	159,175	18.95%
12	March	136,338	9.45%	131,973	9.37%	91,122	7.62%	110,729	8.88%	90,809	7.43%	113,200	9.07%	99,304	7.90%	79,737	6.56%	119,605	7.60%	114,109	6.78%	143,379	17.07%
13	April	41,147	2.85%	49,232	3.50%	46,747	3.91%	37,056	2.97%	42,642	3.49%	38,852	3.11%	34,842	2.77%	44,844	3.69%	50,231	3.19%	45,482	2.70%	70,846	8.43%
14	May	60,097	4.16%	57,533	4.09%	40,743	3.41%	47,475	3.81%	52,181	4.27%	44,172	3.54%	37,150	2.95%	47,019	3.87%	70,469	4.48%	65,998	3.92%	0	0.00%
15	June	129,805	8.99%	152,008	10.80%	94,222	7.88%	92,378	7.41%	101,367	8.29%	98,969	7.93%	107,341	8.53%	122,567	10.08%	130,584	8.30%	163,205	9.70%	0	0.00%
16	July	240,035	16.63%	228,032	16.19%	196,552	16.44%	229,127	18.37%	215,845	17.65%	228,946	18.34%	234,419	18.64%	275,874	22.69%	270,974	17.23%	309,141	18.38%	0	0.00%
17	August	218,739	15.16%	204,206	14.50%	204,474	17.10%	192,799	15.46%	229,256	18.75%	168,716	13.51%	221,612	17.62%	199,076	16.37%	244,252	15.53%	255,041	15.16%	0	0.00%
18	September	114,029	7.90%	146,815	10.43%	106,162	8.88%	117,748	9.44%	95,516	7.81%	122,331	9.80%	91,906	7.31%	65,533	5.39%	134,735	8.57%	149,071	8.86%	0	0.00%
19	TOTAL:	1,443,263	100.00%	1,408,120	100.00%	1,195,854	100.00%	1,247,217	100.00%	1,222,868	100.00%	1,248,522	100.00%	1,257,699	100.00%	1,215,857	100.00%	1,572,788	100.00%	1,682,101	100.00%	840,016	100.00%
20																							
21																							
22																							
23																							
24		<i>10 yr Average % collected by month</i>		<i>FY 2017 - 2018 Budgeted LOT Revenue</i>		<i>FY 2017 - 2018 Actual LOT Revenue</i>		<i>(under)/over historical % collected by month*</i>															
25																							
26	October	4.74%		69,175		78,963		9.788															
27	November	3.27%		47,767		69,829		22.062															
28	December	9.55%		139,392		184,570		45.178															
29	January	7.34%		107,120		133,253		26.133															
30	February	8.76%		127,905		159,175		31.271															
31	March	8.07%		117,711		143,379		25.668															
32	April	3.22%		46,971		70,846		23.875															
33	May	3.85%		56,181		-		(56,181)															
34	June	8.79%		128,307		-		(128,307)															
35	July	18.06%		263,522		-		(263,522)															
36	August	15.92%		232,296		-		(232,296)															
37	September	8.44%		123,153		-		(123,153)															
38	TOTAL:	100.00%		1,459,500		840,016		(619,484)															
39																							
40	*October 2015 - January 2016 receipts corrected 4/25/16																						

Vendor Name	Invoice #	Invoice Date	Description	Account #	Dept.	Amount
AC HOUSTON LUMBER CO	014-760500	05/18/2018	Spray paint (red) for hydrants	10-423-595	FIRE	13.77
AK PEST MANAGEMENT	3481	06/04/2018	1st application of weed abatement In City ROW	10-431-621	STR	3,875.00
AK PEST MANAGEMENT	3481	06/04/2018	Rodent and insect control City Hall,PD, FD and street	10-431-614	STR	990.00
AK PEST MANAGEMENT	3487	06/05/2018	weed abatement at Festival Meadows.	10-431-790	STR	350.00
AK PEST MANAGEMENT	3516	06/27/2018	2nd application for noxious weeds per contract	10-431-621	STR	3,875.00
ALPINE TREE SERVICE, INC.	35106,35105	05/29/2018	TREE REMOVAL on Snowbrush and Silverweed for bond construction	55-431-710		500.00
ALPINE TREE SERVICE, INC.	35106,35105	05/29/2018	TREE REMOVAL on Snowbrush and Silverweed for bond construction	55-431-710		5,000.00
ARBORCARE RESOURCES, INC	38945	05/29/2018	delivered 8 bags of fertilizer for City Hall and Elkhorn lawns.	10-431-610	STR	412.00
ATKINSON'S MARKET	4590569	06/14/2018	Food for L.E.P.C meeting 6/14/2018 and hand soap for station.	10-423-470	FIRE	44.20
ATKINSON'S MARKET	4592746	06/18/2018	Atkinsons - Food for special council meeting 6/18/18	10-411-476	LEGI	39.54
ATKINSON'S MARKET	50761668	06/14/2018	Atkinsons - Food for special council meeting 6/14/18	10-411-476	LEGI	43.46
ATKINSON'S MARKET	6253062	06/01/2018	Atkinsons - Food for regular council meeting 6/1/18	10-411-476	LEGI	45.04
BIG WOOD LANDSCAPE, INC	15261,15261	06/12/2018	Spring cleanup City Hall/Elkhorn FD	10-431-620	STR	959.98
BIG WOOD LANDSCAPE, INC	15261,15261	06/12/2018	Spring cleanup City Hall/Elkhorn FD	10-431-620	STR	978.04
BLACK, REID	NFPA CONF	06/15/2018	Reimbursement for Excalibur hotel room.	10-423-470	FIRE	596.03
BLAINE COUNTY EMERGENCY	SVDP2018	05/23/2018	Fees for 2018 Radios: XTS2500, XTL2500 and APX6500 portable and mobile	10-421-753	POLI	3,840.00
BROOKS WELDING	12488	05/30/2018	Materials for battery charging bench and roll up sign rack	10-431-320	STR	196.03
CH2M HILL ENGINEERS, INC.	5/25- PROG	05/25/2018	Year 1 program management Task 2/3 (TO total = \$138,000)	55-431-422		17,410.68
CH2M HILL ENGINEERS, INC.	5/25- SDC Y	05/25/2018	Year 1 service during construction TO (TO total = \$17,094)	55-431-422		1,844.00
CH2M HILL ENGINEERS, INC.	CITY ENG-G	05/25/2018	City Hall and Elkhorn generator bid report.	50-480-450		3,961.69
CH2M HILL ENGINEERS, INC.	DIAMOND B	05/25/2018	Diamond Back Townhome Final Plat Review	10-418-422	COM	475.30
CH2M HILL ENGINEERS, INC.	JNE DAY PL	05/25/2018	June Day Preliminary Plat Review	10-418-422	COM	139.10
COPY & PRINT	90683	06/15/2018	Index dividers, AA batteries, AAA batteries, 1 case copy paper	10-415-310	ADM	118.01
COPY & PRINT	90723	06/21/2018	Copy paper, file folders, hanging file folders, label maker tape.	10-421-310	POLI	115.05
COPY & PRINT	90780	06/21/2018	Field Inspection Reports	10-418-310	COM	110.02
COPY & PRINT	90805	06/18/2018	Name plate for Daniel Hollis	10-418-310	COM	12.15
DAMRON, BRITNY	42319, 4232	06/25/2018	Reimbursement for Police ID cards: Britny and Steven. (Britny paid for both)	10-421-665	POLI	10.00
DAY WIRELESS SYSTEMS	2841	06/15/2018	Repair hand held radio for Officer Gergen	10-421-615	POLI	234.62
DICK YORK'S AUTO SERVICE	77953	06/15/2018	Oil change, oil filter, and tire rotation for SVPD4 (Invoice #77953)	10-421-600	POLI	110.68
DICK YORK'S AUTO SERVICE	78051	06/27/2018	Oil change and oil filter for SVPD2 (Order #78051)	10-421-600	POLI	61.38
FEDEX	6-192-06431	05/24/2018	Cost of shipping evidence to the Meridian Lab (SVDP2018-00040)	10-421-370	POLI	17.27
FLANNIGAN, NANCY	AIC TRAININ	06/25/2018	1 meal per diem	10-415-470	ADM	25.50
FLANNIGAN, NANCY	AIC TRAININ	06/25/2018	Mileage reimbursement for AIC conference in Boise	10-415-470	ADM	154.00
FLANNIGAN, NANCY	AIC TRAININ	06/25/2018	Residence Inn Marriott parking reimbursement for AIC conference in Boise	10-415-470	ADM	15.00
GEM STATE PAPER	1239233-00	06/15/2018	hand soap, forks, toilet seat covers, paper towels, tissues, clear plastic cups, can liners	10-415-310	ADM	322.59
GRAINGER	9810430687	06/06/2018	Hard hats - safety vest	10-431-345	STR	77.36
GUNARAMA WHOLESALE, INC	950986	05/25/2018	2 New duty weapons (Glock Gen-4)	10-421-340	POLI	968.00
HENRY SCHEIN, INC.	54373741,54	06/13/2018	EMS supplies: Epinephrine and 2 suction devices (see attachment)	10-423-325	FIRE	1,712.15
HENRY SCHEIN, INC.	54373741,54	06/13/2018	Tourniquets, gauze, and sheers	10-423-325	FIRE	183.10
IDAHO LUMBER	728046	05/17/2018	Band saw purchase	10-431-340	STR	306.74
IDAHO LUMBER	729178	05/25/2018	2x6x16' pressure treat board	10-431-780	STR	38.71
IDAHO LUMBER	729178	05/25/2018	Band saw blade	10-431-340	STR	9.99
IDAHO MOUNTAIN EXPRESS	MAY 2018	05/31/2018	Legal 5/10, assistant planner posting, legal 6/1	10-418-440	COM	454.18
IDAHO TRAFFIC SAFETY, INC	189545	06/14/2018	Road striping double yellow/white fog lines	10-431-592	STR	9,147.50
JOE'S BACKHOE SERVICE	232673	06/20/2018	Removing trees, willows and drainage improvement Elkhorn E path for bond project.	55-431-710		9,901.00
JOE'S BACKHOE SERVICE	232760	06/28/2018	Restacking retaining blocks at sand shed.	10-431-536	STR	750.00
KETCHUM COMPUTERS	15103	06/01/2018	Active directory sync issue, IWorq Bak file, Laserfiche template issue with Isabel, Wendy	10-415-427	ADM	116.25

Vendor Name	Invoice #	Invoice Date	Description	Account #	Dept.	Amount
KETCHUM COMPUTERS	15103	06/01/2018	Assist Isabel with Outlook	10-415-427	ADM	38.75
KETCHUM COMPUTERS	15103	06/01/2018	Bitdefender support testing for Mobile Data	10-415-427	ADM	72.50
KETCHUM COMPUTERS	15103	06/01/2018	Change backups, conduit planning for fiber	10-415-427	ADM	77.50
KETCHUM COMPUTERS	15103	06/01/2018	Fiber planning call with Syringa	10-415-427	ADM	38.75
KETCHUM COMPUTERS	15103	06/01/2018	Fix issues with Bitdefender and Mobile Data, setup on Rachel and Patrol PC and test	10-421-427	POLI	155.00
KETCHUM COMPUTERS	15103	06/01/2018	Install A/V on Maddy's PC	10-415-427	ADM	77.50
KETCHUM COMPUTERS	15103	06/01/2018	Install and program wireless access point for Council Chambers	10-415-427	ADM	116.25
KETCHUM COMPUTERS	15103	06/01/2018	Install two patrol computers for SVPD with user logins and police applications	10-421-427	POLI	620.00
KETCHUM COMPUTERS	15103	06/01/2018	Laptop remote access planning, MDC software for Police	10-421-427	POLI	155.00
KETCHUM COMPUTERS	15103	06/01/2018	MDC and static addresses for Police workstations	10-421-427	POLI	155.00
KETCHUM COMPUTERS	15103	06/01/2018	Police activity database drop down not working with new Microsoft Access	10-421-427	POLI	77.50
KETCHUM COMPUTERS	15103	06/01/2018	Police software for new workstations, adjust camera sensitivity	10-421-427	POLI	155.00
KETCHUM COMPUTERS	15103	06/01/2018	Server check, change backups, shut down Katrins account, Susan printer issue	10-415-427	ADM	77.50
KETCHUM COMPUTERS	15103	06/01/2018	Work with Clay on static IP addresses, budget planning	10-415-427	ADM	77.50
KETCHUM COMPUTERS	15139	06/18/2018	Change backup drives, assist Bill with email receipts and browser issues, help isabel with	10-415-427	ADM	77.50
KETCHUM COMPUTERS	15139	06/18/2018	Change backups, check servers, updates for Wendy, Isabel Laserfische admin console, a	10-415-427	ADM	155.00
KETCHUM COMPUTERS	15139	06/18/2018	Install Veripic admin for Rachel, Wait address book issue	10-421-427	POLI	155.00
LES SCHWAB	1170048490	06/18/2018	OshKosh tire repair.	10-431-595	STR	39.00
LUTZ RENTALS	82982-1	05/30/2018	Refilled propane bottle for City Hall bbq.	10-431-350	STR	16.47
MATERIAL TESTING & INSPECT	154021 R&P	06/04/2018	Sun Valley Road and Path Bond Year 1	55-431-430		85.00
NAPA AUTO PARTS	936010	06/12/2018	Engine 60 light bulb	10-423-600	FIRE	48.47
NELSON AUTO SERVICE & QUI	11644	06/26/2018	Replace brake pads and rotors on SVPD4	10-421-600	POLI	419.06
NEVINS, JEFF	SCENIC LO	06/13/2018	Reimbursement for WLF (Scenic Loop in Texas): Lodging, meals, fuel, bag fee.	10-423-470	FIRE	632.25
OHIO GULCH TRANSFER STATI	85606	06/13/2018	Clean Wood Waste for the dump	10-431-780	STR	1.70
O'REILLY AUTO PARTS	4635-367213	06/24/2018	Oil filter (+ 1 spare) for Engine 65	10-423-600	FIRE	40.56
PIPECO, INC.	S3054356.00	06/11/2018	Replacement sprinkler heads for City Hall and Elkhorn fire station	10-431-610	STR	332.50
PIPECO, INC.	S3060456.00	06/14/2018	Irrigation repair parts.	10-431-614	STR	219.79
RIVER RUN AUTO	6538-128042	05/22/2018	Air filters for 2004 & 2016 F-350	10-431-600	STR	48.05
RIVER RUN AUTO	6538-128042	05/22/2018	Service parts for X-Mark commercial mower	10-431-596	STR	62.57
S&C ASSOCIATES LLC	1199	06/06/2018	Year One Bond Project meetings and site visits	55-431-429		2,520.00
SAFETY SUPPLY & SIGN CO. IN	164188, 164	05/18/2018	25 brown powder coated sign posts.	10-431-780	STR	1,540.89
SAFETY SUPPLY & SIGN CO. IN	164188, 164	05/18/2018	6 stop signs for replacement.	10-431-780	STR	227.06
SAWTOOTH WOOD PRODUCTS	107144	05/30/2018	Chainsaw sharpening.	10-423-595	FIRE	21.00
SPACESAVER INTERMOUNTAI	70818	05/24/2018	11 New lockers for Police locker room.	10-421-321	POLI	4,500.00
SPACESAVER INTERMOUNTAI	70818	05/24/2018	11 New lockers for Police locker room.	10-421-740	POLI	9,921.00
STOREY, SLATER	HAZ MAT TE	06/01/2018	Fuel/meal reimbursement to drive to Driggs Idaho for Hazardous material testing.	10-423-470	FIRE	272.12
SUN VALLEY CLEANERS, INC	MAY 18	05/25/2018	Dry cleaning for Police uniforms (4/25/18-5/23/18)	10-421-630	POLI	336.95
SYRINGA	PED RELOC	05/29/2018	Relocated utility box on Wildflower Path.	55-431-710		1,252.34
TERNET, BRYCE	AIC CONF R	06/20/2018	AIC 2018 AIC Annual Conference Reimbursement	10-418-470	COM	203.68
TERNET, BRYCE	LUNCH MEE	05/29/2018	Reimbursement for lunch meeting with Blaine County Building Dept	10-418-470	COM	27.54
TIM'S ELECTRIC, INC.	24228	06/18/2018	Added outlets for TV's at Elkhorn Fire station	10-423-585	FIRE	102.53
UL LLC	7202025510	05/29/2018	Ladder inspection for all ground ladders	10-423-595	FIRE	1,038.80
UL LLC	7202025510	05/29/2018	Ladder testing for Engine 61	10-423-600	FIRE	1,995.00
VALLEY CO-OPS OMC/	025853/9	05/18/2018	Heavy duty extention cord ends	10-431-320	STR	37.96
VORTEX OPTICS	119036	06/22/2018	2 pairs of binoculars (Allen & Company)	10-421-320	POLI	239.98
WALKER SAND AND GRAVEL	18180	05/31/2018	Fork lift time for unloading V-plow for summer storage.	10-431-780	STR	33.75
WEBB LANDSCAPING	B-IN-125810	06/26/2018	3 yards bulk bark for landscape areas.	10-431-620	STR	179.97

Vendor Name	Invoice #	Invoice Date	Description	Account #	Dept.	Amount
WEBB LANDSCAPING	B-IN-125932	06/28/2018	Load #2 bulk bark for landscape areas.	10-431-620	STR	179.97
WELLS FARGO SAFE DEPOSIT	SAFE DEPO	06/05/2018	Annual safe deposit box renewal	10-415-680	ADM	55.00
WHITE GLOVE	5406	06/06/2018	Carpet cleaning street shop office.	10-431-315	STR	85.00
WHITE PETERSON	MAY 2018	05/31/2018	Legal Services - General Matters - Non-privileged	10-415-425	ADM	2,500.00
WHITE PETERSON	MAY-P&Z	05/31/2018	Legal Services May 2018 PZ and CC	10-418-420	COM	560.00
WOOD RIVER LOCK SHOP	12651	06/25/2018	6 car keys for SVPD 2,3,4.	10-421-600	POLI	35.78
Grand Totals:						102,653.10

Finance Committee Chair, Keith Saks: _____

Date : _____