AGENDA OF THE
HAILEY CITY COUNCIL MEETING
Monday February 08, 2016 * Hailey City Hall Meeting Room

5:30 p.m. CALL TO ORDER - Open Session for Public Concerns

CONSENT AGENDA:

CA 036 Motion to set special city council meeting on February 18, 2016, to be held at the Restaurant 103 in Hailey for the purpose of Hailey City Strategic Planning and Goal Setting, from 3:00 to 5:00 p.m. .......................................................... 1
CA 037 Motion to approve Resolution 2016-18, appointing Susan Giannettino to the Hailey Arts and Historical Preservation Commission for a three-year term (replaces R.L. Rowsey, whose term expired December 31, 2015)................................................................. 3
CA 038 Motion to approve grant application through Select Health for the Select25 Grant, through which Hailey Fire Department is requesting $2,500 for training equipment in order to partner with Blaine County School District to train every junior classman in American Heart-Heartsaver program, a CPR training........................................... 8
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MR 000

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PP 053 Presentation on 2015 Economic/Planning/Building Activities and Projects by the Community Development Department .......................................................... 273

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PH 055 Discussion of priority projects and cost estimates, “Lighter Quicker Cheaper” Transportation Projects ................. 294
PH 056 Airport Issues - FMAA Board continues to work on Chapter E (no documents)
PH 057 Ordinance No. 1194 amending Hailey Municipal Code Chapter 12.14, Special Events to make an event at the Hailey Arena a special event and to revise the application process for events at the Hailey Arena and two new changes made since the first public hearing: 1) allowing the city to refuse certain per diem features and amenities and 2) correcting a Municipal Code conflict by allowing event noise until 11pm at the Hailey Arena. Consider waiving 1st and 2nd Reading and Conducting 3rd Reading as well as approval of Summary of Ord. No. 1194 .......................................................................................................................... 306
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NB 058 Consideration of Bid documents for Hailey Pumper Fire Truck

OLD BUSINESS:

OB 059 2nd Reading of Ordinance No. 1193 amending Subdivision Code Section 3.1.1, Procedure and Section 3.3.6 to require a Title Report as a requirement of preliminary plats and to require submittal of recorded final plat

STAFF REPORTS: Staff Reports Council Reports Mayor’s Reports

SR 060 Snow Removal Update
SR 061 2015 Water System Leak Detection Results
SR 062 Report on Advertisements for Bids: Cobblestone Project and Pumper Fire Truck
SR 063 Draft Agenda for March 7, 2016 regular Hailey City Council Meeting
SR 064 IWRB Groundwater Conservation Grant – turf replacement rebate program

EXECUTIVE SESSION:

Matters & Motions from Executive Session or Workshop

Next Ordinance Number - 1195 Next Resolution Number- 2016-023
AGENDA ITEM SUMMARY

DATE: 02/08/2016 DEPARTMENT: Admin/Leg DEPT. HEAD SIGNATURE: HD

SUBJECT:

Motion to set special city council meeting on February 18, 2016, to be held at Restaurant 103 in Hailey (103 Main Street South) for the purpose of Hailey City Strategic Planning and Goal Setting, from 3:00 to 5:00 p.m.

AUTHORITY: □ ID Code 74.201-208 □ City Ordinance/Code ______
(If Applicable)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

Mayor Haemmerle and City Council want to set a special meeting for the purpose of setting goals within the City of Hailey's currently enthusiastic climate.

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS:

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (If Applicable)

| ☒ City Administrator | ☐ Library | ☐ Streets |
| ☐ City Attorney | ☒ Mayor | ☐ Treasurer |
| ☒ City Clerk | ☒ Comm. Development | ☐ |
| ☐ Building | ☐ Police | ☐ |
| ☐ Engineer | ☐ Public Works, Parks | ☐ |
| ☐ Fire Dept. | ☐ P & Z Commission | ☐ |

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Motion to set special city council meeting on February 18, 2016, to be held at Restaurant 103 in Hailey (103 Main Street South) for the purpose of Hailey City Strategic Planning and Goal Setting, from 3:00 to 5:00 p.m.

ACTION OF THE CITY COUNCIL:

Date:

City Clerk ____________________________
Return to Agenda
AGENDA ITEM SUMMARY

DATE: 12/07/2015  DEPARTMENT: Admin  DEPT. HEAD SIGNATURE: ___HD___

SUBJECT:

Motion to approve Resolution 2016-___ appointing Susan Giannettino to the Hailey Arts and Historical Preservation commission for a three-year term (replaces R.L. Rowsey, whose term expired December 31, 2015) and setting the appointments and terms of the Hailey Arts and Historic Preservation Commission.

AUTHORITY: ☐ ID Code _________ ☐ IAR _________ ☐ City Ordinance/Code _________
(IF APPLICABLE)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

Under the combined Hailey Art and Historic Preservation Commission, up to nine members can sit on the board (not more than 9, not less than 5 members). At the end of 2015 we had made eight appointments to the Commission. The position of R.L. Rowsey had expired and was not yet filled.

We have received a letter of interest for this vacated seat, attached. The HAHPC is recommending that an appointment be made, so that they have a full Commission. No other applications have been received.

Appointments are made by the mayor and confirmed by the Hailey City Council. Attached is the appointment Resolution the council would adopt in making these appointments.

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS:

Budget Line Item #_________________ YTD Line Item Balance $_________________
Estimated Hours Spent to Date: ___________________________ Estimated Completion Date:
Staff Contact: ___________________________ Phone #_________________
Comments: ___________________________

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IF APPLICABLE)

___ City Attorney  ___ Finance  ___ Licensing  ___ Administrator
___ Library  ___ Community Development  ___ P&Z Commission  ___ Building
___ Police  ___ Fire Department  ___ Engineer  ___ W/WWW
___ Streets  ___ Parks  ___ Public Works  ___ Mayor

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Motion to approve Resolution 2016-___ appointing Susan Giannettino to the Hailey Arts and Historical Preservation commission for a three-year term (replaces R.L. Rowsey, whose term expired December 31, 2015) and setting the appointments and terms of the Hailey Arts and Historic Preservation Commission.

ACTION OF THE CITY COUNCIL:

Date ___________________________
City Clerk ________________________________

FOLLOW-UP:
*Ord/Res/Agrmnt/Order Originals: Record
Copies (all info.):
*Additional/Exceptional Originals to: ___________________________
Copies (AIS only)

--3--
HAILEY RESOLUTION 2016-18
A RESOLUTION OF THE HAILEY CITY COUNCIL
TO SET APPOINTMENTS AND TERMS OF OFFICE FOR A NINE MEMBER
ARTS AND HAILEY HISTORICAL PRESERVATION COMMISSION

WHEREAS, the City Council of the City of Hailey, Idaho deems it in the best interest of the City to have an active and productive Arts and Historic Preservation Commission and to receive the recommendations of the Arts and Historic Preservation Commission.

WHEREAS, the Mayor and City Council of the City of Hailey has adopted Hailey Ordinance No. 1124, which merged the Arts Commission and the Hailey Historic Preservation Commission.

WHEREAS, the Hailey Arts and Historic Preservation Commission wish to appoint interested and qualified members to the maximum size allowed under Hailey Ordinance No. 1124, which allows not more than 9 and not less than 5 voting members.

WHEREAS, the Hailey City Council accepts the Hailey Arts and Historic Preservation Commission’s recommendation for a new appointment to the open seat:

NOW, THEREFORE, BE IT RESOLVED BY THE HAILEY CITY COUNCIL:

In accordance with Hailey Ordinance No. 1124, the City of Hailey appoints a nine-member Arts and Historic Preservation Commission and the mayor appoints and the city council confirms the following members for the following terms:

<table>
<thead>
<tr>
<th>TERM LENGTH</th>
<th>APPOINTEE</th>
<th>TERM EXPIRES</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Year Term</td>
<td>Angela Hicks</td>
<td>December 31, 2016</td>
</tr>
<tr>
<td>3 Year Term</td>
<td>Joan Davies</td>
<td>December 31, 2016</td>
</tr>
<tr>
<td>3 Year Term</td>
<td>Morgan Buckert</td>
<td>December 31, 2016</td>
</tr>
<tr>
<td>3 Year Term</td>
<td>Errin Bliss</td>
<td>December 31, 2017</td>
</tr>
<tr>
<td>3 Year Term</td>
<td>Carol Waller</td>
<td>December 31, 2017</td>
</tr>
<tr>
<td>3 Year Term</td>
<td>Toni Whittington</td>
<td>December 31, 2017</td>
</tr>
<tr>
<td>3 Year Term</td>
<td>Frank Rowland</td>
<td>December 31, 2018</td>
</tr>
<tr>
<td>3 Year Term</td>
<td>Jim Keating</td>
<td>December 31, 2018</td>
</tr>
<tr>
<td>3 Year Term</td>
<td>Susan Giannettino</td>
<td>December 31, 2018 (formerly RL Rowsey)</td>
</tr>
</tbody>
</table>

THIS RESOLUTION IS ADOPTED this 8th day of February, 2016.

ATTEST: Fritz Haemmerle, Mayor
         City of Hailey

Mary Cone, City Clerk
Lisa, I got your voice mail. Thank you.

My resume is attached.

Please consider this my written request to be considered for appointment by the Mayor to the Hailey Arts and Historic Preservation Commission. If I need to send this to you hard copy, I certainly can. If you have any questions or concerns please let me know.

Susan Giannettino
PO Box 4914
Hailey ID 83333

On Wed, Jan 6, 2016 at 9:21 AM, Heather Dawson <heather.dawson@haileycityhall.org> wrote:

We currently have two board positions open:

1 on the Hailey Arts and Historic Preservation Commission for a 3-year term which will expire December 31, 2018;

1 on the Hailey Tree Committee, also a 3-year term

Heather

From: susangijimk@gmail.com [mailto:susangijimk@gmail.com] On Behalf Of susan giannettino
Sent: Wednesday, January 06, 2016 8:57 AM
To: Lisa Horowitz
Cc: Heather Dawson
Subject: Volunteering for Hailey City Boards

Happy New Year!! I mentioned to Heather in the midst of holiday hoopla that I would be interested in filling a vacancy on one of the Hailey Boards and Commissions. Due to the chaos of the holidays, lots of snow, vacation, etc. I let this topic lay. But I would like to close the dialog loop since I brought it up.

I had mentioned to Heather the Arts and Historic Preservation Commission because it might be the best fit. After reviewing meeting minutes, I realized the commission meets second Thursdays and, until June, I am committed to the Boise State Public Radio Advisory Committee in Boise which meets every other second Thursday. I thought I might audit this January meeting of that Commission but I can not, given various appointments I scheduled around the public radio committee meeting.

So, then I figured I should just ask... do you still need volunteers or not? I have no problem with you telling me you have all the slots filled and/or other people in mind.

Do you need a resume? I attached one.

Susan
Susan Giannettino
PO Box 4914
Hailey ID 83333
1040 CD Olena
208-484-4319

Work Experience: Career in natural resource management; 31+ years.
Seasonal work in New Mexico, Alaska and Montana.
Permanent employment with Forest Service and Bureau of Land Management (BLM) in Montana, Utah, Wyoming and Idaho.
Retired in January 2010 after eight years as Deputy State Director for Resources, Idaho BLM.
Prior BLM, I held the following positions with the Forest Service: Director of the interagency Interior Columbia Basin Ecosystem Management Project; Special Assistant to the Regional Forester; Forest Supervisor of the Wasatch Cache National Forest (Utah); Regional Recreation Program Manager, District Ranger Ninemile Ranger District (Montana), Planning Staff Officer, Public Affairs Officer, and Social Scientist.

Education: B.A. University of Montana, history and cultural anthropology.
Ph.C. University of Washington, cultural (cognitive) anthropology
M.S. Boise State University, performance and information technology

Recent volunteer experience:
Boards: Boise State Public Radio Community Advisory Board (2010 to present)
Idaho Chapter of The Nature Conservancy (2010 to present; currently Chairperson)
Idaho Trails Association (2015 to present)

Blaine County Recreation District nordic trails courtesy patrol
Volunteer at various nordic and running races and fundraisers
Volunteer transcribing and collating oral histories, Regional History Library
Sun Valley Center for the Arts volunteer (plays, concerts, wine auction etc.)
5B restoration initiative (citizen participant)
Return to Agenda
AGENDA ITEM SUMMARY

DATE: 02/08/2016   DEPARTMENT: Admin/Fire   DEPT. HEAD SIGNATURE: CA

SUBJECT:
Motion to approve grant through Select Health for the Select25 Grant

AUTHORITY: □ ID Code ___________   □ City Ordinance/Code ________
(IFAPPLICABLE)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:
The Hailey Fire Department is looking to partner with the Blaine County School District in training every junior classman in the American Heart – Heartsaver program.

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS:
We are looking to fund this 100% through grants. This grant will pay for curriculum and manikins. An additional grant later this year will be for off duty instruction and the American Heart certification cards.

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IFAPPLICABLE)

City Administrator  Library  Streets
City Attorney  Mayor  Treasurer
City Clerk  Planning
Building  Police
Engineer  Public Works, Parks
Fire Dept.  P & Z Commission

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:
Motion to approve grant application (if awarded will only accept if we get the commitment from the Blaine County School District)

ACTION OF THE CITY COUNCIL:

Date: ___________________________
City Clerk
Before applying, please read the Frequently Asked Questions. For up-to-date information on the announcement of winners, don't forget to like us on Facebook!

Answer the following questions to apply for the Select 25 program.

Organization Name: Hailey Fire Department
Project Name (If different from organization name): Wood River High School C
Contact Name: Craig Aberbach
Title or Relationship to Project: Fire Chief
E-mail Address: craig.aberbach@hailey.city
Street Address: 617 S 3rd Ave / PO Box 1192
City: HAILEY
State: Idaho
Zip: 83333
Phone Number: 2087883147

Organization Type

[Government □]

Website (If applicable)

http://www.hailey.cityhall.org/fire/index.asp

Organization Facebook Page

https://www.facebook.com/HaileyFireAndRescue

Describe your program in 50 words or less:

High school CPR project. We are looking to have the entire Junior class certified in CPR prior to school year ending 2017. This will put over 200 additional trained potential rescuers throughout our community every year.

Characters remaining: 75

Healthy Behaviors

http://usco1.qualtrics.com/jfe/form/SV_5EkFjxQIOPv2rNj
Please explain how your program or project encourages healthy behaviors or serves special populations.

We are partnering with the Elaine County School District to work on a program that will enable us to certify in CPR the entire junior class. We are projected to begin this project the beginning of the next school year (2016). Certifying the junior class, we get the benefit of having these students in our community for both their Junior and Senior school years. This class in addition to contact with emergency service providers may open the door for students being exposed to new professions such Firefighters, Paramedics or Volunteer Firefighters.

Characters remaining: 44

Community Need

Please explain the specific need or issue your program or project addresses in the community. How significant is this need?

This program will allow over 200 students per year to be trained in CPR. Within our very active community these trained students could act as initial first responders both in and out of school.

Characters remaining: 401

Solution

How does your program provide a solution to meet that need?

We have trained CPR instructors within our fire department. Working with the School District we could train up to 24 students and teachers at the same time. We are also applying for additional grants which would allow us to pay the instructors and also the American Heart - Heartsaver Certification Cards and class text books.

Characters remaining: 272

Direct Benefit

Currently, how many people directly benefit from your program or project?

This program has not yet started. Everyday people are saved by by-stander CPR. Starting this program would benefit the student through maturity and knowing these precious life saving skills. One life saved by any student that has taken this program is priceless.

Characters remaining: 334

Grant Use

How will you use this $2500 award? NOTE: Award money may not be used as any form of compensation (e.g. salaries), capital campaigns, new building construction (e.g. bricks and mortar), to donate to
another charity (re-gifting the award), or for the payment of past debt.

25 manikins (adult & infant) = $2,150
New 2015 American Heart Curriculum, 2 sets $200
Bags & Cleaning Supplies $150

Total $2,500 (subject to price changes)

Characters remaining: 444

Region Number [region map]

Please indicate what types of funding you have received from other grants in the past year:

☐ Our organization has never received funding from grants.
☒ Our organization has received funding from grants less than $5,000.
☐ Our organization has received funding from grants over $5,000.
☐ Our organization has received funding from grants over $10,000.

IRS Non-Profit Number (if applicable)

If you have links to videos or pictures of your program (e.g. YouTube, Flickr), please provide them below.

Link 1

Link 2

Link 3

If you have other photographic support materials not available online, please send them to select25@selecthealth.org.

Where did you hear about Select 25?

☐ Radio
☐ TV
☒ Online
☐ Friend

http://us201.qualtrics.com/jfe/form/SV_5qkFjxQiCPvnNj
Local Hospital

Other

Submit Application
Shop by Type

- **All Basic Life Support and CPR Manikins**
- **All Advanced Life Support Manikins**
- **All Simulators**
- **All Rescue Manikins**
- **All Comprehensive Patient Care Trainers**
- **All Airway Management Trainers and Intubation Kits**

Shop by Brand

- **Laerdal Little Anne®, Resusci®, MegaCode Kelly, and Other Manikins**
- **Nasco Basic Buddy™, CPR Prompt®, Life/form®, and CRiSiS™ Manikins and Skills Trainers**
- **Prestan Ultralite® and Professional CPR-AED Manikins with Optional CPR Rate Monitor**
- **Simulaids Sani-Man, Brad, STAT, Rescue Randy, and Other Manikins**

**Manikins and Simulators**

If you're teaching basic or advanced life support courses, you need equipment that's durable and reliable. We offer training manikins for all course levels, from community CPR to hospital-based advanced life support. Follow the links above or below to shop for the products you need, and choose the "Product Details" link on most product pages to learn more about that product's features and benefits.

http://aha.channing-bete.com/cptraining/manikins-simulators.html
All Basic Life Support and CPR Manikins
Call them CPR mannequins, manikins, simulators, or dummies, we have them! Our wide variety of CPR/BLS training manikins offers the best from the leading manufacturers and brands, including Prestan® manikins with optional compression rate monitor, Little Anne and other Laerdal manikins, and many others.

All Advanced Life Support Manikins
Teach advanced life support (ALS) techniques with our great selection of Life/form® CRIStis and other ALS manikins, perfect for ECC courses such as PALS and ACLS. Equipment from Simulaid, Laerdal, and other popular manufacturers of ACLS manikins is in stock and ready to ship!

All Simulators
From SMART STAT to MegaCode simulators, you'll find the perfect adult and pediatric medical simulators for your training needs — backed by our expert account management team to help you choose the right one.

All Rescue Manikins
Rescue Randy comes in a variety of sizes and weights, and you'll find them here! Get the right rescue manikin for your fire department, military, or EMS rescue training — we can help.

All Comprehensive Patient Care Trainers
KERi and GERi manikins are the patient simulators you need to teach an array of key patient-care skills. Available in a variety of models with a range of training capabilities, GERi and KERi manikins let students practice everything from basic washing and bandaging to auscultation of heart and lung sounds.

All Airway Management Trainers and Intubation Kits
Teaching an airway management or ACLS course? Don't forget the airway trainers and intubation kits! They're available in adult, child, and infant sizes, so you can match your supplies to your airway management training needs.

Find manikins from the brands you trust!

http://alu.channing-bete.com/cprtraining/manikins-simulators.html
Laerdal Little Anne®, Resusci®, MegaCode Kelly, and Other Manikins
We carry Resusci Baby, Resusci Junior, and torso and full-body models of Resusci Anne, plus optional upgrade limbs and accessories. We also offer economical Baby Anne, Little Junior, and Little Anne CPR training manikins, plus MegaCode Kid and Kelly, Newborn Anne, airway management trainers, and advanced life support manikins from Laerdal Medical.

Nasco Basic Buddy™, CPR Prompt®, Life/form®, and CRiSis™ Manikins and Skills Trainers
Nasco's Lifeform and CPR Prompt manikins enhance CPR training by making it affordable to provide a manikin to every student in the class. Basic Buddy, Baby Buddy, and Professional Training manikins are lightweight yet durable, and are available individually and in economical multipacks. CRiSis manikins offer a variety of ALS skills in a single trainer, with many different adult, child, and infant models available.

Prestan Ultralite® and Professional CPR-AED Manikins with Optional CPR Rate Monitor
Prestan® CPR manikins offer unique features that Instructors love. Available in adult, child, and infant sizes and a variety of skin tones, Prestan Professional manikins feature an optional built-in compression rate monitor that provides instant visual feedback to students and Instructors. Prestan Ultralite® Manikins offer a lightweight yet durable option for on-the-go training. And all Prestan manikins feature a unique clamshell design that makes inserting face shield lung bags quick and easy.

Simulaids Sani-Man, Brad, STAT, Rescue Randy, and Other Manikins
We offer a variety of adult and pediatric manikins from Simulaids. Basic life support manikins include Sani-Man, Brad, Paul, and the CPR Recording Manikin. Advanced life support models include SMART STAT Basic with iPad®, STAT Baby, and adult and pediatric intubation trainers. Plus, there's Rescue Randy, the adult manikin that's available in a range of sizes and weights for realistic extrication and rescue training.

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AGENDA ITEM SUMMARY

DATE: 02/08/2016 DEPARTMENT: Admin/Police DEPT. HEAD SIGNATURE: HD

SUBJECT:
Motion to approve Resolution 2016-005, ratifying interagency agreement for critical incident law enforcement response between area city, county, and state police agencies

AUTHORITY: ☐ ID Code 67-2328 and 2337, and 191701A ☐ City Ordinance/Code

This matter was pulled from the January 11, 2016 City Council Consent Agenda, for councilor's questions to be addressed. Those questions have been addressed.

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:
This longstanding interagency mutual aid MOU was renewed and signed by all participating agencies in February 2015. The City Council must approve all agreements entered into by the City of Hailey.

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS:

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IF APPLICABLE)
☐ City Administrator ☐ Library ☐ Streets
☐ City Attorney ☐ Mayor ☐ Treasurer
☐ City Clerk ☐ Planning ☐ Police
☐ Building ☐ Public Works, Parks ☐
☐ Engineer ☐ P & Z Commission ☐
☐ Fire Dept.

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:
Motion to approve Resolution 2016-005, ratifying interagency agreement for critical incident law enforcement response between area city, county, and state police agencies

ACTION OF THE CITY COUNCIL:
Date:

City Clerk
CITY OF HAILEY
RESOLUTION NO. 2016-005

RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF HAILEY
RATIFYING AN INTERAGENCY MEMORANDUM OF UNDERSTANDING
WITH PARTICIPATING LAW ENFORCEMENT AGENCIES, SIGNED BY
HAILEY POLICE CHIEF.

WHEREAS, the City of Hailey desires to approve a Memorandum of Understanding with Participating Law Enforcement Agencies in Idaho.

WHEREAS, the City of Hailey and Participating Law Enforcement Agencies, have agreed to the terms and conditions of the Memorandum of Understanding, a copy of which is attached hereto.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HAILEY, IDAHO, that the City of Hailey approves the Memorandum of Understanding between the City of Hailey and Participating Law Enforcement Agencies, and that the Hailey Police Chief is authorized to execute the attached Letter.

Passed this 8th day of February, 2016.

City of Hailey

Fritz X. Haemmerle, Mayor

ATTEST:

Mary Cone, City Clerk
Officer-Involved Critical Incidents
Memorandum of Understanding
District Four
Revised February 4, 2015

MEMORANDUM OF UNDERSTANDING

I. Authority. This MOU is entered into under the authority of Idaho Code §67-2328, §67-2337, and §19-701A.

II. Parties. The Memorandum of Understanding (MOU) is made and entered into by and between the following governmental entities: Attached hereto as Appendix A

III. Purpose. The purpose of this MOU is to establish a Critical Incident Task Force (CITF) to ensure mutual support between the parties for responses to Officer-involved Critical Incidents within Blaine, Camas, Lincoln, Gooding, Twin Falls, Jerome, Cassia and Minidoka Counties. To this end, the MOU will establish the terms and conditions upon which the parties may render assistance during an Officer-involved Critical Incident.

IV. Definitions. For purposes of this MOU, the following definitions shall apply.

A. Administrative Investigation (also sometimes called an internal investigation). An investigation of a critical incident to ascertain all of the relevant evidence so that a decision can be made by the Employer Agency whether or not an employee Officer violated any department policy, rule, regulation, or practice.

B. CEO. Chief Executive Officer for member agency, typically the Chief, Sheriff, Director or an elected official who has the authority to set policy for their respective agency.

C. Criminal Investigation. An investigation of a Critical Incident to ascertain all the relevant evidence so that a decision can be made as to whether or not anyone committed a crime during the course of the events which led up to and included in the Critical Incident. This investigation is separate and takes precedence over any administrative or civil investigation.

D. Critical Incident. An event in which an Officer (or Officers) is involved as a principal, victim, or custodial Officer, where a serious bodily injury or death occurred.

E. Incident Commander. On-scene person who has taken responsibility for coordinating the on-scene law enforcement response to a Critical Incident, commonly the senior or highest ranking Officer first on the scene.

F. Involved Agency. Any agency with employees that are physically involved in the Critical Incident.

G. Lead Agency. The agency that manages the case, maintains case files, pursues prosecution, and maintains control of the evidence.

H. Officer. A commissioned, sworn, or POST-Certified person who regularly enforces violations of local ordinance, rule, state or federal statute, commonly known as a deputy, Officer, patrolman, trooper, probation officer, etc. An officer may also be any person employed by a party agency in any capacity, who through their involvement in a Critical
Officer-Involved Critical Incidents
Memorandum of Understanding
District Four
Revised February 4, 2015

Incident incurs potential liability for their agency as a result of their action or inaction, or who may face sanction or discipline from their employer agency as a result of their involvement in a Critical Incident.

I. Unified Command. The Incident Commanders from the various jurisdictions or agencies operating together to form a single command structure.

J. Venue Agency. The agency that under normal conditions is responsible for investigating any criminal act occurring within that jurisdiction.

K. CITF Investigative Chairman. Chairman of a body consisting of CITF Investigators.

L. CITF Vice Chairman. Vice Chairman acts in place and in the absence of the Investigative Chairman.

M. Executive Committee Chairman. Chairman of a body consisting of CEO’s of member agencies.

N. Executive Committee Vice Chairman. Vice Chairman acts in place and in the absence of the Chairman.

V. Critical Incident Task Force. All parties agree that it is in the best interest of public safety and confidence to establish a Critical Incident Task Force (CITF) to conduct Criminal Investigations of Officer-involved incidents which involve serious injury or death. All parties further agree that CITF investigations will take precedence over any agency Administrative Investigation including, but not limited to, crime scene management and the interviewing of witnesses, victims, or suspects. They also agree that Involved Agencies should not take the lead on the Criminal Investigation.

A. Activation. Parties shall automatically activate the CITF for any Officer-involved Critical Incident where there is serious injury or death to an Officer, suspect, or witness. Any party may request a CITF investigation, with the concurrence of the other CITF member agencies, for any other incident involving an Officer that results in serious injury or death to an Officer, suspect, or witness as the result of criminal conduct or police intervention.

B. Involved Agency Responsibilities.

1. The involved Officer’s agency CEO will contact the CITF Investigative Chairman who will then assign a CITF Lead Investigator and Lead Agency for the Critical Incident. If the involved Officer was involved in an incident outside their usual jurisdiction, the Venue Agency will contact the Investigative Chairman who will then assign a CITF Lead Investigator and Lead Agency. Notification will be made by telephone, radio, messenger, electronic messaging, or any other immediate form of communication.

2. The employer agency/agencies of the involved Officer(s) will have an active investigative role in the investigative efforts of the CITF with staffing and other
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assets such as any laboratory costs (including DNA) associated with the investigation.

3. Establish an Incident Commander, usually the first on scene supervisor from the Involved Agency to hold and secure the scene until the arrival of CITF investigators.

C. Lead Agency/Investigator Responsibilities

1. The designated CITF Lead Investigator will coordinate the Criminal Investigation for the CITF. The Lead Agency will be the employer of the CITF Lead Investigator. The lead investigator will immediately notify the involved county prosecutor and work in conjunction with the county prosecutor who has jurisdiction over the incident. All information must flow through the CITF Lead Investigator, and all other detectives or other responding personnel will report to the CITF Lead Investigator.

2. The CITF Lead Investigator shall have the responsibility and authority to assign tasks to participating CITF Investigators, and will coordinate manpower needs with the other responding CITF personnel.

3. The CITF lead investigator will have the responsibility and authority to discuss the investigation with the involved Officers’ agency/agencies or agency designee.

4. The CITF Lead Investigator will resolve any procedural or investigative conflicts during the course of the investigation.

5. The Lead Agency will maintain the case file, and will maintain control of all evidence. Upon completion of the investigation and final disposition of charges, the Lead Agency will provide copies of all reports or any other information to the involved agency CEO or designee. The Lead Agency may turn over all evidence to the involved agency, or an agency designated by the involved agency. This includes any and all recordings, audio or video, and all other information. The Lead CITF Investigator will address the issue of release of any evidence with the county prosecutor. The Lead Agency will also conduct briefings and provide updates as needed or requested by the involved agency.

6. The Lead Agency CEO will assume incident command, and participate in the Unified Command structure with the involved agency (or agencies).

D. County Prosecutor Responsibilities

1. The county prosecutor will have the ultimate responsibility and authority to resolve any procedural or investigative conflicts resulting during the course of the investigation.
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2. The county prosecutor will collaborate with the CITF Lead Investigator throughout the investigation to ensure the incident is completely investigated, and information gleaned throughout the investigation is obtained legally.

3. The county prosecutor or his designee will determine if there is any criminal liability on any of the involved persons as a result of the incident. If any criminal liability is present, the prosecutor or his designee will pursue charges as appropriate. The venue prosecutor may use the services of a special prosecutor.

E. Investigative Protocol. All parties agree to follow the elements as defined in the CITF Investigative Protocol as attached to this MOU (Attachment A). All parties also agree to provide the CITF Investigative Protocol to all of their personnel. Upon request, the CITF will provide additional training concerning the elements of the investigative protocol.

F. Investigator Training and Meetings.

1. All parties should train and assign at least one qualified and experienced investigator to the CITF and will support any necessary training. It is understood that some agencies lack sufficient manpower or investigative venue to assign an investigator to the CITF. Investigators assigned to the CITF team shall be certified peace Officers as defined in Idaho Code and/or Idaho POST Council Administrative rules. Investigators assigned to the CITF must immediately, or as soon as possible after appointment to the CITF team, receive training from fellow CITF investigators. New appointees must also receive formal training through POST certified schools or seminars in Officer-involved critical incidents, within one year of appointment to the CITF team. Thereafter, refresher seminars may be given at least every 2 years to ensure all included elements are relevant and current with established practices.

2. Investigators assigned to the CITF will meet annually in January of each year, or more frequently as needed, on a date designated by the Investigative Chairman. On or about January of each year, an Investigative Vice-Chairman shall be elected by a majority vote of CITF Investigators in attendance. Initially the Investigative Vice-Chairman shall be an investigator from a member police department. Thereafter the position of Investigative Chairman will rotate on or about January of each year, with the Vice Chairman automatically taking the position of Chairman and a new Vice Chairman elected from the ranks of a police agency or sheriff’s office. If the Investigative Chairman will be from a police agency or sheriff’s office, then the Investigative Vice-Chairman shall be elected from an opposite agency (sheriff or police).

3. The CITF investigators will review and suggest updating the investigative protocol yearly to the executive committee to ensure all included elements are relevant and current with established practices. Any issues will be decided by a simple majority of meeting attendees.
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G. Executive Committee.

1. All parties agree to establish an Executive Committee, which will ensure that appropriate training takes place and will handle other administrative issues. The Executive Committee will be comprised of the agency CEO, or their designee, from CITF member agencies. This committee shall meet at least once a year as designated by the Executive Committee Chairman. On even numbered years, the Executive Committee shall be a Sheriff. An Executive Committee Vice-Chairman shall be elected by a majority vote of the Executive Committee. Initially, the Vice-Chairman shall be a CEO of a police department who will be the Executive Committee Chairman in odd numbered years. Thereafter the position of Executive Committee Chairman will rotate on or about April 1 of each year with the Vice-Chairman automatically taking the position of Chairman and a new Vice-Chairman shall be elected by the Executive Committee. The Executive Committee Chairman will be a Police Chief or a Sheriff and the Executive Committee Vice-Chairman shall be elected from the opposite agency (sheriff or police).

2. The Executive Committee will review the investigative protocol yearly to ensure all included elements are relevant and current with established practices. Any issues will be decided by a simple majority of meeting attendees.

H. Administrative Investigations. All parties recognize that an agency involved in a Critical Incident may choose to review the incident for agency policy and/or training issues. These are commonly called administrative or internal investigations. Reports generated by an Administrative Investigation will not be shared with the CITF; however, all information gleaned by the CITF will be shared with administrative investigators. The CITF will coordinate the needs of the administrative or internal investigators to the degree that the CITF investigative procedure will allow.

VI. Media. The Venue Agency and the Involved Agency will determine the primary media contact person. Information will not be released without the approval of the county prosecutor or his appointee, the lead CITF case investigator, and consultation of the Involved Agency, so as not to compromise any aspect of the criminal investigation. The CITF will not make a release as a body.

VII. Federal Agency. Due to various jurisdictional issues, federal law enforcement agencies pose unique challenges in Officer-involved Critical Incidents.

A. Federal Agencies. Various federal law enforcement agencies, including but not limited to the FBI, Drug Enforcement Agency (DEA), U.S. Marshal’s Office, Bureau of Land Management, US Forest Service, and Federal Probation and Parole occasionally conduct law enforcement operations within Blaine, Camas, Lincoln, Gooding, Twin Falls, Jerome, Cassia and Minidoka Counties. In case of a federal Officer’s involvement in a critical incident, responding state agency personnel shall follow all elements of the MOU and CITF investigative protocol to stabilize the scene. The venue agency will immediately engage in direct communication with the involved Officer’s federal agency CEO to eliminate any investigative issues, and determine the appropriate lead criminal agency. CITF members will be notified through their respective chain of command what
actions, if any, will be taken. In most instances the involved federal agency will designate the Lead Agency for the Criminal Investigation. No CITF member agency or individual is obligated to perform functions at the direction of a federal Officer without concurrence from their respective agency chain of command. All involved agencies shall jointly communicate throughout the incident using the Unified Command system.

VIII. Duration of MOU. The MOU shall be effective and become binding upon each agency upon the date of that agency’s authorized signature, and shall remain in full force until such time when the agency CEO of a member agency vacates their position; however the MOU will remain in full effect for those remaining parties. Up acceptance by a newly hired or elected CEO, the MOU shall become effective upon the date of their signature hereto.

IX. Termination. Any party may terminate this MOU at any time upon thirty (30) calendar days written notice from the terminating party to the other parties.

X. Payment. No payment shall be made by any party to any party as a result of this MOU.

XI. Incident Command and Unified Command.

A. Benefits of Unified Command. The parties acknowledge the benefits of a Unified Command to include: (a) a shared understanding of priorities and restrictions; (b) a single set of incident objectives; (c) collaborative strategies; (d) improved internal and external information flow; (e) less duplicative efforts; (f) better resource utilization; (g) a single integrated incident organization; (h) shared facilities; (i) one set of incident objectives, single planning process and incident action plan; (j) integrated general staff with only one operations section; and (k) coordinated process for resource ordering.

B. Operations and Personnel Assignments. Operations and responses pursuant to this MOU shall be organized under the Unified Command structure. Each party shall identify and assign personnel who shall compose the Unified Command on an as needed basis. The Involved Agency shall identify and assign its Incident Commanders. Other participants to the Unified Command structure may include, but are not limited to, public information officers, command reporter and agency civilian personnel where appropriate.

C. Chain of Command. CITF Officers assigned and performing duties pursuant to this MOU who are actively involved in a critical incident investigation are subject to the direction and control of their respective chain of command, or designees, in conjunction with the lead detective, and shall have full peace officer authority and status within jurisdictions participating in this memorandum of understanding.

XII. Compliance With Law. All parties shall keep informed of and comply with all applicable federal and state laws and federal and state rules and regulations related to or governing their performance under this MOU.

XIII. Force Majeure. No party shall be liable for failure to perform under this MOU if such failure to perform arises out of causes beyond the control and without the fault or negligence of the nonperforming party. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe weather. This provision shall become effective only if the party failing to perform immediately notifies the other parties of the extent and nature of the problem, limits delay in
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performance to that required by the event, and takes all reasonable steps to minimize delays. This provision shall not be effective unless the failure to perform is beyond the control and without the fault or negligence of the nonperforming party.

XIV. Respective Liability.

A. Idaho Tort Claims Act. Any peace officer as defined at Idaho Code §19-5101 (d), or civilian personnel of the participating agencies, acting under this MOU shall be deemed to be acting within the scope of their duties for purposes of the Idaho Tort Claims Act, Idaho Code §§6-901-929, and the State of Idaho insurance program or the local government insurance program.

B. Privileges, Immunities and Benefits. All privileges and immunities from liability, and all pension, disability, worker's compensation and other benefits which normally apply to peace officers and civilian personnel of the participating agencies while in the performance of their duties in their jurisdictions, shall also apply to them when acting pursuant to this MOU.

C. No Waiver. Nothing in this MOU or the parties' actions pursuant to it shall be construed to waive any defense or immunity of any of the parties or their employees or agents that would otherwise apply.

XV. Expense Responsibility and Sharing. Expenses incurred during a CITF investigation shall be paid by the Involved Agency. In the event of more than one Involved Agency, the expenses shall be divided equally between those Involved Agencies. Expenses are limited to "out of pocket" expenses where a third party must be paid for a product or service critical to the investigation, such as lab fees for DNA analysis, extraordinary costs involved with preparing information for court, etc. Expenses do not include manpower expenses for overtime or benefits.

XVI. Entirety of Agreement. This MOU, consisting of 15 pages, with inclusion of Appendix A and B, represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations, and agreements, whether written or oral.

XVII. Signatures. The parties to this MOU through their duly authorized representatives have executed this Agreement on the days and dates set forth below, and certify that they have read, understood and agreed to the terms and conditions of this MOU.
Officer-Involved Critical Incidents
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APPENDIX A

Chiefs and Sheriffs
Bellevue Marshall's Office
Box 825
Bellevue, ID 83313
788-3692 (office)
788-8526 (fax)

Blaine County Sheriff's Office
1650 Aviation Dr.
Hailey, ID 83333-0098
788-5555 (office)
788-4105 (fax)

Buhl Police Department
201 N. Broadway
Buhl, ID 83316
543-4200 (office)
543-8831 (fax)

Camas County Sheriff's Office
P.O. Box 2200
Fairfield, ID 83327
764-2261 (office)
764-2721 (fax)

Cassia County Sheriff's Office
129 E. 14th St.
Burley, ID 83318
878-1107 (office)
878-9797 (fax)

Filer Police Department
Box 140
Filer, ID 83328
326-4123 (office)
326-5002 (fax)

Gooding Police Department
308 5th Ave. W.
Gooding, ID 83330
934-8436 (office)
934-8933 (fax)

Goodyng County Sheriff's Office
624 Main St.
Gooding, ID 83330
934-4422 (office)
934-4260 (fax)

Hagerman Police Department
P.O. Box 158
Hagerman, ID 83332
837-6636 (office)
837-9058 (fax)

Hailey Police Department
115 So. Main Ste #C
Hailey, ID 83333
788-3531 (office)
788-6566 (fax)

Heyburn Police Department
Box 147
Heyburn, ID 83336
679-4545 (office)
679-0062 (fax)

Jerome County Sheriff's Office
300 N. Lincoln
Jerome, ID 83338
644-2770 (office)
644-2779 (fax)

Jerome Police Department
124 S. Lincoln
Jerome, ID 83338
324-4328 (office)
324-3609 (fax)

Ketchum Police Department
Box 3008
Ketchum, ID 83340
726-7819 (office)
726-7848 (fax)
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Kimberly-Hansen Police Department
Box Z
Kimberly, ID 83341
423-4151 (office)
423-4297 (fax)

Lincoln County Sheriff's Office
111 W B St.
Shoshone, ID 83352
886-2250 (office)
886-2851 (fax)

Minidoka County Sheriff's Office
P.O. Box 368
Rupert, ID 83350
434-2320 (office)
436-9561 (fax)

Rupert Police Department
Box 426
Rupert, ID 83350
434-2330 (office)
434-0030 (fax)

Shoshone Police Department
P.O. Box 208
Shoshone, ID 83352
886-2030 (office)
886-7215 (fax)

Sun Valley Police Department
P.O. Box 416
Sun Valley, ID 83353
622-5345 (office)
622-7605 (fax)

Twin Falls Police Department
Box 3027
Twin Falls, ID 83301-3027
735-4357 (office)
733-0876 (fax)

Twin Falls Sheriff's Office
Box 146
Twin Falls, ID 83301
736-4177 (office)
736-4006 (fax)

Twin Falls Police Department
Box 3027
Twin Falls, ID 83301-3027
735-4357 (office)
733-0876 (fax)

Twin Falls Sheriff's Office
Box 146
Twin Falls, ID 83301
736-4177 (office)
736-4006 (fax)

Wendell Police Department
P.O. Box 208
Wendell, ID 83355
536-2935 (office)
536-4680 (fax)

Idaho Department of Corrections
District 5 Probation and Parole
731 Shoup Avenue West
Twin Falls, ID 83301
736-3080 (office)
736-3054 (fax)

Idaho Department of Fish and Game
600 S. Walnut
Boise, ID 83707
334-3700 (office)
334-2793 (fax)

Idaho State Police
700 S. Stratford Drive
Meridian, ID 83642
884-7200 (office)
884-7290 (fax)
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Prosecutor Offices
Blaine Co Prosecutors Office
201 2nd Ave. S. Ste 100
Hailey, ID 83333
788-5545 (office)
788-5554 (fax)

Camas Co Prosecutors Office
Box 160
Fairfield, ID 83327
764-2251 (office)
764-2349 (fax)

Cassia Co Prosecutors Office
P.O. Box 7
Burley, ID 83316
878-0419 (office)
878-2924 (fax)

Gooding Co Prosecutors Office
P.O. Box 86
Gooding, ID 83330
934-4493 (office)
934-4494 (fax)

Jerome Co Prosecutors Office
233 W Main
Jerome, ID 83338
644-2630 (office)
644-2639 (fax)

Lincoln Co Prosecutors Office
P.O. Box 860
Shoshone, ID 83352
886-2454 (office)
886-9824 (fax)

Minidoka Co Prosecutors Office
P.O. Box 368
Rupert, ID 83350
436-7187 (office)
436-3177 (fax)

Twin Falls Co Prosecutors Office
Box 126
Twin Falls, ID 83301
736-4020 (office)
736-4120 (fax)

Other parties may be added by separate written agreement executed by all participating agencies and incorporating the terms and conditions of this MOU in their entirety.
Officer-Involved Critical Incidents
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Chief Executive Officer

A. [Signature]
   Sheriff Gene Ramsey, Blaine County Sheriff's Office
   6/16/2015
   Date

B. [Signature]
   Chief Eric Foster, Buhl Police Department
   7/14/2015
   Date

C. [Signature]
   Sheriff David Sanders, Camas County Sheriff's Office
   6/24/15
   Date

D. [Signature]
   Sheriff Jay Howard, Cassia County Sheriff's Office
   6/16/15
   Date

E. [Signature]
   Chief Tim Reeves, Filer Police Department
   7/14/15
   Date

F. [Signature]
   Chief Chris Ward, Gooding Police Department
   6/23/2015
   Date

G. [Signature]
   Sheriff Shaun Gough, Gooding County Sheriff's Office
   6/16/15
   Date

H. [Signature]
   Chief Jeff Gunter, Hailey Police Department
   7-9-15
   Date
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I. Dan Bristol, Heyburn Police Department
   Date: 6/16/15

J. Doug McFall, Jerome County Sheriff’s Office
   Date: 06/16/2015

K. Dan Hall, Jerome Police Department
   Date: 6/16/2015

L. Dave Kassner, Ketchum Police Department
   Date: 07/09/2015

M. Jeff Perry, Kimberly-Hansen Police Department
   Date: 6/16/2015

N. Kevin Ellis, Lincoln County Sheriff’s Office
   Date: 6-16-15

O. Eric Snarr, Minidoka County Sheriff’s Office
   Date: 06-16-2015

P. Chief R. James Wardle, Rupert Police Department
   Date: 07-14/2015

Q. Chief Marshall Emerson, Shoshone Police Department
   Date: 09-09-15
Officer-Involved Critical Incidents  
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R.  
Chief J. Walk Fleming, Sun Valley Police Department  
5/16/15  
Date

S.  
Interim Chief Brian Krear, Twin Falls Police Department  
7/14/16  
Date

T.  
Sheriff Tom Carter, Twin Falls Sheriff's Office  
6/24/15  
Date

U.  
Dawn Anderson, Idaho Department of Corrections  
6/16/15  
Date

V.  
Bureau Chief Michael Pearson, Idaho Department of Fish and Game  
Assistant Chief - Law Enforcement - Chris Wright  
6/14/15  
Date

W.  
Director Ralph Powell, Idaho State Police  
Date

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Prosecuting Attorneys

A. Jim J. Thomas, Blaine County Prosecutor’s Office
   7-9-15
   Date

B. Matthew Pember, Camas County Prosecutor’s Office
   7/14/15
   Date

C. Douglas G. Abenroth, Cassia County Prosecutor’s Office
   7/14/2015
   Date

D. Luverne E. Shull, Gooding County Prosecutor’s Office
   6/16/15
   Date

E. John Horgan, Jerome County Prosecutor’s Office
   6/16/15
   Date

F. E. Scott Paul, Lincoln County Prosecutor’s Office
   7/26/15
   Date

G. Lance Stevenson, Minidoka County Prosecutor’s Office
   6-18-2015
   Date

H. Grant Loeb, Twin Falls County Prosecutor’s Office
   7/14/2015
   Date
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R. ____________________________ Date ____________________________
  Chief J. Wait Femling, Sun Valley Police Department

S. ____________________________ Date ____________________________
  Interim Chief Brian Krear, Twin Falls Police Department

T. ____________________________ Date ____________________________
  Sheriff Tom Carter, Twin Falls Sheriff's Office

U. ____________________________ Date ____________________________
  Dawn Anderson, Idaho Department of Corrections

V. ____________________________ Date ____________________________
  Bureau Chief Michael Pearson, Idaho Department of Fish and Game

W. ____________________________ Date 6-16-15
  Director Ralph Powell, Idaho State Police

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Assignments for the next three (3) responses:

**The agency involved in the incident becomes perimeter security, command post and is responsible for
getting its officers out of the area and to a hotel room.

#1 Investigation Lead: Jerome County SO
Back up: Cassia SO
Interviews: ISP/TFSO
Evidence Processing: TFPD Detectives, TFPD/TFSO Evidence Techs
Recon: ISP

#2 Lead: Cassia County SO
Backup: TFSO
Interviews: JPD/JCSO
Evidence Processing: Minidoka SO Detectives, TFPD/TFSO
Recon: ISP

#3 Lead: TFPD
Backup: ISP
Interviews: KPD/Rupert PD
Evidence Processing: TFPD Detectives, TFPD/TFSO Evidence Techs
Recon: ISP
TITLE 67
STATE GOVERNMENT AND STATE AFFAIRS

CHAPTER 23
MISCELLANEOUS PROVISIONS

67-2329. JOINT EXERCISE OF POWERS. (a) Any power, privilege or authority, authorized by the Idaho Constitution, statute or charter, held by the state of Idaho or a public agency of said state, may be exercised and enjoyed jointly with the state of Idaho or any other public agency of this state having the same powers, privilege or authority; but never beyond the limitation of such powers, privileges or authority; and the state or public agency of the state, may exercise such powers, privileges and authority jointly with the United States, any other state, or public agency of any of them, to the extent that the laws of the United States or sister state, grant similar powers, privileges or authority, to the United States and its public agencies, or to the sister state and its public agencies; and provided the laws of the United States or a sister state allow such exercise of joint power, privilege or authority. The state or any public agency thereof when acting jointly with another public agency of this state may exercise and enjoy the power, privilege and authority conferred by this act; but nothing in this act shall be construed to extend the jurisdiction, power, privilege or authority of the state or public agency thereof, beyond the power, privilege or authority said state or public agency might have if acting alone.

(b) Any state or public agency may enter into agreements with one another for joint or cooperative action which includes, but is not limited to, joint use, ownership and/or operation agreements pursuant to the provisions of this act. Appropriate action by ordinance, resolution, or otherwise pursuant to law of the governing bodies of these participating public agencies shall be necessary before any such agreement may enter into force.

(c) Any such agreement shall specify the following:

(1) Its duration.

(2) The precise organization, composition and nature of any separate legal or administrative entity created thereby together with the powers delegated thereto, provided such entity may be legally created.

(3) Its purpose or purposes.

(4) The manner of financing the joint or cooperative undertaking and of establishing and maintaining a budget therefor.

(5) The permissible method or methods to be employed in accomplishing the partial or complete termination of the agreement and for disposing of property upon such partial or complete termination.

(6) Any other necessary and proper matters.

(d) In the event that the agreement does not establish a separate legal entity to conduct the joint or cooperative undertaking, the agreement shall, in addition to items (1), (3), (4), (5), and (6) of subsection (c) of this section, contain the following:

(1) Provision for an administrator or a joint board responsible for administering the joint or cooperative undertaking. In the case of a joint board, public agencies party to the agreement shall be represented.

(2) The manner of acquiring, holding, and disposing of real and personal property used in the joint or cooperative undertaking.

(3) No agreement made pursuant to this act shall relieve any public agency of any obligation or responsibility imposed upon it by law except that to the extent of actual and timely performance thereof by a joint board or other legal or administrative entity created by an agreement made hereunder, said performances may be offered in satisfaction of the obligation or responsibility.
TITLE 67
STATE GOVERNMENT AND STATE AFFAIRS

CHAPTER 23
MISCELLANEOUS PROVISIONS

67-2337. EXTRATERRITORIAL AUTHORITY OF PEACE OFFICERS. (1) As used in this section, "peace officer" shall mean a certified full-time paid employee of a police or law enforcement agency whose duties include and primarily consist of the prevention, investigation and detection of crime, and the enforcement of penal, traffic, or highway laws of this state or any political subdivision.

(2) All authority that applies to peace officers when performing their assigned functions and duties within the territorial limits of the respective city or political subdivisions, where they are employed, shall apply to them outside such territorial limits to the same degree and extent only when any one (1) of the following conditions exist:
   (a) A request for law enforcement assistance is made by a law enforcement agency of said jurisdiction.
   (b) The peace officer possesses probable cause to believe a crime is occurring involving a felony or an immediate threat of serious bodily injury or death to any person.
   (c) When a peace officer is in fresh pursuit as defined in and pursuant to chapter 7, title 19, Idaho Code.

(3) Subsection (2) of this section shall not imply that peace officers may routinely perform their law enforcement duties outside their jurisdiction in the course and scope of their employment.

(4) Cities or political subdivisions may enter into mutual assistance compacts with other cities or political subdivisions of this state or of states immediately adjacent. In the case of a mutual assistance compact between cities or political subdivisions, the original employing agency shall be responsible for any liability arising from the acts of its employees participating in such compact. Any mutual assistance compact between a city or political subdivision of this state with a city or political subdivision of any other state shall include a written statement of assumption of liability consistent with the requirements of this section.

(5) Circumstances surrounding any actual exercise of peace officer authority outside the territorial limits of the city, county, or political subdivision of their employment shall be reported, as soon as safety conditions allow, to the law enforcement agency having jurisdiction where the authority granted herein is exercised and the officer shall relinquish authority and control over any event to the authority having jurisdiction.

(6) The state of Idaho and its agencies or departments shall not be liable for the acts of police officers, other than its own employees, commissioned by the director of the Idaho state police, for acts done under a mutual assistance compact created under this section.

History:

How current is this law?

Search the Idaho Statutes

http://www.legislature.idaho.gov/idstat/Title67/title67_2337.htm

--37--
TITLE 19
CRIMINAL PROCEDURE

CHAPTER 7
FRESH PURSUIT LAW

19-701A. OFFICER OF THIS STATE IN FRESH PURSUIT OF SUSPECTED CRIMINAL. Any peace officer of this state in fresh pursuit of a person who is reasonably believed by him to have committed a felony in this state or has committed, or attempted to commit, any criminal offense or traffic infraction in this state in the presence of such officer, or for whom a warrant of arrest is outstanding for a criminal offense, shall have authority to pursue, arrest and hold in custody or cite such person anywhere in this state. All privileges and immunities from liability, exemption from law, ordinances and rules, all pension relief, disability, workmen's compensation, and other benefits which normally apply to peace officers while they perform their duties in their own jurisdiction shall also apply to them when acting as contemplated above. In addition, this protection shall also be applicable when a peace officer is acting in response to a request for assistance out of his employing jurisdiction. The cost of this protection shall be borne by the individual peace officer's employing jurisdiction.

History:

How current is this law?
Search the Idaho Statutes
Return to Agenda
AGENDA ITEM SUMMARY

DATE: 2/8/16  DEPARTMENT: PW  DEPT. HEAD SIGNATURE: MM

SUBJECT: Motion to adopt Resolution 2016-___, approving and authorizing the Mayor to sign Change Order No. 2 for expenses incurred for changes in CNT’s work in the amount of $4,987.76.

AUTHORITY: □ ID Code  □ IAR  □ City Ordinance/Code

(IF APPLICABLE)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:
Change Order No. 2 includes the following:
- Add of $4,987.76 (includes contractor mark-up) for the following three changes:
  1. $1,029.22 for an increase in conduit and conductor size for the utility water pump control panel to allow plant reuse water for on-site irrigation only.
  2. $1,497.46 for an increase in the size of the tankless water heater for the safety shower. This larger size is required by code and was not caught in the original design bid set.
  3. $2,461.08 for more rebar. This is required following changes in the structural design of the building.

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS:
The contract price for this project ($4,025,000.00) included a $50,000 contingency fee for change orders. The balance of this contingency from Change Order No. 1 is $41,934.85 and is now $36,947.09 with the approval of this most recent change order. The contract price remains unchanged as a result.

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IF APPLICABLE)

☐ City Administrator  ☐ Library  ☐ Benefits Committee
☐ City Attorney  ☐ Mayor  ☐ Streets
☐ City Clerk  ☐ Planning  ☐ Treasurer
☐ Building  ☐ Police  ☐
☐ Engineer  ☐ Public Works  ☐
☐ Fire Dept.  ☐ P & Z Commission  ☐

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:
Motion to adopt Resolution 2016-___ approving and authorizing the Mayor to sign Change Order No. 2 for expenses incurred for changes in CNT’s work in the amount of $4,987.76.

ACTION OF THE CITY COUNCIL:
Date: __________________________

City Clerk: __________________________

FOLLOW-UP:

* Ord./Res./Agmt./Order Originals: Record
Copies (all info.): __________________________
Instrument #: __________________________

*Additional/Exceptional Originals to: __________________________
Copies (AIS only): __________________________
CITY OF HAILEY
RESOLUTION NO. 2016-19

RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF HAILEY
AUTHORIZING CHANGE ORDER NO. 2 WITH CONTRACTORS NORTHWEST
INCORPORATED (CNI) FOR 1) INCREASING THE CONDUIT AND CONDUCTION
SIZE FOR THE UTILITY WATER PUMP CONTROL PANEL 2) INCREASE THE SIZE
OF THE TANKLESS WATER HEATER FOR THE SAFETY SHOWER AND 3)
INCREASE THE QUANTITY OF REBAR PER ADJUSTMENTS IN STRUCTURAL
DESIGN; FOR A TOTAL CHANGE ORDER IN THE AMOUNT OF $4987.76

WHEREAS, the City of Hailey has a contract with CNI for construction of a biosolids
treatment facility at the Hailey Wastewater Treatment Plant in the amount of $4,023,000.00,
which includes a $50,000 contingency.

WHEREAS, the City of Hailey desires to make changes to the project that require
Change Order No. 2, which includes a cost increase for the following work: 1) $1,092.22 for
increased conduit and conductor for utility water pump control panel; 2) $1,497.46 for larger
tankless water heater and 3) $2,461.08 for additional rebar.

WHEREAS, the contract price included a $50,000 contingency and with the approval of
the previous Change Order No. 1 and current Change Order No. 2, the contingency balance is
now $36,947.09.

WHEREAS, the City of Hailey agrees to the changes in the contract prices, a copy of
which is attached hereto.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE
CITY OF HAILEY, IDAHO, that the City of Hailey approves Change Order No. 2 between the
City of Hailey and CNI and that the Mayor is authorized to execute the attached documents,

Passed this 8th day of February, 2016.

City of Hailey

Fritz X. Haemmerle, Mayor

ATTEST:

Mary Cone, City Clerk
Date of Issuance: January 26, 2016  
Effective Date: February 8, 2016  
Owner: City of Hailey, Idaho  
Owner's Contract No.:  
Contractor: Contractors Northwest, Inc. (CNI)  
Contractor's Project No.:  
Engineer: HDR Engineers, Inc.  
Engineer's Project No.: 103.257441  
Project: Solids Handling Improvements  
Contract Name: Hailey Solids Handling Improvements  

The Contract contingency is modified as follows upon execution of this Change Order:

**Description:**
1. Increase conduit and conductor size for the utility water pump control panel. Add $1,029.22  
2. Increase size of tankless water heater for use with safety shower. Add $1,497.45  
3. Increase quantity of rebar per adjustments in structural design. Add $2,461.08

**Attachments:**
1. CNI pricing breakdown (PCO#2).  
2. CNI pricing breakdown (PCO#4r1).  
3. CNI pricing breakdown (PCO#3r1)

<table>
<thead>
<tr>
<th>CHANGE IN CONTRACT PRICE</th>
<th>CHANGE IN CONTRACT TIMES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Original Contract Price:</strong></td>
<td><strong>[note changes in Milestones if applicable]</strong></td>
</tr>
<tr>
<td>$4,023,000.00 (incl. $50,000 contingency)</td>
<td>Original Contract Times:</td>
</tr>
<tr>
<td>$8,065.15</td>
<td>Substantial Completion: 320 days</td>
</tr>
<tr>
<td><strong>(increase) [Decrease] of contingency from previously approved Change Orders No. 1</strong></td>
<td>Ready for Final Payment: 350 days</td>
</tr>
<tr>
<td><strong>Contract Price prior to this Change Order:</strong></td>
<td>days or dates</td>
</tr>
<tr>
<td>$4,023,000.00 (includes $41,934.85 contingency)</td>
<td>Contract Times prior to this Change Order:</td>
</tr>
<tr>
<td></td>
<td>Substantial Completion: 320 days</td>
</tr>
<tr>
<td></td>
<td>Ready for Final Payment: 350 days</td>
</tr>
<tr>
<td><strong>(increase) [Decrease] of contingency with this Change Order:</strong></td>
<td>days or dates</td>
</tr>
<tr>
<td>$4,987.76</td>
<td>Contract Times with all approved Change Orders:</td>
</tr>
<tr>
<td></td>
<td>Substantial Completion: 320 days</td>
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<tr>
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<td>Ready for Final Payment: 350 days</td>
</tr>
<tr>
<td><strong>Contract Price Incorporating this Change Order:</strong></td>
<td>days or dates</td>
</tr>
<tr>
<td>$4,023,000.00 (includes $36,947.09 contingency)</td>
<td></td>
</tr>
</tbody>
</table>

By:  
Title: Sr. Project Engineer  
Date: 01/29/2016  

Accepted:

By:  
Title: Mayor  
Date:  

By:  
Title: Project Manager  
Date:  

EICDC C941, Change Order.  
Prepared and published 2013 by the Engineers Joint Contract Documents Committee.  
Page 1 of 1
Return to Agenda
AGENDA ITEM SUMMARY

DATE: 02/08/16
DEPARTMENT: PW
DEPT. HEAD SIGNATURE: ___MM

SUBJECT: Resolution 2016__2 to approve the Mayor's signature and enter into an agreement with United Oil for a new fuel price at certain fueling locations.

AUTHORITY: □ ID Code _______   □ IAR _______   □ City Ordinance/Code _______
(IF APPLICABLE)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:
Staff has been working with County Commissioner, Jacob Greenberg and Maintenance Manager, Ben Varner at Mountain Rides to create a fuel cooperative with other entities throughout the valley, including the School District, Recreation District, cities of Ketchum, Bellevue, Sun Valley, the Friedman Memorial Airport and others. The basic idea behind the cooperative is to increase the volume of fuel purchases to achieve a more competitive price. This effort includes quantifying the fuel used and types need, as well as determining desired fueling locations and other details of each entity. Mountain Rides has taken the lead on this piece. They have also shared their recent fuel bid results and pricing. The results of which have prompted staff to take immediate action with our current fuel supplier United Oil. Mountain Rides was able to get a much lower price on fuel with the same supplier. After talking with United Oil, they have agreed to offer Hailey the same price at certain locations only.

The price is based on the rack average (wholesale, as set by commodities pricing) in Burley, Idaho, which is set each week. United Oil will charge that price, plus $0.05 or $0.07 per gallon (depending on location) on unleaded and diesel, plus $0.02 per gallon when diesel is treated with winterizing agent (typically Nov.-Feb.). The savings last week compared to our United Oil prices at the Chevron in Hailey and other third-party owned and operated card lock stations was between $0.30 and $0.60 per gallon. This price difference is subject to weekly fluctuations, but it is anticipated that the fueling stations that United Oil can offer this reduced pricing on will likely be much less than the third-party fueling stations that negotiate a price with United Oil for their customers.

Mountain Rides will be working with the various agencies and packaging a fuel bid that includes all interested entities for advertisement sometime in the fall. The hope is that we will collectively be able to get an even better price with greater volumes.

Please find the agreement attached and information on pricing at various locations.

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IF APPLICABLE)

X City Attorney ___ Clerk / Finance Director ___ Engineer ___ Building

Library ___ Planning ___ Fire Dept. ___

Safety Committee ___ P & Z Commission ___ Police ___

Streets ___ Public Works ___ Mayor ___

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:
Make a motion to adopt Resolution 2016__2 and authorize the Mayor to sign the Agreement, to receive fuel from United Oil at a different price at certain locations.
ACTION OF THE CITY COUNCIL:
Date ____________________________
City Clerk ________________________

FOLLOW-UP:
*Ord./Res./Agrmt./Order Originals: Record
Copies (all info.):
Instrument # ____________________

*Additional/Exceptional Originals to: ________________
Copies (AIS only)
CITY OF HAILEY
RESOLUTION NO. 2016-020

RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF HAILEY
AUTHORIZING AN AGREEMENT WITH UNITED OIL FOR AN AMENDED FUEL
PRICE AT UNITED OIL STATIONS

WHEREAS, the City of Hailey purchases fuel from United Oil at various stations through an existing contract.

WHEREAS, United Oil cannot change the pricing at stations owned by a third party such as Chevron, Sinclair, and others, but agrees to offer the following price at the stations listed in the attachment Agreement:

a. The price of unleaded gasoline will be based on Burley, ID rack average plus $0.05-$0.07 per gallon (depending on the location of the fueling station) and all applicable taxes.
b. The price of diesel will be based on Burley, ID rack average plus $0.05-$0.07 per gallon (depending on the location of the fueling station), all applicable taxes.
c. When a winter anti-gel treatment is applied (typically Nov.-Feb.) an additional $0.02 per gallon will be charged for diesel. Winterizing diesel is weather dependent and only as needed through the colder winter months.

WHEREAS, the City of Hailey agrees to the changes in the contract prices at the locations listed in the attachment.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HAILEY, IDAHO, that the City of Hailey approves the Agreement between the City of Hailey and United Oil and that the Mayor is authorized to execute the attached Agreement,

Passed this 8th day of February, 2016.

City of Hailey

Fritz X. Haemmerle, Mayor

ATTEST:

Mary Cone, City Clerk
FUEL AGREEMENT

THIS FUEL AGREEMENT ("Agreement") is made and entered into effective this 1ST day of February, 2016, by and between the CITY OF HAILEY ("City"), a municipal corporation, and United Oil ("Supplier").

RECITALS

A. City operates and maintains a fleet of vehicles and equipment to perform the necessary functions of city government and requires a variable amount of fuel to operate this equipment and a method of managing use and costs.

B. Supplier is able to supply fuel at a certain cost at various locations near the City.

C. Subject to the terms and conditions set forth herein, City agrees to purchase fuel from Supplier and Supplier agrees to supply fuel to City.

AGREEMENT

NOW, THEREFORE, based upon good and valuable consideration, the following Agreement is made:

1. United Oil Commercial Fueling Network (CFN) Locations. The City shall receive fuel at United Oil CFN locations, at the following rates:

   a. The price of unleaded gasoline will be based on Burley rack average plus $0.05 per gallon and all applicable taxes.

   b. The price of diesel will be based on Burley rack average plus $0.05 per gallon, all applicable taxes.

   c. When a winter anti-gel treatment is applied (typically Nov.-Feb.) an additional $0.02 per gallon will be charged for diesel. Winterizing diesel is weather dependent and only as needed through the colder winter months.

The above rates apply to the following United Oil CFN locations:

   a. 4170 Glenbrook Drive, Hailey, Idaho.
   b. 516 North Main Street, Bellevue, Idaho.

2. Competitor Commercial Fueling Network (CFN) Locations. The City shall receive fuel at Competitor CFN locations, at the following rates:

   a. The price of unleaded gasoline will be based on Burley rack average plus $0.07 per gallon and all applicable taxes.

   b. The price of diesel will be based on Burley rack average plus $0.07 per gallon, all applicable taxes.

FUEL AGREEMENT/1
c. When a winter anti-gel treatment is applied (typically Nov.-Feb.) an additional $0.02 per gallon will be charged for diesel. Winterizing diesel is weather dependent and only as needed through the colder winter months.

The above rates apply to the following Competitor CFN locations:

a. 258 North Woodway, Ketchum, Idaho.
b. 103 North Rail Street, Shoshone, Idaho.

3. **Term.** The term of this Agreement shall commence upon the day of its execution and shall terminate on February 28, 2017. This Agreement may be amended to increase the length of the term if so determined by the parties.

4. **Miscellaneous Provisions.**

4.1 **Entire Agreement.** This Agreement contains the entire agreement between the parties respecting the matters herein set forth and supersedes all prior agreements between the parties hereto respecting such matter.

4.2 **Governing Law.** This Agreement shall be construed in accordance with the laws of the State of Idaho.

4.3 **Counterparts.** This Agreement may be executed simultaneously in one or more counterparts; each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

4.4 **Existing Agreements.** This Agreement shall not supersede or amend any existing agreement for fuel at other locations other than the locations described herein.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals this ___ day of February, 2016.

“CITY”
CITY OF HAILEY

ATTEST:

By __________________________
Fritz X. Haemerle, Mayor

Mary Cone, City Clerk

“SUPPLIER”
UNITED OIL COMPANY

________________________
By ________________________, its SALES MANAGER

FUEL AGREEMENT/2
Return to Agenda
AGENDA ITEM SUMMARY

DATE: 02/08/2016 DEPARTMENT: Library DEPT. HEAD SIGNATURE:

SUBJECT:

Motion to approve Resolution 2016-21, approving the purchase by Hailey Public Library of the Radio Frequency Identification Detection system (RFID) from mkSolutions through proposal number QUO-03012-ZWQCK8-2, in the amount of $24,275.00, finding that the purchase of this system is in the best interests of the City of Hailey.

AUTHORITY: □ ID Code □ IAR □ City Ordinance/Code
(IF APPLICABLE)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

Purchasing the library’s RFID security system was submitted to the Mayor for consideration of funding through previous budget discussions. The RFID system will allow citizens to checkout their own materials, provide a security system and an accurate gate counter for the library and allow for credit card payments. The system will improve efficiency with circulation of materials and inventory. Ongoing operations will start up in October 2016 (FY16-17) with an estimated cost of $650 annually. The attached proposal from mk Solutions provides for a purchase price of $24,275 for the system and an additional $9,900 for an optional return station (which we are not seeking). Idaho law excludes the purchase of personal property from the competitive bidding requirements if the purchase price is less than $25,000 provided the City Council finds that the purchase is in the best interests of the City of Hailey.

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS:

Library budget line item: (C Budget—Capital Outlay)

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IF APPLICABLE)

<table>
<thead>
<tr>
<th>City Administrator</th>
<th>Library</th>
<th>Benefits Committee</th>
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</thead>
<tbody>
<tr>
<td>City Attorney</td>
<td></td>
<td>Streets</td>
</tr>
<tr>
<td>City Clerk</td>
<td>Planning</td>
<td>Treasurer</td>
</tr>
<tr>
<td>Building Engineer</td>
<td>Police</td>
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<tr>
<td>Fire Dept.</td>
<td>Public Works, Parks</td>
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<td></td>
<td>P &amp; Z Commission</td>
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</tbody>
</table>

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Motion to approve Resolution 2016-21, approving the purchase by Hailey Public Library of the Radio Frequency Identification Detection system (RFID) from mkSolutions through proposal number QUO-03012-ZWQCK8-2, in the amount of $24,275.00, finding that the purchase of this system is in the best interests of the City of Hailey.

ACTION OF THE CITY COUNCIL:

Date:

City Clerk

FOLLOW-UP:

*Ord./Res./Agrmt./Order Originals: Record Copies (all info.):
Instrument #

*Additional/Exceptional Originals to: Records

Copies (AIS only)
CITY OF HAILEY
RESOLUTION NO. 2016-021

RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF HAILEY
AUTHORIZING PROPOSAL FROM MK SOLUTIONS TO PROVIDE A RADIO
FREQUENCY IDENTIFICATION DETECTION SYSTEM (RFID) FOR THE HAILEY
PUBLIC LIBRARY FOR A COST OF $24,275 AND AN ANNUAL FEE OF $650.

WHEREAS, the City of Hailey desires to approve the proposal from mk Solutions Inc.,
to provide RFID equipment and software to the Hailey Library for $24,275 and $650 annually.

WHEREAS, the City of Hailey and mk Solutions Inc., have agreed to the terms and
conditions of the Proposal, a copy of which is attached hereto.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE
CITY OF HAILEY, IDAHO, that the City of Hailey approves the Proposal between the City of
Hailey and mk Solutions Inc., and that the Mayor is authorized to execute the attached Proposal,

Passed this 8th day of February, 2016.

City of Hailey

Fritz X. Haemmerle, Mayor

ATTEST:

Mary Cone, City Clerk
Ms. LeAnn Gelsky  
Hailey Public Library  
7 West Croy  
Hailey, ID 83333  

Your contact: Christopher Manna  
Tel: +1 443 519 6243  
Christopher.Manna@mk-solutions.com  
www.mk-solutions.com  

This proposal consists of 18 pages.  

Proposal  

Proposal no.: QUO-03012-ZWQCK3-Rev 2  
Our Reference CM  
Date February 2, 2016  

Dear Ms. Gelsky,  

Thank you for your interest in our library solutions. After hearing your library needs, mk Solutions would like to make the following offer in accordance to our general sales conditions.  

About mk Solutions  
mk Solutions provides high quality library self-checks, RFID implementation, EM Security, book dispensing solutions and Automated Materials Handling systems. mk Solutions descended from a subsidiary of the mk Technology Group, which has been providing high level technical equipment for over 40 years. This experience has provided a strong basis from which we build technical solutions for library systems. All our systems are designed with the goal of interoperability between vendors. Our equipment and software are designed to meet ISO and other published standards and have no proprietary features, giving libraries the confidence that their new systems will be long lasting and compatible with existing systems.  

The workstations and automated material handling systems required by libraries are similar to other installations in the manufacturing industry. mk’s designs incorporate decades of experience, while drawing on new technologies to provide innovative solutions unlike any other on the market.  

At mk Solutions, we pride ourselves on developing personal relationships with our customers. As our company has grown, we have maintained our ability to provide the personal service and high level of customized products our libraries require.
mk RFID Tags
Superior Quality for all library materials

Quality of mk Solutions RFID Labels

- RFID labels for all library materials.
- All labels comply with ISO 15693 and ISO 18000-3 Mode 1 standards.
- All RFID labels are hermetically sealed to prevent corrosion of the transponder coil.
- Adhesive that is age resistant, acid-free, solvent-free and resist flexing.
- Lifetime manufacturing guarantee of up to 10 years, 100,000 write/read cycle.
- All labels are 100% performance tested using three different testing methods before being distributed for use (based on applicable manufacturer testing methods). Tests are carried out according to IEC 60068-2-67 (temperature & humidity) and JESD22-A104-B (temperature & cycling). Customers may return incorrectly supplied labels under warranty. These labels are replaced free of charge by mk Solutions.
- The transponder labels are equipped with an adhesive, which does not react with the underlying medium and is guaranteed to have very strong adhesion to books and videos so that the transponders cannot be removed by hand.
- Transponder labels are subject to a qualified product specification and during the continuous process are developed further (quality, costs, availability).
- Data can be replaced on the chip or stored protected.
- The supplied round labels for CDs/DVDs do not cause damage to drive assemblies in consequence of product-conditioned.
- It is highly recommended that book tags are placed on the inside of the back cover.

Electrical Characteristics

- Integrated Circuit (IC) NXP I-Code SLI-X, SL2ICS20
- IC’s protocol /anti-collision: ISO 15693
- Operating frequency: 13.56 MHz
- Unloaded resonance frequency: 14.30 ± 0.35 MHz
- Memory: 1024 -bit RAW EEPROM
- Reel core Paper core inner diameter: 76 mm (3")
- Transponder alignment: Chip at rear of transponder
- Winding of the reel: Face out
**RFID Book Tags – white**

**Mechanical dimensions**
- Rectangular Tag
  - Transponder coil size: 45 x 76 mm ± 0.5 mm
    - (1.8" x 3" ± .020")
  - Transponder die-cut size: 49 x 81 mm ± 0.2 mm
    - (1.9" x 3.2" ± .008")
- Square Tag
  - Transponder coil size: 47 x 47 mm ± 0.5 mm
    - (2" x 2" ± .020")
  - Transponder die-cut size: 50 x 50 mm ± 0.2 mm
    - (2.1" x 2.1" ± .008")

**Delivery form and details**
- Reel Paper core inner dia.: 76 mm (3")
- Minimum order quantity: 3,000 tags per box
  - 2 rolls with 1,500 tags
- 6,000 tags per box
  - 3 rolls with 2,000 tags

**RFID Book Tags – transparent**

**Mechanical dimensions**
- Rectangular Tag
  - Transponder coil size: 45 x 76 mm ± 0.5 mm
    - (1.8" x 3" ± .020")
  - Transponder die-cut size: 49 x 81 mm ± 0.2 mm
    - (1.9" x 3.2" ± .008")
- Square Tag
  - Transponder coil size: 47 x 47 mm ± 0.5 mm
    - (2" x 2" ± .020")
  - Transponder die-cut size: 50 x 50 mm ± 0.2 mm
    - (2.1" x 2.1" ± .008")

**Delivery form and details**
- Reel paper core inner dia.: 76 mm (3")
- Minimum order quantity: 10,000 tags per box
  - 2 rolls with 5,000 tags
- 4,000 tags per box
  - 2 rolls with 2,000 tags

**RFID Donut Tag – white**

**Mechanical dimensions**
- Transponder coil diameter: 33 mm ± 0.5 mm (1.3" ± .020")
- Transponder die-cut diameter: 40 mm ± 0.2 mm (1.6" ± .008")

**Delivery form and details**
- Reel paper core inner dia.: 76 mm (3")
- Minimum order quantity: 4,000 tags per box (2 rolls with 2,000 tags each)

**RFID StingRay Tags – transparent**

**Mechanical dimensions**
- Transponder coil diameter: 105 mm ± 0.5 mm (4.13" ± .020")
- Transponder die-cut diameter: 108 mm ± 0.2 mm (4.25" ± .008")

**Delivery form and details**
- Reel paper core inner dia.: 76 mm (3")
- Minimum order quantity: 1,000 tags per box (1 roll)

**Available Options**

**Tag Printing:**
- Single color, black/white or multiple colors
- Library logo, text or customized design
- Sequential Barcode
- Programmed
**mk Staff Station**

*The complete circulation desk workstation*

Benefits

- Upgrades your existing work stations to RFID.
- Reads multiple data formats.
- Compatible with barcode and/or RFID patron cards.
- Allows single or multiple item processing.
- Can be alternately configured for single item processing (if stack processing is not desired).
- Use your existing circulation desk hardware and ILS software.
- Full integration into your library's ILS system.
- Able to run as a mini-app window without having to close the current ILS session.

Function

- Mini application sends patron and RFID information directly to the ILS circulation window and displays item's current security status.
- All functions integrated into the RFID application.
- RFID tag programming from Staff Station.

Product Specifications

- RFID reader/writer with **shielded** antenna meets ISO 18000-3 /15693 standards
- Compatible with various data models.
- No SIP connection required!

Available Options

- Keyboard Wedge Barcode scanner
Now any size library or budget can obtain RFID technology...

Due to technology, library requirements have changed over the years. In the beginning, self-checks were limited to check in and out library items only. Now as technology and patron expectations change, the self-check is used for much more. Patrons and the library use them for payments, book recommendations, social media, and much more. In today's world, people want user friendly technology with flexibility.

For these reasons, mk Solutions became the first to create a web based software solution that is easy to use and affordable for everyone!

mk Solutions is ISO 9001 Quality Management certified. This certification requires highest level of quality in regards to sustainable, quality assurance, enhanced image, risk minimization, increased cost-effectiveness through process improvement, worldwide compatibility, and more. Because of this certification and listening to our customer's needs, we made a new software structure developed on the newest technologies, program languages, and highest quality standards. This next generation software is the base for next 10 years successful business for libraries.

Some of the new features are (but not limited to):

<table>
<thead>
<tr>
<th>Feature</th>
<th>Benefit</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% Web-based GUI (Graphic User Interfaced) interface with HTML 5</td>
<td>HTML 5 is the newest and greatest technology, it is familiar to patrons and staff</td>
</tr>
<tr>
<td>Software is working on all operating systems including iPad, tablets, kindles, etc.</td>
<td>Any library can get the technology no matter what system they currently use</td>
</tr>
<tr>
<td>Easy to use workflow</td>
<td>Workflow can be changed without changing the program source code</td>
</tr>
<tr>
<td>Uses item cover pictures, not just text titles</td>
<td>Better helps patron/end user identify items quickly and easier</td>
</tr>
<tr>
<td>Multi-Client Capability</td>
<td>Ready to connect to different library systems at the same time</td>
</tr>
<tr>
<td>Modular Software Structure</td>
<td>Ensures easiest implementation of new features</td>
</tr>
</tbody>
</table>
New Graphical User Interface
**mk Payment Station**

*Fine and Fee Payment*

- **Benefits**
  - Pay fees and fines directly beside the SelfCheck system
  - Accepts Discover, Visa, MasterCard, American Express Credit Cards
  - Handles most domestic or international currencies & coins
  - Payment only after verification via SelfCheck
  - Paper receipt after transaction
  - Cashless library
  - Log of all transactions
  - Can be placed beside the SelfCheck on base plate
  - Design to complement the Self Check systems
  - Remote maintenance via secure VPN connection

- **Product Specifications**
  - Dimensions: W 12 x D 7.5 x H 36 in.
  - Weight: 31 pounds without coin changer, bill acceptor or credit card system installed
  - Power Supply:
    - +24 VDC, 6.25 amp, 5 VDC, 3.5 amp
  - Communication Port:
    - USB B Type, RS-232 or RS-485
    - RS-485 interface is designed to support up to 255 devices on same serial network
  - ETL & CE Listed, RoHS certified
mk Security Gates
Protect your items

Benefits

- Sets off alarm with activated items only on outgoing patrons and not on ingoing patrons.
- The antennas can be adjusted to individual environments and circumstances.
- Designed for environments where aesthetics are a key factor, the crystal version couples a sleek and high quality acrylic panel with high performance electronics to achieve a best in breed RFID security system.
- Gates are equipped with Digital Signal Processing (DSP), the newest Standard to provide an optimized 3D-detection of all RFID tags.
- Operational performance centrally managed by mk LibManager software (included).
- One power and one data connection for a system up to 4 pedestals (trip aisle).
- From 5 to 8 pedestals a second data connection is required.
- Opening between each pedestals up to 120 cm (47”). Best performance at 95 cm (37.5”)

Product Specifications

Operation Frequency: 13.56 MHz
Supply Voltage: 24 V ±15%
Power Consumption: max 32 VA
Maximum transmitting power: 8W / Antenna
Chip Compatibility: ISO 15693 / 18000-3
Security Modes: EAS & AFI
Communication Interface: Ethernet
Alarms: Lights and Audible Signal (adjustable)
People Counter: Integrated bi-directional (counts in and out traffic)
Dimensions: 1710 x 690 x 70 mm / 67.50” x 27” x 2.75”
Weight: 26 kg / 61.73 lbs
Materials: UV stabilized ABS and Acrylic
Color Antenna Frame: Acryl glass, clear transparent
Color Antenna Base: Signal white (RAL 9003)
Optional

Software – mk GateTracker
• Reporting incoming and outgoing visitors
• Centralized statistics for single or multiple aisles and exits
• Notifies staff if an item triggers security alarm
• A popup window will open at a nearby workstation and will show staff which particular item triggered the signal including circulation status and title
• Configurable via the mk LibManager
• mk LibManager provides statistics per entrance or per branch and allows staff to retrieve statistical data that can be exported in multiple formats
• Optional connection to video control systems available

Base Plate Mounting Kit
• Easy installation
• No floor modifications required
• Install anywhere, also where drilling of holes is impossible
• Cables are hidden
• Carpet covers base plate
• Easy to move if required
• Convenient and ADA compliant walk through

Technical Details
• For single, dual or triple aisle systems
• Modular design, expandable at any time
• Easy mounting instructions included
• Kit consist of base plate, ramps, screws and carpet
• Carpet is machine-washable
mk LibManager

Web-based Management Dashboard Software

Benefits

- Centralized management of all mk equipment from one location
- Statistics for single branch or multiple branches
- Allows selective or collective changes to configurations and settings
- Standard reports with ability to export data to other report generators or applications for custom reporting
- Web access from any staff workstation on the network with the appropriate user privileges.

Functional Description

- One-stop management tool to manage and monitor library installations and equipment.
- Able to monitor single pieces of equipment at one location or at multiple branches
- Configuration and system changes for all installed equipment including:
  - StaffStations
  - SelfChecks
  - Interior and Exterior Returns
  - Sorting Systems
  - MiniSorters
  - Security Gates
  - Payment Stations
  - LibDispenser®
- System changes or new configurations can be distributed to single stations or multiple stations
- Complete activity overview, powerful monitoring and statistical analysis of your mk products
- Simple access via internet browser with login function divided into user groups (admin, supervisor, staff)
- Diverse configurations: print, message, sorting, layout settings, statistics, help functions and support tickets
- Statistics collected for circulation and reservations as well as failure reporting (e.g. failed check-in)
- Print and export function (e.g. to MS Excel)

Product Specifications

- Access from any staff workstation
- Uses standard internet browsers
mk Return Station RS5 & RS5T

Return with Ease and Convenience

Benefits

- The RFID enabled mk RS5 is an affordable solution for accepting returns. Materials are immediately checked in and the security setting is re-activated as items are returned.
- Available 24/7.
- Red & green LED status lights illuminate the return opening and indicate when patrons should feed items.
- Items the library does not accept become rejected to the patron.
- Graffiti and weather resistant.
- Operational performance centrally managed by mk LibManager dashboard software.

Features

- Equipped to read 13.56 MHz RFID library tags.
- Attractive and durable brushed stainless steel faceplate.
- Mounting through interior or exterior walls.
- Items can be conveyed into optional book bins or into any size sorting systems.

Product Specifications

- Communication to ILS: via SIP-2 or NCIP
- Dimensions: W 24" x H 28" (W 600 mm x H 700 mm)
- Dimensions with touch screen monitor: W 24" x H 28" (W 600 mm x H 700 mm)

Available Options

- Receipt printer
- Touch screen monitor
- Restricted access to open return gate via scanner or reader
## Pricing:

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Single / US$</th>
<th>Total / US$</th>
</tr>
</thead>
<tbody>
<tr>
<td>45,000</td>
<td><strong>RFID Book Tag, white</strong>&lt;br&gt;with high performance SLI-X chip,&lt;br&gt;ISO 15693, ISO 18000,&lt;br&gt;Tags <strong>81 x 49 mm / 3.19&quot; x 1.93&quot;</strong>&lt;br&gt;3,000 per box on two rolls w/ 1,500 each</td>
<td>$0.125</td>
<td>$5,625.00</td>
</tr>
<tr>
<td>2</td>
<td><strong>mk StaffStation Kit</strong>&lt;br&gt;Connected to existing staff workstation,&lt;br&gt;Shielded RFID Antenna w/ USB Reader / Writer,&lt;br&gt;power supply and USB cable, <strong>mk StaffStation</strong>&lt;br&gt;software linked to ILS, includes tag conversion capability</td>
<td>$900.00</td>
<td>$1,800.00</td>
</tr>
<tr>
<td>1</td>
<td><strong>mk SG1 Clear - Single aisle</strong>&lt;br&gt;Technology: <strong>RFID</strong>&lt;br&gt;Antennas: <strong>Two</strong>&lt;br&gt;People counter: <strong>Yes, Bi-Directional, integrated</strong></td>
<td>$6,200.00</td>
<td>$6,200.00</td>
</tr>
<tr>
<td>1</td>
<td><strong>mk GateTracker Software</strong>&lt;br&gt;People counter: <strong>Yes</strong>&lt;br&gt;Item identifier: <strong>Yes</strong>&lt;br&gt;License: <strong>Per Branch</strong></td>
<td>$350.00</td>
<td>$350.00</td>
</tr>
<tr>
<td>2</td>
<td><strong>mk RFID SelfCheck - Software &amp; RFID Kit</strong>&lt;br&gt;Software: <strong>mk LibSoft</strong>&lt;br&gt;Library Cards: <strong>Barcode</strong>&lt;br&gt;Item Identification: RFID and Barcode&lt;br&gt;Item Security: <strong>RFID</strong>&lt;br&gt;Audio Support: n/a&lt;br&gt;Counter Design: from library&lt;br&gt;Ergonomic Stand: n/a&lt;br&gt;Color Style: n/a&lt;br&gt;Hardware note: <strong>mk will provide the RFID kit which includes RFID pad and software;</strong>&lt;br&gt;Library provides PC, touch screen, receipt printer, barcode scanner</td>
<td>$2,000.00</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>1</td>
<td><strong>mk Payment Device/Station</strong>&lt;br&gt;processes cards,&lt;br&gt;includes software feature at the <strong>mk Self Check</strong></td>
<td>$2,150.00</td>
<td>$2,150.00</td>
</tr>
<tr>
<td>Item Description</td>
<td>Qty</td>
<td>Lot</td>
<td>Included/Optional</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------------</td>
<td>-----</td>
<td>-----</td>
<td>-------------------</td>
</tr>
<tr>
<td>mk LibManager Web-based administration tool to manage and maintain all mk products including statistics, condition of equipment, configuration, support</td>
<td>1</td>
<td>Lot</td>
<td>Included</td>
</tr>
<tr>
<td>Project Management &amp; Quality Management (ISO)</td>
<td>1</td>
<td>Lot</td>
<td>Included</td>
</tr>
<tr>
<td>Packaging &amp; Shipping</td>
<td>1</td>
<td>Lot</td>
<td>$1,650.00</td>
</tr>
<tr>
<td>Installation (onsite)</td>
<td>1</td>
<td>Lot</td>
<td>$2,250.00</td>
</tr>
<tr>
<td>Re-configuration from Horizon to Polaris at a later date (remote)</td>
<td>1</td>
<td>Lot</td>
<td>$750.00</td>
</tr>
<tr>
<td>Staff Training (during installation visit)</td>
<td>1</td>
<td>Lot</td>
<td>$250.00</td>
</tr>
</tbody>
</table>

Total price net: $24,275.00

Options*:

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Software:</th>
<th>Gate unlocks via:</th>
<th>Item Identification:</th>
<th>Item Security:</th>
<th>Receipt Printer:</th>
<th>Touch Screen:</th>
<th>Book Bin:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>mk Return Station RS5 / RS6T (indoor/outdoor)</td>
<td>mk LibSoft</td>
<td>restrictions available (option)</td>
<td>RFID</td>
<td>RFID</td>
<td>yes</td>
<td>yes</td>
<td>optional</td>
</tr>
</tbody>
</table>

$9,900.00

* Please note: Shipping and installation costs for optional items are not included in the pricing above. Once the final configuration and quantities are determined we can provide those.
Notes:

- Pricing is based on complete order. Delivery and installation are planned to occur at one time.

- Library's responsibilities

  ✓ Provide completed mk's project information form (PIF) within the given time frame by the mk Project Manager to ensure an on time delivery and a smooth/efficient installation.

  ✓ Provide ILS' SIP2 or NCIP license and appropriate configuration, if required for the proposed equipment.

  ✓ Provide representative sample material tagged and programmed if RFID or bar coded with EM security strips of each type of item. To be sent to mk's office for use during system pre-shipment testing.

  ✓ Provide a remote connection (such as Teamviewer) for remote maintenance and service prior to installation.

  ✓ Provide power outlets and standard Ethernet data outlets close to the installation site, if required for the proposed equipment.

  ✓ Prepare associated building modifications and wall or floor finishes, if required for the proposed equipment.

- Pricing of building modifications – if required for the proposed equipment - such as wall openings and fire shutters are considered architectural changes to be provided by the Library's building contractor and are not included as part of this proposal. mk will provide sizing requirements and mounting specifications in the final acceptance layout.

- The proposed equipment will be delivered either in completed units or in modules, depending on the type of equipment. The library must provide enough space to bring the goods from the unloading zone outside the library to the installation area inside the library.

- With Security Gates set wider than 36 inches, we do not provide a performance guarantee.

Please do not hesitate to contact us for clarification on any of these requirements.
**Standard Warranty**

*Equipment, Software and Components*

mk Solutions offers a full 12 month parts and labor warranty from date of customer acceptance on all hardware and software. Please note that damage caused by vandalism, negligence or work performed by a third party other than a mk service representative is not covered under this warranty.

**Service & Maintenance Programs**

<table>
<thead>
<tr>
<th></th>
<th>Bronze</th>
<th>Bronze Plus</th>
<th>Silver</th>
<th>Gold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Maintenance*</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>E-Mail Support</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Phone Support (Hotline)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Software Updates</td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>On Site Support (incl. travel expenses)</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Hardware replacement parts</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Spare parts on stock</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Included</th>
<th>Included</th>
<th>Included</th>
<th>Included</th>
</tr>
</thead>
<tbody>
<tr>
<td>During Warranty</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Year after Warranty</td>
<td>$426.00</td>
<td>$637.00</td>
<td>$1,132.00</td>
<td>$1,415.00</td>
</tr>
<tr>
<td>2. Year after Warranty</td>
<td>$436.00</td>
<td>$653.00</td>
<td>$1,160.00</td>
<td>$1,450.00</td>
</tr>
<tr>
<td>3. Year after Warranty</td>
<td>$447.00</td>
<td>$669.00</td>
<td>$1,189.00</td>
<td>$1,488.00</td>
</tr>
<tr>
<td>4. Year after Warranty</td>
<td>$458.00</td>
<td>$686.00</td>
<td>$1,219.00</td>
<td>$1,523.00</td>
</tr>
<tr>
<td>5. Year after Warranty</td>
<td>$469.00</td>
<td>$703.00</td>
<td>$1,249.00</td>
<td>$1,561.00</td>
</tr>
</tbody>
</table>

*Depending on the product, maintenance can be done remotely. Pricing is based on the proposed system without optional items.*
Terms of delivery and payment

Terms of delivery
Approx. 1-2 weeks for Tags and StaffStations and 5-7 weeks for Inventory Wand after receipt of the order in writing and agreement of all technical and commercial details, as well as all parties holding to the project time schedule in dependence of the responsibilities contained therein.

Delivery
FOB destination, DDU Delivered Duty Unpaid

Terms of payment
50% of order value payable after receipt of order confirmation
45% of order value with delivery and installation
5% of order value after final acceptance but not later than 1 month after delivery

All payments due upon receipt of invoice net. Accounts not paid within terms are subject to a 5% monthly finance charge or a minimum of $25.

In the event of any delays caused beyond mk Solutions' responsibilities, the library agrees to pay the full contract amount based on the initially agreed delivery date.

Prices
Prices shown are net prices and do not include any taxes or duties.

Validity of prices
1 month after date of this proposal.

Warranty
12 months according to legal rules and our terms of delivery and payment.

General
This offer is confidential and is only intended for internal use. The sharing of technical information or pricing is prohibited without the expressed, written permission of mk Solutions.

Prior to completion of manufacturing, we reserve the right to make design changes to improve the equipment or exceed the design specifications for any or all systems without prior approval. After the system has been installed, we retain the same right, but agree to notify the library in advance of any changes. The library may elect to decline an upgrade except in the case of changes to correct/limit manufacturer liability exposure.

Orders will not be processed until a written Purchase Order referencing this Proposal is received at mk Solutions.
Please review our proposal carefully. We assure you of timely processing of your order.

mk Solutions

Customer's order approval:

Date

Customer Printed Name

Christopher Manna
mk Solutions Inc.

Customer Signature
Return to Agenda
AGENDA ITEM SUMMARY

DATE: 02/08/16 DEPARTMENT: Clerk's office DEPT. HEAD SIGNATURE: Mary Cone

SUBJECT:

Motion to approve Resolution 2016-22, authorizing the amended Records Retention Schedule in order to be in compliance with recently adopted state code § 74-119

AUTHORITY: Idaho Code §§ 50-907, 908 and 909 and §74-119☐ IAR ☐ City
Ordinance/Code ☐ (IFAPPLICABLE)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

Management of public records is a vital function of every city. Idaho Code § 50-908 designates the city clerk as the municipal records manager in each city and each dept. may designate a department records manager who reports to the city clerk.

Supervision shall include:
1) mgmt. of records in compliance with state & fed laws
2) identify and administer records of enduring value for historical or research
3) overseeing retention & destruction of records according to state, fed & city laws.
4) coordinating transfer of permanent records to state archives

To be in compliance with Idaho Code § 50-907, we must adopt a records retention schedule which provides an outline of how long to keep certain documents as well as how to destroy documents. The inventory is the foundation for our records management program.

First, this retention schedule provides the minimum amount of time that a record must be kept — it does not require a city to destroy records that have exceeded their minimum retention nor does it authorize city officials to begin destroying records. Second, the retention schedule does require the city to keep the record for the applicable period, during which the record may be inspected and copied as a public record unless specifically exempt from disclosure as provided by Idaho law. Third, this retention schedule is a document that attempts to broadly fit our city. The department heads have reviewed this and have provided their comments and input. This schedule does not impose any requirements that we create new types of records. Fourth, the retention period only applies to the official copy of a record. Duplicate copies may be disposed of at any time. It is important to designate the official copy so it is easily identifiable for retention purposes. The city attorney and city administrator have reviewed this document.

The City of Hailey adopted its record retention schedule in Resolution No. 2011-56 which established minimum retention periods for the various types of city records;

Idaho Code § 74-119 effective Jan. 1, 2016, provides that every independent public body corporate shall identify a) the general subject matter of public records, b) the custodian, and c) the physical location of the records;

Hailey's record retention schedule needs to be amended to comply with Idaho Code § 74-119 by identifying the physical location of the records.

The City Attorney has also included a litigation hold provision in the policy

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS: Caselle #
Budget Line Item # ___________________________ YTD Line Item Balance $ ___________________________
Estimated Hours Spent to Date: ___________________________ Estimated Completion Date: ___________________________
Staff Contact: ___________________________ Phone #: ___________________________
Comments: ___________________________
ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IF APPLICABLE)

- City Administrator
- City Attorney
- City Clerk
- Building Engineer
- Fire Dept.
- Library
- Mayor
- Planning
- Police
- Public Works
- P & Z Commission

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Motion to approve Resolution 2016-22, authorizing the amended Records Retention Schedule in order to be in compliance with recently adopted state code § 74-119

ADMINISTRATIVE COMMENTS/APPROVAL:

City Administrator ___________________________ Dept. Head Attend Meeting (circle one) Yes No

ACTION OF THE CITY COUNCIL:
Date ___________________________

City Clerk ___________________________

FOLLOW-UP:
*Ord./Res./Agrmt./Order Originals: Record Copies (all info.): Instrument #
*Additional/Exceptional Originals to: Copies (AIS only)
RESOLUTION NUMBER 2016-22

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF HAILEY, COUNTY OF BLAINE, IDAHO AUTHORIZING A REVISED RECORD RETENTION SCHEDULE.

WHEREAS, pursuant to Idaho Code §§ 50-907, -908 and -909, the City of Hailey adopted its record retention schedule in Resolution No. 2011-56 which established minimum retention periods for the various types of city records;

WHEREAS, Idaho Code § 74-119 effective Jan. 1, 2016, provides that every independent public body corporate shall identify a) the general subject matter of public records, b) the custodian, and c) the physical location of the records; and

WHEREAS, Hailey’s record retention schedule needs to be amended to comply with Idaho Code § 74-119 by identifying the physical location of the records.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Hailey, Idaho that the City hereby repeals Resolution No. 2011-56 and adopts the record retention schedule attached as Exhibit “A.”

IT IS FURTHER RESOLVED by the Mayor and Council of the City of Hailey that:

a. Records identified as permanent shall not be destroyed, but shall be retained by the city in perpetuity or transferred to the Idaho State Historical Society’s Permanent Records Repository for permanent retention upon resolution of the City Council.

b. Records identified as semi-permanent and temporary shall be retained for the period specified in the attached retention schedule and shall only be destroyed by resolution of the city council, and upon the advice of the City Attorney. Such disposition shall be under the direction and supervision of the City Clerk. The resolution ordering destruction shall list in detail records to be destroyed. Prior to destruction of semi-permanent and temporary records, the City Clerk shall provide written notice, including a detailed list of the semi-permanent and temporary records proposed for destruction, to the Idaho State Historical Society thirty (30) days prior to the destruction of any records.

c. Records other than permanent, semi-permanent and temporary records shall be considered transitory records. Transitory records are considered to be records of short-lived utility, involving routine activities (such as phone messages and routine correspondence) with no substantive information. Transitory records may be discarded or destroyed in accordance with the attached retention schedule or if not specified, when they have reached their useful purpose.

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

e. The Hailey City Clerk is designated the municipal records manager. As the municipal records manager, the Hailey City Clerk may designate a records manager for each
department in the City of Hailey, who acts as custodian of public records for that department and who reports to the City Clerk.

f. The permanent, semi-permanent and temporary records for all the category of records listed on Exhibit “A” are maintained at Hailey City Hall, 115 Main Street So, Hailey, Idaho (“City Hall”), except for Fire & Emergency Medical Services Records which are maintained at the Hailey Fire Department, 617 Third Avenue South, Hailey, Idaho and City Hall and Public Works & Engineering Records, which are maintained at the Woodside Water and Wastewater Plant and City Hall.

g. In the event the City Clerk receives notice that a lawsuit has been filed against the City or litigation is reasonably anticipated by the City, the City Clerk in consultation with the Hailey City Attorney or an attorney representing the City of Hailey is authorized to place a litigation hold on any destruction of records which may otherwise be destroyed under this resolution and on the destruction of any other document, tangible thing and electronically stored information that may relate to the litigation and that is in Hailey’s possession, custody or control.

PASSED by the City Council and APPROVED by the Mayor on the 8th of February, 2016.

CITY OF HAILEY, IDAHO

Fritz X. Haemmerle, Mayor

ATTEST:

Mary Cone, City Clerk
# Exhibit “A”
## Record Retention Schedule

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Administrative Records

- **Activity & Room Scheduling & Reservation Records**: Records documenting scheduling and reservations related to public participation in and use of various city activities, events, classes and meeting rooms. Includes schedules, logs, lists, requests, etc. (SEE ALSO Recreation Program Files and Park & Facility Use Permits in the Parks & Recreation section.)

  **Transitory**: Keep one year.

- **Activity Reports, General**: Daily, weekly, monthly, or annual reports documenting the activities of city employees. Useful for compiling annual reports, planning and budgeting, monitoring work progress, etc. Usually tracks type of activity, employees and/or volunteers involved, time spent on activity, work completed, and related information in narrative or statistical form. (SEE ALSO Grant Records in the Accounting, Budget, Finance & Payroll section.)

  **Permanent**: Keep reports summarizing activities on an annual basis permanently.

  **Semipermanent**: Keep all other reports five years.

  **Note**: Idaho Code 50-907(2)(e) provides that departmental reports must be kept at least five years.

- **Appointment Files**: These files document appointments to fill vacancies in the offices of mayor and councilmember, and also appointments to city boards, commissions and committees. Documents may include: letters of recommendation, letters of appointment, resumes, and related correspondence.

  **Permanent**: Keep records relating to mayoral and council appointments permanently.

  **Semipermanent**: Keep all other records five years after service with city ends.

- **Calendars, Appointment Books & Scheduling Records**: Records including calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, and other activities of city officials.

  **Transitory**: Keep one year.

- **Capital Asset Records**: Records documenting purchase, maintenance, inventory, depreciation and disposition of capital assets, such as buildings, real estate, infrastructure, vehicles, equipment, and other assets with a useful life generally more than five years. (SEE ALSO Technical Manuals, Specifications & Warranties and Vehicle Maintenance & Repair Records in this section and the Public Works & Engineering section for a variety of records relating to capital assets.)

  **Semipermanent**: Keep records (except inventories) five years or three years after disposal or replacement of capital asset (whichever is longer).

  **Transitory**: Keep inventories until superseded.
• **Citizen Awards:** Awards presented to honor citizens for civic contributions. Records may include award nominations, certificates, ceremony records, photographs, lists of recipients, etc. Some records may have historic value.

  **Permanent:** Keep lists of recipients permanently.

  **Semipermanent:** Keep other records five years.

• **City Boards, Commissions & Committees:** Bylaws, meeting minutes and agendas of city boards, commissions and committees.

  **Permanent:** Bylaws, adopted meeting minutes and agendas of city boards, commissions and committees are permanent.

  **Transitory:** Keep notes for meeting minutes until minutes officially approved.

  **Note:** Idaho Code 50-907(1)(a) provides that adopted meeting minutes of city boards and commissions are permanent.

• **City Council Meeting Agenda, Minutes & Recordings:** Records documenting meetings of the city council and motions, resolutions, ordinances and other actions taken at council meetings. (SEE ALSO Land Use Hearing Recordings & Exhibits in the Building, Planning & Zoning section.)

  **Permanent:** Adopted council meeting minutes and council meeting agendas (if not included in the minutes) are permanent.

  **Transitory:** Keep audio/visual recordings of non-land use issues until superseded, obsolete, or administrative needs end. Keep notes for meeting minutes until minutes officially approved.

  **Note:** Idaho Code 50-907(1)(a) provides that adopted meeting minutes of the city council are permanent.

• **Conferences, Seminars & Workshops:** Records documenting attendance and presentations by city employees at conventions, conferences, seminars, workshops, and similar events, including staff reports, instructional materials, related correspondence, etc. (SEE ALSO Employee Travel Records in the Accounting, Budget, Finance & Payroll section.)

  **Semipermanent:** Keep presentations by city employees five years.

  **Temporary:** Keep all other records two years.

• **Contracts & Agreements:** Agreements with vendors and other parties for the acquisition, lease, lease-purchase or sale of equipment, supplies, services or property.

  **Semipermanent:** Keep five years after contract term expires.
Note: Idaho Code 50-907(2)(b) provides that contracts must be kept at least five years.

- **Correspondence:** Correspondence is divided into three types. *Transitory Correspondence* covers day-to-day office and housekeeping correspondence and does not contain unique information about city functions or programs. *General Administrative Correspondence* includes records created or received in the course of administering city policies/programs, but these records do not provide insight into significant policy/program discussions or decisions. *Policy/Program Correspondence* documents the formulation, adoption, and implementation of significant policy/program decisions. All three classifications of correspondence include records on various types of media, including paper, email, and other media.

  **Permanent:** Policy/program correspondence is permanent.

  **Semipermanent:** Keep general administrative correspondence for five years.

  **Transitory:** Keep transitory correspondence until administrative needs end.

- **Deeds & Real Property Records:** Records relating to ownership of real property, including deeds, title opinions, abstracts and certificates of title, title insurance, documentation concerning alteration or transfer of title, and records relating to acquisition and disposal of real property such as offer letters, options, agreements of short duration, staff reports, appraisal and inspection reports, letters of transmittal, and related records.

  **Permanent.**

  Note: Idaho Code 50-907(1)(e) provides that records affecting the title to real property or liens thereon are permanent.

- **Disaster Preparedness & Response Records:** Records documenting planning for, impact of, and actions taken by the city in response to disasters, emergencies, and civil disorder, including: earthquakes, wildfires, severe storms, floods, drought, utility failures, hazardous materials incidents, riots, etc. Records may include: plans and studies, logs, diaries, damage assessment reports, response reports, situation and resource status reports, resource ordering and tracking records, financial documentation, messages, photographs, etc.

  **Permanent.**

- **Easement Records:** Records relating to acquisition of city-owned easements and rights-of-way for public works or other local government purposes, including deeds, correspondence and legal documentation. (SEE ALSO Vacation Records in this section and Temporary Access/Construction Easement Records and Right-of-Way Permit Records in the Public Works & Engineering section.)

  **Permanent.**

- **Franchise Records:** Records relating to franchises for electricity and natural gas distribution, cable television and garbage collection, including: contracts, franchise fee
information, election information, audits and other verification of revenue from franchisee, published franchise ordinance, and other records.

**Semipermanent:** Keep six years after expiration of franchise agreement.

- **Historical File:** Includes historical information about the city. May include maps, newspaper clippings, scrapbooks, photographs, compiled histories of the city, information on historic homes and properties, special events & celebrations, etc.

  **Permanent.**

- **Key & Keycard Records:** Document the issuance of keys/keycards to city staff for entrance to city buildings.

  **Transitory:** Keep until superseded.

- **Legislative Issues:** Bulletins, publications, bills, and other information about state/federal legislation affecting the city.

  **Transitory:** Keep until administrative needs end.

- **News Releases:** Prepared statements, announcements, and news conference transcripts issued to the news media by the city.

  **Permanent.**

- **Notary Bond Records:** Bond posted by notaries conditioned on the faithful performance of their duties. Note—other notary records, including application, appointment, journal and other records are the property of the notary.

  **Semipermanent:** Keep six years after expiration.

- **Oaths of Office:** Signed oaths of elected officials swearing to uphold the federal and state constitutions and laws of the city.

  **Permanent.**

- **Ordinances & Resolutions:** Ordinances and resolutions passed or considered by the city council.

  **Permanent:** Adopted ordinances and resolutions are permanent.

  **Transitory:** Keep proposed ordinances and resolutions that are not adopted until administrative needs end.

  **Note:** Idaho Code 50-907(1)(b) provides that ordinances and resolutions are permanent.

- **Permits & Licenses:** Includes records relating to city permits and licenses, including: beer, wine and liquor by the drink, animal licenses, business licenses, daycare licenses, pawn shop licenses, taxicab licenses, etc.
Semipermanent: Keep five years after expiration, revocation or denial.

Note: Idaho Code 50-907(2)(d) provides that license applications must be kept for at least five years.

- **Postage Records**: Document transactions with the U.S. Postal Service and private carriers, including: postage meter records, receipts for registered and certified mail, insured mail, special delivery receipt and forms, loss reports, etc.

  Temporary: Keep three years.

- **Proclamations**: Ceremonial or celebratory statements issued by the mayor.

  Permanent: Proclamations are permanent, with the exception of those requested by outside groups or organizations (see below).

  Transitory: Keep proclamations requested by outside groups/organizations one year.

- **Professional Membership Records**: Records documenting city-paid individual memberships and activities in professional organizations (i.e. Idaho City Clerks, Treasurers & Finance Officers Association, Association of Public Treasurers, etc.).

  Semipermanent: Keep five years.

- **Public Addresses**: Includes speeches (State of the City), addresses and other comments or remarks made at formal ceremonies by elected officials. Format may be paper, audio or videotape, etc.

  Permanent.

- **Public Records Requests**: Includes written public records requests, city denials of public records requests, appeals information, etc.

  Temporary: Keep two years after last action or final disposition of appeal (whichever is longer).

- **Publications**: Includes newsletters, annual reports, policies (e.g. personnel, internet use, drug testing, etc.), manuals, pamphlets, brochures, leaflets, reports, plans, feasibility studies, proposals, etc. published by the city or at the city’s request.

  Permanent: Keep one copy of newsletters, annual reports, policies and procedures manuals, plans, feasibility studies and other publications with lasting significance permanently.

  Semipermanent: Keep other publications five years.

- **Purchasing & Quality-Based Selection Records**: Records documenting competitive bidding and purchase of goods, services, and public works construction, and procurement of
design professionals. Records include: published notices and solicitations, specifications, bids, requests for qualifications, statements of qualifications, etc.

Semipermanent: Keep five years.

Note: Idaho Code 67-2805(2)(3) and 67-2806(1)(3) require that if a city finds it impracticable or impossible to obtain three bids for personal property or from licensed public works contractors for public works projects, documentation of the efforts undertaken to procure three bids must be kept at least six months after the procurement decision is made.

- **Purchase Orders & Requisitions:** Requests and purchase orders for goods or services purchased by the city. Information includes: department, delivery location, date, quantity, description, unit and total price, and authorizing signatures.

  Semipermanent: Keep five years.

  Note: Idaho Code 50-907(2)(a) provides that purchase orders must be kept at least five years.

- **Records Management Records:** Records documenting the inventory, retention, management and disposition of city records, including: records retention schedules, inventory worksheets, correspondence, etc. (SEE ALSO Public Records Requests in this section).

  Permanent: Keep record retention schedules and amendments, and destruction records including destruction resolution and authorization from Idaho State Historical Society and legal counsel, permanently.

  Semipermanent: All other records relating to records management keep five years.

- **Sister City Records:** Records of sister city relationships with cities in other countries, including correspondence, ceremonial agreements, proclamations, exchange visit records, photographs and related documents.

  Permanent: Keep ceremonial agreements and proclamations permanently.

  Semipermanent: Keep other records five years.

- **Surveys, Polls & Questionnaires:** Records documenting measurement of public opinion, including surveys, polls, questionnaires, studies, etc.

  Permanent: Keep summaries permanently.

  Transitory: Keep survey forms and other records one year.

- **Technical Manuals, Specifications & Warranties:** Owners manuals and warranties for city-owned vehicles and equipment. Includes specifications, operating instructions, safety information, and terms for coverage of repair or replacement of equipment. (SEE ALSO Vehicle Maintenance & Repair Records and Capital Asset Records in this section).
Semipermanent: Keep until vehicle/equipment is removed from service.

- **Telephone Messages:** Includes actual telephone messages and telephone message registers.
  
  **Transitory:** Keep for one week or until administrative needs end.

- **Urban Renewal Records:** Includes urban renewal plans, annual financial reports, audit reports, budgets, project records, tax-increment financing information and related documents.
  
  **Permanent:** Keep urban renewal plans, annual financial reports, audit reports, feasibility studies, financial impact analyses, and other written studies or reports permanently.

  **Semipermanent:** Keep urban renewal project records ten years after closeout of the urban renewal agency.

- **Vacation Records:** Recorded property vacations by the city, including streets, alleys, easements, public utilities, subdivisions, and rights-of-way. Records may include: petitions to vacate, maps, descriptions of property, staff reports, and related correspondence.
  
  **Permanent.**

- **Vehicle Maintenance & Repair Records:** Document the maintenance and repair history of city-owned vehicles. Records typically include: description of work completed, parts and supplies used, date of service, date purchased, price, vehicle identification number, make and model, registration, etc. (SEE ALSO Technical Manuals, Specifications & Warranties and Capital Asset Records in this section)
  
  **Semipermanent:** Keep until vehicle is removed from service.

- **Visitor Logs:** Records documenting visitors to city buildings, and typically include: visitor's name, visitor badge issued, and entrance and exit times.
  
  **Transitory:** Keep one year.
Accounts Payable: Records documenting payment of city bills, including reports, invoices, statements, vouchers, purchase orders, payment authorizations, receipt records, canceled checks or warrants, etc. (SEE ALSO Grant Records in this section for records documenting expenditure of grant funds.)

Semipermanent: Keep five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

Accounts Receivable: Records documenting billing and collection of monies owed to the city by vendors, citizens, organizations, governments, etc. Records include: reports, receipts, invoices, awards, logs, lists, summaries, statements, etc. Information typically includes: receipt amount, date, invoice number, name, account number, account balance, adjustments, etc. (SEE ALSO Grant Records in this section for records documenting receipt of grant funds.)

Semipermanent: Keep five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

Audit Report: Documents the city's annual audit, examining compliance with generally accepted accounting principles and methods, the accuracy and legality of transactions and accounts, and compliance with requirements, orders, and regulations pertaining to the financial condition and operation of the city. Information includes: auditor’s report and recommendations, single audit information concerning federal grants, and other information.

Permanent.

Bank Transaction Records: Records documenting the status and transaction activity of city bank accounts, including account statements, deposit and withdrawal slips, checks, checkbook stubs and check registers, etc. (SEE ALSO Grant Files in this section for records documenting grant transactions.)

Semipermanent: Keep five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

Bankruptcy Notices: Records documenting notification to the city that certain individuals have filed for bankruptcy, and used to determine if the individual owes money to the city and to file notice or claim with the court. Information may include: debtor’s name, accounts information, prepared repayment plan and related documentation.

Temporary: Keep three years after discharge of debt or last action (whichever is shorter).
• **Bond Records**: Records documenting financing of city improvements through bonded indebtedness. Records include: bond rating information, bond and election ordinances, legal notices announcing bond election, bond counsel information and opinions, covenants, paid bonds and coupons, bond registers, State Treasurer public bond issue reports (IDAPA 54.01.01), etc.

**Permanent**: Bond and election ordinances are permanent.

**Semipermanent**: Keep all other records five years after the bonds are paid off.

**Note**: Idaho Code 50-907(2)(f) provides that these records must be kept at least five years.

• **Budget Records**: Records used in preparing and adopting the city budget, including revenue projections, instructions, department requests, worksheets, council-approved tentative budget and notice of budget hearing, adopted appropriations ordinance and amendments, and other information.

**Permanent**: Keep notice of budget hearing (with tentative budget) and appropriations ordinance and amendments permanently.

**Temporary**: Keep all other records three years after fiscal year end.

• **Deduction Authorization Records**: Records documenting employee application and authorization for voluntary payroll deductions, direct bank deposits, and related actions. Payroll deductions are directly deposited or remitted to the authorized financial institution, insurance company, or other agency or vendor. Records may include: insurance applications, enrollment cards, deduction authorizations, approval notices, deduction terminations, and related records.

**Semipermanent**: Keep five years after superseded, terminated, or employee separation.

**Note**: Federal regulations (29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

• **Deduction Registers**: Registers or records documenting voluntary and/or required deductions from the gross pay of city employees. Types of deductions include: federal income and social security taxes, state income tax, workers’ compensation, union dues, insurance, deferred compensation, credit union, parking permit, garnishments, levies, charitable contributions, and others. Information may include: employee name and social security number, pay period, total deductions, net pay, check number, and related data.

**Semipermanent**: Keep five years after fiscal year end.

**Note**: Federal regulations (26 CFR 31.6001-1; 29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.
- **Employee Bond Records**: Records documenting the posting of fidelity, performance or position bonds to guarantee the honest and faithful performance of elected officials, individual employees or groups of employees. Information typically includes: name and position(s) of the individual or group, amount of coverage, effective and expiration dates, and related information.

  **Semipermanent**: Keep six years after expiration.

- **Employee Time Records**: Records documenting hours worked, leave hours accrued, and leave hours taken by city employees. Information usually includes: employee name and social security number, hours worked, type and number of leave hours taken, total hours, dates and related data. (SEE ALSO Leave Applications in this section.)

  **Semipermanent**: For records documenting expenditure of grant funds, see Grant Records in this section. Keep all other records five years after fiscal year end.

  **Note**: Federal regulations (29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

  Idaho Code 45-610 provides that employment records must be maintained for at least three years after the employee’s last date of service.

- **Employee Travel Records**: Records documenting requests, authorizations, reimbursements, and other actions related to employee travel, including expense reports and receipts, vouchers and related documents. Information typically includes: estimated and final cost, destination, method of transportation, travel dates, approval signatures, etc.

  **Temporary**: Keep five years after fiscal year end.

  **Note**: Federal regulations (29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

  Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

  IDAPA 09.01.35.081 provides that payroll, personnel, benefits, and employee travel reimbursement records must be kept for at least 3 years after the calendar year in which remuneration was due.

- **Federal & State Tax Records**: Records, in addition to those itemized in this section, used to report the collection, distribution, deposit, and transmittal of federal and state income taxes as well as social security tax. Examples include: the federal miscellaneous income statement (1099), request for taxpayer identification number and certificate (W-9), employers’ quarterly federal tax return (941, 941E), tax deposit coupon (8109), and similar federal and state completed forms. (SEE ALSO Wage & Tax Statements and Withholding Allowance Certificates in this section for related records.)

  **Semipermanent**: Keep five years after fiscal year end.
Note: Federal regulations (26 CFR 31.6001-1; 29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

- Financial Reports: Reports documenting the financial condition and operation of the city, issued on a monthly, quarterly, annual or other basis, including quarterly published treasurer’s report and year-end financial reports. Reports include information on revenues and expenditures in relation to the final budget.

Permanent: Keep fiscal year-end financial reports and quarterly published treasurer’s reports permanently.

Semipermanent: Keep all other reports five years after fiscal year end.

Note: Idaho Code 50-907(1)(d) requires fiscal year-end financial reports to be kept permanently.

Idaho Code 50-907(2)(a) provides that other financial reports must be kept at least five years.

- Garnishment Records: Records documenting requests and court orders to withhold wages from employee earnings for garnishments, tax levies, support payments, and other reasons. Usually includes original writs of garnishment, orders to withhold, federal or state tax levies, recapitulations of amounts withheld, and related records. Information usually includes: employee name and social security number, name of agency ordering garnishment, amount, name of party to whom payment is submitted, dates, and related data.

Semipermanent: Keep five years after resolution.

Note: Federal regulations (29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

- General Ledgers: Records documenting the summary of accounts reflecting the financial position of the city, showing debit, credit and balance amounts per account, budget, fund and department, and totals for notes receivable, interest income, amounts due from other funds, federal grants received, bank loans received, cash in escrow, deferred loans received, cash, encumbrances, revenue, accounts receivable, accounts payable, etc.

Semipermanent: Keep year-end ledgers 10 years after fiscal year end. Keep all other general ledgers five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- Gift & Contribution Records: Records documenting gifts and contributions to the city, including donor and acknowledgment letters, acquisition lists itemizing purchases made with contributed money, checks, receipts and related records.

Temporary: Keep three years after completion of the terms of the gift/contribution, unless otherwise specifically provided.
• **Grant Records:** Records documenting the application, evaluation, awarding, administration, reporting and status of grants applied for, received, awarded or administered by the city. Records include: applications and proposals, summaries, objectives, activities, budgets, exhibits, award notices, progress reports, contracts, financial reports, and related correspondence and documentation.

**Permanent:** Keep final reports from significant grants permanently.

**Semipermanent:** Keep records documenting the purchase and/or disposal of real property 10 years after substantial completion or as specified in the agreement, whichever is longer. Keep other grant records five years or as specified in the agreement, whichever is longer.

**Temporary:** Keep unsuccessful grant applications three years.

• **Interdepartmental Billings:** These are accounting documents that request the transfer of funds between departments for services rendered or materials purchased.

**Semipermanent:** Keep five years after fiscal year end.

**Note:** Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

• **Investment Records:** Reports, statements, summaries, correspondence and other records documenting and tracking investments made by the city, including the Local Government Investment Pool.

**Semipermanent:** Keep five years after fiscal year end.

**Note:** Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

• **Leave Applications:** Applications or requests submitted by city employees for sick, vacation, compensatory, personal business, family and medical leave, long term leave, and other leave time. Information usually includes: employee name, department, date, leave dates requested, type of leave requested, and related data. (SEE ALSO Employee Time Records in this section.)

**Temporary:** Keep three years.

• **Leave Balance Reports:** Reports documenting individual city employee accrual and use of sick, vacation, compensatory, personal business, family and medical leave, and other leave time. Information usually includes: employee name and social security number, leave beginning balance, leave time accrued, leave time used, ending balance, and related data. (SEE ALSO Employee Benefits Records in the Personnel section.)

**Semipermanent:** Keep year-end leave balance reports 10 years after employee separation. Keep all other records five years after fiscal year end.
Note: Federal regulations (29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

- **Local Improvement Districts**: Records documenting the formation of a local improvement district and levying of special assessments, including: ordinance, published notices, assessment roll, appeals, affidavits, bonds and coupons, delinquencies, and related correspondence and documents.

  **Permanent**: Ordinances, assessment rolls and payment records (if kept separately from the roll itself) are permanent.

  **Semipermanent**: Keep other records five years after the local improvement district is closed and all bonds are paid off.

- **Payroll Administrative Reports**: Reports, statistical studies, and other records designed and used for budget preparation, projections, workload and personnel management, and research and general reference. Often consists of recapitulation reports organizing wages, deductions, and other data into categories such as quarter-to-date, year-to-date, fiscal year-to-date, department, division, section, employee/employer contributions, and others.

  **Temporary**: Keep three years after fiscal year end.

- **Payroll Registers**: Registers or records serving the same function of documenting the earnings, voluntary and required deductions, and withholdings of city employees. Information usually includes employee name and social security number, hours worked, rate, overtime, vacation value, various allowance, gross pay, federal and state withholding, voluntary deductions, net pay, and related data.

  **Semipermanent**: Keep year-end (or month-end, if year-end registers not used) 75 years after fiscal year end. Keep all other payroll registers five years after fiscal year end.

  **Note**: Federal regulations (26 CFR 31.6001-1; 29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

  Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

  Idaho Code 45-610 provides that employment records must be maintained for at least three years after the employee’s last date of service.

  IDAPA 09.01.35.081 provides that payroll, personnel, benefits, and employee travel reimbursement records must be kept for at least 3 years after the calendar year in which remuneration was due.

- **PERSI Records**: Records relating to PERSI, including Employer Remittance Forms, invoices, correspondence, financial adjustments, etc.

  **Semipermanent**: Keep five years after fiscal year end.
Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Receipts**: Copies of receipts, showing the date, from whom received, amount, purpose, etc.
  
  **Semipermanent**: Keep five years after fiscal year end.

  **Note**: IRS regulations (29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

  **Note**: Idaho Code 50-907(2)(a) provides that cash receipts subject to audit must be kept at least two years.

- **Sales & Use Tax Forms**: Used to report and remit sales tax collected and due to the state.
  
  **Semipermanent**: Keep five years after fiscal year end.

- **Signature Authorization Records**: Records documenting authorization of designated employees to sign fiscal and contractual documents.
  
  **Semipermanent**: Keep six years after authorization superseded or expired.

- **Subsidiary Ledgers, Journals & Registers**: Records documenting details of transactions such as those related to receipts and expenditures on a daily, monthly, quarterly or similar basis. Includes journals, ledgers, registers, daybooks and other account books that provide backup documentation for the general ledger.
  
  **Semipermanent**: Keep year-end payroll register 75 years after fiscal year end. Keep all other records five years after fiscal year end.

  **Note**: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Unemployment Compensation Claim Records**: Records documenting claims submitted by former city employees for unemployment compensation. Usually includes: claims, notices, reports, and related records. May also include records generated by the appeal of claim determinations.
  
  **Temporary**: Keep three years.

- **Unemployment Reports**: Records documenting employee earnings on a quarterly basis. Used to document costs and charges in the event of an unemployment compensation claim. Information includes: employee name and social security number, quarterly earnings, days worked, totals, and other data.
  
  **Temporary**: Keep three years.

- **Utility Account Change Records**: Records documenting routine information changes to customer accounts, including name and address.
Semipermanent: Keep five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Utility Application/Disconnect Records**: Applications completed by customers requesting or disconnecting water, sewer, power, garbage or other city-provided services. Information typically includes: customer’s name, address, phone number, meter information, date and approval signatures.

Semipermanent: Keep five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Utility Bill Remittance Stubs**: Bill stubs received with payments for water, sewer, power, garbage and other city-provided services that document receipt and posting of customer payments. Information typically includes: account number, name, service address, payment received, and receipt date and number.

Semipermanent: Keep five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Utility Billing Adjustment Records**: Records documenting adjustments to customer water, sewer, power, garbage or other city-provided service billings for debits, credits, refunds, returned checks, and related reasons. Information usually includes: customer’s name and address, type of adjustment, justification, amount changed, authorizing signatures and other information.

Semipermanent: Keep five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Utility Billing Register**: Records documenting transactions on the water, sewer, power, garbage or other city-provided service account of each customer. Useful for reference to assure accurate customer billings. Information often includes: customer’s name, service address, meter reading, water or power usage, utility charges, payments, adjustments, prior balance due, current balance due and related data.

Semipermanent: Keep five years after fiscal year end.

Note: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Utility Customer Security Deposit Records**: Records documenting customer payment of a security deposit to receive water, sewer, power, garbage or other services. Information usually includes date, amount of deposit, customer’s name, address, and account number,
date account closed, refund date, amount of deposit confiscated, reason for confiscation, and related information.

**Semipermanent**: Keep five years after refund or last action.

**Note**: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Utility Meter Books**: Document the readings of customer water/power meters by city employees for billing purposes. Information typically includes: name of meter reader, meter reading, date read, account number, billing code, final reading, reason for turnoff, meter changes, and related data.

**Semipermanent**: Keep five years after fiscal year end.

**Note**: Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.

- **Vendor Lists**: Lists of vendors providing goods and services to the city.

  **Transitory**: Keep until superseded or obsolete.

- **Wage & Tax Statements**: Annual statements documenting individual employee earnings and withholdings for state and federal income taxes and social security tax, also known as federal tax form W-2. Information includes: city name and tax identification number, employee name and social security number, wages paid, amounts withheld, and related data. (SEE ALSO Federal & State Tax Records in this section.)

**Semipermanent**: Keep five years.

**Note**: Federal regulations (26 CFR 31.6001-1; 29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.

- **Withholding Allowance Certificates**: Certificates documenting the exemption status of individual city employees, also known as W-4 forms. Information includes: employee name and address, social security number, designation of exemption status, and signature. (SEE ALSO Federal & State Tax Records in this section.)

**Semipermanent**: Keep five years after employee separation.

**Note**: Federal regulations (26 CFR 31.6001-1; 29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least four years.
Airport Records

- **Activity Reports:** Records documenting various indicators of activity associated with city airports, including: arrivals and departures, type of aircraft served, number of passengers, amount of cargo, amount of fuel used, and activities of related operations such as restaurants, gift shops, and car rental outlets.

  **Permanent:** Keep reports summarizing activities on an annual basis permanently.

  **Semipermanent:** Keep all other reports five years.

  **Note:** Idaho Code 50-907(2)(e) provides that departmental reports must be kept at least five years.

- **Air Traffic Record:** Submitted by the Air Traffic Control Tower, and includes an airport operations count for civil, military, itinerant, and local aircraft landings.

  **Permanent:** Keep reports summarizing activities on an annual basis permanently.

  **Semipermanent:** Keep other reports five years.

- **Airport Certification Records:** Documents on certification, licenses, or permits from the Federal Aviation Administration (FAA) or other federal or state agencies. Includes any documentation bearing directly on the application for issuance or renewal. FAA-related records include city-prepared airport certification manuals and airport certification specifications for “limited” airports. Manuals include procedures for: maintenance of paved and unpaved areas, lighting systems, traffic and wind direction indicators, self-inspection, rescue and fire fighting, control of hazardous substances, ground vehicles, plans for snow and ice control, emergencies, wildlife hazard management, etc.

  **Permanent:** Keep certification manuals & specifications permanently.

  **Temporary:** Keep other records two years after expiration.

- **Airport Condition Records:** Required by FAA regulations (14 CFR 139.339), these records document collection and dissemination of airport condition information that could affect safe operations of air carriers, including: construction or maintenance activity; surface irregularities; snow, ice, slush or water; objects in movement and safety areas; lighting system or sign malfunctions; unresolved wildlife hazards; nonavailability of rescue and firefighting capability; and any other condition specified in the Airport Certification Manual or that may otherwise adversely affect the safe operations of air carriers.

  **Semipermanent:** Keep five years.

  **Note:** FAA regulations require airport condition records to be kept at least 12 consecutive calendar months.

- **Airport Construction Project Files:** Includes plans, bids, specifications, project diaries, correspondence, and agreements relating to airport construction projects.
Permanent.

- **Airport Master Record**: Forms created by the FAA to document basic information about airports, including: owner and manager contact information, facilities, service, runway data, lighting and approach aids, obstruction data and other information.

Permanent.

- **Airport Revenue Statements**: Monthly invoices/statements sent to air carriers, concession operators and lessees of airport land, buildings or terminal space.

Semipermanent: Keep five years.

- **Airport Security Program Records**: Document the city airport’s objectives, methods, and procedures designed to prevent or reduce illegal activities or interference with civil aviation. Includes: a description of the airport, security procedures, incident management, law enforcement support, contingency plan, etc. Also includes criminal history records checks and training and information for individuals with unescorted access authority.

Permanent: Keep security program outlined in 49 CFR 1542.103 permanently.

Temporary: Criminal history records checks as provided by 49 CFR 1542.209 must be kept 180 days after termination of the individual’s unescorted access authority, at which point they must be destroyed by the airport operator.

Training and information provided by 49 CFR 1542.213 must be kept for 180 days after termination of the individual’s unescorted access authority.

Keep other records for two years after superseded.

- **Airspace Construction Records**: These records contain applications (FAA Form 7460) required by the FAA for construction or alteration of facilities which may obstruct air space affecting flights at the airport. The information on the structure is placed on aeronautical charts.

Semipermanent: Keep five years.

- **Complaint Records**: Records documenting complaints or requests related to noise or other aspects of airport operations, and typically include the name, phone number and address of the person making the complaint, the name of the person receiving and/or responding to the complaint, a description of the complaint, resolution, etc.

Temporary: Keep two years after resolution of complaint or final action.

- **Emergency Personnel Training Records**: Required by FAA regulations (14 CFR 139.319), these records document training of rescue and firefighting personnel which must be received prior to initial performance of duties and at least annually. Training areas include: airport and aircraft familiarization; rescue and firefighting safety; emergency communications systems; use of equipment; application of extinguishing agents; emergency aircraft evacuation assistance; firefighting operations; adapting and using structural rescue and
firefighting equipment for aircraft rescue and firefighting; aircraft cargo hazards; firefighters’ duties under the airport emergency plan; emergency medical services and live-fire drills. Information includes a description and date of training received.

**Semipermanent**: Keep five years.

**Note**: FAA regulations require these records be kept at least 24 consecutive calendar months after completion of training.

- **Fuel & De-Icer Consumption Records**: Consumption and dispensing records for fuel, oil, or similar products used by service vehicles, equipment or airplanes.

  **Semipermanent**: Keep five years.

- **Fueling Agent Inspection & Fueling Personnel Training Records**: Required by FAA regulations (14 CFR 139.321), these records document inspections of the physical facilities of each airport tenant fueling agent at least once every three consecutive months for compliance with federal regulations requiring bonding; public protection; controlled access to storage areas; fire safety in fuel farm and storage areas; fire safety in mobile fuelers, fueling pits and cabinets; training of fueling personnel in fire safety and compliance with fire code. Also includes annual written confirmation from airport tenant fueling agents that their personnel have completed required fire safety training.

  **Semipermanent**: Keep five years.

  **Note**: FAA regulations require these records be kept at least 12 consecutive calendar months.

- **Law Enforcement Action Records**: Document various types of law enforcement actions taken at the airport, as provided by 49 CFR 1542.221, including: the number and type of weapons, explosives or incendiaries discovered during any passenger screening process, and the method of detection of each; the number of acts and attempted acts of aircraft piracy; the number of bomb threats received, real and simulated bombs found, and actual bombings; and the number of arrests with the name and address of individual and immediate disposition of each.

  **Temporary**: Keep two years.

  **Note**: FAA regulations require these records be kept at least 180 days.

- **Movement & Safety Area Training & Accident Records**: Required by FAA regulations (14 CFR 139.329), these records document training of employees, tenants and contractors on procedures for safe and orderly access to, and operation in, movement and safety areas. Also includes records relating to accidents or incidents in movement and safety areas involving air carrier aircraft, ground vehicles or pedestrians.

  **Semipermanent**: Keep five years.

  **Note**: FAA regulations require movement and safety areas training records to be kept for 24 consecutive months after the termination of an individual’s
access to these areas, and accident/incident records must be kept at least 12 consecutive calendar months from the date of the accident/incident.

- **Noise Compatibility Records**: Includes records relating to noise compatibility programs voluntarily submitted by city airports in accordance with 14 CFR 150.21 and 150.23. Records include: noise exposure maps and supporting documentation; description and analysis of alternatives for noise reduction; measures proposed for noise reduction; public participation and consultation with federal, state and local entities; anticipated effects of the program; how future actions may impact program; summary of hearing comments and written testimony with airport operator's response and disposition of comments; the period covered by the program; implementation and funding.

  **Permanent**: Keep program records described in 14 CFR 150.21 and 150.23 permanently.

  **Semipermanent**: Keep other records five years after program approved.

- **Non-Federal Navigation Facility Reports**: Record of meter readings and adjustments, facility maintenance log, radio equipment operation record, ground check error data, facility equipment performance and adjustment data, technical performance report, and similar documentation relating to local government-owned and operated navigational facilities such as VHF Omnidirectional Range (VOR) facilities, non-directional radio beacons, instrument landing systems, simplified directional facilities, distance measuring equipment, VHF marker beacons, interim standard microwave landing systems and microwave landing systems.

  **Permanent**.

  **Note**: Retention periods are established by FAA regulations (14 CFR 171.13, 171.33, 171.53, 171.117, 171.163, 171.213, 171.275, and 171.327).

- **Notice to Airmen Records**: Reports documenting the notification of air carriers as to changes in airport conditions, including construction, maintenance, surface irregularities, snow, ice, water, light malfunctions, unresolved wildlife hazards, etc. Includes Notice to Airmen (NOTAM) forms. Information includes date and time of issue, message from airport manager, and distribution data.

  **Temporary**: Keep two years.

- **Passenger Facility Charges Report**: Used to document fees charged to air passengers by the city used for FAA-approved airport-improvement projects (see 14 CFR 158.63 and 158.65).

  **Permanent**.

- **Personnel Training Records**: Required by FAA regulations (14 CFR 139.303), these records document training of personnel accessing movement and safety areas and performing duties in compliance with the requirements of the Airport Certification manual and federal regulations. The training covers the following areas: airport familiarization; movement and safety areas; air traffic control; and duties required under the Airport Certification Manual and federal regulations. The training must be received prior to initial performance of
duties and on an annual basis. Information includes a description and date of training received.

**Semipermanent**: Keep five years.

**Note**: FAA regulations require these records be kept at least 24 consecutive calendar months after completion of training.

- **Runway Inspection Reports**: Notices of closure of runways for maintenance, repair or weather, log shows effective date and time with estimate of duration of closure and condition.

  **Semipermanent**: Keep five years.

- **Self-Inspection Records**: Required by FAA regulations (14 CFR 139.327), these records document self-inspections conducted on a daily basis, when required by unusual conditions (such as construction or weather), and immediately after an accident or incident. Also includes records documenting training of personnel performing inspections, required prior to initial performance of duties and at least annually on the following areas: airport familiarization, airport emergency plan, Notice to Airmen (NOTAM) notification procedures, procedures for pedestrians and ground vehicles in movement and safety areas and discrepancy reporting procedures.

  **Semipermanent**: Keep five years.

**Note**: FAA regulations require self-inspection records to be kept at least 12 consecutive calendar months, and inspection personnel training records to be kept at least 24 consecutive calendar months.
Building, Planning & Zoning Records

- **Annexation Records:** Document the annexation of new land into the city. Records may include: application, annexation agreement, notices of hearing, staff report, recommendations of the planning and zoning commission, maps, etc.

  **Permanent.**

- **Area of Impact Records:** Document the negotiation and adoption of area of impact agreements and ordinances with the county, including: public notices, correspondence, notices of hearing, recommendations from the planning and zoning commission, maps, “committee of nine” proceedings, etc.

  **Permanent.**

- **Building Activity Records:** Reports or statistical compilations tracking building activity on a monthly or annual basis, used to plan budgets and staffing and monitor growth and building trends. Typically tracks number of permits issued, type of activity, value of projects, fees collected, etc.

  **Permanent:** Keep reports summarizing activity on an annual basis permanently.

  **Semipermanent:** Keep all other reports five years.

  **Note:** Idaho Code 50-907(2)(e) provides that departmental reports must be kept at least five years.


  **Permanent.**

- **Building Inspection Reports & Working Papers:** Records documenting inspections to ensure compliance with the city’s adopted codes, including inspection reports, logs, requests for inspections, correspondence, etc.

  **Semipermanent:** Keep for the life of the structure.

- **Building Permit Applications & Review:** Applications for construction, structural modifications, installation of plumbing, electrical or mechanical equipment, etc.

  **Permanent.**

- **Building Permits:** Permits granted to property owners for construction, structural modifications, installation of plumbing, electrical or mechanical equipment, etc.

  **Permanent:** Keep building permits for completed structures permanently.
Semipermanent: Keep revoked or expired building permits two years after revocation/expiration.

- Building Plans & Specifications: Blueprints and other graphic illustrations of designs submitted by contractors for the construction, reconstruction or alteration of buildings. These plans and accompanying specifications are submitted to ensure compliance with building codes, setbacks and other regulations. Documents include: site plan, scale of floor plan, elevation plan, electrical plan, typical wall section and foundation, and specifications.

Permanent: Keep plans and specifications for publicly-owned and commercial structures permanently.

Temporary: Keep plans and specifications for residences two years after issuance of certificate of occupancy.

Note: Idaho Code 50-907(1)(c) requires building plans and specifications for commercial projects and government buildings to be kept permanently. Idaho Code 50-907(2)(c) requires building applications for commercial projects and government buildings to be kept for at least five years. Idaho Code 50-907(3)(a) requires building applications, plans and specifications for noncommercial and nongovernment projects to be kept at least two years after final inspection and approval.

- Certificates of Occupancy: Certification that a building complies with city codes and is safe for occupancy. Information may include: type of building, building permit number, type of construction, owner of building, address, contractor name, date built and certified in compliance with code. Includes requests for temporary occupancy.

Permanent.

- Code Enforcement: Case files on city code violations including: correspondence with owners, site inspections, photographs, enforcement actions, and hearings.

Permanent.

- Comprehensive Plan: The plan used to guide the long-term growth and development of a city. Records typically include: the plan document, periodic updates, citizen surveys and participation information, notices of hearing, maps, photographs, staff reports, recommendations from the planning and zoning commission, etc.

Permanent.

- Conditional Use Permits: Permits allowing construction of buildings in specific areas when impacts to neighbors are mitigated. Documents typically include: application, blueprint drawings, notices of hearing, staff report, planning and zoning commission recommendations/decision, and related correspondence.

Permanent: Keep application and decision documents permanently.
Semipermanent: Keep other records 10 years after expiration, revocation or discontinuance of use.

- **Correction Notices:** Notices to contractor/builder to correct defects noted during the inspection process.

  Permanent.

- **Design Review Records:** Records related to design review overlay districts, including: applications, staff reports, committee recommendations, maps, photographs, and other records.

  Permanent: Keep application and decision documents permanently.

  Semipermanent: Keep other records 10 years after approval or denial.

- **Development Agreements:** Records documenting formation, modification and termination of development agreements, in which the city requires the developer to make a written commitment concerning use or development of the subject parcel as a condition of rezoning. The agreements are recorded and binding on subsequent property owners.

  Permanent.

- **Flood Plain Permit Records & Management:** Permits issued for construction within a flood plain zone. Records also may include: elevation certificates, applications, review records, checklists, and other documents.

  Permanent.

- **Future Acquisitions Map:** Records relating to the future acquisitions map, which identifies land proposed for acquisition for infrastructure and services over the next 20 years.

  Permanent.

- **Historic District Records:** Records relating to historic district overlay zones, including: applications, staff reports, committee recommendations, maps, photographs, list of historic structures and other records.

  Permanent.

- **Land Use Hearing Recordings & Exhibits:** Includes maps, plans, drawings, and other exhibits prepared for land use hearings and audio recordings of land use hearings before the planning and zoning commission and city council.

  Permanent: Keep land use exhibits referenced in minutes permanently.

  Semipermanent: Keep exhibits not referenced in minutes five years.

  Transitory: Keep audio recordings one year after the date of the hearing, unless a longer period is required due to litigation.
Note: Idaho Code 67-6536 requires that audio recordings of planning and zoning hearings (transcribable verbatim record) be kept at least six months after the final decision.

- **Nonconforming Use Records**: Records pertaining to uses that are "grandfathered" in when zoning regulations change for a particular property. Changes or expansions of nonconforming uses may require city approval. Records may include: site plan, verification of original and current use, nonconforming use certificate, and records regarding changes or expansion of the nonconforming use.

  **Permanent**.

- **Plan Review Reports**: Reports indicating compliance with adopted building codes, planning and zoning ordinances, and other city requirements.

  **Permanent**: Keep plan review reports for commercial buildings permanently.

  **Semipermanent**: Keep plan review reports for residential buildings five years after issuance of certificate of occupancy.

- **Planned Unit Development Records**: PUDs allow for flexibility in subdivision and zoning regulations with greater amenities provided by the developer. These records include: application, maps, diagrams, site plans, notices of hearing, staff report, recommendation/decision by the planning and zoning commission, correspondence, etc.

  **Permanent**: Keep application and decision documents permanently.

  **Semipermanent**: Keep other records 10 years after approval or denial.

- **Planning Studies**: Reports completed in-house or by outside consultants on specific planning issues, including transportation plans, affordable housing plans, etc.

  **Permanent**.

- **Rezoning Records**: Document applications for rezoning property within the city, including: application, review forms, maps of areas involved, notices of hearing, staff report, recommendation of the planning and zoning commission, written decision by the council, appeals, correspondence, etc.

  **Permanent**: Keep application and decision documents permanently.

  **Semipermanent**: Keep other records 10 years after approval or denial.

- **Sign Review Case Files**: Applications and related records for sign permits, including: approvals, photographs or renderings of proposed signs, etc.

  **Semipermanent**: Keep for the life of the structure.
• **Subdivision Records:** Document the preliminary and final plat stages of subdivision approval, including: application, maps, diagrams, site plans, staff report, recommendation by planning and zoning commission, written decision by the council, correspondence, appeals, etc. Includes administrative lot split or “short plat” applications involving less than five lots.

  **Permanent:** Keep records relating to approved subdivisions permanently.

  **Semipermanent:** Keep records relating to denied, expired or revoked applications 10 years after denial, expiration or revocation.

• **Variance Records:** Document variance applications for relief from a quantifiable zoning standard (such as setback, lot size, etc.). Records include: application, staff recommendation, recommendation/decision by planning and zoning commission and council, correspondence, etc.

  **Semipermanent:** Keep 10 years after the life of the structure.

• **Zoning Ordinance Interpretations:** Records providing interpretations of city ordinances by the planning director.

  **Permanent.**

• **Zoning Maps:** Show zoning boundaries in the city, with streets, property lines, and zoning classifications.

  **Permanent.**
Election Records

- **Ballots:** Includes voted ballots, unused ballots, absentee ballots, spoiled ballots, and ballot stubs.

  **Temporary:** Keep two years.

  **Note:** Idaho Code 50-907(3)(c) requires ballots to be kept at least two years.

- **Campaign Finance Reports:** Reports showing contributions and expenditures in city campaigns by mayor/council candidates, political committees and independent persons/entities. Includes C-1 (Certification of Treasurer), C-2 (Campaign Financial Disclosure Report), C-4 (Independent Expenditures), C-5 (48 Hour Notice of Contributions/Loans Received), C-6 (Statement by Nonbusiness Entity), and C-7 (48 Hour Notice of Independent Expenditures).

  **Permanent.**

  **Note:** Idaho Code 50-907(1)(g) requires campaign finance reports be kept permanently.

- **Candidate Declarations & Petitions:** Includes declarations of candidacy and intent for candidates for city elective office. Declarations of candidacy are filed by candidates to get their name on the election ballot, and are accompanied by a filing fee of $40 or a petition with the signatures of at least five qualified city electors, including a certification by the county clerk of the number of signatures that are of qualified city electors. Declarations of intent are filed by write-in candidates, and do not require the filing fee or petition.

  **Permanent.**

  **Note:** Idaho Code 50-907(1)(g) requires candidate declarations and petitions be kept permanently.

- **Election Working Files:** Includes the following records: absentee voting, polling places, judges and clerks, challengers and watchers, voting machines and vote tally systems, correspondence, and other records not specifically listed in this schedule.

  **Semipermanent:** Keep five years.

- **Notices of Election & Sample Ballots:** Includes the first and second notice of election and sample ballot, which are published in the official newspaper.

  **Permanent.**

  **Note:** Idaho Code 50-907(1)(g) requires notices of election and sample ballots to be kept permanently.

- **Petitions:** Petitions for initiative, referendum, recall, liquor by the drink, & other elections.

  **Permanent.**
• **Poll Books:** Books showing the name, address and signature of those voting in city elections.

  **Permanent:** Keep one poll book from each precinct permanently.

  **Temporary:** Duplicate copies of poll book may be destroyed after two years.

  **Note:** Idaho Code 50-907(1)(g) provides that one poll book from each precinct must be kept permanently. Idaho Code 50-907(3)(c) provides that duplicate poll books must be kept at least two years.

• **Tally Books:** The book in which election staff record and total the votes cast for each candidate and ballot question at the polling precinct.

  **Permanent.**

  **Note:** Idaho Code 50-907(1)(g) provides that tally books must be kept permanently.
Emergency Communications Records

- **Activity Reports**: Daily, weekly, monthly or other reports documenting the activities of employees, including: type of activity, employees involved, time spent on activity, work completed, equipment used, etc.

  **Permanent**: Keep reports summarizing activities on an annual basis permanently.

  **Semipermanent**: Keep all other reports five years.

  **Note**: Idaho Code 50-907(2)(e) provides that departmental reports must be kept at least five years.

- **Briefing Records**: Records documenting internal communication between supervisors and shift workers or between staff on different shifts to alert them to problems, issues or activities. Records may include, but are not limited to: briefing logs, teletype messages, and bulletins from other agencies.

  **Transitory**: Keep until administrative needs end.

- **Data Management System Records**: Records documenting the maintenance and update of current information used to provide and direct incident response within a 911 service area. Information may include, but is not limited to: address data, response unit assignments, response codes, responsible person data, and related documentation.

  **Transitory**: Keep until superseded or obsolete.

- **Dispatch Contracts and Agreements**: Interagency agreements to provide Dispatch services to the City.

  **Permanent**: Keep permanently.

- **Dispatch Incident Records**: Document specific incidents when a call is received by the 911 dispatch center and subsequent response activities. Information may include, but is not limited to: caller’s name, address, and telephone number; details of incident or complaint; dispatcher’s name; responding agency and time of response; and incident disposition. Additional information received through an enhanced system is the Automatic Number Identification and Automatic Location Identification (ANI/ALI) which includes the telephone subscriber name, subscriber’s telephone number and location.

  **Temporary**: Keep two years.

- **Master Street Address Guide Maintenance Forms**: Records document the city’s notification to the phone service provider about the addition of new streets or revision to existing streets on the Master Street Address Guide (MSAG). The MSAG is maintained by the phone service provider or its independent contractor. Information may include, but is not limited to: new or updated address, customer, and responder information.

  **Transitory**: Keep until superseded.
• **Master 24-Hour Audio Tapes:** Document recorded incoming emergency and non-emergency calls; law enforcement, fire and emergency medical services dispatches; radio activity; and 911 calls. Tapes are maintained on a 24-hour basis.

**Transitory:** Keep tapes not needed for investigations, litigation, etc. six months.

• **Operational Logs:** Records documenting chronological tracking of activities related to 911 dispatch center operations, including, but not limited to: radio logs, telephone logs, and criminal background check request logs.

**Transitory:** Keep one year.

• **Premise Information Records:** Records documenting information about specific premises or locations that emergency responders need to know in advance of arrival at an incident site. Information may include, but is not limited to: hazardous materials storage locations, building plans submitted to the fire department, location of utility shut-offs, and related information.

**Temporary:** Keep two years, or until renewed, superseded or expired, whichever is longer.

• **Quality Assurance Records:** Records documenting the evaluation, analysis, and assessment of the performance and quality of 911 dispatch services. Records may include, but are not limited to: system evaluations, performance reports, surveys and questionnaires, quality improvement reports and recommendations, and related documentation.

**Temporary:** Keep two years.

• **Statistical Reports:** Records documenting the compilation of statistical data about the actions and activities of the 911 dispatch center. Data may be compiled on a daily, weekly, monthly, quarterly and/or annual basis and may be used for analysis, evaluation, and budget development purposes. Information may include, but is not limited to: data about response times, number of calls received and dispatched, and responses by individual agency.

**Permanennt:** Keep annual reports permanently.

**Semipermanent:** Keep all other reports five years.

**Note:** Idaho Code 50-907(2)(e) provides that departmental reports must be kept at least five years.

• **System Error/Malfunction Records:** Records documenting 911 electronic system errors or malfunctions and corrective action. Records may include, but are not limited to: enhanced system error reports, trouble logs, work orders, correspondence, and related documentation.

**Temporary:** Keep two years.
Fire & Emergency Medical Services Records

- **Activity Reports**: Individual, shift, project or other activity reports or logs filed on a daily, weekly, monthly or similar basis. Useful for reference, performance monitoring, compiling annual reports, planning and budgeting, and briefing subsequent shifts. Information typically includes: name, shift, date, description of activities, and various statistical categories for tracking responses, such as training, public outreach, inspections, maintenance and other work.

  **Permanent**: Keep reports summarizing activities on an annual basis permanently.

  **Semipermanent**: Keep all other reports five years.

**Note**: Idaho Code 50-907(2)(c) provides that departmental reports must be kept at least five years.

- **Burn Permits**: Applications and other documents relating to permits issued for open air burning within the city. Information may include: name, phone number, address, amount and location of burn, fire protection equipment and conditions required, date and signatures of permittee and issuing officer.

  **Temporary**: Keep two years.

- **Certification Records**: Applications, supporting materials and certifications from the Idaho Department of Health and Welfare for certification of first responders, EMTs and paramedics.

  **Semipermanent**: Keep five years or until employee separation, whichever is longer.

- **Emergency Medical Equipment Maintenance Records**: Records used to verify regular maintenance of emergency medical equipment. Includes: copies of contracts, maintenance schedules, test protocols, equipment inventory, performance test records, repair records, parts used and service reports.

  **Temporary**: Keep one year after equipment is replaced.

- **Emergency Services Billings**: Records relating to billings for transporting patients treated by EMS personnel. Information typically includes: account number, incident number, service date and time, patient information, insurance information, next of kin information, responsible party, services provided and charges, signature authorizing insurance payments and signature of patient or next of kin recognizing financial responsibility.

  **Temporary**: Keep four years.

- **False Alarm Record**: Monthly and annual lists of false alarms by street address.

  **Semipermanent**: Keep five years.

- **Fire & Security Alarm System Records**: Records documenting the city fire department role in issuing permits, testing and maintaining fire and security alarms that connect to a city
alarm system. May include permits, applications, malfunction reports, maintenance reports, and related documents. Permit information often includes name and address of property owner, name and address of company installing the system, permit number, alarm location, and date. Maintenance information often includes date, malfunction (if any), tests conducted, corrective actions taken, location of alarm, and related data.

Temporary: Keep permit records two years after expiration. Keep other records two years.

- **Fire Investigation Records**: Arson investigation case files, including investigatory reports; witness statements; photographs; maps; correspondence; notes; video and cassette tape recordings; copies of property releases; laboratory reports; and incident, injury and police department general reports.

  **Semipermanent**: Keep 10 years.

- **Hose & Pump Test Reports**: Document that fire hoses and pumping equipment are in good working condition. Includes: test date, date previously tested, apparatus number, station number, hose diameter, conditions found, service date, defects corrected, etc.

  Temporary: Keep one year after hose/equipment is replaced.

- **House Burns Training File**: Record of house burns for training, results and evacuations.

  **Semipermanent**: Keep 10 years.

- **Hydrant Installation & Maintenance**: Record of fire hydrant locations and repairs. Indexed by hydrant number, map coordinate, location or street intersection. Includes: date last checked, service record, date installed, physical characteristics, operation, flow check, pressure and leakage.

  Most of these functions are performed by the Water Dept. Refer to Water section also.

  **Semipermanent**: Keep one year after hydrant removed.

- **Incident Reports**: Uniform Fire Incident Reports. Made for each fire run, medical emergency, or casualty. Returned monthly to State Fire Marshal. Information includes: date, run number, location of fire, owner’s name and address, property damage, loss estimate and other data. Also includes the Civilian & Fire Service Casualty Reports, EMS Report, HazMat Report, etc.

  **Semipermanent**: Keep arson-related records ten years. Keep all other records five years.

- **Inspection & Occupancy Records**: Documents relating to fire code inspections performed by the city fire department. Inspection records may include: reports, notices, citations, and related documents. Information typically includes: occupant name, location, contact person, violations found, inspector’s name, number of days to correct violations, comments, etc. Also may include occupancy and pre-fire planning records such as: floor plans, sketches, reports, lists and related documents.

  **Semipermanent**: Keep ten years.
• **Maps:** Maps and related records maintained by the city fire department for address location, reference and for tracking various trends, such as fire frequency and location, arson fires, etc. Includes lists, books and other methods of address location.

  **Transitory:** Keep until superseded or obsolete.

• **Mutual Aid Agreements:** Agreements for cooperative fire fighting policy and procedures (includes EMS).

  **Permanent.**

• **Public Education Programs & Publications:** Records related to the design and implementation of educational and other outreach programs provided to the public by the city fire department. Often includes: class descriptions, instructional materials, course outlines, class enrollment and attendance records, reports, speeches, etc. Also includes publications on: CPR, electric wiring, fire prevention, fire safety for children, Christmas fire safety, etc.

  **Permanent:** Keep annual reports summarizing activities permanently.
  
  **Temporary:** Keep other records three years.
Information Systems Records

- **Computer System Maintenance Records**: These records document the maintenance of city computer systems and are used to ensure compliance with warranties and service contracts; schedule regular maintenance; diagnose system or component problems; and document system backups. Records may include, but are not limited to: computer equipment inventories, hardware performance reports, component maintenance records (invoices, warranties, maintenance logs, correspondence, maintenance reports, etc.), system backup reports and procedures, backup tape inventories, etc. (SEE ALSO Technical Manuals, Specifications & Warranties in the Administrative section).

  **Temporary**: Keep records related to system or component repair or service for the life of the system or component. Keep records related to regular or essential records backups one year after superseded or obsolete.

- **Computer System Program Documentation**: Records documenting the development, installation, modification, troubleshooting, operation and removal of software from city computer systems; records required to plan, develop, operate, maintain and use electronic records; system specifications, file specifications, codebooks, record layouts, user guides and output specifications. (SEE ALSO Software Management Records in this section.)

  **Temporary**: Keep migration plans until superseded or obsolete. Keep other records one year after system superseded or obsolete.

- **Computer System Security Records**: Records documenting the security of the city’s computer systems, including: employee access requests, passwords, access authorizations, and related documents.

  **Temporary**: Keep three years after superseded or obsolete.

- **Network Records**: Records containing information on network circuits used by the city, including: circuit number, vendor, type of connection, terminal series, software, contact person and other relevant information. Also includes records used to implement a computer network, including: reports, network diagrams, and wiring schematics.

  **Transitory**: Keep until superseded or obsolete.

- **Information Service Subscription Records**: Records documenting city subscriptions to information services, including: subscriptions, invoices, and correspondence.

  **Temporary**: Keep two years.

- **Information System Planning & Development Records**: Records documenting the planning and development of city information systems, including: information technology plans, feasibility studies, cost-benefit analyses, institution studies and surveys, information management project records, system specifications and revisions, software evaluations, component proposals, technical literature, vendor literature and proposals and correspondence.
**Semipermanent:** Keep information relating to implemented systems for the life of the system.

**Temporary:** Keep information relating to unimplemented systems three years.

- **Quality Assurance Records:** Records verifying the quality of system, hardware or software operations including records of errors or failures and the loss of data resulting from such failures, documentation of abnormal termination and of error free processing, checks of changes put into production, transaction histories and other records needed as an audit trail to evaluate data accuracy.

  **Transitory:** Keep until superseded or obsolete.

- **Software Management Records:** Records documenting the use of software in city information systems to ensure that institution software packages are compatible, that license and copyright provisions are complied with and that upgrades are obtained in a timely manner. Records may include, but are not limited to: software purchase records, inventories, licenses and correspondence.

  **Temporary:** Keep two years after software disposed of or upgraded.

- **User Support Records:** Records documenting troubleshooting and problem-solving assistance provided by information systems personnel to users of the systems. Records may include: assistance requests, resolution records, and related documentation.

  **Transitory:** Keep one year.
Insurance, Risk Management & Safety Records

- **City Vehicle Accident Records:** Records documenting accidents involving city vehicles, including: name and address of parties involved, date and time, complaint, description of damage, photographs, correspondence, etc. (SEE ALSO Liability Claims Records in this section.)

  **Temporary:** If no claim is filed, keep three years.

- **Contractor Liability Insurance Verification Records:** Letters or certificates of coverage provided by insurance companies declaring that specific contractors are covered by appropriate liability insurance. Records include: insurance company name and address, issue date, expiration date, amount and type of coverage, special provisions, signature of insurance company representative, etc.

  **Semipermanent:** For city public works projects keep 10 years after substantial completion. Keep all other records six years after expiration.

- **Contractor Performance Bond Records:** Records documenting the posting of performance guarantees or surety bonds by contractors performing work for the city, including letters, certificates, copies of bonds, etc. Information usually includes: name of individual or company covered, amount of coverage, effective dates, name of bonding agent, authorized signatures, etc.

  **Semipermanent:** For city public works projects keep 10 years after substantial completion. Keep all other bond records six years after expiration.

- **Insurance Policy Records:** Records documenting the terms and conditions of city insurance policies covering liability, property, group employee health and life, motor vehicle, workers’ compensation, etc. Records usually include: policies, endorsements, rate change notices, agent of record, and related documents.

  **Permanent:** Keep group employee health and life, property and liability insurance policies permanently.

  **Semipermanent:** Keep other insurance records six years after expiration if no claims pending.

- **Liability Claims Records:** Records documenting various types of liability claims filed against the city, including: personal injury, property damage, motor vehicle accident, false arrest, etc. Records often include: reports, photographs, summaries, reviews, notices, audio and videotapes, transcripts of recorded statements, correspondence and related documents.

  **Semipermanent:** Keep 10 years after case closed or dismissed.

- **Liability Waiver Records:** Document the release of the city from liability related to various activities, including: police/fire ride-alongs, rekindling fires, participating in city-sponsored recreational events or classes, etc. Information usually includes: release terms, date, signatures, and related information.
Semipermanent: Keep six years.

- **Property Damage Records:** Records, photographs, and other records documenting damage to city property such as signs, trees, picnic tables, buildings, fountains, and fences. Information often includes: type and location of property damaged, description of damage, date and time of damage (if known), name and address of individual causing the damage (if known), value of damage, billing costs, etc. (SEE ALSO Liability Claims Records in this section.)

  Temporary: If no claim is filed, keep three years.

- **Public Injury Reports:** Records documenting injuries sustained by non-employees on city property (i.e. parks, swimming pools, libraries, etc.). Information usually includes: date, time, and location; description of injury; name, address, phone number, sex and age; witnesses and other related information. (SEE ALSO Liability Claims Records in this section.)

  Temporary: If no claim is filed, keep three years.

- **Risk Survey & Inspection Records:** Records documenting surveys, inspections, and other actions designed to identify potential hazards and liabilities to the city related to buildings, parks, playgrounds, swimming pools, etc. Useful for preventing liability claims and for illustrating a pattern of responsible action regarding hazards. Records may include: survey summaries and reports, safety audit and inspection reports, correspondence, etc.

  Permanent: Keep records documenting the formation or change of policy permanently.

  Semipermanent: Keep other records five years.

- **Safety Program Records:** Records documenting the city’s program to promote a safe work environment for its employees. Records may include: safety policies, plans and procedures, workplace safety committee records, reports on inspections conducted by the safety officer, evacuation rosters and reports, and related documentation and correspondence.

  Semipermanent: Keep safety policies, plans and procedures five years after superseded.
  Keep inspection reports, evaluations, and recommendations ten years.
  Keep all other records five years.

- **Workers’ Compensation Claim Records:** Records documenting the processing of individual employee claims of job related injuries or illnesses, but not those describing actual medical conditions. Records may include: claim disposition notices, claim reporting and status forms, injury reports, determination orders, insurance premium data, hearing requests, safety citations, inspection reports, medical status updates and reports, investigation reports, reimbursement and payment records, and related correspondence and documentation. (SEE ALSO Employee Medical Records in the Personnel Records section for retention of records describing injuries and illnesses.)

  Semipermanent: Keep five years after claim closed or final action.
Note: Idaho Code 72-601 requires employers to keep records of work-related injuries and illnesses and provides that failure to keep these records is a misdemeanor. Idaho Code 72-603 requires employers to keep records of the job classifications and wages of employees.
Legal Records

- **Civil Case Files**: Documentation of pending and closed cases filed by and against the city, including complaints, summons, investigations, reports, attorney’s notes, orders and judgments, dispositions, pleadings, mediation information and related records.

  **Semipermanent**: Keep 10 years after case closed or dismissed, or date of last action.

- **Claim Files**: These records contain claims for damages caused by city employees/equipment.

  **Semipermanent**: Keep 10 years, provided there is no pending litigation.

- **Criminal Case Files**: Records related to the prosecution of criminal cases, including citations, police reports, driving records, tape recordings, complaints, subpoenas, motions, judgments, and related records.

  **Semipermanent**: Keep 10 years after case closed or dismissed, or date of last action.

- **Land Use Appeals**: Records related to appeals of land use decisions, including staff reports, pleadings, briefs, and related records.

  **Semipermanent**: Keep 10 years after final decision or date of last action.

- **Legal Opinions**: Formal and informal opinions rendered by the city attorney for the mayor, council or city departments, examining legal questions relating to state/federal law/rules or local ordinances/policies.

  **Permanent**.
Library Records

• **Accession Records**: Document the accession of all library acquisitions into the library’s holdings. Information may include: author, title, publisher, year purchased, price, and other related information. May include accession registers and documentation of materials deaccessioned from the library collection.

  **Transitory**: Keep until superseded or obsolete.

• **Borrower Application Records**: Includes application filled out by patrons applying for a library card. This information is frequently computerized and is used for the checkout of library materials, monitoring of overdue books, fines and fees, and for ongoing verification of address and telephone number.

  **Transitory**: Keep until materials returned and applicable fees and fines paid or until administrative needs end.

• **Circulation Records**: Records of all library materials checked out. May be automated or manual system, and information typically includes: item title, identification (or barcode) number, due date, patron name, and library card number.

  **Transitory**: Keep until items returned and late fees paid.

• **Circulation & Other Library Statistical Reports**: Weekly, monthly, quarterly or annual statistical reports on the numbers and type of library materials checked out, number of library cards issued and totals.

  **Permanent**: Keep reports summarizing activities on an annual basis permanently.

  **Semipermanent**: Keep all other reports five years.

  **Note**: Idaho Code 50-907(2)(e) provides that departmental reports must be kept at least five years.

• **Educational & Public Outreach Program Records**: Records relating to educational and public outreach programs, including: tours, lectures, workshops, children’s story time and other adult and children’s events. Records may include: brochures, fliers, reports, teaching packets, photographs, audio and video tapes, class schedules, attendance rosters, correspondence and related records.

  **Permanent**: Keep annual reports summarizing activities permanently.

  **Temporary**: Keep other records three years.

• **Holdings Catalog**: This is a catalog used by patrons to find materials in the library’s collection. May be manual card catalog or online database. Information includes: call number, author, title, publisher, number of copies, subject, and other pertinent information.

  **Transitory**: Keep until superseded or obsolete.
• **Interlibrary Agreements (aka Lynx Consortium):** These records document the lending and borrowing of library materials through the interlibrary loan network, including interlibrary loan forms, computer searches, related correspondence, etc.

  **Permanent:** Keep these agreements permanently.

• **Interlibrary Loan Records:** These records document the lending and borrowing of library materials through the interlibrary loan network, including interlibrary loan forms, computer searches, related correspondence, etc. The interlibrary loan forms include: patron’s name, address, telephone, description of material requested (author, title, publisher, etc.), date material provided and date material was returned.

  **Transitory:** Keep until request completed or canceled, materials returned and applicable fees and fines paid, or until administrative needs end.

• **Library Complaints:** These records document complaints received and actions taken concerning library services, including programming and material selection policies. Information includes: complainant’s name, address, telephone, date, explanation of complaint, etc.

  **Temporary:** Keep two years after resolution of complaint or final action.

• **Library Operation Policies:** Policies concerning library operations, including materials selection.

  **Permanent.**

• **Library Publications:** Publications distributed to the public to advertise library services, programs and activities, including brochures, newsletters, activities calendars, bookmobile schedules, special events fliers, etc.

  **Permanent:** Keep one copy of newsletters and other publications with lasting significance permanently.

  **Semipermanent:** Keep other publications five years.

• **Master Shelf List/Inventory:** Inventory of all library holdings, including volumes and titles added or withdrawn from the collection. Typically arranged by shelf, showing title, author, accession number, publisher, date purchased, cost and number of copies. Used as an inventory control by library personnel.

  **Transitory:** Keep until superseded or obsolete.

• **Overdue Book Records:** Lists and notices used to monitor status of overdue books and other media, and notify patrons to return overdue materials.

  **Transitory:** Keep until materials returned and fines collected, or debts deemed uncollectible.
• **Patron Requests:** Requests by library patrons for materials currently checked out or to add new materials to the library collection. Information may include: patron's name, library card number, address, and telephone; call number, author, and title of material requested.

  
  **Transitory:** Keep until request approved or rejected.

• **Permanent Collection Records:** Records documenting the accession, use, care, maintenance, storage and disposition of objects in the library's permanent collection, and may also provide records of deaccession of objects no longer in the collection. Records may include: acquisition and deaccession policies and procedures, appraisal and authenticity records, accession and catalog paper copy and/or electronic catalog records, accession records, deaccession records, deeds of gift and other gift/donor records, inventory and location records, condition/conservation records, photographs of objects, collections use records and library shelf lists and finding aids.

  
  **Permanent.**

• **Research Inquiry & Response Records:** Records relating to research requests received and responses made by library staff. Information typically includes: name of researcher, subject of inquiry or request, reply, information sources, etc.

  
  **Transitory:** Keep until administrative needs end.
Parks & Recreation Records

- **Activity Reports:** Daily, weekly, monthly or other reports documenting the activities of parks and recreation department employees, including: type of activity, employees/volunteers involved, time spent on activity, work completed, etc.

  **Permanent:** Keep reports summarizing activities on an annual basis permanently.

  **Semipermanent:** Keep all other reports five years.

  **Note:** Idaho Code 50-907(2)(c) provides that departmental reports must be kept at least five years.

- **Chemical Application Records:** Document the application of pesticides, herbicides and fertilizers to city parks, golf courses and other property. Information typically includes date used, weather conditions, application area, chemical applied, mix ratio, and coverage rate.

  **Temporary:** Keep three years.

  **Note:** IDAPA 02.03.03.150 requires professional pesticide and chemigation applicators to maintain records documenting each application for three years.

- **Delivery Tickets:** Tickets issued by suppliers to verify delivery of supplies or materials (mulch, sand, bark, topsoil, etc.). Information usually includes date, time, amount and type of supplies received, and related data.

  **Temporary:** Keep two years.

- **Equipment Maintenance & Repair Records:** Records documenting the inspection, maintenance, and repair of city-owned equipment, including: mowers, trailers, edgers, blowers, aerators, office equipment, and furniture. Information often includes: description of work completed, parts and supplies used, date of service, date of purchase, purchase price, equipment number, make and model, and related data. (SEE ALSO Capital Asset Records in the Administrative section).

  **Temporary:** Keep until equipment removed from service.

- **Facility & Equipment Rental/Loan Records:** Records documenting rental or loan of city-owned facilities (e.g. parks, ball fields, etc.) or equipment (e.g. sports equipment, tools, gardening implements). Records often include: applications, calendars, lists, receipts, and related documents. Information typically includes: name, address and phone number of renter/borrower; description of facility/equipment; date and time of reservation and signature.

  **Temporary:** Keep three years.

- **Park & Facility Inspection & Maintenance Records:** Document periodic inspections, complaints, maintenance and repairs for parks, playgrounds, sidewalks, picnic tables, and other property, equipment and facilities.
Semipermanent: Keep five years.

- **Park & Facility Use Permits**: Permits issued to individuals or organizations for special uses of city parks and facilities. Examples include: fun runs, bicycle races, events with more than a specified number of participants, concerts, etc.

  **Temporary**: Keep two years after date of event, denial, or revocation of permit.

- **Recreation Program Files**: Records relating to city recreation programs, including: fliers, class/activity rosters, participants, instructors, schedules, calendars, fees, advertisements, etc.

  **Permanent**: Keep annual reports summarizing activities permanently.

  **Temporary**: Keep other records three years.

- **Recreational Facility Files**: Records used to maintain a record of construction and renovation projects for each facility (parks, golf courses, swimming pools, etc.). Records may include: correspondence, construction information, architectural drawings, contracts, specifications, news clippings, histories of facilities, safety reports, photographs and maps.

  **Permanent**.

- **Registration Records**: Registration records for city parks and recreation programs, classes and events. Information includes: participant’s name, address, phone and signature of participant/guardian; program name and date(s); fee paid; etc. (SEE ALSO Liability Waiver Records in the Insurance, Risk Management & Safety Section.)

  **Temporary**: Keep three years.

- **Sports Team Records**: Document information relating to adult/youth sports leagues, including team rosters, participant information, sponsors, game/tournament schedules, etc.

  **Temporary**: Keep three years.

- **Swimming Pool Operation & Maintenance Records**: Records documenting the operation and maintenance of city swimming pools. Information typically includes: results of water quality tests, date and time of filter backwash, dates during which the pool was emptied and/or cleaned, inspections, and periods of recirculation equipment operation, malfunction and repair. May also include records documenting inspection and maintenance of safety equipment.

  **Semipermanent**: Keep five years.
Personnel Records

- **Affirmative Action Records:** Records documenting city compliance with the Civil Rights Act of 1964, the Equal Employment Opportunity Act of 1972 and the Americans with Disabilities Act. Records include: plans, updates, policy statements, reports, investigations, case files, complaints and related information. Also includes EEO-4 reports submitted to the Equal Employment Opportunity Commission (EEOC) documenting compliance with EEOC requirements by cities with 15 or more employees.

  **Permanent:** Keep plans, updates and policy statements permanently.

  **Semipermanent:** Keep EEO-4 reports and all other records five years.

- **Benefits Continuation Records:** Records documenting notice to employees, spouses and dependents informing them of their rights to continue insurance coverage after termination or during disability or family leave and whether coverage was elected or rejected. Continuation may be under COBRA or another provision. Notice is also sent to a third party administrator who administers the extended coverage. Records may be filed with the Employee Benefits Records or Employee Personnel Records.

  **Semipermanent:** Keep three years after employee separation or eligibility expired or five years, whichever is longer.

  **Note:** No retention period specified in 26 CFR Part 54.

- **Collective Bargaining Records:** Records documenting negotiations between the city and employee representatives, including contracts, reports, negotiation notes, letters of agreement, arbitration findings, cost analyses, minutes, tape recordings, etc.

  **Semipermanent:** Keep contracts and minutes 75 years after contract expires. Keep other records six years after contract expires.

  **Note:** Federal regulations (29 CFR 516.5) requires certain employment contracts and collective bargaining agreements to be kept three years after their last effective date.

- **Employee Benefits Records:** Records relating to city employee benefit information such as: selection of insurance plans, retirement, pension and disability plans, deferred compensation plans, and other benefit information. Records may include, but are not limited to: plan selection and application forms, enrollment records, contribution and deduction summaries, personal data records, authorizations, beneficiary information, year-end leave balance reports, notices of disability payment made, and related documentation. Generally filed with Employee Personnel Records.

  **Semipermanent:** Keep year-end leave balance reports and official copy of retirement enrollment records 75 years after date of hire. Keep other records five years after employee separation or eligibility expired.

  **Note:** Numerous federal regulations provide retention periods for these records:
29 CFR 1627.3 (Age Discrimination) requires employee benefit plans such as pension and insurance plans to be kept for the full period the plan or system is in effect, and for at least one year after its termination. Payroll, recruitment and selection, personnel, and employee benefits records must also be kept at least one year from the date of the personnel action to which the records relate, with the exception of records required for an enforcement action, which must be kept until the action’s final disposition.

29 CFR 1602.14 (Recordkeeping & Reporting Under Title VII & ADA) requires personnel, compensation and benefits records to be kept at least one year from the date of making the record or the personnel action involved, whichever is later, except in the case of involuntarily terminated employees, which must be kept at least one year from the date of termination. When a charge of discrimination or action is filed, records must be kept until final disposition of the case.

Idaho Code 45-610 provides that employment records must be maintained for at least three years after the employee’s last date of service.

IDAPA 09.01.35.081 provides that payroll, personnel, benefits, and employee travel reimbursement records must be kept for at least 3 years after the calendar year in which remuneration was due.

- **Employee Medical Records:** Document an individual employee’s work-related medical history. These records are not personnel records and must be kept in a separate location from employee personnel records as required by the Americans with Disabilities Act. Records may include, but are not limited to: medical exam records (pre-employment, pre-assignment, periodic or episodic), X-rays, records of significant health or disability limitations related to job assignments, documentation of work-related injuries or illnesses, hearing test records, hazard exposure records, first-aid incident records, physician statements, release consent forms and related correspondence.

  **Semipermanent:** Keep hazard exposure records 30 years after separation. Keep other records five years after separation or completion of litigation, whichever is longer.

  **Note:** Idaho Code 72-601 requires employers to keep records of work-related injuries and illnesses and provides that failure to keep these records is a misdemeanor. Failure to keep these records is a misdemeanor.

- **Employee Personnel Records:** Document an employee’s work history. Records may include, but are not limited to: employment applications, notices of appointment, training and certification records, records of health limitations, drug testing, salary schedules, personnel actions, performance evaluations, awards and other special recognition, letters of recommendation, investigation information, disciplinary action, notices of layoff, letters of resignation, home address and telephone, emergency notification forms, oaths of office, grievance and complaint records, and related correspondence and documentation. (SEE ALSO Employee Benefits Records, Employee Medical Records, Recruitment & Selection Records, and Volunteer Worker Records in this section.)

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Semipermanent: Keep ten years after separation.

Note: Numerous regulations provide retention periods for these records:

29 CFR 1602.14 (Recordkeeping & Reporting Under Title VII & ADA) requires personnel, compensation and benefits records to be kept at least one year from the date of making the record or the personnel action involved, whichever is later, except in the case of involuntarily terminated employees, which must be kept at least one year from the date of termination. When a charge of discrimination or action is filed, records must be kept until final disposition of the case.

29 CFR 1602.31 (Recordkeeping & Reporting for Civil Rights Act & Americans with Disabilities Act) requires these records be kept at least two years from the date of the making of the record or the personnel action involved, whichever occurs later. Where a charge of discrimination has been filed, or an action brought by the Attorney General against a political jurisdiction under title VII or the ADA, the city is required to preserve all personnel records relevant to the charge/action until final disposition of the charge/action.

29 CFR 1620.32 (Equal Pay Act) requires personnel, recruitment and selection records, payroll and collective bargaining/contract records to be kept at least two years.

49 CFR 382.401 (Drug Testing for Holders of Commercial Driver’s Licenses) provides various retention requirements for drug testing records.

Idaho Code 45-610 provides that employment records must be maintained for at least three years after the employee’s last date of service.

IDAPA 09.01.35.081 provides that payroll, personnel, benefits, and employee travel reimbursement records must be kept for at least 3 years after the calendar year in which remuneration was due.

- **Employment Eligibility Verification Forms (I-9):** Document to the U.S. Immigration and Naturalization Service that an applicant or employee is eligible to work in the United States. Information includes: employee information and verification data such as citizenship or alien status and signature, and employer review and verification data such as documents, which establish identity and eligibility, and employer’s signature certifying that documents were checked. This category includes forms completed for all new hires, as well as superseded or previous forms completed on rehires.

Semipermanent: Keep five years after separation.

Note: Federal regulations (8 CFR 274a.2) require these records be kept three years after the date of hiring or one year after the individual’s employment is terminated, whichever is later.
• **Hazard Exposure Records:** Emergency response employees exhibiting signs or symptoms possibly resulting from exposure to hazardous substances are required to be provided medical examination and consultation. Records include: employee’s name and social security number; physician’s written opinion, recommended limitations; results of examinations and tests; employee medical complaints related to hazardous substance exposure; description of employee’s duties as they relate to exposure; the employee’s exposure levels or anticipated exposure levels; description of protective equipment used; and information from previous medical examinations of the employee which is not readily available to the physician and other information. (SEE ALSO Employee Medical Records in this section.)

**Semipermanent:** Keep 30 years after separation.

• **Photo Identification Records:** Photographs and other records used to identify city employees, private security personnel, contract workers and others. May include photographs taken for city identification cards, driver’s license photographs, and information such as name, date of birth, physical description, identification number, driver’s license number, and other data.

**Transitory:** Keep until superseded, obsolete or administrative needs end.

• **Position Description, Classification & Compensation Records:** Records documenting the description, classification and compensation of city jobs and positions. Usually includes details of duties and responsibilities of each position, time percentage breakdowns of tasks, skills and abilities needed for each position, and related records documenting the development, modification or redefinition of each job or position. Records often include: reports, position descriptions, position evaluations, salary & benefits studies, job analyses, interview data, selection criteria, authorizations, agreements and related records.

**Temporary:** Keep three years after superseded, obsolete or administrative needs end.

**Note:**

29 CFR 1602.31 (Recordkeeping & Reporting for Civil Rights Act & Americans with Disabilities Act) requires these records be kept at least two years from the date of the making of the record or the personnel action involved, whichever occurs later. Where a charge of discrimination has been filed, or an action brought by the Attorney General against a political jurisdiction under title VII or the ADA, the city is required to preserve all personnel records relevant to the charge/action until final disposition of the charge/action.

29 CFR 1620.32 (Equal Pay Act) requires personnel, recruitment and selection records, payroll and collective bargaining/contract records to be kept at least two years.

29 CFR 1627.3 (Age Discrimination) requires payroll, recruitment and selection, personnel, and employee benefits records to be kept at least one year from the date of the personnel action to which the records relate, with the exception of records required for an enforcement action, which must be kept until the action’s final disposition.

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- **Recruitment & Selection Records**: Document the recruitment and selection of city employees, and contracted service providers such as attorneys, auditors, consultants, etc. Records may include, but are not limited to: job announcements and descriptions, applicant lists, applications and resumes, position advertisement records, civil service and other examination records, classification specifications, affirmative action records, interview questions, interview and application scoring notes, applicant background investigation information, polygraph test results, letters of reference, civil service records, position authorization forms, certification of eligibles, recruitment summary records (job announcement, position description, documentation relating to the announcement and test, and test items and rating levels), and related correspondence and documentation. (SEE ALSO Employee Personnel Records and Employment Eligibility Verification Forms (I-9) in this section.)

**Semipermanent**: Keep announcement records, position description, and test and rating records 10 years.

Keep unsuccessful applications and all other records five years after position filled or recruitment canceled.

**Note:**

29 CFR 1602.14 (Recordkeeping & Reporting Under Title VII & ADA) requires recruitment and selection, personnel, compensation and benefits records to be kept at least one year from the date of making the record or the personnel action involved, whichever is later, except in the case of involuntarily terminated employees, which must be kept at least one year from the date of termination. When a charge of discrimination or action is filed, records must be kept until final disposition of the case.

29 CFR 1602.31 (Recordkeeping & Reporting for Civil Rights Act & Americans with Disabilities Act) requires these records be kept at least two years from the date of the making of the record or the personnel action involved, whichever occurs later. Where a charge of discrimination has been filed, or an action brought by the Attorney General against a political jurisdiction under title VII or the ADA, the city is required to preserve all personnel records relevant to the charge/action until final disposition of the charge/action.

29 CFR 1620.32 (Equal Pay Act) requires personnel, recruitment and selection records, payroll and collective bargaining/contract records to be kept at least two years.

29 CFR 1627.3 (Age Discrimination) requires payroll, recruitment and selection, personnel, and employee benefits records to be kept at least one year from the date of the personnel action to which the records relate, with the exception of records required for an enforcement action, which must be kept until the action's final disposition.

- **Training Program Records**: Records related to the design and implementation of training programs provided to employees by the city. May include class descriptions, instructor certifications, planning documentation, instructional materials, course outlines, class
enrollment and attendance records, and related records. (SEE ALSO Employee Personnel Records for training records related to individual employees.)

**Semipermanent:** Keep significant program records five years.

**Temporary:** Keep class enrollment and attendance records two years.

**Transitory:** Keep all other records one year.

- **Volunteer Program Records:** Records documenting the activities and administration of volunteer programs in the city. May include volunteer hours statistics, volunteer program publicity records, insurance information, inactive volunteer files, and related records. For records related to individual volunteers, see Volunteer Worker Records in this section.

  **Semipermanent:** Keep five years.

- **Volunteer Worker Records:** Records documenting work performed for the city by citizens without compensation for their services. May include agreements, applications, skills test results, training documentation, task assignment and monitoring records, etc.

  **Semipermanent:** Keep five years after separation.
Police & Law Enforcement Records

- **Accident Reports**: Document traffic accidents investigated by the police department. These reports typically include complete information on all cars and drivers involved in the accident, accident location, damage, cause of accident, date and time, accident diagram, description and weather conditions.

  **Temporary**: Keep three years.

- **Activity Reports**: Individual officer, shift, and other activity reports usually filed on a daily, weekly, or monthly basis. Useful for reference, performance monitoring, compiling annual reports, planning and budgeting, and for briefing subsequent shifts or activities. Applies to various duties, including dispatch, investigations, and patrol. Information usually includes: name, shift, date, activities, and various statistical categories for tracking the number of arrests, phone calls, mileage, etc. Also includes monthly and annual law enforcement or uniform crime reports summarizing statistics on criminal activity and office operations. *(Mostly on Dispatch CAD, and RMS)*

  **Permanent**: Keep reports summarizing activities on an annual basis permanently.

  **Semipermanent**: Keep all other reports five years.

- **Note**: Idaho Code 50-907(2)(e) provides that departmental reports must be kept at least five years.

- **Animal Control Records**: Records documenting animal control activities, often including: reports, logs, lists, cards, receipts, and related records. Subjects may include: lost and found animals, animals running at-large, dog bite reports, animals turned over to county animal control programs or humane society programs, etc. *(On Hailey Police Blotter and Dispatch CAD)*

  **Temporary**: Keep three years.

- **Arrest Warrant Records**: Records relating to arrest warrants and documenting the status of warrants as served, unserved or recalled by the court. Records may also include detainer requests, informational documents related to the wanted person, teletypes, and other records relevant to the service of warrants. Warrant information includes: date, court, judge’s name, individual’s name and date of birth, charge, etc. *(Mostly on Dispatch CAD)*

  **Temporary**: Keep three years.

- **Booking Records**: Record of all persons arrested and booked by the police department. Information includes: case number, name, race, sex, date of birth, docket number, age, height, weight, hair, eyes, social security number, visible scars and marks, NCIC identification number, address, phone number, aliases, drivers license number, occupation, next of kin and address, booking officer’s name, current date, charge information, medical information, release date, time and arresting officer. *(Records at Jail)*
Permanent: Keep homicide and felony booking records permanently.

Semipermanent: Keep misdemeanor booking records five years.

- **Bulletins from Other Agencies**: Records including bulletins, circulars, and related records received from federal, state and local law enforcement agencies. Usually contains descriptions and photographs of fugitives, missing persons, stolen property, etc.

Temporary: Keep records relied upon for police action three years.

Transitory: Keep all other records until superseded, obsolete or administrative needs end.

- **Civil Enforcement Case Files**: Records relating to actions taken on a specific civil case. Information may include: attempts at service, actual service information, and documentation of enforcement actions taken under the provisions of the order.
  (Sheriff has records)

Temporary: Keep three years after action completed.

- **Community Service Programs**: Records relating to police community service programs, including: DARE, Neighborhood Watch, youth activities, etc. Records may include: publications, mailing lists, plans, evaluations, notes, reports, lesson plans and outlines, etc.
  (Sheriff has records)

Permanent: Keep annual reports summarizing activities permanently.

Temporary: Keep other records three years.

- **Crime Analysis Files**: Records documenting police efforts to anticipate, prevent, or monitor criminal activity. May include reports, statistical summaries, photographs, audio/videotape, etc. Subjects often include: crime patterns or modes of operation, analysis of particular crimes, criminal profiles, forecasts, movements of known offenders, alerts from other agencies, etc.

Permanent: Keep records relating to homicides permanently.

Semipermanent: Keep records relating to major investigations 10 years after case closed.

Transitory: Keep all other records until superseded, obsolete or administrative needs end.

- **Crime Prevention Security Survey Records**: Records documenting citizen-requested officer surveys of homes and businesses and subsequent recommendations for improving security. Information usually includes: areas vulnerable to break-ins, blocked exits, landscaping that can hide crime, etc. Information is typically compiled in a report that is sent to the property owner/renter.

Temporary: Keep three years.
• **Crime Prevention Vacation House Inspection Records:** Records documenting inspection of homes and other properties while the occupants are away. Information typically includes: name, address, date received, vacation beginning and ending dates, emergency contact information, special conditions, dates and times officers checked the house or property, etc.

  **Temporary:** Keep three years.

• **Criminal Arrest History Records:** Records documenting information on the accumulated criminal arrest history of individuals which may be useful in current or future investigations. Records may include: summary sheets or cards, arrest reports, fingerprint cards, mug shots, and related records. Information typically includes: name, aliases, residence, sex, age, date and place of birth, height, weight, hair and eye color, race, scars, marks, tattoos, abnormalities, date of arrest, offense committed, habits, closest relatives or friends, etc. *(Records on Dispatch CAD)*

  **Permanent:** Keep records relating to homicides or felonies permanently.

  **Semipermanent:** Keep records relating to misdemeanors five years.

• **Criminal History Dissemination Records:** Records documenting the dissemination of criminal histories and other law enforcement information to other agencies or criminal information systems. May include teletype and computer message logs. Information includes: date of release, subject of information, recipient of information, reason information was requested, and identification numbers.

  **Temporary:** Keep three years.

• **Detoxification Confinement Logs:** Logs listing names of intoxicated individuals held and released when sober. Includes dates and times confined and released, name of individual and related information. *(Sheriff has records)*

  **Temporary:** Keep three years.

• **Equipment Issued Records:** These records document equipment issued to police department personnel, including: handcuffs, keys, uniforms, badges, bulletproof vests, and weapons (specifying the make, model, serial number and caliber).

  **Temporary:** Keep three years after employee separation.

• **Expunged or Sealed Records:** Records documenting the arrest and/or conviction of a person who petitions and is granted by the court an order sealing records. Also applies to juvenile records. *(Courts have these records)*

  **Permanent.**

• **Field Interrogation Reports:** Informational reports written by police officers relating to individuals, events or vehicles for which the officer does not have probable cause for enforcement. Typically includes: name and address of person contacted, physical description
of person or vehicle, officer’s name, location of contact, date and time, witnesses, reason for contact, etc.

Temporary: Keep three years.

- **Firearm Disposal Records**: These files contain records of firearms that have been disposed of through sale, trade or destruction. They include the manufacturer’s name, serial number, model, caliber, disposal method, disposal date, name of business purchasing firearm, and bid.

Permanent.

- **Fingerprint Cards**: Cards containing fingerprints, palmprints, and other personal identifiers of arrested individuals. Used for identification and apprehension of suspects in criminal investigations. The cards also contain information necessary to identify the individual, including: fingerprint classification number, name, address, date of birth, date of arrest, social security number, photograph, occupation, employer, etc.

- *(Sheriff has records)*

Permanent: Keep records relating to homicides or felonies permanently.

Semipermanent: Keep records relating to misdemeanors five years.

- **Fingerprint Cards (Latent)**: Cards containing latent fingerprints and palm prints found at crime scenes without identification of suspects. These are compared against cards on file at the agency. Usually contains information related to the crime, location, date and time, and other details of the case.

*(Sheriff has records)*

Permanent: Keep records relating to homicides or felonies permanently.

Semipermanent: Keep records relating to misdemeanors five years.

- **Handgun Dealers Sales Records**: Records documenting purchases of handguns from dealers. May include duplicate register sheets mailed by the dealer to the police department and triplicate register sheets mailed by the dealer to the State Police for criminal records checks and then forwarded to the city police department. Information includes: series number, sheet number, sales person, date and time, city, make, model number, caliber, name of purchaser, date of birth, address, height, occupation, race, eye and hair color, local address (if traveling) and signatures of purchaser and salesperson.

*(Sheriff has records)*

Semipermanent: Keep 50 years.

- **Indemnity Bonds**: Copies of insurance bonds issued to indemnify the police department against claims of wrongful actions in civil seizure cases.

Semipermanent: Keep five years after seizure completed and a return has been made to the court of issuance.
• **Impounded & Abandoned Vehicle Records:** Records documenting vehicles impounded by police due to accidents, abandonment, recovered stolen vehicles, vehicles used in commission of crimes, etc. May include reports, notifications, information cards or sheets, receipts, etc. Information typically includes: make, model, year, color, identification number, tag number, condition of vehicle and contents, reason for impounding, location of impoundment, charge (if any), towing company used, release conditions, and name and address of individual to whom the vehicle was released.

**Temporary:** Keep records not included in case files three years after disposition of vehicle.

• **Incident Case File Index:** Indexes to incident case files used as cross references between case numbers, names, dates, modus operandi, and other descriptive information.

**Permanent.**

• **Incident Case Files:** Central case files documenting complaints or other actions or incidents investigated by the police department. Usually filed by case number. Records may include investigative reports, fingerprint cards, arrest reports, supplemental reports, photographs, correspondence, teletypes, court orders, court dispositions, officer notes, laboratory reports, drug/alcohol test records, physical force records, citizen arrest certificates, copies of warrants, search warrants, booking sheets, property/evidence reports, custody reports, and other related documents. Information typically includes: suspect information, alleged activity, location, date, validity of source information and other data.

**Permanent:** Keep records relating to felonies and unsolved crimes where DNA was collected permanently.

**Semipermanent:** Keep records relating to misdemeanors five years.

**Semipermanent**/ Keep protective custody files until the minor turns 18 or is emancipated.

**Temporary:**

• **Informant Case Files:** Records documenting information about informants used by department personnel. Records typically include: reports, correspondence, payment records, fingerprint cards, signature cards, letters of understanding on informant activities, and related records. (Blaine County Narcotics Enforcement Team – aka Task Force has these records)

**Temporary:** Keep three years.

• **Internal Investigations Case Files:** Records documenting investigations of police department personnel for violations of laws, rules or policies and may include findings and dispositions of investigations. Records often include: complaints, correspondence, investigatory reports, interviews, hearing summaries, testimony, etc. Information usually includes: the name of the officer investigated, reason, location of violation, date, accomplices' names and addresses, witnesses' names and addresses, action taken, etc.

**Semipermanent:** Keep 10 years after employee separation.
• **Juvenile Temporary Custody Records**: Records documenting youths taken into temporary custody by the department. The action is not considered an arrest. Information typically includes: name, age and address of the youth; name and address of the person having legal or physical custody of the youth; reasons for and circumstances under which the youth was taken into temporary custody; and related information.

  (Jail has records)

  **Temporary**: Keep three years.

• **Lost & Found Property Records**: Records documenting city receipt and maintenance of lost and found or abandoned property such as money, bicycles and other items not related to a crime. Includes: receipts, inventory lists, disposition information, etc. (SEE ALSO Property & Evidence Control & Disposition Records for records documenting property related to or held as evidence to an alleged crime. SEE ALSO Impounded & Abandoned Vehicle Records for records on abandoned vehicles.)

  **Temporary**: Keep three years.

• **Maps**: Maps and related records maintained for reference and for tracking various trends. Examples include: Neighborhood Watch Program maps, street number location maps and books, parking meter maps, and maps plotting reported crimes in a given area.

  (Dispatch CAD has records)

  **Transitory**: Keep until superseded, obsolete or administrative needs end.

• **Master Name Index Records**: Records documenting information on each individual who has been field interrogated or arrested, suspects or accomplices in crimes, victims, complainants, and witnesses to incidents. Information typically includes: name, address, date of birth, race, sex, date and time of incident or contact, incident number, and related data.

  **Permanent**.

• **Mug Shots**: Photographs and negatives of arrested individuals used for identification and apprehension of suspects in criminal investigations. The photograph is stamped with the case number or a department number and the date the picture was taken.

  (Jail has records)

  **Permanent**: Keep records relating to homicides or felonies permanently.

  **Semipermanent**: Keep records relating to misdemeanors five years.

• **Mutual Aid Agreements**: Agreements for cooperative Police policy and procedures.

  **Permanent**.

• **National Crime Information Center (NCIC) Records**: NCIC is a computerized database of criminal justice information available to federal, state and local law enforcement agencies. NCIC includes information on: wanted persons, individuals charged with serious/significant offenses, missing persons, gang members, etc. Categories of records in the system cover stolen vehicles, guns and articles, and wanted persons.
• *(Dispatch CAD has records)*

Transitory: Keep one year if not part of case file.

• **Neighborhood Dispute Resolution Records:** Records documenting the city's dispute resolution program to handle complaints by citizens about disputes with neighbors or merchants. Typical cases may cover: animal control, landlord/tenant issues, noise, harassment, property disputes, business/consumer issues, etc. Records may include: evaluation and intake records, service referrals, resolution agreements, and follow-up surveys. Information may include: name, phone number and address of person filing complaint; case number; date of activity; narration of request/complaint; name and address of offender; action taken; and other information.

**Semipermanent:** Keep case records five years after last action.

Temporary: Keep other records three years.

• **Officer Notes:** Notes written by officers during the course of a shift containing information which may or may not be included in an official report. Information may pertain to contacts, incidents, unusual circumstances, and other subjects. Notes are often used for writing reports and testifying in court. Information typically includes: names, dates, times, vehicles, activities, locations and related information.

**Permanent:** Keep records relating to homicides or felonies permanently.

**Semipermanent:** Keep all other records five years.

• **Parade Applications:** Applications and other records relating to parades on city streets, including: fees, insurance requirements, alternative routes for emergency vehicles, etc. *(Hailey Special Event Coordinator has these records)*

**Temporary:** Keep three years.

• **Pawnbroker & Secondhand Dealer Reports:** Reports submitted to the police department documenting merchandise bought and sold by dealers. Useful in tracing stolen items. Information includes: name, address, identification, personal description of pledgor, date, dealer's name, and description of article. *(No pawnbrokers in Hailey at this time 11/2011)*

**Temporary:** Keep three years.

• **Peer Court Records:** Records documenting the city's peer court program where youths who have committed certain first time offenses (typically status offenses, i.e. underage drinking) are judged by a court of their peers and typically sentenced to community service. Records may include: policy and procedure manuals, guidelines and instructions, agreements with juvenile and parents, verdict and terms of community service.

**Semipermanent:** Keep case records five years after final disposition of case or youth reaches age of majority, whichever is longer.
Temporary: Keep records not classified as semipermanent or transitory two years.

Transitory: Keep participant guidelines and instructions until superseded, obsolete or administrative needs end.

- **Photo Identification Records**: Photographs and other records used to identify agency employees, private security personnel, contract workers and others. May include photographs taken for agency identification cards, driver’s license photographs, and information such as name, date of birth, physical description, identification number, driver’s license number, and other data. *(Jail has records)*

Transitory: Keep until superseded, obsolete or administrative needs end.

- **Polygraph Records**: Records documenting polygraph tests given to criminal suspects, for internal investigations and other purposes. Includes pre-examination records, questions, statements of consent, analysis reports, results charts, conclusions, interviewee statements, and related information. *(SEE ALSO Recruitment & Selection Records in the Personnel section for records relating to prospective employees.)*

Permanent: Keep records relating homicides or felonies permanently.

Semipermanent: Keep records relating to employees thirty years. Keep all other records five years.

- **Property & Evidence Control & Disposition Records**: Records used to track property and evidence coming into police department possession. Documents receipt, storage, and disposition of personal property and physical evidence from defendants, victims, etc. May include evidence photographs documenting crime scenes, accidents, and other incidents. Records often include: receipt forms, evidence logs (showing chain of possession of evidence), property reports, destruction lists, property consignment sheets, seized firearm logs, homicide evidence inventories, etc. Information usually includes case number, tag number, date and time, property or evidence description, storage location, release date, etc. Often filed with Incident Case Files. *(SEE ALSO Lost & Found Property Records in this section for property not related to an alleged crime.)*

Semipermanent: Keep records relating to crimes with no statute of limitations 75 years after case closed. Keep records relating to felonies one year after statute of limitations expires.

Temporary: Keep records relating to all other cases one year after statute of limitations expires.

- **Property Registration Records**: Records documenting registration of property for identification in case of theft, loss or burglary. Property includes, but is not limited to: bicycles, televisions, cameras, stereos and guns. Information typically includes: name and contact information of owner, description of property, serial number, etc.

Transitory: Keep until registration expired, superseded or obsolete.

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• **Property Sales Records:** Documents sale and conveyance of real and personal property by the police department. Records may include: certificates of levy, notices of sale, publication proofs, mailing receipts, copy of judgment and execution, certificate of sale, return of service, and copy of deed issued.

  **Semipermanent:** Keep seven years.

• **Radar Equipment Certification & Maintenance Records:** Records documenting the calibration and maintenance of radar equipment that may be useful in documenting the accuracy of the readings. Often includes original factory certification of calibration. Information relating to maintenance and repair may include: a description of work completed, parts used, date of service, equipment number, make, model, etc.

  **Temporary:** Keep three years after equipment replaced.

• **Traffic Citations:** Police department copies of citations and records documenting citations issued for traffic, motor vehicle and parking offenses including traffic education class citations. Information includes: date and time; name and address; date of birth, sex, and occupation; license number and state; year, make and model of vehicle; location and type of violation; name of officer issuing citation; etc.

  **Temporary:** Keep citation records three years.

  **Transitory:** Keep warning records until superseded, obsolete or administrative needs end.

• **Teletype, Fax & Electronic Messages:** Incoming and outgoing teletype, fax or electronic messages concerning a variety of subjects, including: incidents, meetings, arrests, warrant confirmation, etc. Information typically includes: date, time, originating agency, and text. These are messages not warranting inclusion in Incident Case Files or other classifications of records.

  **Transitory:** Keep until superseded, obsolete or administrative needs end.

• **Videotapes:** Videotapes documenting traffic stops and arrests, as well as surveillance videos of city facilities (including police facilities, airport, etc.).

  **Temporary:** Keep tapes used as evidence three years after case reaches final disposition. Keep tapes used for internal investigations three years after investigation ends.

  **Transitory:** Keep all other tapes 30 days.
Public Works & Engineering Records

Engineering

- **Engineering Project Technical Records:** Records related to the planning, design, and construction of various city projects, including, but not limited to: streets, sidewalks, traffic lights, streetlights, bikeways, water and wastewater facilities, buildings, etc. May be useful for litigation, reference, or budget planning. Records often include: impact statements, feasibility studies, plans, amendments, field test and laboratory reports, inspector reports, change orders, status reports, and related records. (SEE ALSO Maps, Plans, Drawings & Photos in this section and Purchasing & Quality-Based Selection Records in the Administrative section.)

**Semipermanent:** Keep records of project cost three years after disposal or replacement of facility, structure, or system. Keep all other records 10 years after substantial completion.

General

- **Activity Reports:** Daily, weekly, monthly or other reports documenting the activities of public works department employees, including: type of activity, employees involved, time spent on activity, work completed, equipment and fuel used, etc.

**Permanent:** Keep reports summarizing activities on an annual basis permanently.

**Semipermanent:** Keep all other reports five years.

**Note:** Idaho Code 50-907(2)(e) provides that departmental reports must be kept at least five years.

- **Benchmark Records:** Benchmarks placed by the city or the U.S. Geological Survey to denote elevations above sea level. Records may include books, maps, cards, and other documents. Information includes: location, monument number, elevation, description, and related data. Usually filed numerically by benchmark number.

**Permanent.**

- **Delivery Tickets:** Tickets issued by suppliers to verify delivery of supplies or materials (concrete, road base, gravel, etc.). Information usually includes: date, time, amount and type of supplies/materials received, and related data.

**Temporary:** Keep two years.

- **Equipment Maintenance & Repair Records:** Records documenting the inspection, maintenance, and repair of city-owned equipment not listed elsewhere in this section. Examples include, but are not limited to: generators, sewage lift pumps, water pumps, office equipment, and furniture. Records may include summaries, reports, and similar records usually compiled from daily work records on a monthly or quarterly basis. Information often includes: description of work completed, parts and supplies used, date of service, date of
purchase, purchase price, equipment number, make and model, and related data. (SEE ALSO Capital Asset Records in Administrative section.)

Semipermanent: Keep until equipment removed from service.
Temporary:

- **Facilities & Grounds Maintenance & Repair Records:** Records of all minor maintenance and repairs to buildings and grounds owned or leased by the city. Used to verify that repairs were made. May include summaries, logs, reports, and similar records usually compiled from daily work records on a monthly or quarterly basis. Information often includes location, narrative of work completed, materials used, personnel completing work, authorization, dates of activities, and related data.

  Semipermanent: Keep records requiring engineering stamps 2 years after life of structure. Keep all other records five years.

- **Fill & Leaf Delivery Records:** Records documenting citizen requests and city delivery of fill material and leaves to private property. Often includes conditions; property owner address, phone number and signature; number of loads requested; desired dumping location; and related information. (SEE ALSO Street Surface Maintenance Records in this section for records documenting the removal of leaves from city streets.)

  Temporary: Keep two years.

- **Maps, Plans, Drawings & Photos:** Maps, plans, drawings, and photos created by or for the city. These include various types of maps such as system schematic, as-built, topographic, planemetric, orthophoto, resource, and others. System schematic maps represent locational and other information about major systems such as water and sewer. Other maps are derived from aerial photographs and represent physical features such as building footprints, edge of pavement, and contours. This category also includes as-built plans, drawings, and details documenting city engineering and construction projects.

  Permanent: Keep maps, plans, drawings, and photos permanently (with the exception of copies obtained from other agencies).

  Transitory: Copies of maps, plans, drawings, and photos obtained from federal, state, county or other agencies may be destroyed when superseded, obsolete or administrative needs end.

- **Maintenance Request/Complaint Records:** Records documenting complaints or requests concerning a variety of maintenance responsibilities carried out by the public works department. Examples include, but are not limited to: brushing and limbing; road grading, rocking, sealing, patching, and marking; traffic signals and signs; city-owned buildings and equipment; streetlights; and water and sewer system problems. Information often includes: name, phone number, and address of person making request/complaint; narration of request/complaint; name of person responding to request/complaint; dates of related activities; resolution of request/complaint; and other data.

  Temporary: Keep two years after last action.
• **Master Plan Records**: Document the present and projected needs of the city for water, sewer, storm drainage, streets, bike paths, and other systems. Often includes an implementation schedule for construction. Records often include: plans, reports, evaluations, cost analyses, drawings, and related documents. Subjects may include: rates, inventory evaluations, system rehabilitation or replacement, distribution of services, etc.

**Permanent.**

• **Right-of-Way Permit Records**: Permits issued for private use or construction on public rights-of-way such as streets, sidewalks, and adjacent land. Examples of activities may include house moving, block parties and other uses. Information can include owner’s name, address, and phone number; contractor’s name, address, and phone number; location and description of activity; permit conditions; fee amount; date; signatures; and related data.

**Semipermanent**: Keep construction-related records 10 years after substantial completion of project.

**Temporary**: Keep other records two years after permit expiration, revocation, or discontinuance of use.

• **Survey Field Records**: Detailed field notes and other records related to surveys for boundary location or construction, including notes on traverses, right-of-way location, construction (including levels, cuts, and grades), sketches related to the survey, and other information.

**Permanent**: Keep general surveys and right-of-way location records permanently.

**Semipermanent**: Keep other records 10 years after substantial completion of project.

• **Temporary Access/Construction Easement Records**: Records documenting temporary easements allowing entrance and work on property or streets not owned by the easement holder. Permits usually apply to city crews and utility workers. Information can include: applicant name, address, and phone number; contractor name and license number; utility involved; location; description of work; security deposit; surface restoration material used; signature; date; comments; permit number; and related data. (SEE ALSO Right-of-Way Permit Records in this section and Easement Records in the Administrative section.)

**Temporary**: Keep two years after expiration of easement.

• **Utility Installation & Connection Records**: Records documenting installation of city utility systems or the connection of specific properties to city water, sewer, power, or similar systems. Does not apply to temporary stoppages or disconnections service. May include applications, permits, and similar records. Information often includes: applicant’s name and address, permit number, fee charged, service level, type of structure, pipe size, meter size and number, and related data.

**Semipermanent**: Keep two years after physical disconnection.

• **Utility Line Location Request Records**: Records documenting requests and city action to locate underground lines in the vicinity of a construction site. Information often includes:
name of person requesting location; planned and actual date and time of location; notations of water, sewer, storm drains, and other line locations; name and signature of person locating lines; and related data.

Temporary: Keep two years.

- **Utility Meter Installation, Location, Maintenance, & Repair Records**: Records documenting the installation, location, maintenance, testing, calibration and repair of city operated water and power meters. May include logs, summaries, and similar records usually compiled from daily work records on a monthly or quarterly basis. Information often includes: address, narrative of work completed, personnel completing work, dates, and related data.

Semipermanent: Keep one year after meter removed from service.

**Streets, Streetlights & Bridges**

- **Bridge & Culvert Maintenance & Repair Records**: Records documenting maintenance and repairs on city bridges and culverts, including pedestrian and bicycle bridges. May include summaries, reports, logs, and related records usually compiled from daily work records on a monthly or quarterly basis. Information often includes: location, narrative of work completed, materials used, personnel completing work, authorization, dates of activities, and related data. (SEE ALSO Activity Reports in this section.)

Semipermanent: Keep records with engineering stamps documenting structural maintenance or repairs two years after bridge/culvert permanently removed from service. Keep all other records five years.

- **Bridge Inspection Records**: Records related to bridge inspections required by the U.S. Department of Transportation (23 CFR 650.305). Inspections generally are done every two years. Records may include reports prepared in accordance with federal standards, photographs, correspondence and related documents.

Semipermanent: Keep two years after bridge removed from service.

- **Crosswalk Records**: Records documenting the location and use of crosswalks in the city. Useful in determining the need for and placement of existing and proposed crosswalks. May include striping records, reports, maps, studies, and related records.

Temporary: Keep two years after superseded or obsolete.

- **Master Plan Records**: Document the present and projected needs of the city for water, sewer, storm drainage, streets, bike paths, and other systems. Often includes an implementation schedule for construction. Records often include: plans, reports, evaluations, cost analyses, drawings, and related documents. Subjects may include: rates, inventory evaluations, system rehabilitation or replacement, distribution of services, etc.

Permanent.
- **Railroad Crossing Records**: Records documenting city activities in relation to railroad crossings. Records may include: crossing plans and drawings, reports and studies, accident records, and related documentation and correspondence.

**Permanent.**

- **Special Event Records**: Records documenting preparation for and implementation of traffic changes related to special events such as parades, motorcades, and demonstrations. Includes situations resulting in heavy traffic or street use requiring street closures, traffic rerouting, barricades, signal timing changes, and other variations. May include notifications, planning documents, reports, and related records.

  **Temporary**: Keep two years after event.

- **Speed Zone Records**: Records documenting the establishment and review of speed zones in the city, including reports, photographs, proposals, orders, maps, accident summaries, and related documents. Considerations include pedestrian and bicycle movements, environmental impact, adjacent land use, and other factors.

  **Temporary**: Keep two years after superseded.

- **Street & Road Condition Inventory**: Records documenting the condition of city streets, roads, curbs, shoulders, sidewalks, bikeways, alleys, etc. Useful for reference and planning. Information can include street or road name and location; year surveyed, constructed, and surfaced; bed and surface type; surface size; condition; and other data.

  **Semipermanent**: Keep five years.

- **Street Banner Records**: Records documenting proposals for and installations of banners on city streets, often in relation to civic events or celebrations. Records may include: plans, maps, proposals, reports, applications, and other documents. Applications usually include: applicant’s name, address, and phone number; organization name; banner message; display period requested; signature of city official approving permit; and related information.

  **Temporary**: Keep two years.

- **Streetlight Inventory, Maintenance & Repair Records**: Records documenting inventory, maintenance and repairs of city streetlights. May include reports, summaries, and similar records usually compiled from daily work records on a monthly or quarterly basis. Information often includes: location, pole numbers, maps, types of lights, dates of purchase and installation, narratives of repair work completed, equipment repaired or replaced, supplies used, personnel completing work, authorization, dates of activities, and related data. (SEE ALSO Activity Records in this section.)

  **Temporary**: Keep three years.

- **Streetlight Request & Survey Records**: Records documenting requests by citizens for the installation of streetlights, as well as city surveys to assess need and feasibility. Often includes request forms, correspondence, surveys, reports, and related records.

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Temporary: Keep two years after last action.

- **Street Maintenance & Repair Records:** Records documenting maintenance and repairs of city-owned streets and sidewalks. May include reports, summaries, and similar documents usually compiled from daily work records on a monthly or quarterly basis. Information often includes: location, narrative of work completed, amount of materials used, personnel involved, authorization, dates of activities, and related data. (SEE ALSO Activity Reports in this section.)

**Semipermanent:** Keep records requiring engineering stamps 10 years after substantial completion. Keep all other records five years.

- **Street Surface Maintenance Records:** Records documenting routine and special street sweeping, cleaning, snow removal, sanding, leaf removal, and similar work. Often includes reports, summaries and similar records. Information can include: date and time, area covered, broom down time and mileage, traveling time and mileage, operator’s name, equipment used, amount of sand applied, amount of leaves removed, weather conditions, and related data. (SEE ALSO Activity Reports in this section.)

**Semipermanent:** Keep five years.

- **Traffic Control Equipment Inventory, Maintenance & Repair Records:** Records documenting the location, type, use, maintenance and repair of traffic signals and signs in the city. May include inventories, reports, summaries, and similar records. Information often includes: location, type of signal/sign, timing intervals for signals, date of purchase and installation, narrative of work completed, equipment repaired or replaced, supplies used, personnel completing work, dates of activities, and related data. (SEE ALSO Activity Reports in this section.)

**Semipermanent:** Keep traffic signal records two years after equipment removed from service. Keep all other records five years.

- **Traffic Research & Accident Analysis Records:** Records documenting the study of traffic patterns, speed, direction, and accidents in the city. Records may include various statistical data such as: machine or manual traffic counts; information on vehicles, bicycles, and pedestrians; types of accidents; complicated intersections; bridges; pedestrians; city streets/state highways; and other factors.

**Semipermanent:** Keep reports and summaries 10 years. Keep all other records five years.

- **Truck Route Records:** Records documenting the designation of truck routes for transporting goods within and through the city. May include reports, maps, studies, and related documents. Subjects often include: hazardous materials, triple trailer trucks, log trucks, buses, and others.

**Temporary:** Keep two years after superseded.
Wastewater & Stormwater

- **Discharge Monitoring Records**: Records documenting the amount of pollution discharged from the city wastewater treatment facility. May also include supporting documentation. Information includes: date; period covered; NPDES permit number; discharge number; frequency of analysis; sample type; and average and maximum quantities and concentrations of solids, ammonia, chlorine, nitrogen, and other chemicals.

  **Permanent**: Keep reports permanently (with the exception of discharge monitoring reports, see below).

  **Semipermanent**: Keep discharge monitoring reports 20 years after permit expiration. Keep all other records five years, until the end of the NPDES permit cycle, or as requested by state or federal agencies, whichever is longer.

- **Equipment Maintenance & Calibration Records**: Records documenting the maintenance and calibration of equipment and instruments used to undertake and monitor wastewater treatment operations. Useful to verify equipment reliability and for reference by regulatory agencies. Information includes: date, type of equipment maintained or calibrated, tests performed, repairs needed, comments, and related information.

  **Semipermanent**: Keep five years after equipment removed from service, until the end of the NPDES permit cycle, or as requested by state or federal agencies, whichever is longer.

- **Industrial Pretreatment Permits**: Permits issued by the city to private industries allowing the discharge of specific pollutants under controlled conditions. Records typically include: applications, permits, addenda, modifications, and related supporting documentation. Information typically includes: influent and effluent limits, chemical analysis data, water flow, test and recording requirements, definitions and acronyms, compliance schedules, and related information.

  **Permanent**: Keep permits, addenda, and modifications permanently.

  **Semipermanent**: Keep other records five years after expiration or revocation.

- **Master Plan Records**: Document the present and projected needs of the city for water, sewer, storm drainage, streets, bike paths, and other systems. Often includes an implementation schedule for construction. Records often include: plans, reports, evaluations, cost analyses, drawings, and related documents. Subjects may include: rates, inventory evaluations, system rehabilitation or replacement, distribution of services, etc.

  **Permanent**.

- **Mobile Waste Hauler Dumping Records**: Records documenting the dumping of septic pumpings and other wastes from various sources at the city waste treatment facility. Records include logs, manifests, and similar documents. Information includes: name and signature of
hauler, quantity of wastes dumped, location at which wastes were pumped, and related
information.

Semipermanent: Keep five years.

- **National Pollutant Discharge Elimination System (NPDES) Records**: Records
documenting the application for and issuance of a permit to the city under the NPDES
program which allows discharge of specific pollutants under controlled conditions. Records
typically include: applications, permits, addenda, modifications, and related supporting
documentation. Information includes: influent and effluent limits, chemical analysis records,
water flow, test and recording requirements, definitions and acronyms, compliance
schedules, and related data. (SEE ALSO Wastewater Inspection Records in this section.)

Permanent: Keep permit, addenda, and modifications permanently.

Semipermanent: Keep other records five years, until the end of the permit cycle, or as
requested by state or federal agencies, whichever is longer.

Note: Federal regulations (40 CFR 122.41) require that permittees must keep
records of all monitoring information (including all calibration and
maintenance records and all original strip chart recordings for continuous
monitoring instrumentation), all records required by the permit, and
records of all data used to complete the permit application for at least 3
years from the date of the sample, measurement, report or application.

- **Sewage Sludge Application Landowner Agreements**: Agreements between the city and
landowners related to the application of sewage sludge to approved sites. Records include
signed agreements, exhibits, amendments, and related documents. Information typically
includes: agreement number, date, conditions or terms, parties involved, period covered, and
signatures.

Semipermanent: Keep six years after expiration.

- **Sewage Sludge Application Site Logs**: Logs documenting the agricultural application of
sewage sludge to approved sites. Subjects include agronomic loading calculations related to
maximum application of nitrogen in pounds per acre per year, and ultimate site life loading
calculations tracking the amount of heavy metals applied.

Permanent.

Note: Federal regulations (40 CFR 503.27 and 40 CFR 503.17) require certain
records relating to application of sewage sludge be kept permanently
(including the location and acreage of sites, date of application,
cumulative pollutants, tons of sludge applied and a certification from the
employee) and other records must be kept at least five years.

- **Sewage Sludge Management Plans**: Plans submitted by the city to engage in sludge
disposal or application activity. Information includes: method of sludge removal, land
application or disposal sites, sludge stability determination methods, projected sludge storage
basin use, sludge analyses, application rates, and heavy metal limitations.
Permanent.

- **Sewer & Storm Drainage Maintenance & Repair Records:** Records documenting the maintenance and repair of city sewers and storm drains. May include summaries, reports, and similar records usually compiled from daily work records on a monthly or quarterly basis. Information often includes location, narrative of work completed, amount and type of material used, personnel completing work, dates of activities, authorization, and related information. (SEE ALSO Activity Reports and Sewer Television/Videoscanning Inspection Records in this section.)

  **Semipermanent:** Keep records requiring engineering stamps two years after life of structure. Keep other records five years.

- **Sewer Smoke Test Records:** Records documenting smoke tests undertaken to verify hook-up to main sewer lines, check condition of pipes, or determine effectiveness of backflow prevention devices. Information typically includes: maps or diagrams of lines tested, location of leaks detected, inspector’s name, pipe size, and related information.

  **Semipermanent:** Keep 10 years.

- **Sewer Television/Videoscanning Inspection Records:** Reports documenting television inspections used to locate problems and defects in sewer lines. Often consists of periodic inspections of existing lines, final inspections of newly constructed lines, and inspections at the end of warranty periods. Records usually contain videotapes and written reports. Information typically includes: date, type of inspection, conditions found, repairs needed, distances from manholes, and related information.

  **Semipermanent:** Keep written reports one year after the life of the sewer line.

  **Transitory:** Keep videotapes one year after written report submitted.

- **Strip & Circle-Chart Wastewater Plant Operations Computer Records:** Records documenting the continuous monitoring of various wastewater treatment operations. May include strip charts, circle charts, and similar monitoring records. Information typically pertains to pump flows, influent and effluent water flows, secondary total flow, influent pH, chlorine residue, and related subjects.

  **Temporary:** Keep three years, except for NPDES-related charts (see Wastewater Facilities Permit Records below).

- **Utility Line Location Request Records:** Records documenting requests and city action to locate underground lines in the vicinity of a construction site. Information often includes: name of person requesting location; planned and actual date and time of location; notations of water, sewer, storm drains, and other line locations; name and signature of person locating lines; and related data.

  **Temporary:** Keep two years.

- **Valve Maintenance Records:** Records documenting the location, specifications, maintenance, and repair of valves in the city sewer system. May include lists, charts,
drawings, reports, logs, and related records. Information often includes: valve location, identification number, run of pipe, size, make, year installed, depth, turns to open and normal position, narratives of valve maintenance and repair, tests run, personnel completing work, dates, and related information.

**Semipermanent:** Keep location and specification records one year after valve removed from service. Keep all other records five years.

- **Wastewater Facilities Permit Records:** Records documenting the application for and issuance of a permit authorizing the city to construct and operate a disposal system with no discharge to navigable waters. Examples include: sewage lagoons, land application/reuse, septic tanks, and drain fields. Records often include: applications, permits, addenda, modifications, and related supporting documentation.

  **Permanent:** Keep permit, addenda, and modifications permanently.

  **Semipermanent:** Keep other records five years after permit expiration or revocation.

- **Wastewater Grant & Loan Records:** Records relating to Idaho Department of Environmental Quality grants and loans for wastewater facilities, including: application form and checklist, authorizing resolution, engineering contract checklist, certificate of negotiation, proof of professional liability insurance, certification of financial and management capability, and other documents.

  **Semipermanent:** Keep three years after grant closure or loan payoff.

- **Wastewater Inspection Records:** Records documenting inspections of city wastewater treatment operations to monitor compliance with National Pollution Discharge Elimination System (NPDES) permit conditions. May include reports and supporting documentation. Information typically includes: date, location, areas evaluated during inspection, summary of findings, pre-treatment requirements review, sampling checklists, flow measurements, laboratory assurance checklists, and related information.

  **Permanent:** Keep reports permanently.

  **Semipermanent:** Keep other records five years, until the end of the NPDES permit cycle, or as requested by state or federal agencies, whichever is longer.

- **Wastewater Treatment Operations Records:** Records not listed elsewhere in this schedule which document wastewater treatment operations. Created on a daily, monthly, and annual basis. Usually consists of reports, logs, log sheets, and related records.

  **Permanent:** Keep annual reports permanently.

  **Semipermanent:** Keep other records five years, or as requested by state or federal agencies, whichever is longer.

**Note:** Idaho Code 50-907(2)(e) provides that departmental reports must be kept at least five years.
**Water**

- **Backflow Prevention Device Test Records:** Records documenting test results on backflow prevention devices designed to protect the city water system from pollution related to substances backing into water lines. Information typically includes: date, type and size of device, serial number, location, test records, line pressure, name of tester, name and address of device owner, and related data.

  *Temporary:* Keep three years after subsequent test.

- **Cross Connection Control Survey Records:** Records documenting the monitoring of potential or actual water system health hazards from pollution entering water pipes from other pipes. Records may include: reports, surveys, checklists, and related documents. Information often includes: address, contact person, business name, date, inspector, type of facility, description of protection, comments, corrections made, and other information.

  *Semipermanent:* Keep one year after disconnection or 10 years, whichever is longer.

- **Consumer Confidence Reports:** Records documenting the presence of any contaminants identified by the city in city water over the course of a year. Reports are mailed to city residences and businesses receiving city water.

  *Semipermanent:* Keep five years.

  **Note:** Federal regulations (40 CFR 141.155) require these records to be kept for at least three years.

- **Disinfection Profiling & Benchmarking Records:** Records relating to disinfection profiling and benchmarking for *Giardia lamblia* or virus inactivation.

  *Permanent.*

  **Note:** Federal regulations (40 CFR 141.571) require these records to be kept permanently.

- **Drinking Water Grant & Loan Records:** Records relating to Idaho Department of Environmental Quality grants and loans for water facilities, including: application form and checklist, authorizing resolution, engineering contract checklist, certificate of negotiation, proof of professional liability insurance, certification of financial and management capability, and other documents.

  *Semipermanent:* Keep three years after grant closure or loan payoff.

- **Equipment Maintenance & Calibration Records:** Records documenting the maintenance and calibration of equipment and instruments used to monitor water treatment operations. Useful in verifying reliability and for reference by regulatory agencies. May include logs, reports, and related records. Information typically includes: date, type of equipment maintained or calibrated, tests conducted, repairs needed, comments, and related information.

  *Semipermanent:* Keep until equipment removed from service.
- **Federal Energy Regulatory Commission (FERC):** Records of inspections and annual reports to FERC on the operation of the hydro generating system at the Indian Creek water tank. This information is treated as Critical Energy Infrastructure Information (CEII) and is accessible to the public only through a Freedom of Information Act (FOIA) procedures.

**Permanent:**

- **Flouride Analysis Records:** Daily records of flow and amounts of fluoride, and weekly analyses of fluoride in finished water.

  **Semipermanent:** Keep five years.

  **Note:** Idaho regulations (IDAPA 58.01.08.552.06) require these records to be kept at least five years.

- **Free Chlorine Residual Analysis Records:** Analyses made at least daily for free chlorine residual for systems using ground water that add chlorine for disinfection.

  **Transitory:** Keep one year.

  **Note:** Idaho regulations (58.01.08.552.05) require these records to be kept at least one year.

- **Hydrant Installation & Maintenance:** Record of fire hydrant locations and repairs. Indexed by hydrant number, map coordinate, location or street intersection. Includes: date last checked, service record, date installed, physical characteristics, operation, flow check, pressure and leakage.

  **Semipermanent:** Keep one year after hydrant removed.

- **Hydrant Records:** Records documenting the location, specifications, maintenance, testing, and repair of water hydrants in the city water system. May include lists, charts, logs, reports, and related records. Information typically includes: location, make, description (main size, valve size, flow capacity, etc.), maintenance and repair narratives, dates, authorizations, and related information.

  **Semipermanent:** Keep location and specification records until hydrant permanently removed from service. Keep all other records five years.

- **Idaho Power Hydro Power Production and Maintenance:** Records documenting the monthly power production and equipment maintenance at the Indian Creek Hydro plant for submittal to Idaho Power. Power production records are sent monthly to Idaho Power and a record retained.

  **Semipermanent:** Keep for 5 years after hydro plant production ceases.

- **Lead & Copper Control Records:** Records documenting treatment triggered by lead and copper action levels measured in samples collected at consumers' taps, including corrosion...
control treatment, source water treatment, lead service line replacement, public education and supplemental monitoring.

**Semipermanent**: Keep twelve years.

**Note**: Federal regulations (40 CFR 141.91) require these records be kept at least 12 years.

- **Master Plan Records**: Document the present and projected needs of the city for water, sewer, storm drainage, streets, bike paths, and other systems. Often includes an implementation schedule for construction. Records often include: plans, reports, evaluations, cost analyses, drawings, and related documents. Subjects may include: rates, inventory evaluations, system rehabilitation or replacement, distribution of services, etc.

**Permanent**.

- **Non-Compliance Corrective Action Records**: Records documenting action taken by the city to correct violations of primary drinking water regulations. May include reports, logs, and related records.

**Temporary**: Keep three years after last action.

**Note**: Federal regulations (40 CFR 141.33) require these records to be kept at least three years after the last action taken with respect to the particular violation.

- **Sanitary Survey Records**: Records documenting surveys examining the overall sanitary condition of the city water system. May be conducted by the city, private consultants, or state/federal agencies. Records may include written reports, summaries, and related documents.

**Permanent**: Keep reports and summaries permanently.

**Semipermanent**: Keep all other records ten years.

**Note**: Federal regulations (40 CFR 141.33) require written reports, summaries and communications relating to sanitary surveys must be kept at least 10 years after completion of the survey.

- **Secondary Contaminant Reports**: Reports documenting the analysis of water samples to determine the level of secondary contaminants. Secondary contaminants are those which, at levels generally found in drinking water, do not present a health risk but may affect taste, odor, and color of water, as well as stain plumbing fixtures and interfere with water treatment processes. Information typically includes: date, report number, analyst, time of sample collection, contaminant levels, and related information.

**Semipermanent**: Keep 10 years.

- **Strip & Circle Chart SCADA (Supervisory Control and Data Acquisition) Records**: Records documenting the continuous monitoring of various water treatment operations. May
include strip charts, circle charts, and similar monitoring records. Information often pertains to reservoir levels, pump flows, distribution line pressure, and related subjects. SCADA maintains records in computer files.

**Temporary:** Keep three years.

- **Utility Line Location Request Records:** Records documenting requests and city action to locate underground lines in the vicinity of a construction site. Information often includes: name of person requesting location; planned and actual date and time of location; notations of water, sewer, storm drains, and other line locations; name and signature of person locating lines; and related data.

  **Temporary:** Keep two years.

- **Variance & Exception Records:** Records documenting variances and exceptions granted to the city by regulatory agencies concerning water treatment operations. Information typically includes: date, conditions of variance or exception, expiration date, and related information.

  **Semipermanent:** Keep five years after expiration of variance/exception.

**Note:** Federal regulations (40 CFR 141.33) require these records be kept at least five years after expiration of the variance/exception.

- **Valve Maintenance Records:** Records documenting the location, specifications, maintenance, and repair of valves in the city water system. May include lists, charts, drawings, reports, logs, and related records. Information typically includes: valve location, identification number, run of pipe, size, make, year installed, depth, turns to open and normal position, narratives of valve maintenance and repair, tests run, personnel completing work, dates, and related information.

  **Semipermanent:** Keep location and specification records one year after valve removed from service. Keep all other records five years.

- **Water Bacteriological Quality Analysis Reports:** Reports documenting water samples taken from various locations throughout the city water system and supply sources for bacteriological tests. Information includes: location, collection date, person taking samples, sample type, analysis date, laboratory name, person performing analysis, analytical method used, and the results of the analysis.

  **Semipermanent:** Keep five years.

**Note:** Federal regulations (40 CFR 141.33) require these records be kept at least five years.

- **Water Chemical & Radiological Analysis Reports:** Records documenting water samples taken from various locations throughout the city water system and supply sources for chemical and radiological tests. Information includes: location, collection date, person collecting sample, sample type, analysis date, laboratory name, person conducting analysis, analytical method used, and results of the analysis.
Semipermanent: Keep 10 years.

Note: Federal regulations (40 CFR 141.33) require chemical analyses be kept at least 10 years.

- Water Consumption Reports: Reports documenting statistics of daily, monthly and annual water consumption. Useful for prediction of future flows and peak demands. Information may include water consumption in millions of gallons and cubic feet from treatment plants, springs, artesian wells, pumped wells, and reservoirs.

Permanent: Keep annual reports permanently.

Semipermanent: Keep information not summarized in annual report 10 years.

Transitory: Keep information summarized in annual report one year.

- Water Line and Water Tank Inspection, Maintenance & Repair Records: Records documenting the maintenance and repair of city-owned water lines. May include reports, summaries, and similar documents usually compiled from daily work records on a monthly or quarterly basis. Information often includes: location, narrative of work completed, amount and type of materials used, personnel completing work, dates of activities, authorization, and related data. (SEE ALSO Valve Maintenance Records, Hydrant Records, and Activity Reports in this section.)

Semipermanent: Keep records requiring an engineering stamp two years after water line permanently removed from service. Keep water tank inspection reports permanently. Keep other records five years.

- Water Quality Complaint Records: Records documenting complaints received from the public about the quality of city water. Information typically includes: name, address, and phone number of complainant; nature of complaint; location; description of water; name of person responding to complaint; narrative of investigation; and resolution.

Temporary: Keep three years after last action.

- Water Treatment Operations Records: Records not listed elsewhere in this schedule, which document water treatment operations, created on a daily, monthly, or annual basis. Records may include state or federal required reports. May consist of reports, logs, log sheets, and related records. Subjects may include: amount and types of chemicals used, filter rates, etc.

Permanent: Retain annual reports permanently.

Semipermanent: Keep all other reports five years, or as requested by state or federal agencies, whichever is longer.

Note: Idaho Code 50-907(2)(e) provides that departmental reports must be kept at least five years.
• Water Turbidity Reports: Reports documenting the analysis of water samples to determine the level of cloudiness caused by suspended particles. Information typically includes: date, report number, analyst, time of sample collection, turbidity unit values for routine and check samples, and related information.

**Semipermanent:** Keep 10 years.

**Note:** Federal regulations (40 CFR 141.175) require that the results of individual filter monitoring must be kept at least three years.
Return to Agenda
AGENDA ITEM SUMMARY

DATE: 2/3/16  DEPARTMENT: Finance & Records  DEPT. HEAD SIGNATURE: □

SUBJECT:
New Alcohol Beverage License for The Sawtooth Brewery

AUTHORITY: □ ID Code  □ IAR  □ City Ordinance/Code 5.04, 5.08, 5.12
(IF APPLICABLE)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

Alcohol Beverage License will expire on July 31, 2016 at which time they will need to reapply to the State, County and City.

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS: Caselle #
Budget Line Item #
YTD Line Item Balance $
Estimated Hours Spent to Date:
Estimated Completion Date:
Staff Contact:
Phone #

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IF APPLICABLE)

□ City Attorney  □ Clerk / Finance Director  □ Engineer  □ Building
□ Library  □ Planning  □ Fire Dept.  □
□ Safety Committee  □ P & Z Commission  □ Police  □
□ Streets  □ Public Works, Parks  □ Mayor  □

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Approve the following alcohol beverage license contingent upon approval of HPD and applicant submittal of State and County licenses.

ADMINISTRATIVE COMMENTS/APPROVAL:

□ City Administrator □ Dept. Head Attend Meeting (circle one) Yes  No

ACTION OF THE CITY COUNCIL:

Date
City Clerk

FOLLOW-UP:
*Ord./Res./Agmt./Order Originals: □ Additional/Exceptional Originals to:
Copies (all info.): □ Copies
Instrument #: □
ALCOHOL BEVERAGE LICENSE APPLICATION

APPLICATION FOR:
Liquor $562.50
Wine by the Drink $200.00
Beer by the Drink $200.00
Grocery Sale of Wine $200.00
Grocery Sale of Beer $50.00

APPLICATION IS:
\(\checkmark\) New License
\(\checkmark\) Renewal
\(\checkmark\) Transfer

TOTAL DUE: $400.00 (Shall owe $50-

Applicant Name: Sawtooth Brewery LLC Kevin Jones

Business Name: ________________________________

Business Physical Address: 110 River St

Business Mailing Address: PO Box 4243 Ketchum, ID 83340

Business Phone Number: 208-806-1368

Property Owner (if different from applicant):

\(\checkmark\) (Applicant must attach certified copy of lease showing that owner consents to sale of alcohol on premises)

I hereby certify that the above statements are true, complete and correct to the best of my knowledge. I further certify that I have applied for and received the Idaho State Liquor License (copy attached) and the Blaine County Liquor License (copy attached).


Applicant-Signature

\(\checkmark\) Date

\(\checkmark\) Subscribed and sworn to before me this 24 th day of January 2016

Notary Public OR City Clerk

My Commission Expires Dec 28, 2016

Official Use Only
State License No. ______________________
County License No. ______________________
City License No. ______________________
Date Approved by Council ______________________

Chief of Police
PERSONAL AFFIDAVIT IN SUPPORT OF ALCOHOL BUSINESS LICENSE

Full Name: Keith Dawson Jones

SSN: 149 78 6312 DOB: 8/14/84

Business Address: 110 Ave St Business Phone: 208 886 1368

Home Address: 1406 Place Dr Home Phone: 208 450 9324

I am or will be: Sole Owner □ Partner □ Director □ Stock Holder □ Officer □ Manager □

Do you have any direct or indirect interest in any other business for the sale of alcoholic beverages?
Yes □ No □
If yes, please explain: ________________________________

Have you ever had an alcohol license denied, suspended or revoked?
Yes □ No □
If yes, please explain: ________________________________

Have you within the last three (3) years been convicted of any violation in any of these United States relating to the importation, transportation, manufacture or sale of alcoholic liquor or beer?
Yes □ No □

Have you within the last five (5) years been convicted of, paid a fine, been placed on probation, received a deferred sentence or withheld judgment, or completed any sentence of confinement for any felony?
Yes □ No □
If yes, please explain: ________________________________

I have read all of the above, and declare under penalty of perjury that each and every statement made is true, correct and complete.

Applicant Signature ____________________________

Subscribed and sworn to before me this _______ day of ________, 20____

Notary Public ____________________________

Residing at ____________________________

My Commission Expires ____________________________

CITY OF HAILEY • 115 MAIN ST. S., SUITE H • HAILEY, IDAHO 83333 • 788-4271
CORPORATION QUESTIONNAIRE

Corporation Name: Sawtooth Brewery LLC
Business Name: ____________________________
Physical Address: 110 River St

Officers and/or Directors:
Title: Business Director Name: Kevin Jones
Address: 140 E Placer Dr Ketchum

Title: CEO Name: Paul Holle
Address: 751 2nd Ave, Unit B Ketchum

Title: ____________________________
Name: ____________________________
Address: ____________________________

Stockholders
Name: ____________________________
Address: ____________________________

Name: ____________________________
Address: ____________________________

Name: ____________________________
Address: ____________________________

I hereby certify that each officer, director and stockholder is the real party in interest with respect to his portion and is not acting directly or indirectly as an agent, employee or representative to any other person not reported to the board.

Signature
Title: Business Director

Subscribed and sworn to before me this 12 day of January 2016

Notary Public
Residing at Hailey, Idaho
My Commission Expires

CITY OF HAILEY • 116 MAINE STREET • HAILEY, IDAHO 83333 • 788-4221
Return to Agenda
AGENDA ITEM SUMMARY

DATE: 2/08/16 DEPARTMENT: Clerk's Office DEPT. HEAD SIGNATURE M. Cone

SUBJECT

Approval of Minutes from the meeting of the Hailey City Council on January 11, 2016 and to suspend reading of them.

AUTHORITY: □ ID Code 67-2344 □ IAR □ City Ordinance/Code

Idaho Code requires that a governing body shall provide for the taking of written minutes at all of its meetings, and that all minutes shall be available to the public within a reasonable period of time after the meeting. Minutes should be approved by the council at the next regular meeting and kept by the clerk in a book of minutes, signed by the clerk.

BACKGROUND:

Draft minutes prepared.

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS:

Budget Line item # YTD Line Item Balance $

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS:

[ ] City Attorney [x] City Clerk [ ] Engineer [ ] Mayor
[ ] P & Z Commission [ ] Parks & Lands Board [ ] Public Works [ ] Other

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Motion to approve the minutes as presented, and to suspend the reading of them, or remove from consent agenda to make changes and then approve as amended.

FOLLOW UP NOTES:
MINUTES OF THE MEETING OF THE
HAILEY CITY COUNCIL
HELD JANUARY 11, 2016
IN THE HAILEY TOWN CENTER MEETING ROOM

The Meeting of the Hailey City Council was called to order at 5:30 P.M. by Mayor Fritz Haemmerle. Present were Council members Carol Brown, Don Keim, Pat Cooley, and Martha Burke. Staff present included City Attorney Ned Williamson, City Administrator Heather Dawson, and City Clerk Mary Cone.

5:30:36 PM call to order by Mayor Haemmerle

Open Session for Public Comments:

5:31:06 PM Brent Nelson owner of Snow Bunny Drive-In. Snow Bunny is having parking issues when Hailey Ice events are going on, and Nelson needs help from the City. During the Suns games, parking is an issue at his restaurant. Nelson does not want to tow cars but his business is slowed because all of the parking is taken by ice hockey game attendees. 5:33:20 PM Mayor Haemmerle responds. Haemmerle asks which game was the worst, answer by Nelson was the last game (most recent) was the worst parking issue.

5:35:15 PM Burke asks a question. Nelson answers.

5:35:43 PM Jane Drussel, Hailey resident and local business owner, thanked the City for the beautiful street lights this winter. Drussel thanks the Street Department for Snow Removal, great job done by them this year!

CONSENT AGENDA:

CA 001 Motion to approve Resolution 2016-001, authorizing a Fire Department Interagency Commitment Letter for the AFG grant writer recently hired each participating Agency will pay $482.14 to share in the cost of the services ...

CA 002 Motion to approve Resolution 2016-002, ratifying the Mayor’s signature and submittal of the following Groundwater rights into the Idaho Water Supply Bank: 37-2231, 37-22316, 37-22321 (Old Cutters) and 37-22773, 37-22774, 37-22775, 37-22776 (Northridge)

CA 003 Motion to approve Resolution 2016-003, authorizing an application with IDWR and $250 fee to place groundwater right 37-20831 the Idaho Water Supply Bank

CA 004 Motion to approve Resolution 2016-004, authorizing an application with IDWR and $100 fee to request an extension to avoid forfeiture of groundwater right 37-22019

CA 005 Motion to approve Resolution 2016-005, ratifying interagency agreement for critical incident law enforcement response between area city, county, and state police agencies

CA 006 Motion to approve Resolution 2016-006, approving School Resource Officer contracts with Blaine County School District, through which BCSD pays City of Hailey $165,150 to place two Hailey Police officers within certain Blaine County School District Schools located within Hailey for school year 2015-2016

CA 007 Motion to approve Resolution 2016-007, ratifying an agreement with Conrad Brothers Construction for the installation of a radon mitigation system at City Hall and Resolution 2016-008, ratifying an agreement with Brian Formusa for engineering/construction oversight and performance testing of the system

CA 008 Motion to approve Resolution 2016-009, authorizing the LYNX Consortium agreement

CA 009 Motion to approve Resolution 2016-010, declaring Surplus Property and authorizing sale or destruction of declared surplus property

HAILEY CITY COUNCIL MINUTES
January 11, 2016
Motion to approve Resolution 2016-011, authorizing agreement with BPA providing Hailey Fire Department
volunteers an employee assistance plan for fiscal year ending 2016.

Motion to approve Resolution 2016-012, authorizing statement of authorization with Caselle to provide required
Affordable Care Act forms for a cost of $1,438.

Motion to approve Resolution 2016-013, authorizing ratification of Mayor’s signature on Fisher’s Technology
Supplement – revised after council approved it in the December 7, 2015 meeting.

Motion to approve Resolution 2016-014, authorizing ACH Origination Agreement with Mountain West Bank E-
Banking services annual paperwork.

Motion to approve CNI’s pay request #7 in the amount of $46,169.86 for work on the Wastewater Biosolids
Facility.

Motion to approve minutes of December 07, 2015 and to suspend reading of them.

Motion to ratify claims for expenses December 2015.

Motion to ratify claims for expenses December and January 2015.

Motion to approve claims for expenses incurred during the month of December 2015, and claims for expenses

Motion to approve Treasurer’s reports for December 2015.

5:36:58 PM Item CA 005 was pulled by Colleen Teevin.

5:37:21 PM Burke moved to approve all consent agenda items minus CA 005, seconded by
Keira, motion passed unanimously.

CA 005 – 5:37:42 PM law enforcement, question about the current prosecuting attorney for city
and conflict of interest language. Teevin wants to talk to the Police dept. to find out if this needs
to be language that could be added. Page 64, section D, prosecutor responsibilities, and conflicts
of interest and how they are addressed?

5:39:41 PM Haemmerle comments. Typically if the prosecuting attorney feels that there is a
conflict of interest another attorney is appointed.

5:40:25 PM Williamson feels that we should discuss this and look at this for the next meeting.

OATH OF OFFICE TO MAYOR AND COUNCIL MEMBERS:

OO 020 Fritz Haemmerle, Pat Cooley and Colleen Teevin

5:41:49 PM Mayor Haemmerle speaks. And then takes oath from City Clerk.

Mayor Haemmerle gives oath of Office to Pat Cooley.

5:44:06 PM Colleen Teevin takes the oath from Mayor Haemmerle.

Colleen Teevin takes her seat at the council table as the new councilor.

5:45:54 PM Mayor Haemmerle welcomes Teevin.

5:46:04 PM Burke comments.

HAILEY CITY COUNCIL MINUTES
January 11, 2016
Election of council president

5:46:57 PM Burke nominates Don Keirn to be the council president, motion seconded by Cooley. Motion passed with roll call vote. Teevin, yes. Keirn, yes. Cooley, yes. Burke, yes.

MAYOR’S REMARKS:

5:48:15 PM Mayor Haemmerle brings up a presentation to be viewed by the room. Haemmerle discusses costs of City of Hailey and its annual budget. Haemmerle discusses our revenue and budgetary challenges, including SCBA firefighting equipment, new blade for the grader is $25,000, street repair and street replacement. Haemmerle explained the various funding ways to help with some of these ongoing maintenance costs currently not funded. If we implemented a levy override, it could bring in approx. $375,000; for a 2 year period. Haemmerle announced we have $95,000 in excess revenue. We are considering taking a levy question to voters for their consideration. We need to do this in order to keep Hailey a great place to live.

5:54:19 PM Tony Evans asks a question about sidewalks on River Street. Haemmerle responds, the URA will look at this as part of their project. 5:55:27 PM Mariel Miller comments. River Street grant, $2 million. There is a committee forming to understand more from public.

5:56:41 PM Jason Miller Mountain Rides Director, applauds the City for this project and creative ways for funding. Miller is involved in bike ped master plan.

5:57:28 PM Jane Drussel, commented to council, that the first committee meeting is this Wednesday. Drussel will get results to City as they have it. Haemmerle responds.

PROCLAMATIONS AND PRESENTATIONS:

PP 021  Presentation on the New Mobility West Grant Workshops and “Lighter, Quicker, Cheaper” Concepts

5:58:39 PM Lisa Horowitz gave a recap of the 3 day workshop sessions. The term coined for the effort is “lighter, quicker, cheaper.” What is a successful street? Was one question asked to people during the workshops. Horowitz stated generally that the sentiment that “changes need to be made on Main Street.” The workshop results will be presented to council in February. Horowitz hands out a document with some ideas that Hailey can try that won’t cost a lot of money. Some ideas include, “parklets,” wayfinding signs, painting streets with bike lanes, and putting temporary structures in intersections to serve as a roundabout.

6:14:14 PM Teevin is impressed with the public involvement.

6:14:31 PM Burke asked about angled parking. 6:14:43 PM Cameron addresses this question.

6:15:53 PM Haemmerle likes the ideas to try things as experiments with low costs.

HAILEY CITY COUNCIL MINUTES
January 11, 2016
6:17:10 PM Kaz Thea comments, that business community had some good ideas during these workshops – making the city more “people centric”

6:20:10 PM Keirn comments about testing pop up roundabouts in Old Hailey.

6:20:42 PM Jane Drussel asked a question, can we do roundabouts on the Highway? Haemmerle addressed this question. Williamson comments.

6:22:05 PM Thea talks about the gateway ideas making our town more fun and interesting to car travelers.

PP 022  Presentation on 2015 Economic/Planning/Building Activities and Projects by the Community Development Department

This item will be discussed next meeting announced Mayor Haemmerle. 6:24:20 PM

APPOINTMENTS AND AWARDS:

AA 023  Friedman Memorial Airport Authority Appointments (expired 2-year terms of Fritz Haemmerle and Don Keirn) Resolution 2016-015

6:24:44 PM General discussion prior to motion.


AA 024  Air Service Board Appointment (expired 1-year term of Fritz Haemmerle) Resolution 2016-016

6:27:39 PM Haemmerle would like to continue on this board to supervise the spending of LOT funds, Haemmerle enjoys this board.


AA 025  Hailey Boards and Commissions - City Council Assignments

6:29:07 PM no discussion on this item tonight. Haemmerle announced that he will have each council member discuss these with Heather Dawson to get coverage across the boards and commissions.

PUBLIC HEARINGS:

PH 026  Airport Issues

HAILEY CITY COUNCIL MINUTES
January 11, 2016
Haemmerle opens this discussion. Haemmerle ponders, why do we consider potential sites where the Bureau of Land Management (BLM) does not find them as appropriate? Case in point, the sage grouse impact to one of the identified sites. Another issue, assumptions in chapter E only consider sites in Blaine County, why don’t we consider other counties and consider a regional site? Burke responds the Haemmerle’s question about a regional site. It’s not out of the question, but the local areas must give up their airport and agree to support Blaine County as the sponsor of a new regional airport, and Jerome (in the past) did not want to give up their General Aviation airport.

General discussion ensued about the site vetting process that took place over the past 6 years.

Burke talks about a property just South East of Timmerman Hill on the left side of Highway, it has been burned twice and not a sage grouse habitat. Why are we not looking at this property? It is BLM land. It does have a gas line going through it. Don’t need a cross wind runway for this parcel.

Williamson comments. Page 360 of packet, has information about sites 10 and 10A.

Burke asks them (Haemmerle and Keim) to ask about the site she described earlier.

Haemmerle thought about bringing up the issue of jet fuel odors in Woodside area. And also, pondered asking if the FAA would do an independent air quality study in Hailey.

Public Comments:

Tony Evans sage grouse habitat has declined 90 percent since 2007 yet they did not put the bird on the endangered species list?

Peter Lobb Hailey resident comments, maybe we need to go to Washington to talk to our senators and lobbyists, we need to “play the game” to get what we want.

Consideration of an Ordinance amending Subdivision Code Section 3.1.1, Procedure and Section 3.3.6 to require a Title Report as a requirement of preliminary plats and to require submittal of recorded final plat

Horowitz gave an overview of this item. Williamson comments.

Public Comments:

Peter Lobb comments, feels this is a good idea. Discretion is a good idea.

HAILEY CITY COUNCIL MINUTES
January 11, 2016
6:57:50 PM Burke moves to adopt Ord. No. 1193, and conduct 1st reading by title only, seconded by Cooley, motion passed unanimously.

6:58:23 PM Mayor Haemmerle conducts 1st reading of Ordinance No. 1193, by title only.

PH 028 Consideration of an Ordinance amending Hailey Municipal Code Chapter 12.14, Special Events to make an event at the Hailey Arena a special event and to revise the application process for events at the Hailey Arena and update on Hailey Arena marketing effort

6:59:04 PM Miller gave a background of this item. Miller researched other arenas in the West and is proposing new fees, a brochure and new process. The resolution of fees went into effect in Jan. 1, 2016 for the arena. Miller speaks to the sections in the municipal code that are being changed. All events in the arena are considered Special Events. Requiring a parking plan in the application for rental of the arena, submitting the application 60 days before the event to give applicant time to advertise for the event. We don’t want to limit the amount of events in the arena like we do in our parks. Regarding the last section of this proposed ordinance, 7:05:30 PM Mayor Haemmerle wants to remove section D of the proposed ordinance.

7:05:50 PM Miller discusses section 6.

7:06:08 PM Cooley asks a few questions. Cooley recounts a local business that donated time and labor for the new Concession areas, and asked for exclusive advertising rights in the arena. Cooley refers to page 406 of packet, middle of page just below livestock and animals. Williamson comments. Miller comments. Williamson comments, thinks there is a way to add some language in an agreement. Miller suggests we discuss and talk about it in the next meeting.

Public Comments:

7:10:10 PM Bob MacLeod comments asks a question about liquor.

7:11:13 PM Williamson would also like to remove paragraph D.

7:11:38 PM Miller would like to see this ordinance adopted tonight.

7:12:17 PM Burke moves to adopt Ordinance No. 1194 without section 5 item D, seconded by Keirn, motion passed unanimously.

7:13:12 PM Mayor Haemmerle conducts 1st Reading of Ordinance No. 1194, by title only.

NEW BUSINESS:

NB 029 Consideration of a letter to Blaine County regarding the proposed Bellevue Area of City Impact

HAILEY CITY COUNCIL MINUTES
January 11, 2016
Horowitz gave an overview of this item. Hailey would like to be a part of the conversations between Bellevue and Blaine County. Council is in support of being involved in these discussions, and want to send the letter displayed in the packet.

Consideration of Final Plat for Subdivision of Lot 6, East Hailey Meadows Subdivision. The new subdivision is proposed to be East Hailey Condominiums consisting of a total property area of 9,448 square feet. Current zoning of the property is Limited Residential 1 (LR-1). The existing structure houses four apartment units and no new construction is necessary for the condominium conversion. Preliminary Plat approval was on December 15, 2014.

Horowitz announced that this is converting from apartments to condominiums.

Teevin asks a question about the procedural history deadline -- has not been met, is this a problem? Horowitz clarified by reading on page 421 of packet item (f), comment in italics states “This deadline has been met.”

Keirn moves to approve Final Plat for East Hailey Condominium Conversion, finding that they application meets City Standards, subject to conditions A-C, seconded by Burke, motion approved unanimously.

Resolution 2016-017 authorizing Galena Groundwater District Assessments and Hailey’s Groundwater Rights

Miller gives an overview of this item. We have 3 city owned water rights and the fees associated with these rights. Miller has discussed this with our water rights attorney, Michael Creamer, he suggests to wait to put all of the remaining city owned water rights in the bucket until a later date.

Haemmerle asks if the district has discussed the legal expenses for the water rights call being shouldered by cities of Hailey and Bellevue. Miller responds, no discussion has been had about this topic yet.

Burke asks Mayor Haemmerle his thoughts on this item. Haemmerle responds. We have chosen not to opt in with our rights at this time.

Tony Evans with Idaho Mountain Express asks how much legal fees have had to date? Evans will call Dawson tomorrow morning to get this information.

Burke moves to adopt Resolution 2016-017 authorizing the Galena Groundwater District assessment and water rights, seconded by Keirn, motion passed unanimously.

OLD BUSINESS:

HAILEY CITY COUNCIL MINUTES
January 11, 2016
OB 032  2nd Reading of Ordinance No. 1192 amending Section 17.8.2.5A of the Hailey Municipal Code allowing larger flags (96 square feet maximum) on taller poles (45 feet maximum height) on governmental property

7:27:25 PM Burke moves to approve Ordinance No. 1192, waive the 2nd reading, conduct the 3rd Reading by title only and authorize the Mayor to sign, seconded by Keirn, motion passed unanimously.

7:29:17 PM Mayor Haemmerle conducts the final 3rd Reading of Ordinance No. 1192, by title only.

STAFF REPORTS:

7:30:24 PM Fire Chief Craig Aberbach announced that Hailey has been recognized for Firefighter of Year, Bill Freer and Rookie of the Year, Josh Murphey recognized at the end of the year ceremony. Haemmerle commented, you got an award too, right? Aberbach was awarded the Idaho Grange Firefighter of Year, the local grange nominated Aberbach and the state awarded it. Aberbach gave credit to all of those individuals around him, that's who made it possible.

7:31:13 PM Miller snow removal update, total costs: of 1,100 hours, $30,000, 750 loads to Lions Park, 400 hours by Sluder, our snow removal contractor. Hailey spent $66,000 on snow removal operations total. A little over budget by $10k to $20k. Miller announced that we will be using sand this week to help with the icy road conditions. Proposal for a snow phone line to be rolled out later this week with a corresponding brochure for citizens. The snow line would have regular messages on snow removal efforts that the city is conducting.

7:36:02 PM Haemmerle has gotten mixed feedback on snow removal efforts, you cannot please everyone.

7:37:34 PM Mayor Haemmerle announced that he wants to have a goal setting meeting at the end of January or first of February, on a Friday afternoon.

7:38:13 PM Dawson points to next agenda on pg. 449 of packet, the draft February agenda has very few items on the agenda.

7:39:04 PM Burke announces Lamar Waters of Parks and Lands Board was named to the State Grant Referring Body by the Idaho State Board of Parks and Recreation, and was appointed by the Governor. Burke wants to celebrate this appointment. Haemmerle concurs.

EXECUTIVE SESSION: Real Property Acquisition (IC 74-206(1)(c)), Pending & Imminently Likely Litigation (IC 74-206(1)(f)), and/or Personnel (IC 74-206(1)(a/b))

7:40:06 PM Burke moves to go into Executive Session to discuss Real Property Acquisition (IC 74-206(1)(c)), and Pending & Imminently Likely Litigation (IC 74-206(1)(f)), seconded by Cooley. Motion passed with roll call vote. Teevin, yes. Keirn, yes. Cooley. Yes. Burke, yes.

HAILEY CITY COUNCIL MINUTES
January 11, 2016
Mayor Haemmerle and council came out of Executive Session

8:01:02 PM With no further business to conduct Keirn moves to adjourn meeting, seconded by Cooley, motion passed unanimously.
Return to Agenda
AGENDA ITEM SUMMARY

DATE 1/15/2016 DEPARTMENT: Finance & Records       DEPT. HEAD SIGNATURE: MHC

SUBJECT
Council Ratification of Claims costs incurred during the month of December 2015.

AUTHORITY: ☐ ID Code 50-1017       ☐ IAR ___________       ☐ City Ordinance/Code ___________

BACKGROUND:
Claims are processed for approval three times per month under the following procedure:
1. Invoices received, approved and coded to budget by Department Head.
2. Invoice entry into data base by finance department.
4. Following council approval, mayor and clerk sign checks and check register report.
5. Signed check register report is entered into Minutes book.

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS:
Budget Line Item # ___________       YTD Line Item Balance $ ___________

Payments are for expenses incurred during the previous month, per an accrual accounting system.

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS:

_____ City Attorney       _____ Clerk / Finance Director       _____ Engineer       _____ Mayor
_____ P & Z Commission    _____ Parks & Lands Board       _____ Public Works       _____ Other

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Review report's, ask questions about expenses and procedures, ratify claims for payment.

FOLLOW UP NOTES:
## Unpaid Invoice Report - MARY'S APPROVAL

**Posting period: 01/16**

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|                |                 |                     |      |              |         |                |                    |                  | 142.75    |           |

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Total 50298 O'REILLY AUTO PARTS:

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|        |                | 4655-2 4655-200355 Wiper blade R8                | Invoice  | 01/05/2015   | 01/15/2015| 4.99           | 4.99               | 200-50-41413      | 116       |
|        |                | 4655-2 1 TOGGLE SWITCH                            | Invoice  | 01/05/2015   | 01/15/2015| 4.99           | 4.99               | 200-50-41413      | 116       |
|        |                | 01024 1 LATE FEE 11.28.15                        | Invoice  | 11/28/2015   | 12/31/2015| 2.92           | 2.92               | 100-45-41405      | 116       |

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|        |                | 9 2 DECEMBER CLEANING - CITY HALL AND HPD        | Invoice  | 01/01/2016   | 01/15/2016| 90.00          | 90.00              | 100-45-41413      | 116       |
|        |                | 9 3 DECEMBER CLEANING - CITY HALL AND HPD        | Invoice  | 01/01/2016   | 01/15/2016| 90.00          | 90.00              | 200-45-41413      | 116       |
|        |                | 9 4 DECEMBER CLEANING - CITY HALL AND HPD        | Invoice  | 01/01/2016   | 01/15/2016| 90.00          | 90.00              | 200-45-41413      | 116       |

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|        |                | RITEC INDUSTRIAL PRODUCTS                         | Invoice  | 12/03/2015   | 01/15/2015| 720.00         | 720.00             | 210-70-41419      | 116       |
## Unpaid Invoice Report - MARY'S APPROVAL

**Posting period:** 01/16  
**Date:** Jan 15, 2016 02:06PM

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## Unpaid Invoice Report - MARY'S APPROVAL

**Posting period: 01/16**

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Return to Agenda
AGENDA ITEM SUMMARY

DATE 1/29/2016 DEPARTMENT: Finance & Records DEPT. HEAD SIGNATURE: MHC

SUBJECT

Council Ratification of Claims costs incurred during the month of December 2015.

AUTHORITY: □ ID Code 50-1017 □ IAR _________ □ City Ordinance/Code _______

BACKGROUND:

Claims are processed for approval three times per month under the following procedure:
1. Invoices received, approved and coded to budget by Department Head.
2. Invoice entry into data base by finance department.
4. Following council approval, mayor and clerk sign checks and check register report.
5. Signed check register report is entered into Minutes book.

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS:
Budget Line Item # ___________ YTD Line Item Balance $ ______________

Payments are for expenses incurred during the previous month, per an accrual accounting system.

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS:

_____ City Attorney _____ Clerk / Finance Director _____ Engineer _____ Mayor
_____ P & Z Commission _____ Parks & Lands Board _____ Public Works _____ Other

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Review report's, ask questions about expenses and procedures, ratify claims for payment.

FOLLOW UP NOTES:

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Grand Totals: 23,999.12

Dated: ________________________________

Mayor: ________________________________

City Council: ________________________________

City Clerk: ________________________________

M = Manual Check, V = Void Check
Return to Agenda
Council Approval of Claims costs incurred during the month of January 2015 that are set to be paid by contract for February 2016.

AUTHORITY: ☐ ID Code 50-1017 ☐ IAR _______ ☐ City Ordinance/Code _______

BACKGROUND:
Claims are processed for approval three times per month under the following procedure:
1. Invoices received, approved and coded to budget by Department Head.
2. Invoice entry into data base by finance department.
4. Following council approval, mayor and clerk sign checks and check register report.
5. Signed check register report is entered into Minutes book.

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS:
Budget Line Item # __________ YTD Line Item Balance $ __________

Payments are for expenses incurred during the previous month, per an accrual accounting system.

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS:

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<th>Clerk / Finance Director</th>
<th>Engineer</th>
<th>Mayor</th>
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RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Review report's, ask questions about expenses and procedures, approve claims for payment.

FOLLOW UP NOTES:
--189--


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- Supplemental checks included
- Termination checks included
- Transmittal checks included
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Summary by General Ledger Account Number
Return to Agenda
AGENDA ITEM SUMMARY

DATE: 2/8/16  DEPARTMENT: Treasurer  DEPT. HEAD SIGNATURE: BS

SUBJECT:
Treasurer’s Reports – Unaudited Treasurer’s Reports for the month of January 2016

______________________________
AUTHORITY: ☐ ID Code 50-1003  ☐ IAR  ☐ City Ordinance/Code
(IF APPLICABLE)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

Financial Statements for the month of January 2016 in “Snapshot” format follow. At this point 34% of the
year has transpired.

Cash Flow Analysis for the past four years for the month of January.

Year to Date LOT receipts for the month of January (September-December 2015 activity) were 9.63%
greater than last year, 15.43% stronger than FYE 14, up 23.63% from FYE 13, 29.46% better than FYE 12
and 41.19% better than FYE 11. The report submitted to Sun Valley Air Services board is included as is
the category report.

Development Impact Fees Cash Flow report is attached. No impact fees were invoiced during January.

Investment Report is included. The LGIP interest was 0.26% last month!

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS:

Budget Line Item #: YTD Line Item Balance $ __________________________
Estimated Hours Spent to Date: Estimated Completion Date: __________________________
Staff Contact: Phone #: __________________________
Comments: __________________________

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IF APPLICABLE)

☐ City Attorney  ☐ Clerk / Finance Director  ☐ Engineer  ☐ Building
☐ Library  ☐ Planning  ☐ Fire Dept.
☐ Safety Committee  ☐ P & Z Commission  ☐ Police
☐ Streets  ☐ Public Works, Parks  ☐ Mayor

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Feel free to contact me if you have any questions; please approve as consent agenda item.

FOLLOW-UP REMARKS:*
## CITY OF HAILEY SNAPSHOT OF REVENUE, EXPENSES, FUND BALANCE AND LIQUID ASSETS

as of 1/31/16

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* For Revenue detail, please see General Fund Cash Flow Comparison.

** Cash Fund Balance, does not included depreciable assets in proprietary funds. Unaudited.
### GENERAL FUND CASH FLOW ANALYSIS AS OF JANUARY 31

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### GENERAL FUND EXPENSES

| LEGISLATIVE | | | | | | | | | | | |
| FINANCE | | | | | | | | | | | |
| COMMUNITY DEVELOPMENT | | | | | | | | | | | |
| POLICE | | | | | | | | | | | |
| STREET | | | | | | | | | | | |
| ENGINEERING/ENGINEER | | | | | | | | | | | |
| LIBRARY | | | | | | | | | | | |
| PARKS | | | | | | | | | | | |
| FIRE | | | | | | | | | | | |

| TOTAL GENERAL FUND EXPENSES | 1,457,758 | 4,767,405 | 4,507,879 | 1,098,248 | 4,594,382 | 1,804,858 | 4,375,213 |

### PROPRIETARY FUNDS

| WATER FUND REVENUE | 320,468 | 1,949,828 | 238,480 | 1,311,711 | 275,008 | 2,750,000 | 2,924,000 | 2,170,007 |
| WATER FUND EXPENSES | 51,840 | 83,000 | 2,106,000 | 2,106,000 | 2,804 | 2,804 | 2,804 | 2,804 |
| WATER FUND BALANCE | 268,628 | 1,866,828 | 62,711 | 1,104,711 | 272,202 | 2,722,000 | 2,841,596 | 2,167,007 |

### WATER FUND INCREASE (DECREASE)

| 525,802 | (4,767,405) | 506,447 | (181,055) | 838,045 | | 310,065 | (4,375,213) |

---

2/3/2015 11:09 AM
FY16 Prior Year Comparision Financial-General Ledger/FYE 16/17PI/Year Comparisons
--210--
## CITY OF HAILEY LOCAL OPTION TAX RECEIPT AND EXPENDITURE ANALYSIS AND CASH FLOW

### EXPENDITURE DESCRIPTION

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### ACCUMULATIVE TOTALS THROUGH 9/30/16

| TOTAL RECEIPTS | $5,041,876.00 | $494,160.00 | $404,000.00 | $898,160.00 | $2,326,776.00 |

### Year-to-date change: +5.6% vs FY15, +15.43% compared with FY 14, +23.83% compared with FY 13, +29.48% compared with FY 12, +41.19% when compared with FY 11, +39.53% compared with FY 10

---

**Notes:**
- Payments and receipts are rounded to the nearest dollar.
- Lot balance calculations are approximate due to rounding.

---

**References:**
- Local Option Tax reports/FYE 16/LOT

**Date:** 2/2/2016 8:17 AM
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<th>TOTAL 1%</th>
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PAYABLE: SUN VALLEY AIR SERVICES BOARD
ACCOUNT CODE: 100-10-41707
email Kathleen kshwartez@ketchumidaho.gov
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<thead>
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<th>Month of L.O.T.</th>
<th>Payment to Retail Establishment</th>
<th>Lodging &amp; Rental Cars</th>
<th>Alcohol Beverages</th>
<th>Restaurant Food</th>
<th>Monthly Total</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>(City receives in months following payment to business)</td>
<td>(10 Businesses)</td>
<td>(24 Businesses)</td>
<td>(32 Businesses)</td>
<td>(32 Businesses)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FYE 9/30/2016</td>
<td>June 12, 2016</td>
<td>$219,916.63</td>
<td>$47,867.72</td>
<td>$105,088.85</td>
<td>$373,862.25</td>
<td>$346.20</td>
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<tr>
<td>FYE 9/30/2008</td>
<td>September 15, 2008</td>
<td>$21,375.75</td>
<td>$45,601.79</td>
<td>$119,790.35</td>
<td>$187,776.35</td>
<td>$1,325.35</td>
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<tr>
<td>FYE 9/30/2009</td>
<td>July 14, 2009</td>
<td>$163,489.38</td>
<td>$40,465.86</td>
<td>$102,727.56</td>
<td>$306,682.09</td>
<td>$1,081.72</td>
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<tr>
<td>FYE 9/30/2010</td>
<td>October 9, 2010</td>
<td>$163,137.76</td>
<td>$47,749.48</td>
<td>$104,385.99</td>
<td>$311,273.10</td>
<td>$1,057.03</td>
</tr>
<tr>
<td>FYE 9/30/2011</td>
<td>October 8, 2011</td>
<td>$9,594.12</td>
<td>$8,843.85</td>
<td>$9,226.83</td>
<td>$27,626.90</td>
<td>$1,029.05</td>
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<tr>
<td>FYE 9/30/2012</td>
<td>October 6, 2012</td>
<td>$9,586.65</td>
<td>$8,396.23</td>
<td>$7,385.03</td>
<td>$21,367.92</td>
<td>$483.63</td>
</tr>
<tr>
<td>FYE 9/30/2013</td>
<td>October 5, 2013</td>
<td>$9,490.30</td>
<td>$8,140.07</td>
<td>$5,990.14</td>
<td>$23,630.71</td>
<td>$160.84</td>
</tr>
<tr>
<td>FYE 9/30/2015</td>
<td>October 3, 2015</td>
<td>$9,126.78</td>
<td>$6,410.28</td>
<td>$5,173.45</td>
<td>$19,714.91</td>
<td>$65.04</td>
</tr>
<tr>
<td>FYE 9/30/2016</td>
<td>October 2, 2016</td>
<td>$9,011.50</td>
<td>$4,876.48</td>
<td>$9,223.87</td>
<td>$23,105.95</td>
<td>$30.62</td>
</tr>
<tr>
<td>FYE 9/30/2017</td>
<td>October 1, 2017</td>
<td>$8,906.11</td>
<td>$4,407.07</td>
<td>$5,990.14</td>
<td>$19,203.83</td>
<td>$160.84</td>
</tr>
<tr>
<td>FYE 9/30/2018</td>
<td>October 1, 2018</td>
<td>$8,809.62</td>
<td>$4,070.60</td>
<td>$5,100.44</td>
<td>$18,080.66</td>
<td>$40.58</td>
</tr>
<tr>
<td>FYE 9/30/2019</td>
<td>October 1, 2019</td>
<td>$8,703.24</td>
<td>$3,653.28</td>
<td>$5,134.30</td>
<td>$17,490.82</td>
<td>$40.63</td>
</tr>
<tr>
<td>FYE 9/30/2020</td>
<td>October 1, 2020</td>
<td>$9,359.91</td>
<td>$5,283.09</td>
<td>$10,125.69</td>
<td>$25,778.69</td>
<td>$9.15</td>
</tr>
<tr>
<td>FYE 9/30/2021</td>
<td>October 1, 2021</td>
<td>$9,018.55</td>
<td>$5,792.47</td>
<td>$10,126.80</td>
<td>$25,937.82</td>
<td>$131.26</td>
</tr>
<tr>
<td>FYE 9/30/2022</td>
<td>October 1, 2022</td>
<td>$8,700.10</td>
<td>$4,476.75</td>
<td>$10,110.64</td>
<td>$23,287.49</td>
<td>$4.21</td>
</tr>
<tr>
<td>FYE 9/30/2023</td>
<td>October 1, 2023</td>
<td>$7,508.39</td>
<td>$3,058.55</td>
<td>$10,040.45</td>
<td>$20,617.44</td>
<td>$4.21</td>
</tr>
<tr>
<td>FYE 9/30/2024</td>
<td>October 1, 2024</td>
<td>$6,308.89</td>
<td>$1,653.27</td>
<td>$10,000.00</td>
<td>$18,962.16</td>
<td>$4.21</td>
</tr>
<tr>
<td>FYE 9/30/2025</td>
<td>October 1, 2025</td>
<td>$5,109.39</td>
<td>$808.54</td>
<td>$10,000.00</td>
<td>$15,927.92</td>
<td>$4.21</td>
</tr>
<tr>
<td>FYE 9/30/2026</td>
<td>October 1, 2026</td>
<td>$3,910.89</td>
<td>$1,313.27</td>
<td>$10,000.00</td>
<td>$15,234.16</td>
<td>$4.21</td>
</tr>
<tr>
<td>FYE 9/30/2027</td>
<td>October 1, 2027</td>
<td>$1,700.39</td>
<td>$508.54</td>
<td>$10,000.00</td>
<td>$12,208.92</td>
<td>$4.21</td>
</tr>
<tr>
<td>FYE 9/30/2028</td>
<td>October 1, 2028</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$10,000.00</td>
<td>$10,000.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>FYE 9/30/2029</td>
<td>October 1, 2029</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$10,000.00</td>
<td>$10,000.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>FYE 9/30/2030</td>
<td>October 1, 2030</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$10,000.00</td>
<td>$10,000.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**General Notes:**

- All amounts are in thousands.
- FYE 9/30/2016 through FYE 9/30/2025 represent past fiscal years.
- FYE 9/30/2026 through FYE 9/30/2030 represent projected fiscal years.

**Projected Revenue:**

- Revenue projections are based on historical data and economic forecasts.
- Adjustments for inflation and market conditions are considered.

**Payment Adjustments:**

- Payments are adjusted monthly to reflect the fluctuation in the sales volume.
- Adjustments are made to ensure timely payments to retail establishments.

**Penalties:**

- Penalties are assessed for late payments based on the delay in payment.
- The penalty rate is fixed and applies uniformly across all payments.

**Budgeting:**

- The budget for each fiscal year is reviewed and adjusted based on the actual performance.

**References:**

- All financial data is sourced from the company's internal financial reports.
- The budget is reviewed and approved by the board of directors annually.

**Contact Information:**

- For more information, contact the finance department at info@company.com.
- Phone: 1-800-123-4567

---

*Note: The above table represents a simplified version of the actual financial data.*
### DEVELOPMENT IMPACT FEE CASH FLOW

#### REVENUE

<table>
<thead>
<tr>
<th>FYE 09</th>
<th>FYE 06</th>
<th>FYE 10</th>
<th>FYE 11</th>
<th>FYE 12</th>
<th>FYE 13</th>
<th>FYE 14</th>
<th>FYE 15</th>
<th>FYE 16</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>28,726</td>
<td>3,282</td>
<td>12,142</td>
<td>20,548</td>
<td>6,058</td>
<td>1,886</td>
<td>2,860</td>
<td>2,858</td>
<td>120</td>
<td>78,712</td>
</tr>
<tr>
<td>18,668</td>
<td>1,963</td>
<td>9,398</td>
<td>9,381</td>
<td>9,364</td>
<td>8,454</td>
<td>9,781</td>
<td>15,758</td>
<td>(903)</td>
<td>51,507</td>
</tr>
<tr>
<td>112,929</td>
<td>10,008</td>
<td>21,770</td>
<td>17,454</td>
<td>9,916</td>
<td>23,056</td>
<td>20,293</td>
<td>44,998</td>
<td>26,943</td>
<td>258,093</td>
</tr>
<tr>
<td>82,570</td>
<td>11,987</td>
<td>30,840</td>
<td>51,605</td>
<td>5,925</td>
<td>760</td>
<td>16,477</td>
<td>14,148</td>
<td>18,964</td>
<td>206,836</td>
</tr>
<tr>
<td>1,658</td>
<td>1,138</td>
<td>5,358</td>
<td>1,854</td>
<td>643</td>
<td>104</td>
<td>2,250</td>
<td>2,995</td>
<td>1,520</td>
<td>19,069</td>
</tr>
</tbody>
</table>

**Parks, W. S. eng., Fire FY 11, 12, 13, 14, 15**

| FYE 16 | 149,91 | 3,562,11 |

**Incl. Interest**

| Cash in SIP | 13,930.24 | 35,379.21 |

**Difference**

| (125,332.21) |

---

#### RECAP BY CATEGORY, not including interest

<table>
<thead>
<tr>
<th>Category</th>
<th>FYE 09</th>
<th>FYE 10</th>
<th>FYE 11</th>
<th>FYE 12</th>
<th>FYE 13</th>
<th>FYE 14</th>
<th>FYE 15</th>
<th>FYE 16</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>REVENUE</td>
<td>28,726</td>
<td>3,282</td>
<td>12,142</td>
<td>20,548</td>
<td>6,058</td>
<td>1,886</td>
<td>2,860</td>
<td>2,858</td>
<td>120</td>
</tr>
<tr>
<td>EXPENSES FYE 09</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>EXPENSES FYE 06</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EXPENSES FYE 11</td>
<td>12,567</td>
<td>281,083</td>
<td>249,416</td>
<td>6,354</td>
<td>10,907</td>
<td>27,769</td>
<td>216,749</td>
<td>59,000</td>
<td>260,378</td>
</tr>
<tr>
<td>EXPENSES FYE 12</td>
<td>135,585</td>
<td>75,563</td>
<td>7,563</td>
<td>7,563</td>
<td>216,749</td>
<td>59,000</td>
<td>260,378</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EXPENSES FYE 13</td>
<td>8,224</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EXPENSES FYE 16</td>
<td>4,125</td>
<td>30,840</td>
<td>51,605</td>
<td>5,925</td>
<td>760</td>
<td>16,477</td>
<td>14,148</td>
<td>18,964</td>
<td>206,836</td>
</tr>
<tr>
<td>EXPENSES FYE 15</td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**BUDGET**

| FYE 09 | 7,418  | 59,408 | 11,505 | 92,949 | 905   | 70,578 |

**PROJECTS**

| FYE 11 | 12,308 | 45,300 | 39,758 | 93,750 | 905 | 70,578 |

### RECAP, WITH PROJECTED SPENDING OF DIF FOR CAPITAL PROJECTS FYE11-16

<table>
<thead>
<tr>
<th>Category</th>
<th>FYE 09</th>
<th>FYE 10</th>
<th>FYE 11</th>
<th>FYE 12</th>
<th>FYE 13</th>
<th>FYE 14</th>
<th>FYE 15</th>
<th>FYE 16</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Track/Truck Dept.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Infrastructure</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Station</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Woodside Roadway</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peepack - used</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total (incl. DIF</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total (incl. DIF</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>HPD Station</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total (incl. DIF</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DIF FYE11-16 budgeted**

| FYE 11 | 12,308 | 45,300 | 39,758 | 93,750 | 905 | 70,578 |

---

**Note:**

- The total budgeted amount for FYE11-16 is $109,000.
- The table above includes all projects and expenses for FYE11-16, except for the DIF revenue, which is budgeted at $50,000.

---

**PROJECTS**

- **FY11 Proposed Projects:**
  - Snow Plover Wing
  - Groundshow Fueling Stop
  - Park Projects
  - Bike Track

**TOTAL (incl. DIF budgeted)**

| FYE 11 | 12,308 | 45,300 | 39,758 | 93,750 | 905 | 70,578 |

---

**Total (incl. DIF budgeted):**

| FYE 11-16 | 12,308 | 45,300 | 39,758 | 93,750 | 905 | 70,578 | 154,378 |

---

**Total (incl. DIF budgeted):**

| FYE 11-16 | 12,308 | 45,300 | 39,758 | 93,750 | 905 | 70,578 | 154,378 |

---
<table>
<thead>
<tr>
<th>FUND</th>
<th>STATE INV POOL</th>
<th>LOCAL CDs with interest</th>
<th>CD PIPER JAFF Maturity</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL (includes Fireworks and PARK)</td>
<td>1,698,555.13</td>
<td></td>
<td></td>
<td>1,698,555.13</td>
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<tr>
<td>CAPITAL PROJECTS</td>
<td>839,467.29</td>
<td></td>
<td></td>
<td>839,467.29</td>
</tr>
<tr>
<td>CAPITAL PROJECTS DIF Reserve</td>
<td>199,263.45</td>
<td></td>
<td></td>
<td>199,263.45</td>
</tr>
<tr>
<td>CAPITAL PROJECTS Public Art</td>
<td>33,639.90</td>
<td></td>
<td></td>
<td>33,639.90</td>
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<tr>
<td>RODEO PARK PROPERTY TAX RCPTS</td>
<td>251,480.06</td>
<td></td>
<td></td>
<td>251,480.06</td>
</tr>
<tr>
<td>WATER REVENUE</td>
<td>1,040,888.62</td>
<td></td>
<td></td>
<td>1,040,888.62</td>
</tr>
<tr>
<td>WASTE WATER REV</td>
<td>996,347.65</td>
<td>174,813.02</td>
<td>M 5/20/17</td>
<td>1,161,160.67</td>
</tr>
<tr>
<td>WASTE WATER BOND RESERVE</td>
<td>570,852.03</td>
<td></td>
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<td>570,852.03</td>
</tr>
<tr>
<td>WASTE WATER REPLACEMENT</td>
<td>2,098,665.35</td>
<td></td>
<td></td>
<td>2,098,665.35</td>
</tr>
<tr>
<td>WASTE WATER BIOSOLIDS BOND</td>
<td>1,133,079.81</td>
<td></td>
<td></td>
<td>1,133,079.81</td>
</tr>
<tr>
<td>TOTAL</td>
<td>13,276,578.10</td>
<td>174,813.02</td>
<td></td>
<td>13,451,391.12</td>
</tr>
</tbody>
</table>
Return to Agenda
AGENDA ITEM SUMMARY

DATE: 01/28/2016  DEPARTMENT: Treasurer

DEPT. HEAD SIGNATURE: 

SUBJECT: FYE 15 Annual Road and Street Financial Report

AUTHORITY: X ID Code 40-708  □ IAR  □ City Ordinance/Code 

(IF APPLICABLE)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

Annual report required by State of Idaho for State Shared Highway fund disbursements. This form certifies the receipts and disbursements for the preceding fiscal year. A synopsis of the report, also attached, is to be published. I have posted the publishing date as February 10, 2016

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS: 

Budget Line Item #  YTD Line Item Balance $

Estimated Hours Spent to Date:  Estimated Completion Date:  

Staff Contact:  Phone #

Comments:

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IF APPLICABLE)

☐ City Administrator  ☐ Library  ☐ Benefits Committee

☐ City Attorney  ☐ Mayor  ☐ Streets

☐ City Clerk  ☐ Planning  ☐ Treasurer

☐ Building  ☐ Police  ☐ 

☐ Engineer  ☐ Public Works, Parks  ☐ 

☐ Fire Dept.  ☐ P & Z Commission  ☐ 

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Please ratify the Annual Road and Street Report which the mayor has signed, as it was due 12/31/15.

ADMINISTRATIVE COMMENTS/APPROVAL:

City Administrator  Dept. Head Attend Meeting (circle one) Yes  No

ACTION OF THE CITY COUNCIL:

Date  

City Clerk  

FOLLOW-UP:

*Ord./Res./Agrmt/Order Originals: Record *Additional/Exceptional Originals to: ______________ 
Copies (all info.):  Copies (AIS only)
Instrument #  

--217--
### Annual Road and Street Financial Report

**City of Hailey**

**Address:** 115 Main Street South, Suite H

**City State Zip:** Hailey, ID 83333

**Contact/Phon:** BECKY STOKES 208.788.4221 X 28

**Contact/Email:** Becky.Stokes@HaileyCityHall.org

This certified report of dedicated funds is hereby submitted to the State Controller as required by 40-708 Idaho Code.

**Dated this 26th day of January 2016**

**Commissioner Signature**

**ATTENT:**

**City Clerk/County Clerk/District Secretary (Type or print name & sign):**

**Commissioners or Mayor (Type or print name & sign):**

**FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2015**

<table>
<thead>
<tr>
<th>Line 1</th>
<th>BEGINNING BALANCE AS OF OCTOBER 1 PREVIOUS YEAR</th>
<th>271,355</th>
</tr>
</thead>
</table>

#### LOCAL FUNDING SOURCES

<table>
<thead>
<tr>
<th>Line 2</th>
<th>Property tax levy (for roads, streets and bridges)</th>
<th>456,397</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line 3</td>
<td>Sale of assets</td>
<td></td>
</tr>
<tr>
<td>Line 4</td>
<td>Interest income</td>
<td>2,458</td>
</tr>
<tr>
<td>Line 5</td>
<td>Fund transfers from non-highway accounts</td>
<td></td>
</tr>
<tr>
<td>Line 6</td>
<td>Proceeds from sale of bonds (include LIDs)</td>
<td></td>
</tr>
<tr>
<td>Line 7</td>
<td>Proceeds from issue of notes (include loans)</td>
<td></td>
</tr>
<tr>
<td>Line 8</td>
<td>Local impact fees</td>
<td></td>
</tr>
<tr>
<td>Line 9</td>
<td>Local option registration fee</td>
<td>122,083</td>
</tr>
<tr>
<td>Line 10</td>
<td>All other LOCAL receipts or transfers in</td>
<td>196,462</td>
</tr>
<tr>
<td>Line 11</td>
<td>Total Local Funding (sum lines 2 through 10)</td>
<td>757,460</td>
</tr>
</tbody>
</table>

#### STATE FUNDING SOURCES

<table>
<thead>
<tr>
<th>Line 12</th>
<th>Highway user revenue</th>
<th>280,766</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line 13</td>
<td>Sales tax/inventory replacement tax</td>
<td></td>
</tr>
<tr>
<td>Line 14</td>
<td>Sales tax/Revenue sharing</td>
<td>84,016</td>
</tr>
<tr>
<td>Line 15</td>
<td>State Exchanged funds</td>
<td></td>
</tr>
<tr>
<td>Line 16</td>
<td>All other STATE receipts or transfers</td>
<td>31,582</td>
</tr>
<tr>
<td>Line 17</td>
<td>Total State Funding (sum lines 12 through 16)</td>
<td>396,364</td>
</tr>
</tbody>
</table>

#### FEDERAL FUNDING SOURCES

<table>
<thead>
<tr>
<th>Line 18</th>
<th>Secure Rural Schools</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Line 19</td>
<td>Federal-aid Bridge</td>
<td></td>
</tr>
<tr>
<td>Line 20</td>
<td>Federal-aid Rural</td>
<td></td>
</tr>
<tr>
<td>Line 21</td>
<td>Federal-aid Urban</td>
<td></td>
</tr>
<tr>
<td>Line 22</td>
<td>Federal Lands Access Funds and All other FEDERAL receipts or transfers</td>
<td></td>
</tr>
<tr>
<td>Line 23</td>
<td>Total Federal Funding (sum lines 18 through 22)</td>
<td></td>
</tr>
<tr>
<td>Line 24</td>
<td>TOTAL RECEIPTS (sum lines 11, 17, 23)</td>
<td>1,153,764</td>
</tr>
<tr>
<td>Line</td>
<td>Description</td>
<td>Amount</td>
</tr>
<tr>
<td>------</td>
<td>------------------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>25</td>
<td>NEW CONSTRUCTION (include salary and benefits on each line)</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Roads</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Bridges, culverts and storm drainage</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>RR Crossing</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>Other (signs, signals or traffic control) ER28/Sidewalk Engineering, Public Art</td>
<td>11,970</td>
</tr>
<tr>
<td>30</td>
<td>RECONSTRUCTION/REPLACEMENT/REHABILITATION (include salary and benefits on each line)</td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>Roads (rebuilt, realign, or overlay upgrade)</td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>Bridges, culverts and storm drainage</td>
<td></td>
</tr>
<tr>
<td>33</td>
<td>RR Crossing</td>
<td></td>
</tr>
<tr>
<td>34</td>
<td>Other (signs, signals or traffic control)</td>
<td></td>
</tr>
<tr>
<td>35</td>
<td>Routine Maintenance (sum lines 25 through 34)</td>
<td>43,540</td>
</tr>
<tr>
<td>36</td>
<td>Chip sealing or seal coating</td>
<td>299,555</td>
</tr>
<tr>
<td>37</td>
<td>Patching</td>
<td>80,697</td>
</tr>
<tr>
<td>38</td>
<td>Grading/blading</td>
<td>59,288</td>
</tr>
<tr>
<td>39</td>
<td>Bridges</td>
<td></td>
</tr>
<tr>
<td>40</td>
<td>Other (signs, signals or traffic control)</td>
<td>43,540</td>
</tr>
<tr>
<td>41</td>
<td>Total Routine Maintenance (sum lines 35 through 40)</td>
<td>325,614</td>
</tr>
<tr>
<td>42</td>
<td>EQUIPMENT</td>
<td></td>
</tr>
<tr>
<td>43</td>
<td>Equipment purchase - automotive, heavy, other</td>
<td>34,593</td>
</tr>
<tr>
<td>44</td>
<td>Equipment lease/purchase</td>
<td>48,889</td>
</tr>
<tr>
<td>45</td>
<td>Equipment maintenance</td>
<td></td>
</tr>
<tr>
<td>46</td>
<td>Other (specify)</td>
<td>83,462</td>
</tr>
<tr>
<td>47</td>
<td>Total Equipment (sum lines 42 through 45)</td>
<td></td>
</tr>
<tr>
<td>48</td>
<td>ADMINISTRATION</td>
<td></td>
</tr>
<tr>
<td>49</td>
<td>Administrative salaries and expenses</td>
<td></td>
</tr>
<tr>
<td>50</td>
<td>OTHER EXPENDITURES</td>
<td></td>
</tr>
<tr>
<td>51</td>
<td>Right-of-way and property purchases</td>
<td></td>
</tr>
<tr>
<td>52</td>
<td>Property leases</td>
<td></td>
</tr>
<tr>
<td>53</td>
<td>Street lighting</td>
<td>24,859</td>
</tr>
<tr>
<td>54</td>
<td>Professional services - audit, clerical, and legal</td>
<td>12,912</td>
</tr>
<tr>
<td>55</td>
<td>Professional services - engineering</td>
<td></td>
</tr>
<tr>
<td>56</td>
<td>Interest - bond (include LID's)</td>
<td></td>
</tr>
<tr>
<td>57</td>
<td>Interest - notes (include loans)</td>
<td></td>
</tr>
<tr>
<td>58</td>
<td>Redemption - bond (include LID's)</td>
<td></td>
</tr>
<tr>
<td>59</td>
<td>Redemption - notes (include loans)</td>
<td></td>
</tr>
<tr>
<td>60</td>
<td>Other (specify)</td>
<td>112,390</td>
</tr>
<tr>
<td>61</td>
<td>All other local expenditures</td>
<td>150,691</td>
</tr>
<tr>
<td>62</td>
<td>Total Other (sum lines 48 through 59)</td>
<td>1,011,288</td>
</tr>
<tr>
<td>63</td>
<td>TOTAL DISBURSEMENTS (sum lines 29, 34, 41, 46, 47, 60)</td>
<td></td>
</tr>
<tr>
<td>64</td>
<td>RECEIPTS OVER DISBURSEMENTS (line 24 - line 61)</td>
<td>142,465</td>
</tr>
<tr>
<td>65</td>
<td>OTHER ADJUSTMENTS (Audit adjustment and etc.)</td>
<td></td>
</tr>
<tr>
<td>66</td>
<td>CLOSING BALANCE (sum lines 1, 62, 63)</td>
<td>413,821</td>
</tr>
<tr>
<td>67</td>
<td>Funds on Line 64 obligated for specific future projects &amp; reserves</td>
<td>256,000</td>
</tr>
<tr>
<td>68</td>
<td>Funds on Line 64 retained for general funds and operations</td>
<td>100,000</td>
</tr>
<tr>
<td>69</td>
<td>ENDING BALANCE (Line 64 minus the sum of lines 65, 66)</td>
<td>57,821</td>
</tr>
</tbody>
</table>
### Reporting Entity Name:  
### Fiscal Year:

#### New Construction

<table>
<thead>
<tr>
<th>Line 68</th>
<th>Total lane miles constructed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line 69</td>
<td>Total square feet of bridge deck constructed</td>
</tr>
</tbody>
</table>

#### Reconstruction/Replacement/Rehabilitation

<table>
<thead>
<tr>
<th>Line 70</th>
<th>Total lane miles rebuilt, realigned, or overlay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line 71</td>
<td>Total square feet of bridge deck reconstructed or rehabilitated</td>
</tr>
</tbody>
</table>

#### Routine Maintenance

<table>
<thead>
<tr>
<th>Line 72</th>
<th>Total lane miles with surface treatments, chip sealed, seal coated etc. on line 35</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line 73</td>
<td>Total lane miles graded or blasted on line 38</td>
</tr>
</tbody>
</table>

#### Future Projects & Reserve Descriptions

<table>
<thead>
<tr>
<th>Line 74</th>
<th>Available Funds (From line 65)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project List</td>
<td>Start Year</td>
</tr>
<tr>
<td>Sidewalk construction and rehab</td>
<td>FY16</td>
</tr>
<tr>
<td>Fuel Storage/Projects</td>
<td>FY16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Line 75</th>
<th>Estimated Cost of future projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line 76</td>
<td>Available for Other Projects (Line 74 minus line 75)</td>
</tr>
<tr>
<td>---------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td></td>
<td>256,000</td>
</tr>
</tbody>
</table>

#### MANDATORY Section must be completed on HB312 revenue

Reporting is required on the highway user revenue from HB312. Make sure you list how much you received in additional revenue on line 77. Starting on line 78, check the maintenance that was completed with the additional funds, provide how much was spent on each item, and a general description including quantity of length.

<table>
<thead>
<tr>
<th>Line 77</th>
<th>Total amount of Highway User Revenue from HB312</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7,843</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Line 78</th>
<th>Maintenance performed</th>
<th>Amount spent</th>
<th>Description of work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line 79</td>
<td>Rehabilitation of road</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td>Line 80</td>
<td>Rehabilitation and maintenance of bridge</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td>Line 81</td>
<td>Chip Sealing/Seal Coating</td>
<td>$ 7,843.00</td>
<td>Chip seal portion of Woodside Blvd.</td>
</tr>
<tr>
<td>Line 82</td>
<td>Grading/Blading</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td>Line 83</td>
<td>Striping</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td>Line 84</td>
<td>Traffic Control</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td>Line 85</td>
<td>All other maintenance</td>
<td>$ -</td>
<td>-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Line 86</th>
<th>Total amount spent on maintenance or replacement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$ 7,843.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Line 87</th>
<th>Deferred maintenance costs over the last 5 years (in dollars)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>750,000</td>
</tr>
</tbody>
</table>

---
CITY OF HAILEY
ANNUAL ROAD AND STREET FINANCIAL REPORT
for the Fiscal Year Ending September 30, 2015

Beginning Balance as of 10/1/2014 271,355

RECEIPTS

<table>
<thead>
<tr>
<th>Funding Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Local Funding</td>
<td>757,400</td>
</tr>
<tr>
<td>Total State Funding</td>
<td>115,598</td>
</tr>
<tr>
<td>Highway User Revenue</td>
<td>280,766</td>
</tr>
<tr>
<td>Total Federal Funding</td>
<td>-</td>
</tr>
<tr>
<td><strong>TOTAL RECEIPTS</strong></td>
<td><strong>1,153,764</strong></td>
</tr>
</tbody>
</table>

DISBURSEMENTS

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reconstruction/Replacement</td>
<td>11,970</td>
</tr>
<tr>
<td>Routine Maintenance</td>
<td>439,540</td>
</tr>
<tr>
<td>Equipment</td>
<td>83,452</td>
</tr>
<tr>
<td>Administration</td>
<td>325,614</td>
</tr>
<tr>
<td>Other</td>
<td>150,691</td>
</tr>
<tr>
<td><strong>TOTAL DISBURSEMENTS</strong></td>
<td><strong>1,011,297</strong></td>
</tr>
</tbody>
</table>

Ending Balance at 9/30/2015 413,822

A certified report of dedicated funds was submitted to the State Auditor as required by Idaho Code 40-708. A copy of the original report is on file in the City Treasurer’s Office upon request.

Becky Stokes
City Treasurer

PUBLISH: IDAHO MOUNTAIN EXPRESS FEBRUARY 10, 2016
Return to Agenda
AGENDA ITEM SUMMARY

DATE: 2/8/2016 DEPARTMENT: Admin DEPT. HEAD SIGNATURE: HD and BS

SUBJECT: Motion to accept financial statements for fiscal year ending September 30, 2015, as presented by independent auditor Dennis R. Brown.

AUTHORITY: □ ID Code 50-1017 □ IAR □ City Ordinance/Code
(IF APPLICABLE)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

The annual Year End Financial Statements for FY ended September 30, 2015, will be presented under New Business by our independent auditor Dennis Brown. The written document is attached.

Please pay particular attention the Management Discussion and Analyses, on pages 3 through 9, which is written by Hailey’s City Administrator. The MD&A does three important things:

1. It compares this year’s financial statements to the previous year’s, and explains significant changes from year to year;
2. It acts as a policy statement and gives specifically required information regarding the City’s financial activity in general. This policy statement is relied on by our bond holders, the federal government as it administers our grants, and lenders.
3. It describes budget activity and challenges anticipated by the city.

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS:

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IF APPLICABLE)

City Attorney □ Clerk / Finance Director □ Engineer □ Building
Library □ Planning □ Fire Dept. □
Safety Committee □ P & Z Commission □ Police □
Streets □ Public Works, Parks □ Mayor □

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

This item is presented as New Business. If there are policy elements of the MD&A which the council disagrees with, those should be discussed.

The council may then move to: 1) approve the report as presented; 2) accept the report with specific revisions; 3) send the report back to the drafters for revisions.

FOLLOW-UP/COMMENTS:

--223--
CITY OF HAILEY, IDAHO

Financial Statements

Year Ended September 30, 2015
CITY OF HAILEY, IDAHO
Financial Statements
For the year ended September 30, 2015

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Independent Auditor's Report

December 14, 2015

To the Honorable Mayor and City Council
City of Hailey, Idaho

Report on the Financial Statements

I have audited the accompanying financial statements of the government activities, the business-type activities, and the discretely presented component unit of the City of Hailey, Idaho (City), as of and for the year ended September 30, 2015, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express opinions on these financial statements based on my audit. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the City's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, I express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinions.

Opinions

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, and the discretely presented component unit of the City of Hailey, Idaho as of September 30, 2015, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.
Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management’s discussion and analysis, budgetary comparison information, and public employee pension information on pages 3-9, 36-38 and 40 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. I have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management’s responses to my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance.

Other Information

My audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of Hailey, Idaho’s basic financial statements. The accompanying other supplementary information on pages 37-39 is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The other supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In my opinion, the other supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Governmental Auditing Standards

In accordance with Government Auditing Standards, I have also issued my report dated December 14, 2015, on my consideration of the City’s internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering City’s internal control over financial reporting and compliance.

DENNIS R BROWN
Certified Public Accountant
Twin Falls, Idaho
MANAGEMENT'S DISCUSSION AND ANALYSIS
September 30, 2015

This section of the City of Hailey's annual financial report presents management's discussion and analysis of the City's financial performance during the year ended September 30, 2015. Please use this information in conjunction with the information furnished in the City's financial statements.

FINANCIAL HIGHLIGHTS

- The total assets of the City of Hailey exceeded its liabilities at September 30, 2015 by $27,814,870. Of this amount $5,923,040 is unrestricted and available to meet the City's on-going obligations to citizens and creditors.
- During fiscal year 2015 the City's total net position decreased $776,034. Net position of the governmental activities decreased $1,066,568 and net position of business type activities increased $290,534. These decreases are due in large part to the GASB 68 implementation as described in the notes to these financial statements.
- Total fund balance of governmental funds at September 30, 2015 was $2,168,388 compared to a total governmental fund balance at September 30, 2014 of $2,141,057.
- The City has $13,040,328 in permanent debt, including debt still remaining on a water system loan (storage tank), sewer revenue bond (treatment plant), sewer revenue bond (bio-solids facility upgrade), general obligation bond (arena/skate-park), capital leases payable on public safety vehicles, net pension liabilities, and accrued compensated absences.

OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report consists of five parts – management discussion and analysis, the government-wide financial statements, fund financial statements, notes to the financial statements, and required supplementary information.

Government-Wide Financial Statements
These statements report information about all of the operations of the City using accounting methods similar to those used by private sector businesses.

The government-wide financial statements are divided into two categories:

The Statement of Net Position presents all of the City's assets and liabilities with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating.

The Statement of Activities presents information showing how government's assets changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. This accrual basis of accounting requires that revenues are reported when they are earned and expenses are reported as soon as liabilities are incurred. Items such as uncollected taxes, unpaid vendor invoices for items received in the previous year, and earned but unused paid time off will be included in the statement of activities as revenues and expenses, even though the cash associated with these items will not yet be received or distributed.
Management's Discussion and Analysis, Continued

These two government-wide financial statements distinguish functions of the City that are principally supported by taxes and intergovernmental revenues (government activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). Examples of the government type activities of the City of Hailey include general governmental, administrative and community development services, public safety and emergency services, and street maintenance, parks and library operations. The major business-type activities of the City include the water and wastewater systems.

Fund Financial Statements
The Fund financial statements provide information about the City's major funds, not the City as a whole. The City uses fund accounting to separate specific sources of funds and corresponding expenditures. Funds may be required by law or may be established by the City Council to segregate funds for specific activities or objectives. The City of Hailey has the following funds:

Governmental Funds: These funds encompass the City’s basic governmental, administrative and community development services, public safety and emergency services, and street maintenance, parks and library operations. These are essentially the same functions reported as governmental activities in the government-wide financial statements. Governmental fund financial statements focus on short-term inflows and outflows of resources. Information provided by these statements provides a short-term view of what resources will be available to meet needs.

The City of Hailey has four governmental funds:

General Fund – The General Operating Fund of the City derives most of its income from property tax, state taxes, franchises and fees for services. Its function is operations and maintenance.

Debt Service Fund – The Debt Service Fund is used to account for financial resources derived from the tax levied to pay off general obligation bond debt.

Capital Improvement Fund – The Capital Improvement Fund is used to account for financial resources to be used for the acquisition of major capital facilities, equipment and assets. It is shown in the financial statements as assigned resources, created in 2008 by the Hailey City Council, with the intent that it not be used for operation and maintenance. After property and facilities are acquired or constructed using resources from the Capital Fund, the new capital assets then become depreciable assets in their respective General or Proprietary Funds, where operation and maintenance of these assets occur.

Grant Fund – In 2010, the Hailey City Council established a Grant Fund, developed for the purpose of transparency and accountability in tracking City-wide grant programs, including grant revenues, in-kind and cash matches from appropriate City funds, and total grant expenditures. Each grant project is tracked separately within the fund, and the fund captures the City’s entire grant program. At the end of each fiscal year the total revenues and expenses of each grant project are allocated to the respective General or Proprietary fund in one of two ways: 1) capital facilities developed by the grants become depreciable assets in the proper operating fund; or 2) operating programs developed through grants are either discontinued or assumed by the City under the proper department budget.

Proprietary Fund: User fees finance activities in the proprietary funds. The City of Hailey only has one type of propriety fund, the enterprise fund. The water, wastewater and bio-solids utilities and all the activities necessary to support their operation, including system component development, improvement, or replacement, are accounted for in this fund. Accounting for this fund is the same as a private business on a full accrual basis.

Notes to the Financial Statements
The notes provide additional information that is necessary to fully understand the data presented in the government-wide and fund financial statements.
**Management's Discussion and Analysis, Continued**

**Required Supplementary Information**

This section has information that further explains and supports the information in the financial statements by including a comparison of the City's financial data from the current and prior years.

**FINANCIAL ANALYSIS OF THE CITY OF HAILEY AS A WHOLE**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Governmental Activities</td>
<td>Business-type Activities</td>
</tr>
<tr>
<td>ASSETS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current and Other Assets</td>
<td>3,529,511</td>
<td>11,222,038</td>
</tr>
<tr>
<td>Total Assets</td>
<td>19,088,642</td>
<td>23,452,502</td>
</tr>
<tr>
<td>Deferred Outflows of Resources</td>
<td>440,857</td>
<td>158,578</td>
</tr>
<tr>
<td>LIABILITIES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Liabilities</td>
<td>1,728,960</td>
<td>456,302</td>
</tr>
<tr>
<td>Long Term Liabilities</td>
<td>2,633,674</td>
<td>9,668,817</td>
</tr>
<tr>
<td>Total Liabilities</td>
<td>4,362,634</td>
<td>10,125,119</td>
</tr>
<tr>
<td>Deferred Inflows of Resources</td>
<td>622,278</td>
<td>225,678</td>
</tr>
<tr>
<td>NET Position</td>
<td>Invested in Capital Assets, Net of Debt</td>
<td></td>
</tr>
<tr>
<td>Restricted</td>
<td>52,463</td>
<td>570,423</td>
</tr>
<tr>
<td>Unrestricted</td>
<td>841,936</td>
<td>5,081,104</td>
</tr>
<tr>
<td>Total Net Position</td>
<td>14,554,587</td>
<td>13,260,263</td>
</tr>
</tbody>
</table>

**Net Position**

Net position measures the difference between what the City owns (assets) versus what the City owes (liabilities). The total assets of the City of Hailey exceeded its liabilities at September 30, 2015 by $27,814,870, a decrease of $776,034 over the previous year's net position balance of $28,590,904. Of this amount $5,923,040 is unrestricted and available to meet the City's on-going obligations to citizens and creditors. The unrestricted net position equal 21.29% of net assets.
Management’s Discussion and Analysis, Continued

The largest portion of the City’s net position, $21,288,944 or 76.47%, is invested in capital assets net of related debt. Capital assets include land, building, equipment and machinery, and infrastructure, and are used to provide services to the citizens and are not available for future spending. Although the investment in capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities. The City’s net fixed assets decreased in book value $281,251, this sum is comprised of capitalized asset additions being less than the current depreciation of all capital assets.

Changes In Net Position
During the year the City’s financial position decreased by $776,034, compared to the previous year ending September 30, 2014, during which the City’s financial position increased by $1,261,317.

Governmental Activities:
Governmental activities decreased the City’s net position by $1,066,568, compared to the previous year’s increase of $532,629. These decreases are due mostly to the implementation of GASB 88, the recording of the City’s portion of the net pension liability of its public employee pension fund.

Business-Type Activities: Business-type activities increased net position by $290,534, compared to the previous year’s increase of $728,688. This smaller increase is also due to the GASB 88 implementation.

FINANCIAL ANALYSIS OF THE CITY’S FUNDS

Governmental Funds

General Fund - The general fund balance at September 30, 2015 was $1,036,695, compared to $1,008,014 the previous year. This amount contains a non-binding endowment for fireworks display of $52,463, contributed from donations in previous years.

Capital Improvement Fund – The capital fund was established in fiscal year 2009 with a transfer of annexation fees which had previously been accounted for in general, water, and wastewater operating funds. Additionally, development impact fees are collected within the capital fund. Several capital projects were implemented since 2009 that decreased the capital fund balance at September 30, 2015 to $1,120,831. Development impact fees collected in the current year less amounts expended for capital improvements decreased the fund balance at September 30, 2015 by $4,160.

Debt Service Fund -- The debt service fund was established in 2010 to account for the bond proceeds of the arena, skatepark, and Welcome Center, collectively known as Wertheimer Park. These bonds are general obligation and will be paid from the general funds of the City over a ten-year period.

Grant Fund –The grant fund has been created to track City-wide grant programs, including grant revenues, in-kind and cash matches from appropriate City funds, and total grant expenditures. Within the fund, each grant project is tracked separately. At fiscal year end these captured project amounts are transferred out to the government fund or enterprise fund in which the grant activity or depreciable asset should reside.

General Fund Budgetary Highlights

The City of Hailey amended its general fund budget during 2015 to appropriate $181,385 of fund balance, as well as new contractual revenue of $112,433. These two amendments totaling $293,818 offset expenses pertaining to new contracts and agreements. General operating fund balance, despite the application of $181,385 for expenses, nevertheless increased by $28,681, compared to the previous year’s increase of $253,701. The water and wastewater operating funds, per bond covenants, are required to be 125% of net revenue. These fund balances increased by $133,794 in the water operating fund, and $408,999 in the wastewater operating fund.
Management’s Discussion and Analysis, Continued

Capital Improvement Fund Budgetary Highlights

During FY 2015, the City paid attorney fees pertaining to litigation over annexation fees, and closed out final payments in the Woodside Boulevard project, releasing all retainage and settling a dispute through participation in a project by which the new street was chip and sealed. The City identified and budgeted the final resources remaining in the capital fund, allocating these funds to specific needs for current and future budgets, and begin a dialogue with the community about the City’s need for tax levies to fund capital needs.

CAPITAL ASSET AND DEBT ADMINISTRATION

Capital Assets

At the end of fiscal year 2015 the City had $21,268,944 invested in capital assets (net of accumulated depreciation) compared to last year’s $21,550,195, a decrease of $281,251 compared to the previous year’s increase of $632,557. Net capital assets of governmental activities increased by $6,764 and those of business-type activities decreased by $291,015 in the current period. The City investment in capital assets includes land, facilities, park improvements, automobiles and equipment, street lights, and sidewalks.

Long-Term Debt

In November 2014, the City adopted a new sewer revenue bond ordinance authorizing up to $6,545,000 additional bonded indebtedness for a wastewater biosolids treatment facility. The City benefited from a profitable bond sale, and acquired $6,335,000 of principal debt after the bond was sold at purchase price of $8,663,091.48, with net premium of $401,697.85, less underwriter’s discount of $73,606.37, used to fund a portion of required bond reserve and closing costs. The current amount owed on this debt is $6,235,000. In 2012 the City refinanced a 20-year sewer revenue bond, which remains a long-term debt obligation through 2021. The current amount owed on the debt is $1,430,000, after the City paid down a portion of the principal during the refinance. These two sewer revenue bonds are now combined under one bond agreement with the Idaho Bond Bank Authority. The City also refinanced its debt on the Quigley canyon water storage facility in 2012, with a term through 2028, paying off a DEQ State Revolving Fund Loan. The current amount owed on this debt is $1,460,000. In 2010 the City sold general obligation bonds of $3,425,000 at a premium of $136,648 to finance the Werthheimer Park project over a 10-year term. The current amount owed on this debt is $1,825,000. The City’s maximum general obligation debt capacity is 2% of the taxable assessed value of properties within the City limits. At the end of September, 2015, the City’s taxable assessed value was $829,421,091. The City’s general obligation bond debt capacity is now $14,763,422. Hailey has met the principal and interest payments on outstanding bonds and other indebtedness in the past 10 years when due. Additionally, no refunding bonds have been issued for the purpose of preventing an impending default. Hailey’s ability to pay its general obligation long-term debt is reliant on property tax payments. The top ten taxpayers within the City of Hailey comprise 5.86% of the total district taxpayers. They are:
Management's Discussion and Analysis, Continued

City of Hailey Idaho, Top Ten Taxpayer Accounts

<table>
<thead>
<tr>
<th>Taxpayer</th>
<th>Type of Business</th>
<th>Taxable Assessed Value</th>
<th>% of Districts Taxable Assessed Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Power Engineers, Inc.</td>
<td>Engineering Firm</td>
<td>$9,660,318</td>
<td>1.13%</td>
</tr>
<tr>
<td>Old Cutters</td>
<td>Real Estate</td>
<td>8,755,460</td>
<td>1.07%</td>
</tr>
<tr>
<td>Spring Meadow, LLC</td>
<td>Property Development</td>
<td>6,579,894</td>
<td>0.80%</td>
</tr>
<tr>
<td>Sun Valley Aviation</td>
<td>Airport Hangers</td>
<td>4,192,432</td>
<td>0.51%</td>
</tr>
<tr>
<td>ABS ID-O, LLC</td>
<td>Grocery Store</td>
<td>3,888,976</td>
<td>0.47%</td>
</tr>
<tr>
<td>Balmoral Limited</td>
<td>Property Development</td>
<td>3,629,887</td>
<td>0.44%</td>
</tr>
<tr>
<td>Alturas Partners</td>
<td>Property Development</td>
<td>3,218,332</td>
<td>0.39%</td>
</tr>
<tr>
<td>Flowing Wells, LLC</td>
<td>Property Development</td>
<td>2,956,420</td>
<td>0.36%</td>
</tr>
<tr>
<td>Marketron, Inc.</td>
<td>Media Software</td>
<td>2,928,779</td>
<td>0.35%</td>
</tr>
<tr>
<td>Wilderness, LLC</td>
<td>Condo Development</td>
<td>2,843,043</td>
<td>0.34%</td>
</tr>
<tr>
<td>All Other District Taxpayers</td>
<td></td>
<td>780,765,550</td>
<td>94.14%</td>
</tr>
<tr>
<td>Total District Taxpayers (Tax Year 2015)</td>
<td></td>
<td>829,421,081</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

Assessed Market Values of Taxable Property and Tax Collection Record

<table>
<thead>
<tr>
<th>Tax Year</th>
<th>Full Market Value</th>
<th>Homeowner's Exemption</th>
<th>Net Taxable Value</th>
<th>General Tax Levied</th>
<th>Bond Tax Levied</th>
<th>General Tax Collected for previous year</th>
<th>Bond Tax Collected for previous year</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>978,820,821</td>
<td>149,399,730</td>
<td>829,421,091</td>
<td>2,327,767</td>
<td>398,400</td>
<td>1,342,911</td>
<td>228,693</td>
</tr>
<tr>
<td>2014</td>
<td>899,452,674</td>
<td>132,686,308</td>
<td>766,766,366</td>
<td>2,179,638</td>
<td>395,992</td>
<td>2,192,102</td>
<td>391,938</td>
</tr>
<tr>
<td>2013</td>
<td>838,989,921</td>
<td>121,942,031</td>
<td>717,047,890</td>
<td>2,113,978</td>
<td>395,829</td>
<td>2,085,753</td>
<td>390,056</td>
</tr>
<tr>
<td>2012</td>
<td>836,988,625</td>
<td>126,881,067</td>
<td>710,087,558</td>
<td>2,065,121</td>
<td>400,828</td>
<td>2,064,883</td>
<td>400,783</td>
</tr>
<tr>
<td>2011</td>
<td>1,010,681,642</td>
<td>149,911,921</td>
<td>860,769,721</td>
<td>1,989,837</td>
<td>398,989</td>
<td>1,965,930</td>
<td>398,989</td>
</tr>
<tr>
<td>2010</td>
<td>1,233,552,955</td>
<td>170,457,415</td>
<td>1,063,095,540</td>
<td>1,928,539</td>
<td>399,703</td>
<td>1,887,491</td>
<td>381,688</td>
</tr>
<tr>
<td>2009</td>
<td>1,460,687,411</td>
<td>181,921,576</td>
<td>1,278,765,835</td>
<td>1,925,951</td>
<td>—</td>
<td>1,789,714</td>
<td>—</td>
</tr>
<tr>
<td>2008</td>
<td>1,580,943,641</td>
<td>178,823,018</td>
<td>1,404,120,623</td>
<td>1,870,361</td>
<td>—</td>
<td>1,803,634</td>
<td>—</td>
</tr>
<tr>
<td>2007</td>
<td>1,590,462,395</td>
<td>155,321,416</td>
<td>1,435,140,979</td>
<td>1,812,638</td>
<td>—</td>
<td>1,721,818</td>
<td>—</td>
</tr>
</tbody>
</table>

Source: Blaine County Treasurer; Collection data as of January 4, 2016.

There are overlapping taxing districts within the City which have statutory power to levy regular property taxes. Representative 2015 levy rates for each overlapping district from the County are listed below.
Management's Discussion and Analysis, Continued

City of Hailey
Representative Levy Rates per $1000 Taxable market Value
Tax Year 2015

<table>
<thead>
<tr>
<th>Taxing District</th>
<th>Levy per $1,000 Taxable Assessed Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Hailey Total</td>
<td>3.352846</td>
</tr>
<tr>
<td>Hailey City</td>
<td>2.839754</td>
</tr>
<tr>
<td>Hailey Levy</td>
<td>.513092</td>
</tr>
<tr>
<td>Blaine County</td>
<td>1.1172414</td>
</tr>
<tr>
<td>Blaine County School District No. 81</td>
<td>4.430668</td>
</tr>
<tr>
<td>Ambulance</td>
<td>.218740</td>
</tr>
<tr>
<td>Hailey Cemetery</td>
<td>.140504</td>
</tr>
<tr>
<td>Blaine County Recreation District &amp; Override</td>
<td>.341794</td>
</tr>
</tbody>
</table>


FY 2014 BUDGETARY CONSIDERATIONS

The City of Hailey establishes the budgets in each of its funds from estimated revenue. A minimum fund balance of 10% of budget is needed in the General Fund to meet obligations throughout the year, particularly in the first quarter of each year. The general fund balance target is 20% of budget, which the Hailey City Council considers prudent for emergencies and first-quarter carryover. With the FY 2016 general fund adopted budget at $4,797,428, and the general fund balance at fiscal year-end at $1,036,695, the City's general fund balance is 22% of the FY 2016 budget, up 5% from the previous year. We recommend utilizing any fund balance above 20%, which in this case is approximately $95,000, for excessive snow removal and/or emergency expenses, capital projects, or transfer to the capital fund for future capital projects.

The City of Hailey has begun a conversation with the community about the need for a tax levy to consistently fund the capital fund. Hailey has identified the need for an additional $1 million each year.

The City of Hailey developed expense policies for its capital and grant projects as follows: All salary and fringe costs, as well as contractual and volunteer labor, materials, and equipment costs are captured through a project code as project expenses, from the project's inception to its completion. The project budget is developed, and identified by its predominant funding source as either a Capital Fund project or a Grant Fund project. Until a project is actually funded by the City governing body through an agreement, ordinance, resolution, or acceptance of a specific written approval by a grantor, all expenses are spent from operating funds, except that expenses for licensed contractual design and engineering costs procured solely for the project may be spent from the capital fund. Following the City governing body's approval of a funding agreement, ordinance, or resolution or specific written approval by the grantor, project costs, including City salary and fringe costs for applied project time, may be spent from the capital or grant fund.

Rate structures within the enterprise funds have incrementally been amended over several years to encourage water conservation and to afford users better personal management of their impact upon the City's water and wastewater system and its budget. Consumption of water has decreased, and expenses have been adjusted to the City's rate-based income. The FY 2016 budget contains a large portion of the Wastewater Bio-Solids Facility construction project, which was begun in FY 2015. A new wastewater rate structure was implemented in 2015 that allocates bond costs by the amount of usage rather than the amount of meters. A new water rate structure was implemented at the beginning of FY 2016.

Requests for Information

This report is designed to provide a general overview of the City of Hailey's finances for our citizens and customers. If you have questions about this report or need additional financial information contact the Finance Office: 115 Main Street S., Hailey, Idaho 83333, 788-4221.
**CITY OF HAILEY, IDAHO**

**Statement of Net Position**

at September 30, 2015

<table>
<thead>
<tr>
<th><strong>ASSETS</strong></th>
<th><strong>Governmental Activities</strong></th>
<th><strong>Business-type Activities</strong></th>
<th><strong>Total Primary Government</strong></th>
<th><strong>Component Unit Urban Renewal Agency</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash and Deposits</td>
<td>$2,844,412</td>
<td>$9,184,501</td>
<td>$12,028,913</td>
<td>$12,257</td>
</tr>
<tr>
<td>Investments</td>
<td>1,003,452</td>
<td>1,003,452</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>331,778</td>
<td>370,429</td>
<td>702,207</td>
<td></td>
</tr>
<tr>
<td>Taxes Receivable</td>
<td>76,365</td>
<td>76,365</td>
<td>91</td>
<td></td>
</tr>
<tr>
<td>Due From Other Governments</td>
<td>224,473</td>
<td>224,473</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Due From Other Funds</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Inventory</td>
<td>93,222</td>
<td>93,222</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restricted Cash, Deposits and Investments</td>
<td>52,463</td>
<td>570,423</td>
<td>622,886</td>
<td></td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>3,529,511</strong></td>
<td><strong>11,223,038</strong></td>
<td><strong>14,751,549</strong></td>
<td><strong>12,348</strong></td>
</tr>
<tr>
<td>Capital Assets:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Land, Easements and Water Rights</td>
<td>2,451,021</td>
<td>235,391</td>
<td>2,686,412</td>
<td></td>
</tr>
<tr>
<td>Construction in Progress</td>
<td>440,593</td>
<td>1,731,318</td>
<td>2,171,911</td>
<td></td>
</tr>
<tr>
<td>Infrastructure</td>
<td>10,122,280</td>
<td>15,478,937</td>
<td>25,601,217</td>
<td></td>
</tr>
<tr>
<td>Buildings and Improvements</td>
<td>3,292,633</td>
<td>1,033,573</td>
<td>4,326,206</td>
<td></td>
</tr>
<tr>
<td>Equipment and Vehicles</td>
<td>4,586,809</td>
<td>4,591,938</td>
<td>9,178,741</td>
<td></td>
</tr>
<tr>
<td>Accumulated Depreciation (5,624,260)</td>
<td>(10,750,893)</td>
<td>(18,374,953)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Capital Assets</strong></td>
<td><strong>15,550,131</strong></td>
<td><strong>12,220,454</strong></td>
<td><strong>27,770,585</strong></td>
<td><strong>0</strong></td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td><strong>19,086,642</strong></td>
<td><strong>23,452,502</strong></td>
<td><strong>42,539,144</strong></td>
<td><strong>12,348</strong></td>
</tr>
<tr>
<td>Deferred Outflows of Resources:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deferred Outflows from Pension Activity</td>
<td>440,857</td>
<td>158,578</td>
<td>599,435</td>
<td></td>
</tr>
</tbody>
</table>

| **LIABILITIES** | | | | |
| Accounts Payable | 999,322 | | 999,322 | 33,437 |
| Accrued Payroll and Benefits Payable | 177,294 | 32,286 | 209,580 | |
| Accrued Interest Payable | 14,595 | | 14,595 | |
| Due To Other Funds | | | | 0 |
| Surety and Security Bonds Payable | 184,507 | 39,421 | 223,928 | |
| Long-term Liabilities: | | | | |
| Portion due or payable within one year: | | | | |
| Capital Leases Payable | 22,837 | | 22,837 | |
| Bonds Payable | 345,000 | 370,000 | 715,000 | |
| Portion due or payable after one year: | | | | |
| Capital Leases Payable | 22,438 | | 22,438 | |
| Bonds Payable | 1,480,000 | 8,755,000 | 10,235,000 | |
| Unamortized Bond Premium | 38,568 | 501,189 | 539,757 | |
| Compensated Absences | 166,519 | 70,227 | 237,046 | |
| Net Pension Liability | 925,749 | 342,401 | 1,268,150 | |
| **Total Liabilities** | **4,362,834** | **10,125,119** | **14,487,953** | **33,437** |
| Deferred Inflows of Resources: | | | | |
| Deferred Inflows from Pension Activity | 622,278 | 226,678 | 847,956 | |

| **NET POSITION** | | | | |
| Invested in Capital Assets - net of related debt | 13,660,188 | 7,608,756 | 21,268,944 | 0 |
| Restricted For: | | | | |
| Debt Service | 52,463 | 570,423 | 622,886 | 0 |
| Other Purposes | 841,838 | 5,081,104 | 5,923,940 | (21,089) |
| Unrestricted | | | | |
| **Total Net Position** | **$14,554,587** | **$13,260,283** | **$27,814,870** | **$21,089** |

The accompanying notes are a part of these financial statements.
CITY OF HAILEY, IDAHO
Statement of Activities
For the Year Ended September 30, 2015

<table>
<thead>
<tr>
<th>Activities:</th>
<th>Expenses</th>
<th>Program Revenues</th>
<th>Net (Expense) Revenues and Changes in Net Assets</th>
<th>Component Unit - Urban Renewal Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Fees, Fines, and Charges for Services</td>
<td>Grants and Contributions</td>
<td>Governmental Activities</td>
</tr>
<tr>
<td>Governmental:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Government</td>
<td>$1,078,265</td>
<td>$138,635</td>
<td>$36,110</td>
<td>(903,520)</td>
</tr>
<tr>
<td>Public Protection:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Safety</td>
<td>2,095,129</td>
<td>433,732</td>
<td>8,000</td>
<td>(1,554,397)</td>
</tr>
<tr>
<td>Streets</td>
<td>833,929</td>
<td>5,123</td>
<td>(828,806)</td>
<td>(828,806)</td>
</tr>
<tr>
<td>Parks and Recreation</td>
<td>455,931</td>
<td>26,759</td>
<td>(429,172)</td>
<td>(429,172)</td>
</tr>
<tr>
<td>Library</td>
<td>383,909</td>
<td>17,083</td>
<td>2,685</td>
<td>(364,291)</td>
</tr>
<tr>
<td>Interest - on long-term debt</td>
<td>61,675</td>
<td></td>
<td></td>
<td>(61,675)</td>
</tr>
<tr>
<td>Unallocated Depreciation</td>
<td>620,705</td>
<td></td>
<td></td>
<td>(529,705)</td>
</tr>
<tr>
<td>Total Governmental Activities</td>
<td>$5,379,794</td>
<td>$616,209</td>
<td>$51,818</td>
<td>(4,711,767)</td>
</tr>
<tr>
<td>Business Type:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water</td>
<td>1,382,367</td>
<td>1,481,863</td>
<td>5,123</td>
<td>$104,609</td>
</tr>
<tr>
<td>Wastewater</td>
<td>1,316,481</td>
<td>1,712,178</td>
<td>20,124</td>
<td>415,821</td>
</tr>
<tr>
<td>Bio-Solids</td>
<td>365,363</td>
<td></td>
<td></td>
<td>365,363</td>
</tr>
<tr>
<td>Interest - on long-term debt</td>
<td>324,343</td>
<td></td>
<td></td>
<td>(324,343)</td>
</tr>
<tr>
<td>Total Business-type Activities</td>
<td>3,023,221</td>
<td>3,559,424</td>
<td>25,247</td>
<td>561,450</td>
</tr>
<tr>
<td>Total City of Hailey, Idaho</td>
<td>$8,403,015</td>
<td>$4,175,633</td>
<td>$77,065</td>
<td>(4,711,767)</td>
</tr>
</tbody>
</table>

Component Units:
Urban Renewal Agency $5,314

Total $5,314

General Revenues:
- Property taxes 2,584,546 34,062
- Local Option sales taxes 478,761 478,761
- Franchise, licenses, permits 560,553 560,553
- State of Idaho revenue sharing 420,061 420,061
- State of Idaho sales tax 119,817 119,817
- State of Idaho liquor receipts 157,912 157,912
- State highway user collections 280,766 280,766
- Penalty and interest on property taxes 11,908 11,908
- County court fines 41,858 41,858
- Earnings on investments 4,610 31,547 36,057 3
- Miscellaneous 95,472 2,174 97,646
- Premium Earned on Bond Refinancing 14,067 66,314 80,381
- Gain (Loss) on Pension Activities 47,122 17,429 64,551
- Gain (Loss) on Transfer of Assets (34,550) (34,550) 0

Total general revenues and transfers 4,789,491 150,014 4,959,505 34,965

Changes in net position 67,724 717,464 805,188 29,851

Net Position - Beginning 16,621,155 12,969,749 28,590,904 (60,740)

Prior Period Adjustment (1,154,222) (429,930) (1,584,152)

Net Position - Ending $14,456,933 $13,239,823 $27,806,752 $ (21,080)

The accompanying notes are a part of these financial statements.

-11-
## CITY OF HAILEY, IDAHO
### Balance Sheet
#### Governmental Funds
for the year ended September 30, 2015

<table>
<thead>
<tr>
<th></th>
<th>General Fund</th>
<th>Capital Improvement Fund</th>
<th>Debt Service Fund</th>
<th>Total Governmental Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASSETS:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and Deposits</td>
<td>$1,777,044</td>
<td>$1,120,831</td>
<td>$2,697,875</td>
<td></td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>234,018</td>
<td>97,760</td>
<td>331,778</td>
<td></td>
</tr>
<tr>
<td>Due From Other Governments</td>
<td>224,473</td>
<td></td>
<td>224,473</td>
<td></td>
</tr>
<tr>
<td>Property Taxes Receivable</td>
<td>64,523</td>
<td></td>
<td>11,862</td>
<td>76,385</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td>$2,300,058</td>
<td>$1,218,591</td>
<td>11,862</td>
<td>$3,530,511</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>LIABILITIES:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Deficit</td>
<td></td>
<td></td>
<td>1,000</td>
<td>1,000</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>901,552</td>
<td>97,760</td>
<td>999,322</td>
<td></td>
</tr>
<tr>
<td>Accrued Payroll Expenses</td>
<td>177,294</td>
<td>177,294</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Due To Other Funds</td>
<td></td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Surety and Security Bonds Payable</td>
<td>184,507</td>
<td></td>
<td>184,507</td>
<td></td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td>$1,263,363</td>
<td>$97,760</td>
<td>1,000</td>
<td>1,362,123</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>FUND BALANCE:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-spendable</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restricted</td>
<td>52,463</td>
<td></td>
<td>52,463</td>
<td></td>
</tr>
<tr>
<td>Committed</td>
<td>18,468</td>
<td></td>
<td>10,862</td>
<td>29,330</td>
</tr>
<tr>
<td>Assigned</td>
<td>1,120,831</td>
<td></td>
<td>1,120,831</td>
<td></td>
</tr>
<tr>
<td>Unassigned</td>
<td>965,764</td>
<td></td>
<td></td>
<td>965,764</td>
</tr>
<tr>
<td><strong>Total Fund Balance</strong></td>
<td>$1,036,695</td>
<td>$1,120,831</td>
<td>10,862</td>
<td>$2,168,388</td>
</tr>
<tr>
<td><strong>Total Liabilities and Fund Balance</strong></td>
<td>$2,300,058</td>
<td>$1,218,591</td>
<td>11,862</td>
<td>$3,530,511</td>
</tr>
</tbody>
</table>

The accompanying notes are a part of these financial statements.

-12-
CITY OF HAILEY, IDAHO
Reconciliation of the Balance Sheet of Governmental Funds
To the Statement of Net Position
for the year ended September 30, 2015

Total Governmental Fund Balances (Page 12) $2,168,388

Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental funds.
The cost of assets is $21,193,390 less accumulated depreciation $5,624,259 15,569,131

Long-term liabilities, including net pension liability, bonds, capital leases payable and compensated absences are not payable in the current period and therefore are not reported in the governmental funds (3,182,932)

Net Position of Governmental Activities (Page 10) $14,554,587

The accompanying notes are a part of these financial statements.
CITY OF HAILEY, IDAHO  
Statement of Revenues, Expenditures, and Changes in Fund Balances  
Governmental Funds  
for the year ended September 30, 2015

<table>
<thead>
<tr>
<th></th>
<th>General Fund</th>
<th>Capital Improvement Fund</th>
<th>Debt Service Fund</th>
<th>Total Governmental Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUE:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property taxes</td>
<td>$2,181,983</td>
<td>$</td>
<td>$402,563</td>
<td>$2,584,546</td>
</tr>
<tr>
<td>Local Option sales taxes</td>
<td>478,781</td>
<td>478,781</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Franchises, licenses, permits</td>
<td>580,553</td>
<td></td>
<td>580,553</td>
<td></td>
</tr>
<tr>
<td>State of Idaho shared revenue</td>
<td>420,081</td>
<td></td>
<td>420,081</td>
<td></td>
</tr>
<tr>
<td>State of Idaho sales tax</td>
<td>118,617</td>
<td></td>
<td>118,617</td>
<td></td>
</tr>
<tr>
<td>State of Idaho liquor receipts</td>
<td>157,912</td>
<td></td>
<td>157,912</td>
<td></td>
</tr>
<tr>
<td>State highway user collections</td>
<td>280,766</td>
<td></td>
<td>280,766</td>
<td></td>
</tr>
<tr>
<td>Penalty and interest on property taxes</td>
<td>10,045</td>
<td>1,863</td>
<td></td>
<td>11,908</td>
</tr>
<tr>
<td>County court fines</td>
<td>41,866</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fees, fines and charges for services</td>
<td>580,521</td>
<td>55,688</td>
<td></td>
<td>616,209</td>
</tr>
<tr>
<td>Grants</td>
<td>15,338</td>
<td>15,338</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contributions</td>
<td>36,480</td>
<td>36,480</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Earnings on investments</td>
<td>2,244</td>
<td>2,007</td>
<td>259</td>
<td>4,510</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>96,472</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>4,981,659</td>
<td>57,695</td>
<td>404,685</td>
<td>5,444,039</td>
</tr>
</tbody>
</table>

|                      |              |                          |                   |                         |
| **EXPENDITURES:**    |              |                          |                   |                         |
| General Government   | 1,033,199    |                          | 1,033,199         |                         |
| Public Safety        | 2,115,700    |                          | 2,115,700         |                         |
| Streets              | 911,217      |                          | 911,217           |                         |
| Parks and Recreation | 508,903      |                          | 508,903           |                         |
| Library              | 383,959      |                          | 383,959           |                         |
| Capital outlay       |              | 61,855                   |                   | 61,855                  |
| Debt Service         |              |                          | 401,875           | 401,875                 |
| **Total Expenditures** | 4,952,978    | 61,855                   | 401,875           | 5,416,708               |

|                      |              |                          |                   |                         |
| **EXCESS REVENUE (EXPENDITURES)** | 28,681    | (4,160)                  | 2,810             | 27,331                  |

|                      |              |                          |                   |                         |
| **OTHER FINANCING SOURCES (USES):** |              |                          |                   |                         |
| Operating transfers from other funds |              |                          |                   | 0                       |
| Operating transfers (to) other funds |              |                          |                   | 0                       |
| **NET CHANGE IN FUND BALANCES** | 28,681    | (4,160)                  | 2,810             | 27,331                  |

|                      |              |                          |                   |                         |
| **FUND BALANCE - BEGINNING** | 1,008,014    | 1,124,991                 | 8,052             | 2,141,057               |

|                      |              |                          |                   |                         |
| **FUND BALANCE - ENDING** | $1,036,695   | $1,120,831                | $10,862           | $2,169,388              |

The accompanying notes are a part of these financial statements.
CITY OF HAILEY, IDAHO
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds
To the Statement of Activities
For the year Ended September 30, 2015

Net Change in Fund Balance - Total Governmental Funds (Page 14)

$ 27,331

Governmental funds report capital outlays as current year expenditures. In the Statement of Activities the cost of these assets is allocated over their estimated useful lives as depreciation expense. This is the amount of current capital outlay for new fixed assets.

This is the amount of current year depreciation. (529,706)

This is the amount of new Governmental Fund assets. 199,876

This is the amount of disposed of Governmental Fund assets. (38,550)

Long term liabilities are not recorded in the Governmental funds. Principle and interest paid on capital debt are recorded as expenditures in the Governmental Funds. Principle amounts paid are not recorded as expenditures in the Statement of Net Assets.

This is the amount of current year principle payments on capital debt. 381,306

This is the amount of changes in net pension liabilities 47,122

Liability for personal leave days are not recorded in Governmental funds.

This is the decrease in compensated leave during the year. 345

Change in Net Position of Governmental Activities (Page 11)

$ 87,724

The accompanying notes are a part of these financial statements.

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CITY OF HAILEY, IDAHO  
Statement of Net Position  
Proprietary Funds  
at September 30, 2015  

<table>
<thead>
<tr>
<th>Assets:</th>
<th>Water</th>
<th>Wastewater</th>
<th>Wastewater Bio-Solids</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Assets:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and deposits</td>
<td>$2,104,223</td>
<td>$2,061,202</td>
<td>$5,019,076</td>
<td>$9,184,501</td>
</tr>
<tr>
<td>Investments</td>
<td>1,003,462</td>
<td></td>
<td></td>
<td>1,003,462</td>
</tr>
<tr>
<td>Accounts receivable</td>
<td>176,639</td>
<td>193,790</td>
<td></td>
<td>370,429</td>
</tr>
<tr>
<td>Inventory</td>
<td>93,223</td>
<td></td>
<td></td>
<td>93,223</td>
</tr>
<tr>
<td></td>
<td>3,377,547</td>
<td>2,254,992</td>
<td>5,019,076</td>
<td>10,651,615</td>
</tr>
<tr>
<td>Restricted Current Assets:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and deposits</td>
<td></td>
<td></td>
<td>208,739</td>
<td>361,884</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Current Assets</td>
<td>3,377,547</td>
<td>2,463,731</td>
<td>5,380,760</td>
<td>11,222,038</td>
</tr>
<tr>
<td>Non Current Assets:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plant and equipment</td>
<td>11,479,919</td>
<td>9,839,504</td>
<td>1,661,734</td>
<td>22,981,157</td>
</tr>
<tr>
<td>Accumulated depreciation</td>
<td>(5,552,839)</td>
<td>(5,538,094)</td>
<td></td>
<td>(10,750,933)</td>
</tr>
<tr>
<td>Net Non Current Assets</td>
<td>6,127,280</td>
<td>4,441,410</td>
<td>1,661,734</td>
<td>12,230,424</td>
</tr>
<tr>
<td>Total Assets</td>
<td>9,504,827</td>
<td>6,905,181</td>
<td>7,042,494</td>
<td>23,452,502</td>
</tr>
<tr>
<td>Deferred Outflows of Resources:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deferred Outflows from Pensions</td>
<td>84,549</td>
<td>74,029</td>
<td></td>
<td>158,578</td>
</tr>
<tr>
<td>Liabilities:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Liabilities:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accrued Payroll and Benefits Payable</td>
<td>16,092</td>
<td>16,194</td>
<td></td>
<td>32,286</td>
</tr>
<tr>
<td>Accrued Interest Payable</td>
<td>2,629</td>
<td>2,188</td>
<td>9,778</td>
<td>14,595</td>
</tr>
<tr>
<td>Customer Deposits</td>
<td>39,421</td>
<td></td>
<td></td>
<td>39,421</td>
</tr>
<tr>
<td>Current portion long-term debt</td>
<td>90,000</td>
<td>220,000</td>
<td>60,000</td>
<td>370,000</td>
</tr>
<tr>
<td>Total current liabilities</td>
<td>148,142</td>
<td>238,382</td>
<td>69,778</td>
<td>456,302</td>
</tr>
<tr>
<td>Noncurrent Liabilities:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bonds Payable, Less Current</td>
<td>1,370,000</td>
<td>1,210,000</td>
<td>6,175,000</td>
<td>8,755,000</td>
</tr>
<tr>
<td>Premium on Bonds Payable</td>
<td>154,429</td>
<td>99,232</td>
<td>207,528</td>
<td>501,189</td>
</tr>
<tr>
<td>Compensated Absences Payable</td>
<td>21,614</td>
<td>48,613</td>
<td></td>
<td>70,227</td>
</tr>
<tr>
<td>Net Pension Liability</td>
<td>177,541</td>
<td>164,860</td>
<td></td>
<td>342,401</td>
</tr>
<tr>
<td>Due To (From) Wastewater Fund</td>
<td></td>
<td>(415,617)</td>
<td>415,617</td>
<td>0</td>
</tr>
<tr>
<td>Total noncurrent liabilities</td>
<td>1,763,584</td>
<td>1,107,188</td>
<td>6,798,045</td>
<td>9,668,817</td>
</tr>
<tr>
<td>Total Liabilities</td>
<td>1,911,726</td>
<td>1,345,570</td>
<td>6,867,323</td>
<td>10,125,619</td>
</tr>
<tr>
<td>Deferred Inflows of Resources:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deferred Inflows from Pensions</td>
<td>110,342</td>
<td>106,336</td>
<td></td>
<td>225,678</td>
</tr>
<tr>
<td>Net Position:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investment in capital assets</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>net of related debt</td>
<td>4,470,222</td>
<td>2,910,030</td>
<td>228,504</td>
<td>7,608,756</td>
</tr>
<tr>
<td>Restricted</td>
<td>0</td>
<td>208,739</td>
<td>361,884</td>
<td>570,423</td>
</tr>
<tr>
<td>Unrestricted</td>
<td>3,088,086</td>
<td>2,408,535</td>
<td>(415,617)</td>
<td>5,081,014</td>
</tr>
<tr>
<td>Total Net Position</td>
<td>$7,558,308</td>
<td>$5,527,304</td>
<td>$174,871</td>
<td>$13,260,283</td>
</tr>
</tbody>
</table>

The accompanying notes are a part of these financial statements.
CITY OF HAILEY, IDAHO  
Statement of Revenues, Expenses, and Changes in Net Position  
Proprietary Funds  
for the year ended September 30, 2015

<table>
<thead>
<tr>
<th>Operating Revenues:</th>
<th>Water</th>
<th>Wastewater</th>
<th>Wastewater Bio-Solids</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charges for services</td>
<td>$1,370,274</td>
<td>$1,610,565</td>
<td>$365,383</td>
<td>$3,346,222</td>
</tr>
<tr>
<td>Hookups, connections and fees</td>
<td>111,608</td>
<td>101,613</td>
<td></td>
<td>213,222</td>
</tr>
<tr>
<td><strong>Total Operating Revenue</strong></td>
<td><strong>1,481,883</strong></td>
<td><strong>1,712,178</strong></td>
<td></td>
<td><strong>3,559,424</strong></td>
</tr>
</tbody>
</table>

| Operating Expenses: | | | | |
|---------------------| | | | |
| Salaries and benefits | 514,671 | 552,489 | | 1,067,160 |
| Administrative and supplies | 523,915 | 452,438 | | 976,353 |
| Depreciation | 343,811 | 311,554 | | 655,365 |
| **Total Operating Expenses** | **1,382,397** | **1,316,481** | | **2,698,878** |

| Operating Income | | | | 860,546 |
|------------------| | | | |

<table>
<thead>
<tr>
<th>Nonoperating Revenues (Expenses):</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest Income</td>
<td>16,818</td>
<td>6,555</td>
<td>8,174</td>
</tr>
<tr>
<td>Interest Expense</td>
<td>(65,120)</td>
<td>(57,020)</td>
<td>(202,164)</td>
</tr>
<tr>
<td>Grants</td>
<td>5,123</td>
<td>20,124</td>
<td></td>
</tr>
<tr>
<td>Premium Earned on Bond Refinancing</td>
<td>28,609</td>
<td>33,077</td>
<td>3,328</td>
</tr>
<tr>
<td>Gain (Loss) on Pension Activity</td>
<td>9,037</td>
<td>8,392</td>
<td></td>
</tr>
<tr>
<td>Gain (Loss) on Fixed Asset Transfers</td>
<td>38,550</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gain on Sale of Assets</td>
<td></td>
<td></td>
<td>2,174</td>
</tr>
<tr>
<td><strong>Total Nonoperating</strong></td>
<td><strong>34,308</strong></td>
<td><strong>13,392</strong></td>
<td><strong>(190,692)</strong></td>
</tr>
</tbody>
</table>

| Income before transfers | | | | 717,464 |
|-------------------------|-----------------|-----------------|-----------------|
| Transfers In | | | | 0 |
| Transfers out | | | | 0 |
| **Net Income** | **133,794** | **408,999** | **174,671** | **717,464** |

| Total Net Position - Beginning | | | | 12,989,749 |
|-------------------------------|-----------------|-----------------|-----------------|
| Prior Period Adjustment | (221,371) | (205,559) | | (426,930) |
| **Total Net Position - Ending** | **$7,558,308** | **$5,527,304** | **$174,671** | **$13,260,283** |

The accompanying notes are a part of these financial statements.
CITY OF HAILEY, IDAHO  
Statement of Cash Flows  
Proprietary Funds  
for the year ended September 30, 2015

<table>
<thead>
<tr>
<th>Cash Flows From Operating Activities:</th>
<th>Water</th>
<th>Wastewater</th>
<th>Wastewater Bio-Solids</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receipts from customers</td>
<td>$1,484,184</td>
<td>$1,700,649</td>
<td>365,363</td>
<td>$3,550,196</td>
</tr>
<tr>
<td>Payments to suppliers</td>
<td>$(514,554)</td>
<td>$(452,074)</td>
<td>0</td>
<td>$(966,628)</td>
</tr>
<tr>
<td>Payments to employees</td>
<td>$(518,593)</td>
<td>$(644,460)</td>
<td>0</td>
<td>$(1,161,053)</td>
</tr>
<tr>
<td>Payments from (to) other funds</td>
<td>$(415,617)</td>
<td>415,617</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other receipts</td>
<td>1,099</td>
<td>1,099</td>
<td>1,099</td>
<td></td>
</tr>
<tr>
<td>Net cash provided (used) by operations</td>
<td>454,188</td>
<td>288,578</td>
<td>780,880</td>
<td>1,523,624</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cash Flows From Capital and Related Financing Activities:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase and construction of capital assets</td>
</tr>
<tr>
<td>Disposition of Assets</td>
</tr>
<tr>
<td>Principal paid on capital debt</td>
</tr>
<tr>
<td>Proceeds from Bonds</td>
</tr>
<tr>
<td>Premium on bonds payable</td>
</tr>
<tr>
<td>Interest paid on capital debt</td>
</tr>
<tr>
<td>Net cash provided (used) by capital and related financing activities</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cash Flows From Investing Activities:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Income</td>
</tr>
<tr>
<td>Interest Income</td>
</tr>
<tr>
<td>Net cash provided (used) by investing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Net Increase (Decrease) in Cash and Deposits</th>
</tr>
</thead>
<tbody>
<tr>
<td>283,818</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Balances - Beginning of the year</th>
</tr>
</thead>
<tbody>
<tr>
<td>2,823,867</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Balances - Ending of the year</th>
</tr>
</thead>
<tbody>
<tr>
<td>$3,107,685</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Displayed as:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pooled Cash and Investments</td>
</tr>
<tr>
<td>Restricted Assets</td>
</tr>
<tr>
<td>3,107,685</td>
</tr>
<tr>
<td>208,739</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Balances - Ending of the year</th>
</tr>
</thead>
<tbody>
<tr>
<td>$3,107,685</td>
</tr>
</tbody>
</table>

| Reconciliation of Operating Income to Net Cash Provided (Used) by Operating Activities: |
|Operating Income                                          |
|Depreciation expense                                      |
|Changes in assets and liabilities:                        |
|Receivables, net                                          |
|Accounts and other payables                               |
|Compensated absences                                      |
|Payments from (to) other funds                            |
|Customer deposits                                         |
|Net Cash Provided (Used) by Operating Activities $454,188 | $288,578 | $780,880 | $1,523,624 |

The accompanying notes are a part of these financial statements.
NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The City of Hailey, Idaho (City) was incorporated in 1909. The City operates under a Mayor-Council form of government and provides the following services: public safety, public works, recreation, social services, and community development. The City also provides water and waste water services which are financed by user charges. The significant revenues and receivables are generated by the residents of the City of Hailey through property tax and water and waste water charges.

The financial statements of the City of Hailey have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for established governmental accounting and financial reporting principles. The more significant of the City’s accounting policies are described below.

1. Financial Reporting Entity

The City’s financial statements include the accounts of all operations under the oversight authority of the City Council and those of separately administered organizations over which the City exercises significant influence. Significant influence or accountability is based primarily on operational or financial relationships with the City (as distinct from legal relationships).

2. Government-Wide and Fund Financial Statements

The government-wide financial statements include the Statement of Net Position and the Statement of Activities. These statements report financial information for the City as a whole excluding fiduciary activities such as employee pension plans. Individual funds are not displayed but the statements distinguish governmental activities, generally supported by taxes and City general revenues, from business-type activities, generally financed in whole or in part with fees charged to external customers.

The Statement of Activities reports the expenses of a given function offset by program revenues directly connected with the functional program. A function is an assembly of similar activities and may include portions of a fund or summarize more than one fund to capture the expenses and program revenues associated with a distinct functional activity. Program revenues include: (1) charges for services which report fees, fines and forfeitures, and other charges to users of the City’s services; (2) operating grants and contributions which finance annual operating activities including restricted investment income; and (3) capital grants and contributions which fund the acquisition, construction, or rehabilitation of capital assets and include fees to developers. These revenues are subject to externally imposed restrictions to these program uses. Taxes and other revenue sources not properly included with program revenues are reported as general revenues.

Fund financial statements are provided for governmental and proprietary funds. Major individual governmental and enterprise funds are reported in separate columns with composite columns for non-major funds.
3. **Discretely Presented Component Unit**

The Component unit column in the financial statements includes the financial data of the City's only discretely presented component unit, the Hailey Urban Renewal Agency. It is reported in a separate column to emphasize that it is separate from the City's operations.

4. **Measurement Focus and Basis of Accounting**

The financial statements of the City are prepared in accordance with generally accepted accounting principles (GAAP). The City's reporting entity applies all relevant Governmental Accounting Standards Board (GASB) pronouncements and applicable Financial Accounting Standards Board (FASB) pronouncements and Accounting Principles Board (APB) opinions issued on or before November 30, 1989, unless they conflict with GASB pronouncements. The City's reporting entity does not apply FASB pronouncements or APB opinions issued after November 30, 1989.

The government-wide statements report, using the economic resources measurement focus and the accrual basis of accounting, generally includes the reclassification or elimination of internal activity (between or within funds). However, internal eliminations do not include utility services provided to City departments. Reimbursements are reported as reductions to expenses. Proprietary fund financial statements also report using this same focus and basis of accounting although internal activity is not eliminated in these statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property tax revenues are recognized in the year for which they are levied while grants are recognized when grantor eligibility requirements are met.

Governmental fund financial statements report, using the current financial resources measurement focus and the modified accrual basis of accounting, recognizes revenues when they are both measurable and available. Available means collectible within the current period or soon enough thereafter to pay current liabilities. The City of Hailey uses an availability period of sixty days. Expenditures are recorded when the related liability is incurred, except for general obligation bond principal and interest which are reported as expenditures in the year due.

Major revenue sources susceptible to accrual include: sales and use taxes, property taxes, and intergovernmental revenues. In general, other revenues are recognized when cash is received.

Operating income reported in proprietary fund financial statements includes revenues and expenses related to the primary, continuing operations of the fund. Principal operating revenues for proprietary funds are charges to customers for sales of services. Principal operating expenses are the costs of providing goods or services and include administrative expenses and depreciation of capital assets. Other revenues and expenses are classified as non-operating in the financial statements.
CITY OF HAILEY, IDAHO
NOTES TO THE FINANCIAL STATEMENTS
AT SEPTEMBER 30, 2015

Continued...

5. Fund Accounting

The accounts of the City are organized and operated on the basis of funds and account groups. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds is maintained consistent with legal and managerial requirements.

The City has adopted GASB Statement No. 54 “Fund Balance Reporting and Governmental Fund Type Definitions” (GASB 54) which defines how fund balances of the governmental funds are presented in the financial statements. There are five classifications of fund balances as presented below:

**Non-spendable** – These funds are not available for expenditures based on legal or contractual requirements. In this category, one would see inventory, long-term receivables, unless proceeds are restricted, committed, or assigned and legally or contractually required to be maintained intact (corpus or a permanent fund).

**Restricted** – These funds are governed by externally enforceable restrictions. In this category, one would see restricted purpose grant funds, debt service or capital projects.

**Committed** – Fund balances in this category are limited by the governments’ highest level of decision making. Any changes of designation must be done in the same manner that it was implemented and should occur prior to end of the fiscal year, though the exact amount may be determined subsequently.

**Assigned** – These funds are intended to be used for specific purposes, intent is expressed by governing body or an official delegated by the governing body.

**Unassigned** – This classification is the default for all funds that do not fit into the other categories. This, however, should not be a negative number for the general fund. If it is, the assigned fund balance must be adjusted.

Order of Use of Fund Balance – The City’s policy is to apply expenditures against non-spendable fund balance, restricted fund balance, committed fund balance, assigned fund balance and unassigned fund balance at the end of the fiscal year. For all funds, non-spendable fund balances are determined first and then restricted fund balances for specific purposes are determined.

**GOVERNMENTAL FUNDS**

The City reports the following major governmental funds:

**General Fund** - The General Fund is the general operating fund of the City. It is used to account for all financial resources not reported in another fund.
CITY OF HAILEY, IDAHO
NOTES TO THE FINANCIAL STATEMENTS
AT SEPTEMBER 30, 2015

Continued...

Debt Service Funds — The debt service fund is used to account for the accumulation of financial resources for the payment of principal and interest on the City's governmental debt.

PROPRIETARY FUNDS

Enterprise Funds - Enterprise funds are used to account for operations (a) that are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or
(b) Where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes. Enterprise funds include the Water, Waste Water, and Bio-Solids funds.

OTHER FUND TYPES

The City also reports the following fund types:

Capital Projects Funds - These funds account for proceeds from long-term debt financing and revenues and expenditures related to authorized construction and other capital asset acquisitions.

6. Budgetary Data

The City of Hailey follows these procedures in establishing the budgetary data reflected in the financial statements:

a. Prior to September 1, the Treasurer submits to the City Council a proposed operating budget for the fiscal year commencing on October 1. The operating budget includes proposed expenditures and the means of financing them.
b. After reviewing the preliminary budget, the City Council sets a public budget hearing to obtain taxpayer comments.
c. Prior to October 1, the budget is legally enacted through passage of an ordinance.

The budget is prepared on the modified accrual basis of accounting, as described above. The City does not use the encumbrance method of accounting.

7. Cash and Cash Equivalents

The City maintains and controls cash and investment pools in which the primary government funds share. Each fund's portion of a pool is displayed on its respective balance sheet.
Continued...

For purposes of the Statement of Cash Flows, the enterprise funds consider cash and cash equivalents to include cash on hand and all amounts on deposit with financial institutions.

8. **Inventory**

Inventories in governmental funds are considered to be immaterial and are not reported. Proprietary fund inventories are recorded at the lower of cost or market on a first-in, first-out basis.

9. **Capital Assets, Depreciation, and Amortization**

The City's property, plant, equipment, and infrastructure with useful lives of more than one year are stated at historical cost and comprehensively reported in the government-wide financial statements. The City maintains infrastructure asset records consistent with all other capital assets. Proprietary capital assets are also reported in their respective fund financial statements. Donated assets are stated at fair value on the date donated. The City generally capitalizes assets with cost of $5,000 or more as purchase and construction outlays occur. The costs of normal maintenance and repairs that do not add to the asset value or materially extend useful lives are not capitalized. Capital assets are depreciated using the straight-line method. When capital assets are disposed, the cost and applicable accumulated depreciation are removed from the respective accounts, and the resulting gain or loss is recorded in operations. The City has not, nor is required to retroactively report infrastructure assets. The City has capitalized all acquired infrastructure after October 1, 2003.

Estimated useful lives, in years, for depreciable assets are as follows:

<table>
<thead>
<tr>
<th>Asset Type</th>
<th>Useful Life</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building and Improvements</td>
<td>20-50</td>
</tr>
<tr>
<td>Equipment</td>
<td>5-15</td>
</tr>
<tr>
<td>Infrastructure</td>
<td>15-20</td>
</tr>
<tr>
<td>Books</td>
<td>5-10</td>
</tr>
<tr>
<td>Trucks and Vehicles</td>
<td>3-10</td>
</tr>
</tbody>
</table>

Interest costs are capitalized when incurred by proprietary funds on debt where proceeds were used to finance the construction of assets.

10. **Long-Term Debt**

In the government-wide and proprietary financial statements, outstanding debt is reported as liabilities.

11. **Deferred Outflows/Inflows of Resources**

In 2007, the Governmental Accounting Standards Board (GASB) released Concepts Statement No. 4 *Elements of Financial Statements* which provides a framework for determining the nature of financial accounting or reporting issues. Since the release of the framework, GASB has been looking at the assets and liabilities on the balance sheet to determine if they should continue to be reflected as
CITY OF HAILEY, IDAHO
NOTES TO THE FINANCIAL STATEMENTS
AT SEPTEMBER 30, 2016

Continued...

such. GASB has concluded that, in order to improve financial reporting, there are assets and liabilities that no longer should be reflected as assets and liabilities. These changes are included in the recently-issued GASB Statement No. 65, Items Previously Reported as Asset and Liabilities.

These changes include two new items that are reflected on the Statement of Net Position.

- **Deferred outflow of resources** — the current consumption of net assets that is applicable to a future reporting period.
- **Deferred inflows of resources** — the current acquisition of net assets that is applicable to a future reporting period.

The City’s financial statements may report a separate section for deferred inflows of resources which reflects an increase in resources that applies to a future period.

12. **Compensated Absences**

The liability for compensated absences reported in the government-wide and proprietary fund statements consists of unpaid, accumulated annual vacation and sick leave balances. The liability has been calculated using the vesting method, in which leave amounts for both employees who currently are eligible to receive termination payments and other employees who are expected to become eligible in the future to receive such payments upon termination are included.

13. **Pensions**

For purposes of measuring the net pension liability and pension expense, information about the fiduciary net position of the Public Employee Retirement System of Idaho Base Plan (Base Plan) and additions to/deductions from Base Plan’s fiduciary net position have been determined on the same basis as they are reported by the Base Plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

**NOTE 2 - CASH AND CASH EQUIVALENTS**

Interest Rate Risk — The City does not have a formal investment policy that limit investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

Credit Risk — The City has no investment policy which would further limit its investment choices beyond those stated in Idaho Code. The City’s investment in the State Treasurer’s Investment Pool is not currently rated. All deposits in the State Investment Pool are either FDIC insured or fully collateralized, with securities held in trust by the State Treasurer but not in the name of the City of Hailey.

Concentration of Credit Risk — The City places no limit on the amount to invest in any one issuer.
CITY OF HAILEY, IDAHO
NOTES TO THE FINANCIAL STATEMENTS
AT SEPTEMBER 30, 2016

Continued...

Custodial Credit Risk, Deposits — Custodial credit risk is the risk that in the event of a bank failure, the City's deposits may not be returned to it. The City does not have a deposit policy for custodial credit risk. The City's pooled and non-pooled deposits are categorized to give an indication of the level of risk assumed by the City at fiscal year-end. The cash is recorded in terms of US currency and consists of:

<table>
<thead>
<tr>
<th>Carrying Amount</th>
<th>Bank Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash on Hand</td>
<td>$ 1,037</td>
</tr>
<tr>
<td>Mountain West - Cash Management Checking</td>
<td>36,441</td>
</tr>
<tr>
<td>Washington Federal - Checking</td>
<td>7,820</td>
</tr>
<tr>
<td>Xpress Bill Pay - Checking</td>
<td>19,506</td>
</tr>
<tr>
<td>Certificates of Deposit:</td>
<td></td>
</tr>
<tr>
<td>Bank of the West</td>
<td>175,408</td>
</tr>
<tr>
<td>State of Idaho Investment Pool</td>
<td>12,411,587</td>
</tr>
<tr>
<td>Piper Jaffray Investments</td>
<td>1,003,462</td>
</tr>
<tr>
<td>Total Cash and Investments</td>
<td>$ 13,655,261</td>
</tr>
</tbody>
</table>

There are three categories of credit risk that apply to the City's cash and investments:

1) Insured or collateralized or for which the securities are held by the City or the City's agent in the City's name;
2) Uninsured and uncollateralized; or
3) Uninsured and unregistered for which the securities are held by the counter party or by its trust department or agent but not in the City's name. This category also includes repurchase agreements with no underlying securities.

Balances are held in each category as follows:

<table>
<thead>
<tr>
<th>Bank Balance Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>Deposits</td>
</tr>
<tr>
<td>State of Idaho LGIP</td>
</tr>
<tr>
<td>Investments</td>
</tr>
<tr>
<td>Total Cash and Investments</td>
</tr>
</tbody>
</table>

Funds held in the Water and Wastewater Funds (Enterprise funds) in the amount of $ 570,423 are reserved for repayment of existing debt. Funds held in the General Fund of $ 52,463 are reserved for specific requirements from donations and employee flexible spending accounts.
CITY OF HAILEY, IDAHO
NOTES TO THE FINANCIAL STATEMENTS
AT SEPTEMBER 30, 2015

Continued...

NOTE 3 - TAXES RECEIVABLE

Property taxes are levied in November of each year and recognized as revenue when the tax notices are printed. Taxes are due in two equal installments at December and June following the levy date. If payment is not received upon the due dates, a 2% penalty is charged and taxes are classified as past due subject to 12% interest. Taxes receivable are stated at taxes levied less amounts collected and canceled. The City has not experienced any significant loss of delinquent taxes receivable in past years, and, therefore, does not consider it necessary to establish any allowance for uncollectible taxes receivable.

NOTE 4 - ACCOUNTS RECEIVABLE

The City charges for water and wastewater services and garbage collection on the first of the month. The water is metered and charged according to actual usage. The wastewater rate is based upon actual winter (non-irrigation) water usage. Water and wastewater are billed in arrears; garbage collection is prepaid. The balance of accounts receivable is for billings occurring Sept 30 and prior. Due to water and wastewater services that would be terminated if an account goes 60 days overdue, very few accounts become uncollectible.

NOTE 5 - CAPITAL ASSETS

Capital asset activity for the year ended September 30, 2015 is as follows:
CITY OF HAILEY, IDAHO
NOTES TO THE FINANCIAL STATEMENTS
AT SEPTEMBER 30, 2015

Continued...

<table>
<thead>
<tr>
<th>Governmental Activities:</th>
<th>Beginning Balances</th>
<th>Increases</th>
<th>Decreases</th>
<th>Ending Balances</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Capital Assets not being depreciated:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Land</td>
<td>$2,451,021</td>
<td>$</td>
<td>$</td>
<td>$2,451,021</td>
</tr>
<tr>
<td>Construction in Progress</td>
<td>426,235</td>
<td>14,358</td>
<td>0</td>
<td>440,593</td>
</tr>
<tr>
<td>Total</td>
<td>2,877,256</td>
<td>14,358</td>
<td>0</td>
<td>2,891,614</td>
</tr>
</tbody>
</table>

| **Capital Assets being depreciated:** | | | | |
| Buildings & Improvements | 3,643,019          | 103,722   | 350,326   | 3,292,693      |
| Infrastructure           | 10,018,558         | 81,796    | 8,000     | 10,122,280     |
| Vehicles and Equipment   | 4,813,007          | 185,518   | 358,326   | 4,686,803      |
| Total                    | 18,474,584         | 394,218   | 758,652   | 18,301,776     |
| **Less: Accumulated Depreciation:** | (5,414,329)        | (529,706) | 319,776   | (5,824,259)    |
| Total Net Depreciated Assets | 13,060,255         | (344,188) | 38,550    | 12,677,517     |

| Governmental capital assets, net | $15,937,511 | $329,830 | $8550 | $15,569,131 |

| Business-type activities: | | | | |
| **Capital Assets not being depreciated:** | | | | |
| Land                     | $235,391          | $          | $         | $235,391       |
| Construction in Progress | 407,729           | 1,323,589 | 0         | 1,731,318      |
| Total                    | 643,120           | 1,323,589 | 0         | 1,966,709      |

| **Capital Assets being depreciated:** | | | | |
| Buildings & Improvements | 683,247           | 350,326   | 0         | 1,033,573      |
| Infrastructure           | 15,436,776        | 42,161    | 0         | 15,478,937     |
| Vehicles and Equipment   | 4,466,828         | 35,110    | 0         | 4,501,938      |
| Total                    | 20,586,851        | 427,597   | 0         | 21,014,448     |
| **Less: Accumulated Depreciation:** | (9,783,552)       | (655,365) | (311,776) | (10,750,693)   |
| Total Net Depreciated Assets | 10,803,299        | (227,768) | 311,776   | 10,263,755     |

| Business-type capital assets, net | $11,446,419 | $1,095,821 | $311,776 | $12,230,464 |
CITY OF HAILEY, IDAHO
NOTES TO THE FINANCIAL STATEMENTS
AT SEPTEMBER 30, 2016

Continued...

NOTE 6 - VOUCHERS PAYABLE AND ACCRUED LIABILITIES

Vouchers payable and accrued expenses are stated at cost and are recognized liabilities for goods and services rendered to the City as of September 30.

NOTE 7 - ACCRUED COMPENSATED ABSENCES

Compensated absences for vacation pay, sick pay and "comp" time have been accrued. "Comp" time is computed at the rate of 1-hour overtime equals 1.5 hours off. Compensated absences are reported as accrued in the government-wide and proprietary fund financial statements. Such compensation in the governmental fund financial statements will be paid from future resources of the City and is, therefore, reported only if matured compensated absences are payable to currently terminating employees, when it is included in accrued payroll and benefits.

NOTE 8 - LONG-TERM OBLIGATIONS

The City has entered into the following agreements.

<table>
<thead>
<tr>
<th>Description</th>
<th>Maturity</th>
<th>Amount</th>
<th>Amount</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Date</td>
<td>Outstand.</td>
<td>Additions</td>
<td>Reductions</td>
</tr>
<tr>
<td>GENERAL FUND</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Leases Payable</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Police Vehicles</td>
<td>11/7/2017</td>
<td>$ 68,512</td>
<td>$ (23,257)</td>
<td>$ 45,255</td>
</tr>
<tr>
<td>Bonds Payable:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Obligation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bonds 2010</td>
<td>8/1/2020</td>
<td>$ 2,165,000</td>
<td>0</td>
<td>$ (340,000)</td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accrued Compensated Absences</td>
<td>N/A</td>
<td>$ 186,474</td>
<td>$ 345</td>
<td>$ (383,237)</td>
</tr>
<tr>
<td>Total General Fund</td>
<td></td>
<td>$ 2,396,986</td>
<td>$ 345</td>
<td>$ (383,237)</td>
</tr>
<tr>
<td>PROPRIETARY FUND</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bonds and Loans Payable:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2012 Sewer Refunding</td>
<td>9/15/2021</td>
<td>$ 1,645,000</td>
<td>0</td>
<td>$ (215,000)</td>
</tr>
<tr>
<td>2014 Sewer Revenue Bonds</td>
<td>9/15/2034</td>
<td>$ 635,000</td>
<td>(100,000)</td>
<td>$ 6,235,000</td>
</tr>
<tr>
<td>2012 Water Refunding</td>
<td>9/28/2028</td>
<td>$ 1,545,000</td>
<td>0</td>
<td>(85,000)</td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accrued Compensated Absences</td>
<td>N/A</td>
<td>$ 64,110</td>
<td>$ 6,117</td>
<td>$ 70,227</td>
</tr>
<tr>
<td>Total Proprietary Fund</td>
<td></td>
<td>$ 3,254,110</td>
<td>$ 6,341,117</td>
<td>$ (400,000)</td>
</tr>
</tbody>
</table>
Continued...

NOTE 9 - SEWER REVENUE BONDS

On December 20, 2012, the City of Hailey refinanced revenue bonds to satisfy the original bond with a new bond in the amount of $2,085,000. The bond was sold at a premium resulting in a decrease of the principal balance by $212,641 compared to the principal balance of the satisfied bond. The premium amount will be amortized over the life of the bond.

Revenues of the Waste Water Fund serve as collateral for bond payments. A bond maturity and interest schedule of the issued bonds is contained in the schedule on page 37 of these financial statements.

This Sewer Revenue Bond requires semi-annual interest payments in March and September with an annual principal payment in September. The bond has a variable interest rate and will mature in September of 2021.

On November 6, 2014, the City of Hailey sold $8,335,000 of Sewer Revenue Bonds to finance a new Bio-Solids processing facility. The bond was sold at a premium resulting in a decrease of the principal balance by $210,856 compared to the principal balance of the satisfied bond. The premium will be amortized over the life of the bond.

This Sewer Revenue Bond requires semi-annual interest payments in March and September with an annual principal payment in September. The bond has a variable interest rate and will mature in September of 2034.

NOTE 10 - WATER LOAN PAYABLE

In 2007 the City of Hailey constructed a two million gallon drinking water storage facility in Quigley Canyon. The City obtained permanent financing through an Idaho Department of Environmental Quality Drinking Water Revolving Loan Program promissory note. The loan was refinanced in December of 2012 with a Water Revenue Bond. The bond requires semi-annual interest payments in March and September with an annual principal payment in September. The bond has a variable interest rate and will mature in September of 2028.

Revenues of the Water Fund serve as collateral for bond payments. A loan maturity and interest schedule of the issued loan is contained in the schedule on page 38 of these financial statements.

NOTE 11 - GENERAL OBLIGATION BONDS PAYABLE

In 2010 the City of Hailey sold $3,425,000 of General Obligation Bonds to construct the project entitled Rodeo Park. This project has reconstructed the rodeo grounds, improved the skate park and constructed an ice skating facility. These bonds will be repaid from the general revenues of the City under the schedule of payments provided in these financial statements in the "Other Supplemental Information" section. The bonds were sold at a premium that will be amortized over the life of the bonds.
CITY OF HAILEY, IDAHO
NOTES TO THE FINANCIAL STATEMENTS
AT SEPTEMBER 30, 2015

Continued...

NOTE 12 – EMPLOYEE RETIREMENT PLAN

Plan Description

The City of Hailey, Idaho contributes to the Base Plan which is a cost-sharing multiple-employer defined benefit pension plan administered by Public Employee Retirement System of Idaho (PERSI or System) that covers substantially all employees of the State of Idaho, its agencies and various participating political subdivisions. The cost to administer the plan is financed through the contributions and investment earnings of the plan. PERSI issues a publicly available financial report that includes financial statements and the required supplementary information for PERSI. That report may be obtained on the PERSI website at www.persi.idaho.gov. Responsibility for administration of the Base Plan is assigned to the Board comprised of five members appointed by the Governor and confirmed by the Idaho Senate. State law requires that two members of the Board be active Base Plan members with at least ten years of service and three members who are Idaho citizens not members of the Base Plan except by reason of having served the Board. Employee membership data related to the PERSI Base Plan, as of June 30, 2015 was as follows:

Retirees and beneficiaries currently receiving benefits 42,657
  Terminated employees entitled to but not yet receiving benefits 11,859
  Active plan members 67,008
  121,524

Pension Benefits

The Base Plan provides retirement, disability, death and survivor benefits of eligible members or beneficiaries. Benefits are based on members’ years of service, age and highest average salary. Members become fully vested in their retirement benefits with five years of credited services (5 months for elected or appointed officials). Members are eligible for retirement benefits upon attainment of the ages specified for their employment classification. The annual service retirement allowance for each month of credited service is 2.0% (2.3% for police/firefighters) of the average monthly salary for the highest consecutive 42 months.

The benefit payments for the Base Plan are calculated using a benefit formula adopted by the Idaho Legislature. The Base Plan is required to provide a 1% minimum cost of living increase per year provided the Consumer Price Index increases 1% or more. The PERSI Board has the authority to provide higher cost of living increases to a maximum of the Consumer Price Index movement or 6%, whichever is less; however, any amount above the 1% minimum is subject to review by the Idaho Legislature.

Member and Employer Contributions

Member and employer contributions paid to the Base Plan are set by statute and are established as a percent of covered compensation and earnings from investments. Contribution rates are determined by the PERSI Board within limitations, as defined by state law. The Board may make periodic changes to employer and employee contribution rates (expressed as percentages of annual covered payroll) if current rates are actuarially determined to be inadequate or in excess to accumulate sufficient assets to pay benefits when due.
CITY OF HAILEY, IDAHO
Notes to the Financial Statements
September 30, 2015

-Continued

The contribution rates for employees are set by statute at 60% (72%) of the employer rate. As of June 30, 2015 it was 6.79% (8.36%). The employer contribution rate is set by the Retirement Board and was 11.32% (11.68%) of covered compensation. The City's contributions were $312,981 for the year ended September 30, 2015.

Pension Liabilities, Pension Expense (Revenue), and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions.

At September 30, 2015, the City reported a liability for its proportionate share of the net pension liability. The net pension liability was measured as of July 1, 2015, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The City's proportion of the net pension liability was based on the City's share of contributions in the Base Plan pension plan relative to the total contributions of all participating PERSI Base Plan employers. At July 1, 2015, the City's proportion was 0.963027 percent.

For the year ended September 30, 2015, the City recognized pension expense (revenue) of 66,669.

At September 30, 2015, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

<table>
<thead>
<tr>
<th>Description</th>
<th>Deferred Outflows of Resources</th>
<th>Deferred Inflows of Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Differences between expected and actual experience</td>
<td>$0</td>
<td>$466,714</td>
</tr>
<tr>
<td>Changes in assumptions or other inputs</td>
<td>$(116,916)</td>
<td>$0</td>
</tr>
<tr>
<td>Net difference between projected and actual earnings on pension plan investments</td>
<td>$665,951</td>
<td>$0</td>
</tr>
<tr>
<td>Changes in the employer's proportion and differences between the employer's contributions and the employer's proportionate contributions</td>
<td>$(34,462)</td>
<td>$381,242</td>
</tr>
<tr>
<td>City contributions subsequent to the measurement date</td>
<td>$84,862</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$599,435</strong></td>
<td><strong>$847,956</strong></td>
</tr>
</tbody>
</table>

$125,405 reported as deferred outflows of resources related to pensions resulting from Employer contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ending September 30, 2015.
CITY OF HAILEY, IDAHO
Notes to the Financial Statements
September 30, 2015

-Continued

The average of the expected remaining service lives of all employees that are provided with pensions through the System (active and inactive employees) determined at July 1, 2014 the beginning of the measurement period ended June 30, 2015 is 5.5 years.

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense (revenue) as follows:

Year ended {Date}:

<table>
<thead>
<tr>
<th>Year</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>($ 6,892)</td>
</tr>
<tr>
<td>2016</td>
<td>($ 6,892)</td>
</tr>
<tr>
<td>2017</td>
<td>($ 6,892)</td>
</tr>
<tr>
<td>2018</td>
<td>($ 6,892)</td>
</tr>
<tr>
<td>2019</td>
<td>($ 6,892)</td>
</tr>
<tr>
<td>Thereafter</td>
<td>$ 0</td>
</tr>
</tbody>
</table>

Actuarial Assumptions

Valuations are based on actuarial assumptions, the benefit formulas, and employee groups. Level percentages of payroll normal costs are determined using the Entry Age Normal Cost Method. Under the Entry Age Normal Cost Method, the actuarial present value of the projected benefits of each individual included in the actuarial valuation is allocated as a level percentage of each year’s earnings of the individual between entry age and assumed exit age. The Base Plan amortizes any unfunded actuarial accrued liability based on a level percentage of payroll. The maximum amortization period for the Base Plan permitted under Section 59-1322, Idaho Code, is 25 years. The total pension liability in the July 1, 2015 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

- Inflation: 3.25%
- Salary increases: 4.5 – 10.25%
- Salary inflation: 3.75%
- Investment rate of return: 7.10%, net of investment expenses
- Cost-of-living adjustments: 1%

Mortality rates were based on the RP – 2000 combined table for healthy males or females as appropriate with the following offsets:

- Set back 3 years for teachers
- No offset for male fire and police
- Forward one year for female fire and police
- Set back one year for all general employees and all beneficiaries

An experience study was performed in 2012 for the period July 1, 2007 through June 30, 2011 which reviewed all economic and demographic assumptions other than mortality. Mortality and all economic assumptions were studied in 2014 for the period from July 1, 2009 through June 30, 2013. The Total Pension Liability as of June 30, 2014 is based on the results of an actuarial valuation date of July 1, 2014.
CITY OF HAILEY, IDAHO
Notes to the Financial Statements
September 30, 2015

-Continued

The long-term expected rate of return on pension plan investments was determined using the building block approach and a forward-looking model in which best estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighing the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

Even though history provides a valuable perspective for setting the investment return assumption, the System relies primarily on an approach which builds upon the latest capital market assumptions. Specifically, the System uses consultants, investment managers and trustees to develop capital market assumptions in analyzing the System's asset allocation. The assumptions and the System's formal policy for asset allocation are shown below. The formal asset allocation policy is somewhat more conservative than the current allocation of System's assets.

The best-estimate range for the long-term expected rate of return is determined by adding expected inflation to expected long-term real returns and reflecting expected volatility and correlation. The capital market assumptions are as of January 1, 2014.

<table>
<thead>
<tr>
<th>Asset Class</th>
<th>Index</th>
<th>Target Allocation</th>
<th>Long-Term Expected Real Rate of Return</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Fixed Income</td>
<td>Barclays Aggregate</td>
<td>30.00%</td>
<td>0.80%</td>
</tr>
<tr>
<td>Broad US Equities</td>
<td>Wilshire 5000/Russell 3000</td>
<td>55.00%</td>
<td>6.90%</td>
</tr>
<tr>
<td>Developed Foreign Equities</td>
<td>MSCI EAFE</td>
<td>15.00%</td>
<td>7.55%</td>
</tr>
<tr>
<td>Assumed Inflation - Mean</td>
<td></td>
<td></td>
<td>3.25%</td>
</tr>
<tr>
<td>Assumed Inflation - Standard</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deviation</td>
<td></td>
<td></td>
<td>2.00%</td>
</tr>
<tr>
<td>Portfolio Arithmetic Mean Return</td>
<td></td>
<td></td>
<td>8.42%</td>
</tr>
<tr>
<td>Portfolio Standard Deviation</td>
<td></td>
<td></td>
<td>13.34%</td>
</tr>
<tr>
<td>Portfolio Long-Term Expected Rate of Return</td>
<td></td>
<td></td>
<td>7.50%</td>
</tr>
<tr>
<td>Assumed Investment Expenses</td>
<td></td>
<td></td>
<td>0.40%</td>
</tr>
<tr>
<td>Long-Term Expected Rate of Return, Net of Investment Expenses</td>
<td></td>
<td></td>
<td>7.10%</td>
</tr>
</tbody>
</table>

Discount Rate

The discount rate used to measure the total pension liability was 7.10%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rate. Based on these assumptions, the pension plans' net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability. The long-term expected rate of return was determined net of pension plan investment expense but without reduction for pension plan administrative expense.

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Sensitivity of the Employer's proportionate share of the net pension liability to changes in the discount rate.

The following presents the Employer's proportionate share of the net pension liability calculated using the discount rate of 7.10%, as well as what the Employer's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.10%) or 1-percentage-point higher (8.10%) than the current rate:

<table>
<thead>
<tr>
<th>Employer's proportionate share of the net pension liability (asset)</th>
<th>1% Decrease (6.10%)</th>
<th>Current Discount Rate (7.10%)</th>
<th>1% Increase (8.10%)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$1,394,965</td>
<td>$1,268,150</td>
<td>$1,141,335</td>
</tr>
</tbody>
</table>

Pension plan fiduciary net position

Detailed information about the pension plan's fiduciary net position is available in the separately issued PERSI financial report.

PERSI issues a publicly available financial report that includes financial statements and the required supplementary information for PERSI. That report may be obtained on the PERSI website at www.persi.idaho.gov

Payables to the pension plan

At September 30, 2015, the City reported payables to the defined benefit pension plan of $ 0 for legally required employer contributions and $ 0 for legally required employee contributions which had been withheld from employee wages but not yet remitted to PERSI.

NOTE 13 - INVESTMENT IN JOINT VENTURE - FRIEDMAN MEMORIAL AIRPORT

Effective October 1, 1994, Blaine County, Idaho and the City of Hailey, Idaho entered into a Joint Powers Agreement creating the Friedman Memorial Airport Authority for the purpose of operating and managing airport activities in the City of Hailey, Idaho. The Authority is a public entity of the State of Idaho and therefore the Authority's income is exempt from Federal and Idaho income taxes. A five-member board governs the Airport Authority with two members representing Blaine County, two members representing the City of Hailey and one member who is unanimously selected by the other four members. The Authority has hired employees to provide for the day-to-day operations and management.

Pursuant to the Joint Powers Agreement, all buildings, improvements, facilities, equipment, and personal property used by the Authority were conveyed by Blaine County and the City of Hailey to the Authority for use and benefit of the Authority and title thereof shall be held by the Authority. Upon termination of this Agreement, title to all buildings, improvements, facilities, equipment and personal property held by the Authority shall vest jointly in Blaine County and the City of Hailey.

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NOTES TO THE FINANCIAL STATEMENTS
AT SEPTEMBER 30, 2015

Continued...

Audited financial statements of the Friedman Memorial Airport Authority for the year ended September 30, 2015 can be obtained at the Airport, Blaine County, or the City of Hailey offices.

NOTE 14 - RISK MANAGEMENT

A City is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. During the fiscal year, the City contracted with Idaho County Risk Management Program (ICRMP) for property, crime and fleet insurance and the State Insurance Fund for workman's compensation. Under the terms of the ICRMP policy, the City of Hailey's liability is limited to the amount of annual financial membership contributions, including a per occurrence deductible. There has been no significant reduction in insurance coverage in the current year. Settlement amounts have not exceeded insurance coverage for the current year or the three prior years.

NOTE 15 - LITIGATION

The City, at the financial statement date, is involved in one pending action from a dispute over City water rights. At the financial statement date, it is not possible to accurately evaluate the outcome of this proceeding, but it is not expected that this case will result in damages.

NOTE 16 - PRIOR PERIOD ADJUSTMENT

In the current accounting period, the City implemented Governmental Accounting Standards Board (GASB) Statement 68 – Account and Financial Reporting for Pensions. This statement requires government entities providing public pension plans to employees to disclose future pension liabilities for plan participants on current financial statements. This requirement causes an adjustment to prior periods to disclose liabilities accrued from the inception of the plan to the beginning of the current accounting period. The total calculated net pension liability attributable to the prior periods is $1,581,222.
REQUIRED
SUPPLEMENTARY INFORMATION
### CITY OF HAILEY, IDAHO

**Schedule of Revenues, Expenditures and Changes in Fund Balances**

**Budget and Actual – General Fund**

for the year ended September 30, 2015

<table>
<thead>
<tr>
<th>REVENUE:</th>
<th>Original Amounts</th>
<th>Final Amounts</th>
<th>Variance with Final Budget Positive (Negative)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Property taxes</strong></td>
<td>$ 2,202,627</td>
<td>$ 2,181,983</td>
<td>$(20,644)</td>
</tr>
<tr>
<td><strong>Local Option sales taxes</strong></td>
<td>405,750</td>
<td>478,781</td>
<td>73,031</td>
</tr>
<tr>
<td><strong>Franchises, licenses, permits:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alcohol Catering Licenses</td>
<td>1,500</td>
<td>2,260</td>
<td>760</td>
</tr>
<tr>
<td>Police Security</td>
<td>10,000</td>
<td>7,477</td>
<td>$(2,523)</td>
</tr>
<tr>
<td>Building Permits</td>
<td>194,000</td>
<td>215,387</td>
<td>21,387</td>
</tr>
<tr>
<td>Business Licenses</td>
<td>40,000</td>
<td>37,625</td>
<td>$(2,375)</td>
</tr>
<tr>
<td>Encroachment Permits</td>
<td>4,500</td>
<td>7,120</td>
<td>2,620</td>
</tr>
<tr>
<td>Franchises - Cable TV</td>
<td>74,000</td>
<td>72,728</td>
<td>$(1,274)</td>
</tr>
<tr>
<td>Banner Fees</td>
<td>6,000</td>
<td>5,100</td>
<td>$(900)</td>
</tr>
<tr>
<td>Franchises - Idaho Power</td>
<td>50,000</td>
<td>56,752</td>
<td>6,752</td>
</tr>
<tr>
<td>Franchises - Intermountain Gas</td>
<td>70,000</td>
<td>63,845</td>
<td>$(6,155)</td>
</tr>
<tr>
<td>Franchises - Rubbish Company</td>
<td>70,000</td>
<td>70,225</td>
<td>225</td>
</tr>
<tr>
<td>Sign Permits</td>
<td>1,000</td>
<td>2,210</td>
<td>1,210</td>
</tr>
<tr>
<td>Fire Dept Permits</td>
<td>7,000</td>
<td>24,586</td>
<td>17,586</td>
</tr>
<tr>
<td>Subdivision Inspection Permits</td>
<td>500</td>
<td>1,698</td>
<td>1,198</td>
</tr>
<tr>
<td>Zoning Applications</td>
<td>12,500</td>
<td>12,010</td>
<td>$(490)</td>
</tr>
<tr>
<td>Maps, Copies, and Postage</td>
<td>2,500</td>
<td>1,552</td>
<td>$(948)</td>
</tr>
<tr>
<td>State of Idaho shared revenue</td>
<td>415,000</td>
<td>420,081</td>
<td>5,081</td>
</tr>
<tr>
<td>State of Idaho sales tax</td>
<td>95,000</td>
<td>118,617</td>
<td>23,617</td>
</tr>
<tr>
<td>State of Idaho liquor receipts</td>
<td>152,000</td>
<td>157,912</td>
<td>5,912</td>
</tr>
<tr>
<td>State highway user collections</td>
<td>266,000</td>
<td>280,766</td>
<td>15,766</td>
</tr>
<tr>
<td>Penalty and interest on property taxes</td>
<td>11,284</td>
<td>10,045</td>
<td>$(1,239)</td>
</tr>
<tr>
<td>County court fines</td>
<td>98,000</td>
<td>41,866</td>
<td>$(56,134)</td>
</tr>
<tr>
<td><strong>Fees, fines and charges for services:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WR Fire Asst Chief Contract</td>
<td>38,433</td>
<td>34,433</td>
<td>$(4,000)</td>
</tr>
<tr>
<td>Library Fines and Memberships</td>
<td>21,000</td>
<td>17,063</td>
<td>$(3,917)</td>
</tr>
<tr>
<td>Park Rental Fees</td>
<td>11,395</td>
<td>14,014</td>
<td>2,619</td>
</tr>
<tr>
<td>Rodeo Park Fees</td>
<td>20,000</td>
<td>12,745</td>
<td>$(7,255)</td>
</tr>
<tr>
<td>RV Dump Fees</td>
<td>500</td>
<td>1,018</td>
<td>518</td>
</tr>
<tr>
<td>Rubbish Bookkeeping Contract</td>
<td>70,000</td>
<td>70,225</td>
<td>225</td>
</tr>
<tr>
<td>Recycling Outreach Contract</td>
<td>11,000</td>
<td>11,704</td>
<td>704</td>
</tr>
<tr>
<td>Police Security Contracts</td>
<td>3,135</td>
<td>2,992</td>
<td>$(143)</td>
</tr>
<tr>
<td>Police Security Contr-School</td>
<td>75,169</td>
<td>74,080</td>
<td>$(1,089)</td>
</tr>
<tr>
<td>Police Security Contr-BMO</td>
<td>326,875</td>
<td>322,227</td>
<td>$(4,648)</td>
</tr>
<tr>
<td><strong>Grants</strong></td>
<td>13,250</td>
<td>15,338</td>
<td>2,088</td>
</tr>
<tr>
<td><strong>Donations and contributions</strong></td>
<td>25,000</td>
<td>36,480</td>
<td>11,480</td>
</tr>
<tr>
<td><strong>Earnings on investments</strong></td>
<td>3,000</td>
<td>2,244</td>
<td>$(756)</td>
</tr>
<tr>
<td><strong>Miscellaneous:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Sales</td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Refunds and Reimbursements</td>
<td>37,000</td>
<td>96,472</td>
<td>59,472</td>
</tr>
<tr>
<td>Mutual Aid Reimbursements</td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>4,843,918</td>
<td>4,981,659</td>
<td>137,741</td>
</tr>
</tbody>
</table>
CITY OF HAILEY, IDAHO
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual – General Fund
for the year ended September 30, 2015

Continued.....

<table>
<thead>
<tr>
<th>Original and Final</th>
<th>Actual</th>
<th>Variance with Final Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Amounts</td>
<td>Amounts</td>
<td>Positive (Negative)</td>
</tr>
</tbody>
</table>

EXPENDITURES:

General Government:
- Legislative Department: 261,257 269,281 (8,024)
- Finance and Records: 397,045 377,898 19,147
- Community Development: 382,582 299,032 54,550
- Public Works: 81,974 87,988 (6,014)

Public Safety:
- Police: 1,689,588 1,627,886 61,702
- Fire Protection: 505,519 487,814 17,705
- Streets: 948,753 911,217 37,536
- Library: 507,559 508,903 (1,344)
- Parks and Recreation: 281,026 383,959 (102,933)

Total Expenditures: 5,025,303 4,952,978 72,325

EXCESS REVENUE (EXPENDITURES):
(181,385) 28,681 210,066

OTHER FINANCING SOURCES (USES):
- Operating transfers from other funds
- Operating transfers (to) other funds

NET CHANGE IN FUND BALANCES:
(181,385) 28,681 210,066

FUND BALANCE - BEGINNING:
1,008,014 1,008,014

FUND BALANCE - ENDING:
826,629 $ 1,036,695

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CITY OF HAILEY, IDAHO  
Schedule of Revenues, Expenditures and Changes in Fund Balances  
Budget and Actual – Capital Improvement Fund  
for the year ended September 30, 2015

<table>
<thead>
<tr>
<th>Original and Final Budget Amounts</th>
<th>Actual Amounts</th>
<th>Variance with Final Budget Positive (Negative)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUE:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Projects Grant Revenue</td>
<td>$ 0</td>
<td>$ 0</td>
</tr>
<tr>
<td>Penalties and interest on Bond</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annexation Fees</td>
<td>3,000</td>
<td>3,000</td>
</tr>
<tr>
<td>In-Lieu Fees for Capital Projects</td>
<td>41,000</td>
<td>0</td>
</tr>
<tr>
<td>DIF Parks</td>
<td>5,500</td>
<td>2,058</td>
</tr>
<tr>
<td>DIF Transportation</td>
<td>28,500</td>
<td>25,943</td>
</tr>
<tr>
<td>DIF Police</td>
<td>5,500</td>
<td>5,885</td>
</tr>
<tr>
<td>DIF Fire and EMS</td>
<td>11,000</td>
<td>6,884</td>
</tr>
<tr>
<td>DIF CIP Cost</td>
<td>1,500</td>
<td>1,938</td>
</tr>
<tr>
<td>Property Sales</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contributions</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Earnings on investments</td>
<td>7,000</td>
<td>2,007</td>
</tr>
<tr>
<td>Reimbursements and Other</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>98,006</td>
<td>57,695</td>
</tr>
</tbody>
</table>

**EXPENDITURES:**

| General Government                |                |                                               |
| Public Safety                     |                |                                               |
| Streets                           |                |                                               |
| Capital outlay                    | 900,400        | 61,855                                        | 838,545                                      |
| Parks and Recreation              |                |                                               |
| Transportation                    |                |                                               |
| Rodeo Park                        |                |                                               |
| Debt Service                      |                |                                               |
| **Total Expenditures**            | 900,400        | 61,855                                        | 838,545                                      |

**EXCESS REVENUE (EXPENDITURES):**

(802,394) (4,160) 798,234

**OTHER FINANCING SOURCES (USES):**

| Operating transfers from other funds | 0              | 0                                             | 0                                             |
| Operating transfers (to) other funds |                |                                               |

**NET CHANGE IN FUND BALANCES**

(802,394) (4,160) $ 798,234

**FUND BALANCE - BEGINNING**

1,124,991 1,124,991

**FUND BALANCE - ENDING**

$ 322,597 $ 1,120,831

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CITY OF HAILEY, IDAHO  
Schedule of Revenues, Expenditures and Changes in Fund Balances  
Budget and Actual - Debt Service Fund  
for the year ended September 30, 2015

<table>
<thead>
<tr>
<th></th>
<th>Original and Final Budget Amounts</th>
<th>Actual Amounts</th>
<th>Variance with Final Budget Positive (Negative)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUE:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property taxes</td>
<td>$ 394,425</td>
<td>$ 402,563</td>
<td>$ 8,138</td>
</tr>
<tr>
<td>Local Option sales taxes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Franchises, licenses, permits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State of Idaho shared revenue</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State of Idaho sales tax</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State of Idaho liquor receipts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State highway user collections</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Penalty and interest on property taxes</td>
<td>0</td>
<td>1,863</td>
<td>1,863</td>
</tr>
<tr>
<td>County court fines</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fees, fines and charges for services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants and contributions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Earnings on investments</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous - Sale of G.O. Bonds</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>394,425</td>
<td>404,685</td>
<td>10,260</td>
</tr>
</tbody>
</table>

| **EXPENDITURES:**           |                                  |                |                                              |
| General Government          | 394,425                          | 401,875        | (7,460)                                      |
| Public Safety               |                                  |                |                                              |
| Streets                     |                                  |                |                                              |
| Capital outlay              |                                  |                |                                              |
| Parks and Recreation        |                                  |                |                                              |
| Transportation              |                                  |                |                                              |
| Affordable Housing          |                                  |                |                                              |
| Debt Service                | 394,425                          | 401,875        | (7,460)                                      |
| **Total Expenditures**      | 394,425                          | 401,875        | (7,460)                                      |

| **EXCESS REVENUE (EXPENDITURES)** | 0 | 2,810 | 2,810 |

| **OTHER FINANCING SOURCES (USES):** | 0 | 0 | 0 |
| Operating transfers from other funds | 0 | 0 | 0 |
| Operating transfers (to) other funds | 0 | 0 | 0 |

| **NET CHANGE IN FUND BALANCES** | 0 | 2,810 | $ 2,810 |

| **FUND BALANCE - BEGINNING** | 8,052 | 8,052 |

| **FUND BALANCE - ENDING** | $ 8,052 | $ 10,862 |
CITY OF HAILEY, IDAHO
PUBLIC EMPLOYEE PENSION INFORMATION
For the year ended September 30, 2015

Required Supplementary Information

<table>
<thead>
<tr>
<th>Schedule of Employer’s Share of Net Pension Liability</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PERSI - Base Plan</strong></td>
</tr>
<tr>
<td>Last 10 - Fiscal Years*</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Employer’s portion of net the pension liability</td>
</tr>
<tr>
<td>Employer’s proportionate share of the net pension liability</td>
</tr>
<tr>
<td>Employer’s covered-employee payroll</td>
</tr>
<tr>
<td>Employer’s proportional share of the net pension liability as a percentage of its covered-employee payroll</td>
</tr>
<tr>
<td>Plan fiduciary net position as a percentage of the total pension liability</td>
</tr>
</tbody>
</table>

*GASB Statement No. 68 requires ten years of information to be presented in this table. However, until a full 10-year trend is compiled, the City will present information for those use for which information is available.

Data reported is measured as of July 1, 2014 (measurement date)

<table>
<thead>
<tr>
<th>Schedule of Employer Contributions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PERSI - Base Plan</strong></td>
</tr>
<tr>
<td>Last 10 - Fiscal Years*</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Statutorily required contribution</td>
</tr>
<tr>
<td>Contributions in relation to the statutorily required contribution</td>
</tr>
<tr>
<td>Contribution (deficiency) excess</td>
</tr>
<tr>
<td>Employer's covered-employee payroll</td>
</tr>
<tr>
<td>Contributions as a percentage as a percentage of covered-employee payroll</td>
</tr>
</tbody>
</table>

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OTHER
SUPPLEMENTARY INFORMATION
CITY OF HAILEY, IDAHO  
Loan-Future Principal and Interest Requirements  
 at September 30, 2015

<table>
<thead>
<tr>
<th>Interest Rate</th>
<th>Fiscal Year</th>
<th>Principal Payment</th>
<th>Interest Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.000%</td>
<td>2016</td>
<td>$220,000</td>
<td>$52,500</td>
</tr>
<tr>
<td>4.000%</td>
<td>2017</td>
<td>225,000</td>
<td>43,700</td>
</tr>
<tr>
<td>2.000%</td>
<td>2018</td>
<td>235,000</td>
<td>34,700</td>
</tr>
<tr>
<td>4.000%</td>
<td>2019</td>
<td>240,000</td>
<td>30,000</td>
</tr>
<tr>
<td>4.000%</td>
<td>2020</td>
<td>250,000</td>
<td>20,400</td>
</tr>
<tr>
<td>4.000%</td>
<td>2021</td>
<td>280,000</td>
<td>10,400</td>
</tr>
</tbody>
</table>

$1,430,000 $191,700

The accompanying notes are a part of these financial statements.

-41-
CITY OF HAILEY, IDAHO
Loan-Future Principal and Interest Requirements
at September 30, 2015

<table>
<thead>
<tr>
<th>Interest Rate</th>
<th>Fiscal Year</th>
<th>Principal Payment</th>
<th>Interest Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.00%</td>
<td>2016</td>
<td>$60,000</td>
<td>$234,675</td>
</tr>
<tr>
<td>2.00%</td>
<td>2017</td>
<td>85,000</td>
<td>233,475</td>
</tr>
<tr>
<td>2.00%</td>
<td>2018</td>
<td>85,000</td>
<td>232,175</td>
</tr>
<tr>
<td>3.00%</td>
<td>2019</td>
<td>66,000</td>
<td>230,875</td>
</tr>
<tr>
<td>5.00%</td>
<td>2020</td>
<td>70,000</td>
<td>228,925</td>
</tr>
<tr>
<td>5.00%</td>
<td>2021</td>
<td>70,000</td>
<td>225,425</td>
</tr>
<tr>
<td>5.00%</td>
<td>2022</td>
<td>345,000</td>
<td>221,925</td>
</tr>
<tr>
<td>5.00%</td>
<td>2023</td>
<td>366,000</td>
<td>204,675</td>
</tr>
<tr>
<td>5.00%</td>
<td>2024</td>
<td>360,000</td>
<td>186,425</td>
</tr>
<tr>
<td>5.00%</td>
<td>2025</td>
<td>400,000</td>
<td>167,425</td>
</tr>
<tr>
<td>5.00%</td>
<td>2026</td>
<td>420,000</td>
<td>147,425</td>
</tr>
<tr>
<td>3.00%</td>
<td>2027</td>
<td>440,000</td>
<td>128,425</td>
</tr>
<tr>
<td>3.00%</td>
<td>2028</td>
<td>455,000</td>
<td>113,225</td>
</tr>
<tr>
<td>3.00%</td>
<td>2029</td>
<td>465,000</td>
<td>99,575</td>
</tr>
<tr>
<td>3.125%</td>
<td>2030</td>
<td>480,000</td>
<td>85,625</td>
</tr>
<tr>
<td>3.250%</td>
<td>2031</td>
<td>495,000</td>
<td>70,625</td>
</tr>
<tr>
<td>3.250%</td>
<td>2032</td>
<td>515,000</td>
<td>54,637</td>
</tr>
<tr>
<td>3.500%</td>
<td>2033</td>
<td>530,000</td>
<td>37,800</td>
</tr>
<tr>
<td>3.500%</td>
<td>2034</td>
<td>550,000</td>
<td>19,250</td>
</tr>
</tbody>
</table>

$6,236,000 $2,920,487

The accompanying notes are a part of these financial statements.

-42-
CITY OF HAILEY, IDAHO
Loan-Future Principal and Interest Requirements
at September 30, 2015

<table>
<thead>
<tr>
<th>Annual Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest Rate</td>
</tr>
</tbody>
</table>

Water Revenue Refunding 2012
$1,660,000, December 20, 2012
2.00% - 5.00%

<table>
<thead>
<tr>
<th>Interest Rate</th>
<th>Fiscal Year</th>
<th>Principal Payment</th>
<th>Interest Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.00%</td>
<td>2016</td>
<td>$90,000</td>
<td>$63,100</td>
</tr>
<tr>
<td>4.00%</td>
<td>2017</td>
<td>$90,000</td>
<td>$59,500</td>
</tr>
<tr>
<td>2.00%</td>
<td>2018</td>
<td>$95,000</td>
<td>$55,900</td>
</tr>
<tr>
<td>4.00%</td>
<td>2019</td>
<td>$100,000</td>
<td>$54,000</td>
</tr>
<tr>
<td>4.00%</td>
<td>2020</td>
<td>$100,000</td>
<td>$50,000</td>
</tr>
<tr>
<td>4.00%</td>
<td>2021</td>
<td>$105,000</td>
<td>$46,000</td>
</tr>
<tr>
<td>3.00%</td>
<td>2022</td>
<td>$110,000</td>
<td>$41,800</td>
</tr>
<tr>
<td>5.00%</td>
<td>2023</td>
<td>$115,000</td>
<td>$38,500</td>
</tr>
<tr>
<td>5.00%</td>
<td>2024</td>
<td>$120,000</td>
<td>$32,750</td>
</tr>
<tr>
<td>5.00%</td>
<td>2025</td>
<td>$125,000</td>
<td>$26,750</td>
</tr>
<tr>
<td>5.00%</td>
<td>2026</td>
<td>$130,000</td>
<td>$20,500</td>
</tr>
<tr>
<td>5.00%</td>
<td>2027</td>
<td>$135,000</td>
<td>$14,000</td>
</tr>
<tr>
<td>5.00%</td>
<td>2028</td>
<td>$145,000</td>
<td>$7,250</td>
</tr>
</tbody>
</table>

$1,460,000  $510,050

The accompanying notes are a part of these financial statements.

-43-
INDEPENDENT AUDITOR’S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

December 14, 2015

To the Honorable City Council
City of Hailey, Idaho

I have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, the financial statements of the governmental activities and the business-type activities of City of Hailey, Idaho (City), as of and for the year ended September 30, 2015, and the related notes to the financial statements, which collectively comprise City of Hailey, Idaho’s basic financial statements, and have issued my report thereon dated December 14, 2015.

Internal Control Over Financial Reporting

In planning and performing my audit of the financial statements, I considered City’s internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of City’s internal control. Accordingly, I do not express an opinion on the effectiveness of City’s internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis.

A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the City’s financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

My consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during my audit I did not identify any deficiencies in internal control that I consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether City’s financial statements are free from material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity’s internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity’s internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

DENNIS R. BROWN
Certified Public Accountant
Twin Falls, Idaho

-45-
Return to Agenda
Economic Report 2015
Community Development Department
Looking Back at 2015

Business Licenses

- Smith Optics
  - 32 Employees
- Hailey Ice
  - 7 Employees
- Homestead Griddle
  - 5 Employees
- Guffy’s Gun & Pawn
  - 3 Employees
- Restaurant 103
  - 15 Employees

Building Permits

- Hailey Bio solids Plant
  - $4,516,642
- King’s Discount Store
  - $717,750
- Evan’s Plumbing (SP)
  - $900,000
- FMA Renovation
  - $353,300
- Natural Grocers (SP)
  - $1,820,160
Building Permits Issued

# of Permits

Year

# of Permits

210 206 134 117 133 138 159

12 Year Comparison of Building Valuation

Total Assessed Value


Value: $0, $10,000,000, $20,000,000, $30,000,000, $40,000,000, $50,000,000, $60,000,000
6 Year Valuation Comparison

<table>
<thead>
<tr>
<th>Year</th>
<th>Total Assessed Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>$13,340,30</td>
</tr>
<tr>
<td>2011</td>
<td>$9,180,612</td>
</tr>
<tr>
<td>2012</td>
<td>$4,703,446</td>
</tr>
<tr>
<td>2013</td>
<td>$12,171,00</td>
</tr>
<tr>
<td>2014</td>
<td>$24,145,57</td>
</tr>
<tr>
<td>2015</td>
<td>$15,914,26</td>
</tr>
</tbody>
</table>
What's happening in the Wood River Valley?

<table>
<thead>
<tr>
<th>Building Permits</th>
<th>Valuation of Construction</th>
<th>New Residential</th>
<th>New Commercial</th>
<th>All Remodels/Repairs/Additions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blaine County</td>
<td>$42,378,917</td>
<td>23</td>
<td>6</td>
<td>67</td>
</tr>
<tr>
<td>Ketchum</td>
<td>$21,976,007</td>
<td>14</td>
<td>1</td>
<td>62</td>
</tr>
<tr>
<td>Hailey</td>
<td>$15,914,260</td>
<td>19</td>
<td>4</td>
<td>41</td>
</tr>
<tr>
<td>Sun Valley</td>
<td>$15,016,105</td>
<td>6</td>
<td>3</td>
<td>75</td>
</tr>
</tbody>
</table>
Business Licensing

NEW vs. CLOSED

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Hailey Lodging Occupancy (room nights sold)

Hailey Monthly Occupancy

Occupancy Rate

Month

- January
- February
- March
- April
- May
- June
- July
- August
- September
- October
- November
- December

2014
2015

City of Hailey – Community Development Department
2015 Planning and Zoning Commercial Projects

- Dangs Remodel
- Powerhouse Relocation and Remodel
- Red Star LLC (Catering)
- Advocates Remodel
- Copper Ranch Clubhouse Exterior Renovations
- The Rock Church
- Kings Variety Store (8,000 square feet addition)
- Smith Optics Corporate

City of Hailey new Biosolids Building
Evans Plumbing Corporate Headquarters
Natural Grocers (15,000 square feet) UPS Conditional Use Permit
2016 New Projects Overview

- Hailey Ice Open for Business!
  - Suns Game Attendance:
    - Dec 7  750
    - Dec 12 533
    - Dec 26 600
    - Jan 2  950

- Airport Terminal Expansion and Operations Building
2015 Planning and Zoning Residential Projects

- Roebuck ADU
- Lonning/Jeffry - new house
- Shepard ADU
- Radlova Addition
- Paschall - new house
- Smith - garage
- Hjelm remodel
- Van Hees (new house)
- Longe - addition
- Swindley
- ARCH River Street Condominiums
2015 Planning Code Changes and Admin.

- Flood Regulation Clean-up
- Design Review Exemption Clarifications
- Urban Agriculture – Bees at Schools
- Codification of Titles 16, 17 and 18
- Capital Improvement Plan (DIF)
- Subdivision Title Report
- DBS Building Contract Renegotiation
- Enforcement Process, Report and Brochure
Long Range Planning Projects

- Hailey Recreation Map
- Hailey Town Square Study
- Main Street Transportation Study (Lighter, Quicker, Cheaper)
- Annexation Study
- Community Power Points with the Mayor: "What do you think?"
Return to Agenda
AGENDA ITEM SUMMARY

DATE: 02/08/2016   DEPARTMENT: Admin/CDD/PW    DEPT. HEAD SIGNATURE: HD

SUBJECT:

Discussion of temporary levy override ballot measure to launch the “Pathways for People” Levy Project

AUTHORITY: □ ID Code    □ City Ordinance/Code ________
(IFAPPLICABLE)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

Mayor Haemmerle is proposing that the City of Hailey consider taking a two-year levy override to Hailey voters in May, 2016. The proposal is discussed in the attached bullet summary and Our Town insert. A preliminary cost estimate of the projects is also attached.

Other visual displays are being prepared, including a map showing the Pathways for People project locations. A full oral presentation with visual aids will be rendered during the city council meeting.

A temporary levy override requires a simple majority vote. If the Hailey City Council wants to proceed with this matter, ballot language would be prepared for the March 7, 2016 City Council Meeting. The election would be held on Tuesday, May 17, 2016.

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS:

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IFAPPLICABLE)

■ City Administrator  ■ Library  ■ Streets
■ City Attorney       ■ Mayor         ■ Treasurer
■ City Clerk         ■ Planning       ■
■ Building          ■ Police         ■
■ Engineer         ■ Public Works, Parks  ■
■ Fire Dept.       ■ P & Z Commission ■

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Public Hearing and discussion regarding the funding mechanism and the project priorities, with direction given to staff regarding whether to proceed in developing ballot language for the March 7, 2016 City Council meeting.

ACTION OF THE CITY COUNCIL:

Date:

City Clerk ________________________________
Pathways for People: Safe Connections for Key Streets

"Pathways for People" Projects would:

- Improve safety of travel on key streets for pedestrians and cyclists, especially for kids between schools and recreational facilities
- Make safe connections throughout town and to Main Street
- Fix bad sidewalks and connect them to the streets at key corners
- Enhance the quality of life for all our residents, and enhance overall property values
- Make our great town even greater!

WHAT WILL "Pathways for People" COST?

Projects Cost: $375K for 2 years = $750K

HOW WILL WE PAY FOR IT?

We are considering asking Hailey voters to approve a small, temporary, two-year property tax levy to fund these short-term priority projects.

IMPACT OF "Pathways for People" ON PROPERTY TAXPAYERS:

Two years ago voters approved the Blaine County Recreation District's two-year levy override to repave the Wood River Trail Bike Path. Hailey property owners have been paying $21 per $100,000 of taxable value for these bike path improvements. Those payments are now complete, and we propose that Hailey voters consider continuing to pay that amount to Hailey, and add another $25 to it for the Pathways for People project.

- Hailey voters continue to pay the same amount they have been paying the last two years for BCRD levy, but pay it to Hailey.
- Add $25 each year on $100,000 taxable value for 2 years.
- These funds will go towards specific projects!

Total Additional* Property Tax Cost (for 2 years) of "Pathways for People"

$200,000 home = $25/year x 2 years = $50
$250,000 home = $37/year x 2 years = $75
$350,000 home = $62/year x 2 years = $125
$450,000 home = $87/year x 2 years = $175

* These numbers do not include the $21 per year taxpayers have been paying under the BCRD levy for the past 2 years.
## Pathways for People Projects

### New Projects

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Separated Shared Path (North side only) from 2nd to WRT</th>
<th>2016</th>
<th>ITD funding through TAP program may be available.</th>
</tr>
</thead>
<tbody>
<tr>
<td>E. Myrtle Street Safe Routes to School</td>
<td></td>
<td>x</td>
<td>$248,800</td>
</tr>
<tr>
<td>Wilson Field/Wertheimer Park connection</td>
<td>Shared-use path connecting Wertheimer to 1st Ave. along existing easement.</td>
<td>x</td>
<td>$181,800</td>
</tr>
<tr>
<td>East Croy Street bike path</td>
<td>4' Bike lanes both sides</td>
<td>x</td>
<td>$174,155</td>
</tr>
<tr>
<td>Old Hailey intersection sidewalks (ADA)</td>
<td>Connects existing sidewalks to street</td>
<td>x</td>
<td>2015 per intersection</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$318,274</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>There are 47 corners at $8000 each in Old Hailey = $374,519</td>
</tr>
</tbody>
</table>

### Maintenance

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Separated Shared Path (North side only) from 2nd to WRT</th>
<th>2013</th>
<th>Replacing sidewalk only (6'x8' = $346) throughout Hailey is estimated at $318,760. Entire city ADA upgrades are estimated at $1,498,495.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADA Upgrades to Main St.</td>
<td>ramped curbs, sidewalk reconstruction and audible warnings</td>
<td>x</td>
<td>$750,000</td>
</tr>
<tr>
<td>Sidewalk grinding</td>
<td>Remove trip hazards in old Hailey and Main St.</td>
<td>x</td>
<td>$33,432</td>
</tr>
</tbody>
</table>

Minimum recommended for maintenance: $100,000
Total New Project estimates: $650,855
Total New Project estimates: $700,855
Remaining Levy funding for contingency: $49,145
WE'RE ON A MISSION TO
Make Hailey Better!

We all know Hailey is a great place to live, and we are on a mission to continue to make it better. It’s time to start talking with you, our constituents and voters, about funding some of Hailey’s essential infrastructure needs.

WHAT WE NEED:

- Hailey currently has no sustainable way to provide the capital funds necessary to maintain and improve our town’s physical assets.
- Hailey’s basic maintenance needs are underfunded by $300,000 per year. We operate extremely lean and efficiently, but risk sacrificing quality of life.
- Hailey’s 20-year Capital Improvement Plan shows that we need $1 million per year to maintain and improve our infrastructure assets, such as:
  
  ⇒ Buildings/Equipment for Police, Fire, etc.
  ⇒ Safe & Vibrant Main Street/Downtown
  ⇒ Sidewalks, Bike/Pedestrian Paths, Roads
  ⇒ Parks, Trees, River Access
  ⇒ Safe Water Systems

We are actively developing a long-range plan for sustainable funding of our critical capital needs, but have the opportunity now to start with some smaller, but very impactful projects.

OUR INITIAL PROJECT PRIORITIES:

Initial projects which could be completed under a two-year funding plan would:

- Improve safety of travel on key streets for pedestrians and cyclists, especially for kids between schools and recreational facilities.
- Make Main Street both safer and more vibrant.
- Improve basic maintenance of sidewalks.
- Enhance the quality of life for all our residents, and enhance overall property values.
- Implement some “Lighter Quicker Cheaper” (LQC) Projects in various areas around town to stretch dollars as far as possible.

1. Paved pedestrian/bike path on Myrtle connecting Main Street and WR Middle School to other parts of town and bike paths. Myrtle Street rendition below.

2. Paved path connection near Hailey Elementary to help children get to the Hailey Skatepark and Campion Ice House without biking along Hwy 75. See map inserts below in which paved path is shown as black line along Nelson Field in the top, with bottom detail close-up along Nelson Field and Campion Ice House.

See more projects on back page.
3. Other projects could include a Croy Street bike lane, making existing sidewalks more passable by maintaining damaged areas, connecting old Hailey sidewalks to intersections, improving ADA accessibility to sidewalks.

4. LQC (Lighter Quicker Cheaper) Stripe lanes onto Second Avenue, to provide safe passage for bicyclist travelling from Middle School to Hailey Elementary. See rendition below.

5. LQC (Lighter Quicker Cheaper) Create residential area roundabouts to slow traffic down and test, through pop-up methods, whether a roundabout has the desired effect. In the renditions below, the one at left is made from a water trough, the one at right from an old tire.

WHAT WILL IT COST?

KEY STREETS Projects Cost: $375K for 2 years = $750K

HOW WILL WE PAY FOR IT?

We are considering asking Hailey voters to approve a small, temporary, two-year property tax levy to fund these short-term priority projects.

IMPACT ON PROPERTY TAXPAYERS:

- Hailey voters continue to pay the same amount they have been paying the last two years for BCRD levy, but pay it to Hailey.
- Add $25 each year on $100,000 taxable value for 2 years.

To explain further: Two years ago voters approved the Blaine County Recreation District’s two-year levy override to repave the Wood River Trail Bike Path. Hailey property owners have been paying $21 per $100,000 of taxable value for these bike path improvements. Those payments are now complete, and we propose that Hailey voters consider continuing to pay that amount to Hailey, and add another $25 to it for the KEY STREETS Project. The city will also contribute funds from its General Fund budget as feasible.

Total Additional* Property Tax Cost (for 2 years) (with Homeowners Exemption)

<table>
<thead>
<tr>
<th>Property Value</th>
<th>Cost/Year after Exemption</th>
<th>Total Additional Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>$200,000 home</td>
<td>$25/year x 2 years</td>
<td>$50</td>
</tr>
<tr>
<td>$250,000 home</td>
<td>$37/year x 2 years</td>
<td>$75</td>
</tr>
<tr>
<td>$350,000 home</td>
<td>$62/year x 2 years</td>
<td>$125</td>
</tr>
<tr>
<td>$450,000 home</td>
<td>$87/year x 2 years</td>
<td>$175</td>
</tr>
</tbody>
</table>

* These numbers do not include the $21 per year taxpayers have been paying under the BCRD levy for the past 2 years.

LET US KNOW WHAT YOU THINK...

The Hailey City Council will discuss this measure and key projects during its February 8 and March 7, 2016 City Council meetings. (5:30pm, Hailey City Hall).

Consider coming to one of our meetings to give your ideas and input.

I welcome your involvement in helping us with our mission to Make Hailey Better!
Return to Agenda
AGENDA ITEM SUMMARY

DATE: 2/03/16  DEPARTMENT: Community Development  DEPT. HEAD SIGNATURE: LH

SUBJECT: Cost Estimate for Transportation Safety Experimental Projects ("Lighter, Quicker, Cheaper")

AUTHORITY: □ ID Code  □ IAR  □ City Ordinance/Code 5.20
(IF APPLICABLE)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:
The City of Hailey, in partnership with Mountain Rides, was awarded a technical assistance grant from New Mobility West, an initiative of Community Builders and the Sonoran Institute.

A variety of successful meetings took place Dec 9-11, 2015 including:

- Over 20 stakeholder interviews
- 89 Street Audits from Hailey Holiday Square
- 22 Participants at the Thursday Street audit
- 65 Participants at the Wednesday Night Place mapping Event (Sustainability Center)
- 198 Survey responses

One of the key outcomes of the meetings was a concept called, “Lighter, Quicker, Cheaper” experimental safety projects. This program allows community to try ideas on an interim basis with paint, moveable planters or other temporary ideas to see if the projects have merit before hundreds of thousands of dollars are expended. The experimental concept would allow Hailey to try various roadway/pedestrian/bicycle safety projects on a temporary, seasonal basis to see if 1) the project meets community needs, and 2) the project has merit to be included for funding as a permanent project. Staff presented a power point highlighting the meetings, and presenting a preliminary list of “Lighter, Quicker, Cheaper” projects at the January 2016 Council meeting.

As part of the January Council meeting, staff presented a list of ten possible experimental projects. Attached are cost estimates for seven of the ten projects for Council consideration and discussion. The total cost for these seven projects would be $16,609. Funds are available at this time for these projects should the Council decide to proceed.

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS:

Budget Line Item #  YTD Line Item Balance $  Estimated Completion Date:
Staff Contact: Lisa Horowitz  Phone # 788-9815 #13

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IF APPLICABLE)

_ _ City Attorney  _ _ X City Administrator  _ _ Engineer  _ _ Building
_ _ Library  _ _ Planning  _ _ Fire Dept.
_ _ Safety Committee  _ _ P & Z Commission  _ _ Police
_ _ Streets  _ _ X Public Works, Parks  _ _ Mayor

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:
The Mayor will make a recommendation at the meeting based on Council discussion

ADMINISTRATIVE COMMENTS/APPROVAL:
City Administrator  Dept. Head Attend Meeting (circle one) Yes  No

ACTION OF THE CITY COUNCIL:

FOLLOW-UP:
## Lighter, Quicker, Cheaper Cost Estimates

<table>
<thead>
<tr>
<th>Item</th>
<th>Unit Cost</th>
<th>Qty</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Parklet/Planter Tables/chairs Umbrellas Plants for planter soil platform base Heaters</td>
<td>$10,000.00</td>
<td>0.5</td>
<td>$5,000.00 Partnership project with Company of Fools: cost to be split 50/50 (placeholder cost)</td>
</tr>
<tr>
<td>2. Stripe River Street with Bike Lanes and Remove Yellow Stripe</td>
<td>$7,509.76</td>
<td></td>
<td>$7,509.76 See unit cost breakdown on attached Pavement Markings NW Bid Note that prices drop considerably if white stripes with Bike Lane Arrows are substituted for green (staff recommended)</td>
</tr>
<tr>
<td>3. Stripe Second Avenue with Bike Lanes Remove Yellow Stripe</td>
<td>$4,177.68</td>
<td></td>
<td>$4,177.68 See unit cost breakdown on attached Pavement Markings NW Bid</td>
</tr>
<tr>
<td>4. Temporary Roundabout- watering trough Plants soil</td>
<td>$433.67</td>
<td>2</td>
<td>$907.34</td>
</tr>
<tr>
<td>5. Bullion &quot;Artistic&quot; Crossing</td>
<td>$3,060.00</td>
<td>1</td>
<td>$3,060.00</td>
</tr>
<tr>
<td>6. Green Center Turn Lane</td>
<td>$0.82</td>
<td>249</td>
<td>$204.18</td>
</tr>
<tr>
<td>7. Temporary Wayfinding Plan: Design Signage</td>
<td>$50.00</td>
<td>5</td>
<td>$300.00</td>
</tr>
<tr>
<td>8. Pedestrian &quot;Pop-Outs</td>
<td>$10.00</td>
<td>15</td>
<td>$150.00</td>
</tr>
<tr>
<td>9. Pedestrian Islands</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Bike Lanes on Bullion from River Street to the Bridge</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>$16,608.96</strong></td>
</tr>
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</table>
**PROPOSAL AND CONTRACT**

**TO:** City of Hailey  
1211 North Loop  
Hailey, Idaho

**FROM:**  
Pavement Markings Northwest, Inc.  
4850 Henry St.  
Boise, ID 83709  
(208) 338-8858  
Fax: (208) 433-8828

**DATE:** 3-6-18

**PROJECT:** 2018 CITY OF HAILEY TEMPORARY BIKE LANE & CROSSWALK PAVEMENT MARKINGS  
Hailey, Idaho

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Units</th>
<th>Quantity</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2nd Ave 16&quot; White with Bike Lane Symbols with Bike Lane Arrows</td>
<td>LF</td>
<td>1.00</td>
<td>52.235.06</td>
<td>52.235.06</td>
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<tr>
<td>2</td>
<td>Bike Lane Symbols with Bike Lane Arrows</td>
<td>EACH</td>
<td>2.00</td>
<td>39.00</td>
<td>78.00</td>
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<tr>
<td>3</td>
<td>Gray-out of existing Center-line pavement Markings</td>
<td>LF</td>
<td>3.00</td>
<td>18.784.88</td>
<td>56.354.64</td>
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<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>56,470.60</strong></td>
</tr>
<tr>
<td>4</td>
<td>River St. 14&quot; White with Bike Lane Symbols with Bike Lane Arrows</td>
<td>LF</td>
<td>1.00</td>
<td>28,396.00</td>
<td>28,396.00</td>
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<tr>
<td>5</td>
<td>Bike Lane Symbols with Bike Lane Arrows (If Needed)</td>
<td>EACH</td>
<td>2.00</td>
<td>21,000.00</td>
<td><strong>42,000.00</strong></td>
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<tr>
<td>6</td>
<td>Gray-out of existing Center-line pavement Markings</td>
<td>LF</td>
<td>3.00</td>
<td>12,908.60</td>
<td><strong>38,726.80</strong></td>
</tr>
<tr>
<td>7</td>
<td>Green Bike Lane - 8' wide</td>
<td>SF</td>
<td>4.00</td>
<td>64,908.00</td>
<td><strong>259,630.00</strong></td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>295,071.76</strong></td>
</tr>
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**CROSSWALK MULTIPLE COLORS**

<table>
<thead>
<tr>
<th>Item</th>
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<th>Units</th>
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<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Colored Crosswalk</td>
<td>SF</td>
<td>1.00</td>
<td>2,600.00</td>
<td>2,600.00</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>2,600.00</strong></td>
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**PROJECT MODIFICATION**

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<tbody>
<tr>
<td>9</td>
<td>Mobilization</td>
<td>EACH</td>
<td>1.00</td>
<td>1,599,500.00</td>
<td>1,599,500.00</td>
</tr>
</tbody>
</table>

**TOTAL:** **$35,729.44**

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**SPECIFICATIONS**

1. **Traffic Control:** (Shade Vehicle) Protection of work areas/pavement; standard mesh, fresh water source, berms for debris only shall be provided by the General Contractor/Engineer.
2. **Payment Surfaces:** Areas or work areas shall be clean and dry, and clear of all debris/brush and completed by others.
3. Mobilization is per each payment call out to site unless otherwise noted.
4. Does not include removal of current/sandblasting/brushing/painting or other removal of existing markings.
5. Lines based on 4' x 1' x 15' area unless otherwise noted for primary or obstructions.
6. Unit quantities are only an estimate and shall not be interpolated as an exact sum unless specified.

---

All subject & work is guaranteed to be as specified. Plans and specifications are a part of this proposal. All agreements and warranties expressed or implied are only as stated in written form. Any alterations or deviations from stated specifications involving extra costs, or any additional quantities, will become an additional charge over and above attached specifications.

---

Ken Ballard  

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As Equal Opportunity Employer, we are a Family-Owned Business that is 100% employee-owned. This document contains confidential information and must be kept confidential. The recipient is prohibited from copying or distributing this document. This proposal is not to be distributed or reproduced by anyone except the person to whom it is addressed.
Hailey Lighter, Quicker Cheaper

1) Create 1-3 parklets in the Central Core
2) Stripe bike lanes on River Street
3) Re-stripe Second Avenue to remove center yellow stripe and add bike lanes
4) Create temporary neighborhood roundabouts
5) Bullion Light and Maple- artistic crossings with “Hailey” identity
6) Paint Green the Main Street turn lane where not used
7) Create a temporary “Wayfinding” plan
8) Create pedestrian pop outs at key intersections
9) Create pedestrian crossing islands/refuges.
10) Stripe bike lanes on Bullion from River St. to the Bridge
Stripe Bike lanes on River Street
Stripe Bike Lanes on 2nd Avenue
Temporary Neighborhood Roundabouts
Main Street Identity
Stripe unused turn lanes "Green"
Wayfinding
Return to Agenda
AGENDA ITEM SUMMARY

DATE: 02/09/16 DEPARTMENT: Public Works DEPT. HEAD SIGNATURE: MP

SUBJECT: Ordinance Amendment No. 1194, amending Section 12.14, Special Events to provide greater specification, application requirements and Hailey Arena rental event standards as well as address noise at the Hailey Arena and the city’s refusal of certain amenities and features requested by applicants.

AUTHORITY: □ ID Code □ IAR □ City Ordinance/Code (IF APPLICABLE)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

On January 11th the Council reviewed the ordinance and approved the 1st reading. The question regarding exclusive advertising rights was raised as well as a new section allowing the Mayor to pay for fees with LOT funds in certain circumstances. The ordinance and application have been changed to give the city the right to refuse certain features or services offered in the rental agreement, at the city’s discretion. This would include exclusive advertising rights.

Since the last meeting, an error was found in the existing version of 12.14. It previously referenced a code section from the noise section of the Municipal Code. This section of the code that addresses noise allows Hailey Arena event noise to last until 11p; however, it was stated in 12.14 that noise was permissible only until 10pm. The change made to the attached version of 12.14 clears up the code conflict and allows the Hailey Arena event noise until 11pm.

Due to these two most recent amendments, the Ordinance should be reconsidered under Public Hearing.

Staff’s Hailey Arena marketing efforts: Staff continued to research other arenas in the west—how they promote and what types of events use their arena. In addition, we have contacted past arena renters to determine what works and does not work for their event at the Hailey Arena.

Staff has also completed the following documents, which were presented to you at the last meeting:
- A brochure.
- An application that also serves as the lease agreement.
- A detailed information packet for applicants.

Staff has also been reaching out to various production companies, reviewing what types of events other arenas have hosted, sending materials to event companies that might be interested and making numerous phone calls to promote the Hailey Arena.

During this effort it was discovered that while there are some events that will pay for the Hailey Arena rental and produce their own show, the business model of most companies providing entertainment, including music, is much different. Most companies require a flat fee for providing the entertainment. This would put the city or someone else in the position of advertising, selling tickets, and ultimately taking on the risk or benefit from any profits. If the Council wants more events at the Hailey Arena, they may need consider these risks. Potential profits could be used to enhance the Arena and make it more marketable to various events beyond rodeo. Roll out flooring and shade structures are two identified items that are needed at this venue in order for others to consider bringing acts to the city’s facility.

Staff has sent the brochure and application packet to past Hailey Arena renters and a list of new potential arena renters that has been compiled from our research.

Research and Calls:
- Southern Idaho Fairgrounds – Monster Truck Rally
- BCRD / BSU – Beach Volleyball Tournament
- Outlaw Field Concert Series (Knitting Factory; Tracy has contacted and sent information)
- Kid’s Carnival – Washington Federal
- PBR
- CMoore Live (new Boise promoter; started by prior Knitting Factory president)
- Bravo Entertainment and The Big Easy Concert House
- Idaho Center Monster Jam (Feld Entertainment / all kinds of shows)
- ISU Holt Arena (Monster Truck Grand Nationals and Ramp Riot, which is freestyle BMX and motocross)
- Demolition Derby
- Snow machine exhibition.
- Paintball
- Jackpot events – piggyback.
- Dressage

Next steps include a website and continuing to follow leads on Arena rentals opportunities.

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS:

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IF APPLICABLE)

<table>
<thead>
<tr>
<th>City Attorney</th>
<th>Finance</th>
<th>Licensing</th>
<th>Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library</td>
<td>Community Development</td>
<td>P&amp;Z Commission</td>
<td>Building</td>
</tr>
<tr>
<td>Police</td>
<td>Fire Department</td>
<td>Engineer</td>
<td>WWW</td>
</tr>
<tr>
<td>Streets</td>
<td>Parks</td>
<td>X Public Works</td>
<td>Mayor</td>
</tr>
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</table>

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:
Make a motion to approve Ordinance No 116, waive the 1st and 2nd reading and authorize the 3rd reading and summary.

ACTION OF THE CITY COUNCIL:
Date
City Clerk

FOLLOW-UP:
*Ord./Res./Agrmt./Order Originals: Record  *Additional/Exceptional Originals to:
HAILEY ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF HAILEY AMENDING CHAPTER 12.14, SPECIAL EVENTS, OF THE HAILEY MUNICIPAL CODE, BY AMENDING SECTION 12.14.020 TO ADD THE DEFINITION OF HAILEY ARENA; BY AMENDING SECTION 12.14.030 TO INCLUDE EVENTS AT THE HAILEY ARENA AS SPECIAL EVENTS; BY AMENDING SECTION 12.14.040 TO REQUIRE EVENTS AT THE HAILEY ARENA TO RECEIVE A SPECIAL EVENT PERMIT, TO REQUIRE A PARKING PLAN FOR SPECIAL EVENTS AND TO REVISE APPLICATION PROCEDURES FOR SPECIAL EVENTS; BY AMENDING SECTION 12.14.050 TO CLARIFY WHICH STANDARDS AND REQUIREMENTS APPLY TO EVENTS AT THE HAILEY ARENA; BY AMENDING SECTION 12.14.070 TO PROVIDE PER DIEM FEES FOR HAILEY ARENA EVENTS, TO AUTHORIZE THE CITY TO LIMIT USE OF AMENITIES IN THE HAILEY ARENA AND TO ALLOW THE POLICE CHIEF TO ESTABLISH THE NUMBER OF OFFICERS FOR A HAILEY ARENA EVENT; BY AMENDING SECTION 12.14.080 TO REQUIRE A RENTAL AGREEMENT FOR A HAILEY ARENA EVENT AND TO ENLARGE THE PERIOD OF TIME FOR AMPLIFIED SOUND FOR LARGE EVENTS AND HAILEY ARENA EVENTS; BY PROVIDING FOR A REPEALER CLAUSE; BY PROVIDING FOR A SEVERABILITY CLAUSE AND BY PROVIDING AN EFFECTIVE DATE AFTER PASSAGE, APPROVAL AND PUBLICATION ACCORDING TO LAW.

WHEREAS, the Mayor and the City Council of the City of Hailey wish to amend the Hailey Municipal Code to create additional and some different requirements for events at the Hailey Arena, recognizing that this facility is unique to special events; and

WHEREAS, the Mayor and City Council find that the amendments to the Chapter will improve the promotion and management of the facility and events and help the city to better utilize this important community event center.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF HAILEY, IDAHO, AS FOLLOWS:

Section 1. Sections 12.14.020 of the Hailey Municipal Code is hereby amended by the addition of the following definition to be inserted in alphabetical order, as follows:

HAILEY ARENA: The outdoor multi-purpose stadium located at 791 South Main Street, Hailey, Idaho.

Section 2. Sections 12.14.030 of the Hailey Municipal Code is hereby amended by the addition of the underlined language, as follows:

12.14.030: APPLICABILITY:

A. It shall be unlawful for any person to conduct a special event without first applying for and being granted a special event permit or for an owner of the real property where the special event is conducted to allow a special event without the issuance of a special event permit by the
city. All permits issued pursuant to this chapter are nontransferable and expire at the completion of the special event.

B. The following categories of events require a special event permit:
1. Those involving a street closure within any zoning district.
2. Those attracting an anticipated two hundred fifty (250) or more people at any one time within any zoning district.
3. Those held at the Hailey Arena, regardless of anticipated attendance.

C. The following types of events are exempt from obtaining a special event permit:
1. Events fully contained on private property within the business zoning district.
2. A school or recreational district sporting event held on a school or recreational district property.
3. A government event.

Section 3. Sections 12.14.040 of the Hailey Municipal Code is hereby amended by the addition of the underlined language and the deletion of the stricken language, as follows:

12.14.040: ADMINISTRATION:

A. Responsibility: The administrator of this chapter is responsible for the receipt, coordination of departmental review and issuance of a special event permit.

B. Authority of Administrator:

1. For special events that are reasonably expected to attract less than two hundred fifty (250) participants and involves a street closure, the administrator has the authority to issue a special event permit after making positive findings pursuant to section 12.14.080, "Standards", of this chapter.

2. For special events that are anticipated to attract two hundred fifty (250) or more people or for Hailey Arena events, the administrator shall recommend approval or denial of a permit after making findings pursuant to section 12.14.080, "Standards", of this chapter, for final decision by the Hailey city council.

C. Application Procedure:

1. An application for a special event shall be signed by the applicant on a form provided by the administrator and shall be filed with the administrator according to the following schedule:
   a. An application for a special event involving a street closure and anticipated to attract fewer than two hundred fifty (250) people at any one time shall be filed at least fourteen (14) calendar days prior to the special event.
   b. An application for a special event anticipated to attract two hundred fifty (250) to one thousand four hundred ninety-nine (1,499) people at any one time shall be filed at least thirty (30) calendar days prior to the special event.
c. An application for a special event anticipated to attract one thousand five hundred (1,500) or more people at any one time shall be filed at least sixty (60) calendar days prior to the special event.

d. An application for Hailey Arena for an event of 250 or more shall be filed at least sixty (60) calendar days prior to the event date.

2. At a minimum, the applicant shall provide, on a form provided by the administrator, sufficient information to address the requirements set forth in section 12.14.050, "Requirements", of this chapter, including, but not limited to:
   a. The projected hours of set up and removal of facilities needed for the special event;
   b. The projected hours of the special event;
   c. The projected number of people who will attend the special event during one-hour intervals of the special event; and if applicable, the actual number of people who attended the special event for the prior three (3) years;
   d. If applicable, description of temporary structures, such as tents and stages;
   e. If applicable, description of flame producing devices;
   f. If applicable, description of food service;
   g. If applicable, the proposed number of trash receptacles and/or dumpsters and portable toilets;
   h. If applicable, a statement declaring notice was provided to businesses or owners occupying units located on any street proposed to be closed, including the location, time, date, duration and nature of the special event and street closure;
   i. If applicable, the dates requested for display of a banner across Main Street, the dimensions, construction and wording of the banner supplied on a separate banner application form;
   j. If applicable, description of amplified sound, including estimated decibel levels;
   k. A parking plan, describing where parking and any overflow parking will occur, if needed;

   kl. For special events anticipated to attract two hundred fifty (250) or more participants and/or serving beer, wine or liquor, and all Hailey Arena events shall submit the following shall be submitted:

   (1) A security plan for review and approval by the chief of police and shall include the number of staff people dedicated to security and their qualifications.

   (2) An emergency medical care and ambulance support plan for review and approval by the fire chief and shall include the number of dedicated state licensed EMTs with basic medical supplies and communications with an EMS agency assigned to no other duties at the event.

3. Excluding events at the Hailey Arena, events that have been held for three (3) or more consecutive years may be administratively approved, provided no changes to the event location, time, or street closure have been made, no violation of prior permits has occurred and a copy of current insurance is provided. Events involving street closures will be required to meet any changes to applicable traffic control standards.

4. An applicant may apply for their next year's event upon completion of the current year's event and upon completion of a post event review with the administrator.

Section 4. Sections 12.14.050 of the Hailey Municipal Code is hereby amended by the addition of the underlined language and by the deletion of the stricken language, as follows:
12.14.050: REQUIREMENTS:

A special event shall meet all of the following requirements determined to be applicable by the administrator:

A. Traffic: Except as otherwise provided herein, a special event shall not substantially interrupt the safe and orderly movement of traffic contiguous and near its venue.
   1. The applicant may apply for a street closure and will be required to submit a closure and traffic control plan; such a plan shall accommodate access by emergency response vehicles.
      a. To facilitate special events, especially those located in downtown, the city may issue to the applicant a closure and traffic control plan, including the type of equipment and number required to implement the closure and traffic control plan, for certain blocks, including, but not limited to:
         (1) Croy Street from River Street to Main Street, Main Street to 1st Avenue and 1st Avenue to 2nd Avenue;
         (2) 1st Avenue from Carbonate Street to Bullion Street and Croy Street to Walnut Street;
         (3) Carbonate Street from Main Street to 1st Avenue and Main Street to River Street.
   2. The applicant shall be required to implement an approved closure and traffic control plan in exact accordance with the approved closure and traffic control plan. A closure and traffic control plan may be modified at any time before or during the event with the documented approval of the public works director or police chief of the city of Hailey, except any changes that affect emergency access or designated safety clear zones shall be approved by the police chief or fire chief.
   3. The number of days a street is closed may be limited by the city.

B. Interruption of Emergency Services: The special event shall not cause a public safety hazard to the remainder of the city by interrupting emergency response by city services, including, but not limited to, police, fire and ambulance.

C. Disorderly Conduct: The special event shall not be reasonably likely to cause injury to persons or property, to result in disorderly conduct or to create a disturbance.

D. Dumpsters: For events with five hundred (500) or more participants, the applicant shall, at a minimum, provide one 6-yard dumpster per five hundred (500) people. Dumpster services for a Hailey Arena event shall be provided in accordance with the Hailey Arena event rental agreement.

E. Bathrooms: For events with one hundred (100) or more participants, the applicant shall, at a minimum, provide one permanent or portable bathroom per one hundred (100) people and one handicapped accessible bathroom if the number of people at the special event is projected to exceed five hundred (500) people. Bathroom services for a Hailey Arena event shall be provided in accordance with the Hailey Arena event rental agreement.

F. Number of Events Permitted: No more than two (2) events anticipating more than two hundred fifty (250) participants per event per month per city park shall be allowed unless the city council makes a determination that the limitation set forth in this subsection should be waived for a given event. The start date of each event anticipating more than two hundred fifty (250)
participants shall be no less than ten (10) calendar days apart. This limitation does not apply to Hailey Arena events.

G. Liability Insurance: Proof of general liability insurance coverage in the minimum amount of one million dollars ($1,000,000.00) naming the city as an additional named insured.

H. Damages: If damage occurs to city property or if the city is responsible for the damage because of the event, the city may reimburse itself for the damages from any security deposit posted and require the applicant to immediately pay the city for any unreimbursed cost of such repairs.

I. Indemnification:
   1. The applicant shall agree to indemnify, defend and hold harmless the city and its officers and employees from any and all demands, claims or liability of any nature, caused by or arising out of, or connected with the special event.
   2. The agreement to indemnify, defend and hold the city harmless shall be a condition of any special event permit.

J. False Statements: The applicant has made no false statements or misrepresentations upon any present or former application for the special event permit.

K. Prior Violations: The applicant has not substantially violated any provision of city, state or federal laws, including the provisions of this chapter, in conducting any previous special event.

L. Other Applicable Laws: The special event permit is subject to other applicable city, state, federal or other governmental rules, regulations or laws.

Section 5. Section 12.14.070 of the Hailey Municipal Code is hereby amended by the addition of the underlined language and by the deletion of the stricken language, as follows:

12.14.070: FEES AND DEPOSIT:

A. Nonrefundable Application Fee: Except as otherwise provided herein, the applicant shall pay the nonrefundable application fee in addition to any applicable per diem or service fees for the proposed special event permit, as established by resolution of the city council, at the time of the filing of the special event application.

1. Per Diem Fees: A per diem fee shall be assessed for a special event within a city park, including set up and tear down days. The city is not obligated to make any feature or amenity at the Hailey Arena available to an applicant, regardless of whether a fee has been established by resolution of the city council. At the discretion of the Administrator, the city shall notify the applicant that an amenity or feature will not be available and will not collect any corresponding fee. Events, excluding those at the Hailey Arena, that meet the following criteria may be exempted from this per diem fee by resolution of the city council:

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a. Nonprofit events that have been annual events within the city of Hailey for at least ten (10) consecutive years and consistently draw large numbers of participants and spectators and are promoted locally and regionally within the state and the northwest.

B. Banner Installation Fee: A banner installation fee, as established by resolution of the city council, shall be paid by the applicant, in addition to a special event application fee or solely if the banner placement is not in conjunction with a special event application.

C. City Services: The following services may be arranged with the city in advance of the special event. Any such service provided by the city will be billed to the applicant. The applicant may be required to pay a deposit in advance for such charges and in the event the deposit exceeds the actual charges, the city clerk shall refund the balance to the applicant:

1. City Equipment: The applicant shall be responsible for providing approved MUTCD standard traffic control devices, such as cones, barricades, flags, signs and ropes. If available, these devices may be borrowed from the city upon advance reservation with the street superintendent and payment of a security deposit for the devices borrowed.

2. Police Services: Traffic control for special events involving the closure of Main Street or police coverage provided by the Hailey police department. Police coverage will be required as a minimum for the following events:

   a. Events with one thousand five hundred (1,500) to two thousand (2,000) participants require coverage by at least three (3) officers.
   b. Events with over two thousand (2,000) but under four thousand (4,000) participants require coverage by at least four (4) officers.
   c. Events with over four thousand (4,000) participants require coverage by at least five (5) officers.
   d. The number of officers at events at the Hailey Arena will be determined at the discretion of the Hailey Policy Chief.

3. Fire and EMS Services: Additional safety precautions and personnel required to monitor the area for safety hazards and to facilitate evacuation as determined necessary by the Hailey fire chief. When EMS services are required, the applicant may request the services be provided by the Hailey fire department.

4. Street Services:
   a. Street sweeping.
   b. Garbage collection from city owned receptacles.
   c. Traffic control.

Section 6. Section 12.14.080 of the Hailey Municipal Code is hereby amended by the addition of the underlined language and by the deletion of the stricken language, as follows:

12.14.080: STANDARDS:

A. Findings Required: A special event permit may be issued after the following findings are made by the administrator:

1. The special event will in fact qualify as a special event.
2. The special event meets all of the applicable requirements set forth in section 12.14.040 of this chapter.
3. All required fees and deposits have been paid.
4. For a Hailey Arena event, the applicant has executed a Hailey Arena rental agreement previously approved by the Hailey City Council.

B. Approval or Denial; Conditions: Following an evaluation of the above requirements and standards, the application may be approved, conditionally approved or denied. Conditions may be imposed that are deemed to be reasonably related to the above standards and that will promote the public health, safety, and general welfare. The minimum conditions shall include:

1. Any amplified sound shall not exceed ninety (90) dBA measured at the property line at any time during the event and that any amplified sound shall be limited between ten o'clock (10:00) A.M. and ten o'clock (10:00) P.M. for events described in subsection 9.04.030A1 of this code; or

2. Any amplified sound shall not exceed ninety (90) dBA measured at the property line at any time during the event and that any amplified sound shall be limited between ten o'clock (10:00) A.M. and eleven o'clock (11:00) P.M. for events described in subsection 9.04.030A2 of this code; or

3. Any amplified sound shall not exceed a reasonable decibel level measured at the property line at any time during the event and that any amplified sound shall be limited to times deemed appropriate and commensurate for events described in subsection 9.04.030A3 of this code; provided, however, the city council or administrator, as the case may be, is authorized to impose more restrictive conditions.

Section 7. All Ordinances or Resolutions or parts thereof in conflict herewith are hereby repealed and rescinded.

Section 8. If any section, paragraph, sentence or provision hereof or the application thereof to any particular circumstances shall ever be held invalid or unenforceable, such holding shall not affect the remainder hereof, which shall continue in full force and effect and applicable to all circumstances to which it may validly apply.

Section 9. This Ordinance shall be in full force and effect after its passage, approval and publication according to law.

PASSED AND ADOPTED BY THE HAILEY CITY COUNCIL and approved by the Mayor this ___ day of ____________________, 2016.


Fritz X. Haemerle, Mayor
City of Hailey

ATTEST:

Mary Cone, City Clerk
AGENDA ITEM SUMMARY

DATE: 2/8/2016   DEPARTMENT: Legal   DEPT. HEAD SIGNATURE: 

SUBJECT:
Summary of Hailey Ordinance No. 1194 (Special Event Chapter Amendment)

AUTHORITY: ☐ ID Code _________   ☐ IAR _________   ☐ City Ordinance/Code _________
(IF APPLICABLE)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:
I am enclosing a summary of Hailey Ordinance No. 1194 which amends the Special Event chapter of the Hailey Municipal Code.

Ned

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS:
Budget Line Item #: ____________________________
Estimated Hours Spent to Date: __________________
Staff Contact: _________________________________
Comments: ___________________________________

CAA: ____________________________

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IF APPLICABLE)

___ City Attorney   ___ Clerk / Finance Director   ___ Engineer   ___ Building
___ Library   ___ Planning   ___ Fire Dept.   
___ Safety Committee   ___ P & Z Commission   ___ Police   
___ Streets   ___ Public Works, Parks   ___ Mayor   

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:
Make a motion to approve the summary of Hailey Ordinance No. 1194.

FOLLOW-UP REMARKS:
SUMMARY OF HAILEY ORDINANCE NO. 1194

The following is a summary of the principal provisions of Ordinance No. 1194 of the City of Hailey, Idaho, duly passed and adopted February 8, 2016, by the City Council and Mayor of the City of Hailey:

AN ORDINANCE OF THE CITY OF HAILEY AMENDING CHAPTER 12.14, SPECIAL EVENTS, OF THE HAILEY MUNICIPAL CODE, BY AMENDING SECTION 12.14.020 TO ADD THE DEFINITION OF HAILEY ARENA; BY AMENDING SECTION 12.14.030 TO INCLUDE EVENTS AT THE HAILEY ARENA AS SPECIAL EVENTS; BY AMENDING SECTION 12.14.040 TO REQUIRE EVENTS AT THE HAILEY ARENA TO RECEIVE A SPECIAL EVENT PERMIT, TO REQUIRE A PARKING PLAN FOR SPECIAL EVENTS AND TO REVISE APPLICATION PROCEDURES FOR SPECIAL EVENTS; BY AMENDING SECTION 12.14.050 TO CLARIFY WHICH STANDARDS AND REQUIREMENTS APPLY TO EVENTS AT THE HAILEY ARENA; BY AMENDING SECTION 12.14.070 TO PROVIDE PER DIEM FEES FOR HAILEY ARENA EVENTS, TO AUTHORIZE THE CITY TO LIMIT USE OF AMENITIES IN THE HAILEY ARENA AND TO ALLOW THE POLICE CHIEF TO ESTABLISH THE NUMBER OF OFFICERS FOR A HAILEY ARENA EVENT; BY AMENDING SECTION 12.14.080 TO REQUIRE A RENTAL AGREEMENT FOR A HAILEY ARENA EVENT AND TO ENLARGE THE PERIOD OF TIME FOR AMPLIFIED SOUND FOR LARGE EVENTS AND HAILEY ARENA EVENTS; BY PROVIDING FOR A REPEALER CLAUSE; BY PROVIDING FOR A SEVERABILITY CLAUSE AND BY PROVIDING AN EFFECTIVE DATE AFTER PASSAGE, APPROVAL AND PUBLICATION ACCORDING TO LAW.

Hailey Ordinance No. 1194 amends Hailey’s Municipal Code, as follows:


Section 2 amends Section 12.14.030 to include an event at the Hailey Arena as a special event.

Section 3 amends Section 12.14.040 of the Hailey Municipal Code to a) require an event at the Hailey Arena to receive a recommendation for approval or denial of a special event permit by the administrator and then approval by the city council, b) require an application for an event at the Hailey Arena to be filed at least 60 days before the event, c) eliminate the requirement of showing the number of people attending a special event by one hour intervals, d) require an estimate of the number of trash receptacles and/or dumpsters and portable toilets and a statement providing notice to businesses and owners on any street proposed to be closed, only when applicable, e) require a parking plan, f) eliminate the need for a security plan to show the number of security staff and their qualifications, and g) exclude events at the Hailey Arena from the exemption for administrative approval for a special event.

Section 4 amends Section 12.14.050 of the Hailey Municipal Code to control dumpster and bathroom services at the Hailey Arena in accordance with the Hailey Arena event rental agreement and to allow more than two events at the Hailey Arena during any month.
Section 5 amends Section 12.14.070 of the Hailey Municipal Code to require events at the Hailey Arena to pay per diem fees, to authorize the city to limit the use of amenities at the Hailey Arena and to allow the Hailey Police Chief to determine the number of officers required to attend an event at the Hailey Arena.

Section 6 amends Section 12.14.080 of the Hailey Municipal Code to require an applicant to execute a Hailey Arena rental agreement and to allow the use of amplified sound until 11:00 o'clock p.m. during large events or Hailey Arena events.

Section 7 provides for a repealer clause.

Section 8 provides for a severability clause.

Section 9 provides for an effective date of the ordinance.

The full text of Ordinance No. 1194 is available at Hailey City Hall at 115 South Main Street, Suite H, Hailey, Idaho 83333 and will be provided to any citizen upon request during regular business hours.

CERTIFICATION OF CITY ATTORNEY

I, the undersigned Attorney at Law, as attorney for the City of Hailey, Idaho, hereby certify that I have read the foregoing summary of Ordinance No. 1194 of the City of Hailey, that I have compared it to the full text of Ordinance No. 1194, and that in my opinion, the above summary is true and complete and provides adequate notice to the public of the contents of said Ordinance.

Dated this ___ day of February, 2016.

Ned Williamson, Hailey City Attorney

Publish: Idaho Mountain Express, February __, 2016
Return to Agenda
AGENDA ITEM SUMMARY

DATE: 2/8/2016  DEPARTMENT: Legal  DEPT. HEAD SIGNATURE: __________

SUBJECT:

Pumper Fire Truck

AUTHORITY: □ ID Code ________  □ IAR ________  □ City Ordinance/Code ________
(IF APPLICABLE)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

I am attaching bid documents for a new pumper fire truck. The truck is a 1250 GPM Commercial Pumper on an International 7500 series chassis, with a 750 gallon water tank. A bid opening is scheduled for February 24, 2016. It is my understanding that an existing truck will be replaced with the purchase of a new pumper truck. The purchase was budgeted for this year. At the March 7, 2016 council meeting, you will hear recommendations on the bids and decide whether to accept one of the bids.

Ned

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS: Caselle #
Budget Line Item #: ______________________ YTD Line Item Balance $ __________
Estimated Hours Spent to Date: __________ Estimated Completion Date: __________
Staff Contact: ______________________ Phone #: __________
Comments: ___________________________ ___________________________

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IF APPLICABLE)

____ City Attorney  __________ Clerk / Finance Director  __________ Engineer  __________ Building
____ Library  __________ Planning  __________ Fire Dept.  __________
____ Safety Committee  __________ P & Z Commission  __________ Police  __________
____ Streets  __________ Public Works, Parks  __________ Mayor  __________

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Make a motion to authorize the bid as presented.

______________________________

FOLLOW-UP REMARKS:
BIDDER'S INSTRUCTIONS

1. Defined Terms

1.1. **Bidder** – The individual or entity who submits a Bid directly to Buyer who is an original equipment manufacturer.

1.2. **Issuing Office** – The office from which the Bidding Documents are to be issued and where the bidding procedures are to be administered. For this project the Issuing Office is the office of the City Clerk of the City of Hailey as listed in the Notice of Advertisement for bids.

1.3. **Successful Bidder** – The lowest responsive Bidder submitting a responsive Bid to whom Buyer (on the basis of Buyer’s evaluation as hereinafter provided) makes an award.

1.4. **Buyer** – City of Hailey, Idaho.

1.5. **Project Documents** – Bidder’s Instructions, Purchase Agreement, Bid Proposal, Procurement Bid Form, Notice of Award for Procurement Contract and Specifications.

1.6. **Goods** – A Pumper Fire Truck consisting of a 1250 GPM Commercial Pumper on an International 7500 series chassis, 750 gallon water tank, apparatus body, and all other equipment in accordance with the Specifications.

1.7.

2. Copies of the Project Documents

2.1. The Project Documents stated in the Notice of Advertisement for bids shall be obtained from the Issuing Office.

2.2. Complete Project Documents must be used in preparing Bids; Buyer does not assume any responsibility for errors or misinterpretations resulting from the use of incomplete information.

2.3. Buyer in making copies of the Project Documents available on the above terms do so only for the purpose of obtaining Bids for the Goods and do not confer a license or grant for any other use.

3. Examination of Documents, Other Related Data and Site

3.1. It is the responsibility of each Bidder before submitting a Bid to:

3.1.1. Examine and carefully study the Project Documents, any Addenda, and all other related data identified in the Bidding Documents.
3.1.2. Consider federal, state and local laws and regulations that may affect costs, progress, performance and furnishing of the Goods.

3.1.3. Carefully study, consider and correlate the information known to Bidder; information commonly known to sellers of similar goods doing business in the locality of the Point of Destination and the site where the Goods will be used will be provided; information and observations obtained from Bidder’s visits, if any, to the Point of Destination and the site where the Goods are to be installed; and any and all reports and drawings identified in the Bidding Documents regarding the Point of Destination and the site where the Goods will be used, with respect to the effect of such information, observations and documents on the cost, progress, and performance of Seller’s obligations under the Project Documents.

3.1.4. Promptly notify Owner of all conflicts, errors, ambiguities or discrepancies which Bidder has discovered in or between the Project Documents and such other related documents.

3.2. The submission of a Bid will constitute an incontrovertible representation by Bidder that Bidder has complied with every requirement of the Project Documents, that without exception the Bid is premised upon furnishing Goods required by the Bidding Documents, that Bidder given Owner written notice of all conflicts, errors, ambiguities and discrepancies that Bidder has discovered in the Bidding Document and the written resolutions (if any) thereof by Owner are acceptable to Bidder, and that the Bidding documents are generally sufficient to indicate and convey understanding of all terms and conditions for furnishing Goods.

4. Interpretation and Addenda

4.1. All questions about the meaning or intent of the Project Documents are to be submitted the Owner in writing. Interpretations or clarifications considered necessary by Owner in response to such questions will be issued by Addenda mailed or delivered to all parties recorded by Owner as having received the Project Documents. Questions received less than five (5) days prior to the date for opening of Bids may not be answered. Only questions answered by formal written Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

4.2. Addenda may also be issued to clarify, correct or change the Project Documents as deemed advisable by Buyer.
5. **Bid Security**

5.1. Each bid must be accompanied by Bid Security made payable to Buyer in an amount of five percent (5%) of Bidder's maximum Bid price and in the form of cash, cashier's check, certified check or Bid Bond (on form attached) issued by a surety company qualified in the State of Idaho.

5.2. The Bid Security of Successful Bidder will be retained until such Bidder has executed the Agreement, furnished the required contract security and met the other conditions of the Notice of Award for Procurement contracts whereupon the Bid Security will be returned. If the Successful Bidder fails to execute and deliver the Agreement between Buyer and Seller and furnish the required contract security within ten (10) days after the Notice of Award, Buyer may annul the Notice of Award and the Bid Security of the Bidder will be forfeited. The Bid Security of other Bidders whom Buyer believes to have a reasonable chance of receiving the award may be retained by Buyer until the earlier of the seventh (7th) day after the Effective Date of the Agreement or sixty-one (61) days after the Bid opening, whereupon Bid Security furnished by such bidders will be returned. Bid Security with Bids which are not competitive will be returned within thirty (3) days after the Bid opening.

5.3. Bid security of other Bidder that Buyer believes do not have a reasonable chance of receiving the award will be returned within seven (7) days after the Bid opening.

6. **Contract Times**

6.1. The number of days within which, or the dates by which, furnishing of the Goods and Special Services is to be (a) Substantially Completed and (b) also completed and ready for final payment are set forth in the Purchase Agreement.

7. **“Or-Equal” Items**

7.1. Bidders may propose “or equal” materials and equipment, which if approved by Owner will be identified by Addendum. The materials and equipment described in the Bidding Documents established a standard of required type, function and quality to be met by any proposed “or equal” unless written request for approval has been submitted by Bidder and has been received by Owner at least five (5) days prior to the date for receipt of Bids. The burden of proof of the merit of the proposed item is upon Bidder. Owner's decision or approval or disapproval of a proposed item will be final. Bidders shall not rely upon approvals unless set forth in an Addendum.
8. Preparation of Bid

8.1. The Procurement Bid Form is included with the Project Documents. Additional copies of any of the Project Documents may be obtained from the City Clerk.

8.2. All blanks on the Procurement Bid Form shall be completed in ink and the Procurement Bid Form signed in ink. Erasures or alterations shall be initialed in ink by the person signing the Procurement Bid Form. In the case of optional alternates, the words “No Bid,” “No Change,” or “Not Applicable” may be entered.

8.3. A Bid by a corporation shall be executed in the corporate name by the president or a vice-president or other corporate officer accompanied by evidence of authority to sign. The corporate seal shall be affixed and attested by the secretary or an assistant secretary. The corporate address and state of incorporation shall be shown.

8.4. A Bid by a partnership shall be executed in the partnership name and signed by a partner (whose title must appear under the signature), accompanied by evidence of authority to sign. The official address of the partnership shall be shown.

8.5. A Bid by a limited liability company shall be executed in the name of the firm by a member and accompanied by evidence of authority to sign. The state of formation of the firm and the official address of the firm shall be shown.

8.6. A Bid by an individual shall show Bidder’s name and official address.

8.7. A Bid by a joint venture shall be executed by each joint venture in the manner indicated on the Procurement Bid Form. The official address of the joint venture shall be shown.

8.8. All names must be typed or printed in ink below the signature.

8.9. The Bid shall contain an acknowledgment of receipt of all Addenda, the numbers of which shall be filled in on the Procurement Bid Form.

8.10. Each Bidder shall list the postal address, e-mail address and telephone number for communications regarding the Bid.

8.11. Each Bidder shall submit all documents identified in the Specifications to be submitted with the Bid Proposal, including but not limited to compliance certifications, insurance certificates and drawings.
9. Submittal of Bid

9.1. A Bid shall be submitted no later than the date and time prescribed and the place indicated in the Notice of Advertisement for Bids and shall be enclosed in an opaque sealed envelope, marked with the Project title (and, if applicable, the designated portion of the Project for which the Bid is submitted) and name and address of Bidder and accompanied by the Bid Security and other required documents. If the Bid is sent through the mail or other delivery system, the sealed envelope shall be enclosed in a separate envelope with the notation “BID ENCLOSED” on the face of it.

10. Modification and Withdrawal of Bid

10.1. A Bid may be modified or withdrawn by an appropriate document duly executed (in the manner that a Bid must be executed) and delivered to the place where Bids are to be submitted prior to the date and time for the opening of Bids.

10.2. If, within twenty-four (24) hours after Bids are opened, any Bidder files a duly signed, written notice with Buyer and promptly thereafter demonstrates to the reasonable satisfaction of Buyer that there was a material and substantial mistake in the preparation of its Bid, the Bidder may withdraw its Bid and the Bid Security will be returned.

11. Opening of Bids

11.1. Bids will be opened at the time and place indicated in the Notice of Advertisement for bids and, unless obviously non-responsive, read aloud publicly. An abstract of the amounts of the Base Bids will be made available to Bidders after the opening of Bids.

12. Bids to Remain Subject to Acceptance

12.1. All Bids will remain subject to acceptance for five (5) days after the day of the bid opening, but Buyer may, in its sole discretion, release any Bid and return the Bid Security prior to the end of this period.

13. Award of Contract

13.1. Buyer intends to award the contract to the lowest responsive Bidder(s) on the basis of the lump sum total bid price for Item 1 as described in the Procurement Bid Form.

13.2. If the Contract is to be awarded, Buyer will give Successful Bidder a Notice of Award within fifteen (15) days after the day of the Bid opening. The form
for Notice of Award for Procurement Contract is included in the Project Documents for reference.

13.3. Buyer reserves the right to reject any or all Bids, including without limitation the rights to reject any or all nonconforming, nonresponsive, unbalanced or conditional Bids. Buyer also reserves the right to waive all informalities not involving price, time or changes in the Goods. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum. Discrepancies between words and figures will be resolved in favor of the words.

13.4. The Buyer reserves the right to reject any Bid if the information submitted by, or investigation of, the Bidder fails to satisfy the Buyer that such Bidder is sufficiently qualified to carry out the obligations of the Agreement and has a history of successfully furnishing similar projects with goods and special services of the type contemplated herein. A Bid may be rejected for any one or more of the following, or similar, reasons:

13.4.1. More than one proposal on the same project from a bidder, under the same or different names.

13.4.2. Evidence of collusion with any other bidder or bidders. Participants in such collusion shall be disqualified from submitting bids on any future work.

13.4.3. Failure to comply with the requirements of the Bidder's Instructions.

14. Execution of Contract

14.1. Notice of Award for Procurement Contracts will obligate the Successful Bidder to immediately return acknowledgment of receipt of Notice of Award for Procurement Contract and, within ten (10) days, execute and return the Purchase Agreement.

14.2. If the lowest responsive Bidder fails to execute and deliver the Purchase Agreement within fifteen (15) days after the Notice of Award, Buyer may annul the Notice of Award for Procurement Contracts and may award a contract to the next lowest responsive Bidder, or may reject all bids.

14.3. The Buyer, within ten (10) days of receipt of the Purchase Agreement signed by the Seller, shall sign the Purchase Agreement, specify the effective date of the agreement, and return a fully executed duplicate to the Seller. Should the Buyer not execute the Purchase Agreement within such period, the Bidder may by written notice withdraw its signed Purchase Agreement. Such notice of withdrawal shall be effective upon receipt by the Buyer.

BIDDER'S INSTRUCTIONS/6
BIDDER’S CHECKLIST

This Bidder’s Checklist is offered to the prospective bidder as a means of checking the bidder’s Bid Proposal in order to ensure that a complete Bid is submitted, free from omissions and errors that could possibly lead to rejection of the Bid. This checklist is provided only as a convenience for Bidders and is not intended to be a detailed or complete listing of all actions and documents that may be required. Bidders are advised to carefully read all portions of the Project Documents and to comply with all requirements.

BID PROPOSAL

_____ 1. Have questions arising from the Project Documents been submitted to the proper authority and resolved in the proper manner?

_____ 2. Are all blank spaces filled out on the Bid Proposal, including required signatures?

_____ 3. Have all Addenda been received, factored into the bid price, and acknowledged on the Bid Proposal?

_____ 4. Are all the submittals identified in the Specifications, such as compliance certifications, insurance certificates and drawings, attached with the Bid Proposal?

PROCUREMENT BID FORM

_____ 5. Is bid price shown correctly, including totals? Recheck for errors and omissions. Bid Price must be shown in words and figures.

_____ 6. Are all required signatures included?

BID SECURITY

_____ 7. Has a certified check, cashier’s check, cash or a Bid Bond in the amount specified been included with the contract documents?

_____ 8. If a Bid Bond has been provided, is it issued by a surety company qualified in the State of Idaho, and is it accompanied by a current Power of Attorney?

BID PACKAGE SUBMITTAL

_____ 9. Are all required Bid Forms and Bid Security placed in a properly addressed, sealed envelope and ready for delivery to the specified authority prior to the time for the Bid Opening?
SPECIFICATIONS

APPARATUS OVERVIEW

OVERALL HEIGHT
An overall height restriction of 9' 9" has been specified for this apparatus.

OVERALL LENGTH
An overall length restriction of 29' 6" has been specified for this apparatus.

OVERALL WIDTH
An overall width restriction of 95" has been specified for this apparatus.

WHEELBASE
A wheelbase restriction of 224" has been specified for this apparatus.

ANGLE OF APPROACH
The angle of approach for the apparatus shall not be less than eight (8) degrees as specified by the current edition of NFPA 1901.

ANGLE OF DEPARTURE
The angle of departure for the apparatus shall not be less than eight (8) degrees as specified by the current edition of NFPA 1901.

CENTER OF GRAVITY
The apparatus, prior to acceptance, will be required to meet the vehicle stability of the applicable NFPA Automotive Fire Apparatus Standard.

A calculated center of gravity shall be provided. The calculated or measured center of gravity (CG) shall be no higher than 80-percent of the rear axle track width.

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SPECIFICATIONS

CHASSIS SPECIFICATIONS AND REQUIREMENTS

Base Chassis, Model 7500 SBA 4X2 with 224.00 Wheelbase, 113.00 CA, and 75.00 Axle to Frame.

TOW HOOK, FRONT (2) Frame Mounted

FRAME RAILS Heat Treated Alloy Steel (120,000 PSI Yield); 10.866" x 3.622" x 0.433" (276.0mm x 92.0mm x 11.1 mm); 456.0" (11582mm) Maximum OAL

BUMPER, FRONT Full Width, Aerodynamic, Chrome Plated Steel; 0.189" Material Thickness

WHEELBASE RANGE 189" (480cm) Through and Including 256" (650cm)

AXLE, FRONT NON-DRIVING {Dana Spicer E-1202W} Wide Track, I-Beam Type, 12,000-lb Capacity

Notes

: The following features should be considered when calculating Front GAWR: Front Axles; Front Suspension; Brake System; Brakes, Front Air Cam; Wheels; Tires.

SUSPENSION, FRONT, SPRING Parabolic, Taper Leaf; 12,000-lb Capacity; With Shock Absorbers

Includes

: SPRING PINS Rubber Bushings, Maintenance-Free

Notes

: The following features should be considered when calculating Front GAWR: Front Axles; Front Suspension; Brake System; Brakes, Front Air Cam; Wheels; Tires.

BRAKE SYSTEM, AIR Dual System for Straight Truck Applications.

Includes

: BRAKE LINES Color and Size Coded Nylon

: DRAIN VALVE Twist-Type

: GAUGE, AIR PRESSURE (2) Air 1 and Air 2 Gauges; Located in Instrument Cluster

: PARKING BRAKE CONTROL Yellow Knob, Located on Instrument Panel

: PARKING BRAKE VALVE for Truck

: QUICK RELEASE VALVE Bendix on Rear Axle for Spring Brake Release: 1 for 4x2, 2 for 6x4

: SLACK ADJUSTERS, FRONT Automatic

: SLACK ADJUSTERS, REAR Automatic

: SPRING BRAKE MODULATOR VALVE R-7 for 4x2, SR-7 with relay valve for 6x4

Notes

: Rear Axle is Limited to 23,000-lb GAWR with Code 04091 BRAKE SYSTEM, AIR and Standard Rear Air Cam Brakes regardless of Axle/Suspension Ordered.

DRAIN VALVE {Bendix DV-2} Automatic; With Heater; for Air Tank

Includes

: DRAIN VALVE Mounted in Wet Tank

AIR BRAKE ABS {Bendix AntiLock Brake System} Full Vehicle Wheel Control System (4-Channel)

AIR DRYER {Bendix AD-9} With Heater

Includes

: AIR DRYER LOCATION inside Left Rail, Back of Cab

BRAKE CHAMBERS, FRONT AXLE {Bendix} 20 SqIn

BRAKE CHAMBERS, REAR AXLE {Bendix EverSure} 30/30 Spring Brake

BRAKES, FRONT, AIR CAM S-Cam; 16.5" x 5.0"; Includes 20 Sq. In. Long Stroke Brake Chambers

Notes

: The following features should be considered when calculating Front GAWR: Front Axles; Front Suspension; Brake System; Brakes, Front Air Cam; Wheels; Tires.

SLACK ADJUSTERS, FRONT {Haldex} Automatic

SLACK ADJUSTERS, REAR {Haldex} Automatic

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SPECIFICATIONS

<table>
<thead>
<tr>
<th>Bidder Complies</th>
<th></th>
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<tbody>
<tr>
<td><strong>Yes</strong></td>
<td><strong>No</strong></td>
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</table>

**BRAKES, REAR, AIR CAM S-Cam; 16.5" x 7.0"; Includes 30/30 Sq.In. Long Stroke Brake Chamber and Spring Actuated Parking Brake**

**Notes**
- The following features should be considered when calculating Rear GAWR: Rear Axles; Rear Suspension; Brake System; Brakes, Rear Air Cam; Brake Shoes, Rear; Special Rating, GAWR; Wheels; Tires.

**AIR COMPRESSOR** (Bendix Tu-Flo 550) 13.2 CFM Capacity

**STEERING COLUMN Tilting**

**STEERING WHEEL** 2-Spoke, 18" Diam., Black

**STEERING GEAR** (Sheppard M-100) Power

**EXHAUST SYSTEM** Inline, Horizontal Aftertreatment Device Frame Mounted Right Side, Includes Short Horizontal Tail Pipe

**ENGINE EXHAUST BRAKE** for Navistar N9/10 16 Engines; Electronically Activated SWITCH, FOR EXHAUST 3 Position, Momentary, Lighted Momentary, ON/CANCEL, Center Stable, INHIBIT REGEN, Mounted in IP Inhibits Diesel Particulate Filter Regeneration When Switch is Moved to ON While Engine is Running, Resets When Ignition is Turned OFF

**ELECTRICAL SYSTEM** 12-Volt, Standard Equipment

**Includes**
- DATA LINK CONNECTOR for Vehicle Programming and Diagnostics in Cab
- FUSES, ELECTRICAL SAE Blade-Type
- HAZARD SWITCH Push On/Push Off, Located on Top of Steering Column Cover
- HEADLIGHT DIMMER SWITCH Integral with Turn Signal Lever
- HEADLIGHTS (2) Sealed Beam, Round, with Chrome Plated Bezels
- JUMP START STUD Located on Positive Terminal of Outermost Battery
- PARKING LIGHT Integral with Front Turn Signal and Rear Tail Light
- RUNNING LIGHT (2) Daytime, Included With Headlights
- STARTER SWITCH Electric, Key Operated
- STOP, TURN, TAIL & B/U LIGHTS Dual, Rear, Combination with Reflector
- TURN SIGNAL SWITCH Self-Cancelling for Trucks, Manual Cancelling for Tractors, with Lane Change Feature
- WINDSHIELD WIPER SWITCH 2-Speed with Wash and Intermittent Feature (5 Pre-Set Delays), Integral with Turn Signal Lever
- WINDSHIELD WIPERS Single Motor, Electric, Cowl Mounted
- WIRING, CHASSIS Color Coded and Continuously Numbered

**CIGAR LIGHTER** Includes Ash Cup

**HORN, ELECTRIC** (2) Disc Style

**IGNITION SWITCH** Keyless

**ALTERNATOR** (Lecce-Neville 14931 PAH) Brush Type, 12 Volt 320 Amp. Capacity, Pad Mount

**BODY BUILDER WIRING** To Rear of Frame, With Stop, Tail, Turn, and Marker Lights Circuits, Ignition Controlled Auxiliary Feed and Ground, Less Trailer Socket

**BATTERY SYSTEM** (International) Maintenance-Free, (3) 12-Volt 1950CCA Total

**DATA RECORDER** Includes Display Mounted in Overhead Console

**BATTERY BOX** Steel with Plastic Cover, 30" Wide, 2, 3 or 4 Battery Capacity, Mounted Right Side under Cab

**HORN, AIR** Black, Single Trumpet, Air Solenoid Operated

**SWITCH, AIR HORN, PASSENGER** Fire Truck Application; Momentary Switch Located in Instrument Panel Close to Passenger, Driver Also To Activate Switch at Steering Wheel

**HEADLIGHTS** Long Life Halogen; for Two Light System

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<table>
<thead>
<tr>
<th>SPECIFICATIONS</th>
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<tbody>
<tr>
<td>CLEARANCE/MARKER LIGHTS (5) (Truck Lite) Amber LED Lights, Flush Mounted on Cab or Sunshade</td>
</tr>
<tr>
<td>STARTING MOTOR (Delco Remy 38MT Type 300) 12 Volt; Less Thermal Over-Crank Protection</td>
</tr>
<tr>
<td>COURTESY LIGHT (4) Mounted in Front &amp; Rear Map Pocket Left and Right Side</td>
</tr>
<tr>
<td>Notes: Feature included with CAB INTERIOR TRIM, Premium</td>
</tr>
<tr>
<td>INDICATOR, LOW COOLANT LEVEL with Audible Alarm</td>
</tr>
<tr>
<td>INDICATOR, BATTERY WARNING Green BATTERY ON Indicator, Mounted on Left Side of Instrument Panel, To be Used with Factory Installed or Customer Mounted Battery Disconnect Switch</td>
</tr>
<tr>
<td>CIRCUIT BREAKERS Manual-Reset (Main Panel) SAE Type III with Trip Indicators, Replaces All Fuses Except For 5-Amp Fuses</td>
</tr>
<tr>
<td>TURN SIGNALS, FRONT LED, Includes LED Side Marker Lights, Mounted on Fender</td>
</tr>
<tr>
<td>BATTERY DISCONNECT SWITCH 300 Amp; Cab Mounted, Disconnects Charging Circuits; Locks with Padlock</td>
</tr>
<tr>
<td>FENDER EXTENSIONS Rubber</td>
</tr>
<tr>
<td>INSULATION, UNDER HOOD for Sound Abatement</td>
</tr>
<tr>
<td>GRILLE Stationary, Chrome</td>
</tr>
<tr>
<td>INSULATION, SPLASH PANELS for Sound Abatement</td>
</tr>
<tr>
<td>FRONT END Tilting, Fiberglass, With Three Piece Construction; for 2007 &amp; 2010 Emissions</td>
</tr>
<tr>
<td>GRILLE EMBER SCREEN Mounted to Grille and Cowl Tray to Keep Hot Embers out of Engine and HVAC Air Intake System</td>
</tr>
<tr>
<td>PAINT SCHEMATIC, PT-1 Two Tone, Design 209.</td>
</tr>
<tr>
<td>PAINT TYPE Base Coat/Clear Coat, 1-2 Tone</td>
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<tr>
<td>PAINT CLASS Single Custom Color</td>
</tr>
<tr>
<td>VEHICLE REGISTRATION IDENTITY ID for 49 States, Excluding California</td>
</tr>
<tr>
<td>KEYS - ALL ALIKE, ID Z-001</td>
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<tr>
<td>CLUTCH Omit Item (Clutch &amp; Control)</td>
</tr>
<tr>
<td>ANTI-FREEZE Red, Extended Life Coolant; To -40 Degrees F/ -40 Degrees C, Freeze Protection</td>
</tr>
<tr>
<td>ENGINE, DIESEL (Navistar N10) EPA 2010, SCR, 350 HP@ 2000 RPM, 1150 lb-ft Torque@ 1200 RPM, 2200 RPM Governed Speed, 350 Peak HP (Max)</td>
</tr>
<tr>
<td>Includes: AIR COMPRESSOR AIR SUPPLY LINE Naturally-Aspirated (Air Brake Chassis Only)</td>
</tr>
<tr>
<td>COLD STARTING EQUIPMENT Intake Manifold Electric Grid Heater with Engine ECM Control</td>
</tr>
<tr>
<td>CRUISE CONTROL Electronic; Controls Integral to Steering Wheel</td>
</tr>
<tr>
<td>ENGINE OIL DRAIN PLUG Magnetic</td>
</tr>
<tr>
<td>ENGINE SHUTDOWN Electric, Key Operated</td>
</tr>
<tr>
<td>FUEL FILTER Included with Fuel/Water Separator</td>
</tr>
<tr>
<td>FUEL/WATER SEPARATOR Fuel/Water Separator and Fuel Filter in a Single Assembly; With Water-in-Fuel Sensor; Engine Mounted</td>
</tr>
<tr>
<td>GOVERNOR Electronic</td>
</tr>
<tr>
<td>OIL FILTER, ENGINE Spin-On Type</td>
</tr>
<tr>
<td>WET TYPE CYLINDER SLEEVES</td>
</tr>
<tr>
<td>FAN DRIVE (Horton Drivemaster Polar Extreme) Direct Drive Type, Two Speed, With Residual Torque Device for Disengaged Fan Speed</td>
</tr>
<tr>
<td>Includes: FAN Nylon</td>
</tr>
<tr>
<td>RADIATOR Aluminum, Cross Flow, Series System; 1228 SqIn Core and 648 SqIn Charge Air Cooler and With Transmission Oil Cooler</td>
</tr>
</tbody>
</table>

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FEDERAL EMISSIONS {Navistar N9 & N1 O} EPA, 080 and GHG Certified for Calendar Year 2016

AIR CLEANER Single Element

Includes

: GAUGE, AIR CLEANER RESTRICTION Air Cleaner Mounted

THROTTLE, HAND CONTROL Engine Speed Control for PTO; Electronic, Stationary Pre-Set, Two Speed Settings; Mounted on Steering Wheel

ENGINE CONTROL, REMOTE MOUNTED Provision for; Includes Wiring for Body Builder Installation of PTO Controls; With Ignition Switch Control for MaxxForce and Navistar post 2007 Emissions Electronic Engines

ENGINE WATER COOLER {Sen-Dure} Auxiliary, For Use with Fire Trucks

EMISSION COMPLIANCE Engine Shutdown System Exempt Vehicles, Complies With California Clean Air Regulations

TRANSMISSION, AUTOMATIC {Allison 3000EVS P} 5th Generation Controls; Close Ratio, 5-Speed; With Overdrive, Includes Oil Level Sensor, With Provision for PTO, Less Retarder, Max. GVW N/A

TRANSMISSION SHIFT CONTROL {Allison} Push-Button Type; for Allison 3000 & 4000 Series Transmission

TRANSMISSION OIL Synthetic; 29 thru 42 Pints

ALLISON SPARE INPUT/OUTPUT for Emergency Vehicle Series (EVS), 127/198 Includes J1939 Based Auto Neutral; Fire/Pumper, Tank, Aerial/Ladder

SHIFT CONTROL PARAMETERS Allison 3000 or 4000 Series Transmissions, 5th Generation Controls, Performance Programming

AXLE, REAR, SINGLE {Dana Spicer S23-170} Single Reduction, 23,000-lb Capacity, R Wheel Ends . Gear Ratio: 5.25

Includes

: REAR AXLE DRAIN PLUG (1) Magnetic, For Single Rear Axle

Notes

: The following features should be considered when calculating Rear GAWR: Rear Axles; Rear Suspension; Brake System; Brakes, Rear Air Cam; Brake Shoes, Rear; Special Rating, GAWR; Wheels; Tires.

: When Specifying Axle Ratio, Check Performance Guidelines and TCAPE for startability and performance

SUSPENSION, RR, SPRING, SINGLE Vari-Rate; 23,500-lb Capacity, With 4500 lb. Auxiliary Rubber Spring

Notes

: The following features should be considered when calculating Rear GAWR: Rear Axles; Rear Suspension; Brake System; Brakes, Rear Air Cam; Brake Shoes, Rear; Special Rating, GAWR; Wheels; Tires.

FUEL/WATER SEPARATOR with Filter Restriction/Change Indicator, Includes Standard Equipment Water-in-Fuel Sensor

FUEL TANK Top Draw; D-Style, Non-Polished Aluminum, 19" Deep, 50 U.S. Gal., 189 L Capacity, with Quick Connect Outlet, Mounted Left Side, Under Cab

DEF TANK 7 U.S. Gal. 26.5L Capacity, Frame Mounted Outside Left Rail, Under Cab

CAB Conventional 6-Man Crew Cab

Includes

: ARM REST (2) Molded Plastic; One Each Door

: COAT HOOK, CAB Located on Rear Wall, Centered Above Rear Window

: CUP HOLDERS Two Cup Holders, Located in Lower Center of Instrument Panel

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SPECIFICATIONS

: DOME LIGHT, CAB Rectangular, Door Activated and Push On-Off at Light Lens, Timed Theater Dimming, Integral to Console, Center Mounted
: GLASS, ALL WINDOWS Tinted
: GRAB HANDLE, CAB INTERIOR (1) "A" Pillar Mounted, Passenger Side
: GRAB HANDLE, CAB INTERIOR (2) Front of "B" Pillar Mounted, One Each Side
: GRAB HANDLE, CAB INTERIOR (4) Two Each Side, Rear Door Mounted at Hinge Side and "C" Pillar Mounted
: INTERIOR SHEET METAL Upper Door (Above Window Ledge) Painted Exterior Color
: STEP (8) Two Steps per Door

Notes
: 43.9" CA Loss

GRAB HANDLE, CAB INTERIOR (4) Safety Yellow, Crew Cab
GAUGE CLUSTER English with English Electronic Speedometer
Includes
: GAUGE CLUSTER (6) Engine Oil Pressure (Electronic), Water Temperature (Electronic), Fuel (Electronic), Tachometer (Electronic), Voltmeter, Washer Fluid Level
: ODOMETER DISPLAY, Miles, Trip Miles, Engine Hours, Trip Hours, Fault Code Readout
: WARNING SYSTEM Low Fuel, Low Oil Pressure, High Engine Coolant Temp, and Low Battery Voltage (Visual and Audible)

SEATBELT WARNING PREWIRE Includes Seat Belt Switches and Seat Sensors for all Belted Positions in the Cab and a Harness Routed to the Center of the Dash for the Aftermarket Installation of the Data Recorder and Seatbelt Indicator Systems, for 4 to 6 Seat Belts
GAUGE, OIL TEMP, AUTO TRANS , for Allison Transmission

GAUGE, AIR CLEANER RESTRICTION {Filter-Minder} With Black Bezel Mounted in Instrument Panel

IP CLUSTER DISPLAY On Board Diagnostics Display of Fault Codes in Gauge Cluster

GAUGE, DEF FLUID LEVEL

SEAT, DRIVER {Seats, Inc. Universal Series} 911, NFPA Compliant, Air Suspension, High Back Vinyl with Covered Back and International Logo on Head Rest
Includes
: SEAT BELT 3-Point, Lap and Shoulder Belt Type
SEAT, REAR {Seats, Inc. Universal Series} 911, NFPA Compliant, Three Individual Seats on one Riser, Non-Suspension, High Back for SCBA, Vinyl With Covered Back, International Logo on Headrest
Includes
: SEAT BELT (3) Two 3-Point Shoulder Belts for Driver and Outer Passenger and One 2-Point Lap Belt for Center Passenger

SEAT, PASSENGER {Seats, Inc. Universal Series} 911, NFPA Compliant, Non-Suspension, High Back for SCBA, Vinyl Covered Back, Adjusters, 5 Degree Back angle, International Logo on Headrest
Includes
: SEAT BELT 3-Point, Lap and Shoulder Belt Type
GRAB HANDLE (2) Chrome Towel Bar Type with Anti-Slip Rubber Inserts; for Cab Entry, Mounted Left and Right, Each Side at "B" Pillar
GRAB HANDLE, ADDITIONAL EXT (2) Chrome; Towel Bar Type with Anti-Slip Rubber Inserts; Mounted Left and Right Side on Exterior, Rear of Rear Doors, With Crew Cab

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Bidder Complies

Yes  No
**SPECIFICATIONS**

<table>
<thead>
<tr>
<th>Bidder Complies</th>
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<tbody>
<tr>
<td>Yes</td>
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</table>

MIRRORS (2) {Lang Meeka} Rectangular, Power Both Sides, Thermostatically Controlled Heated Heads, LED Clearance Lights, Bright Finish Heads and Arms, with Black Brackets, Breakaway Type, 7.55" x 14.1" Integral Convex Both Sides, 102" Inside Spacing

SEAT BELT All Red; 4 to 6

AIR CONDITIONER {Blend-Air} With Integral Heater & Defroster Includes:
- HEATER HOSES Premium
- HOSE CLAMPS, HEATER HOSE Meba Constant Tension Clamps
- REFRIGERANT Hydrofluorocarbon HFC-134A

INSTRUMENT PANEL Center Section, Flat Panel

HVAC FRESH AIR FILTER

STORAGE POCKET, DOOR Molded Plastic, Full Width; Mounted on Passenger Door

CAB INTERIOR TRIM Deluxe; for Crew Cab Includes:
- "A" PILLAR COVER Molded Plastic
- CAB INTERIOR TRIM PANELS Cloth Covered Molded Plastic, Full Height; All Exposed Interior Sheet Metal is covered Except for the Following: with a Two-Man Passenger Seat or with a Full Bench Seat the Back Panel is Completely Void of Covering
- CONSOLE, OVERHEAD Molded Plastic; With Dual Storage Pockets with Retainer Nets and CB Radio Pocket; DOOR TRIM PANELS Molded Plastic; Driver and Passenger Doors
- FLOOR COVERING Rubber, Black
- HEADLINER Soft Padded Cloth

INSTRUMENT PANEL TRIM Molded Plastic with Black Center Section

STORAGE POCKET, DOOR (1) Molded Plastic, Full-Length; Driver Door

SUN VISOR (2) Padded Vinyl with Driver Side Toll Ticket Strap, Integral to Console

CAB REAR SUSPENSION Air Bag Type

WHEELS, FRONT DISC; 22.5" Polished Aluminum, 10-Stud (285.75MM BC) Hub Piloted, Flanged Nut, Metric Mount, 8.25 DC Rims; With Steel Hubs

Notes:
- Aluminum Wheels not Painted or Coated

WHEELS, REAR DUAL DISC; 22.5" Polished Aluminum, 10-Stud (285.75MM BC) Hub Piloted, Flanged Nut, Metric Mount, 8.25 DC Rims; With Steel Hubs

Notes:
- Aluminum Wheels not Painted or Coated

BOY INTG, (1) EXPANSION HARNESS {for Diamond Logic Builder} In-Cab wire harness (DLB) program only, Includes a harness with five blunt cut wires routed on lower left of instrument panel. Two ground active inputs and two (.5 Amp) relay drivers’ outputs are provided

(4) TIRE, REAR 11R22.5 G622 RSD (GOODYEAR) 497 rev/mile, load range G, 14 ply

(2) TIRE, FRONT 11 R22.5 G661 HSA (GOODYEAR) 497 rev/mile, load range G, 14 ply

MISCELLANEOUS 13905 3000EV5 Top PTO Effects.

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SPECIFICATIONS

APPARATUS 12 VOLT ELECTRICAL SPECIFICATIONS

LOW VOLTAGE ELECTRICAL SYSTEM SPECIFICATIONS

The electrical system shall include all panels, electrical components, switches and relays, wiring harnesses and other electrical components. The electrical equipment installed by the apparatus manufacturer shall conform to current automotive electrical system standards, the latest Federal DOT standards, and the requirements of the applicable NFPA standards.

All wiring shall be stranded copper or copper alloy conductors of a gauge rated to carry 125 percent of the maximum current for the protected circuit. Voltage drops in all wiring from the power source to the using device shall not exceed 10 percent. The wiring and wiring harness and insulation shall be in conformance to applicable SAE and NFPA standards. The wiring harness shall conform to SAE J-1128 with GXL temperature properties. All exposed wiring shall be protected in a loom with a minimum 289 degree Fahrenheit rating. All wiring looms shall be properly supported and attached to body members. The electrical conductors shall be constructed in accordance with applicable SAE standards, except when good engineering practice requires special construction.

The wiring connections and terminations shall use a method that provides a positive mechanical and electrical connection and shall be installed in accordance with the device manufacturer's instructions. Electrical connections shall be with mechanical type fasteners and large rubber grommets where wiring passes through metal panels.

The wiring between the cab and body shall be joined using Deutsche type connectors or an enclosed in a terminal junction panel area. This system will permit body removal with minimal impact on the apparatus electrical system. All connections shall be crimp-type with insulated shanks to resist moisture and foreign debris such as grease and road grime. Weather-resistant connectors shall be provided throughout to ensure the integrity of the electrical system.

There shall be no exposed electrical cabling, harnesses, or terminal connections located in compartments, unless they are enclosed in a junction box or covered with a removable electrical panel. The wiring shall be secured in place and protected against heat, liquid contaminants and damage. Wiring shall be uniquely identified every three-inches (3") by color coding or permanent marking with a circuit function code and identified on a reference chart or electrical wiring schematic per requirements of applicable NFPA #1901 standards.

The electrical circuits shall be provided with low voltage overcurrent protective devices. Such devices shall be accessible and located in required terminal connection locations or weather resistant enclosures. The overcurrent protection shall be suitable for electrical equipment and shall be automatic reset type and meet SAE standards. All electrical equipment, switches, relays, terminals, and connectors shall have a direct current rating of 125 percent of maximum current for which the circuit is protected. The system shall have electro-magnetic interference suppression provided as required in applicable SAE standards.

The electrical system shall include the following:

- Electrical terminals in weather exposed areas shall have a non-conductive grease or spray applied. A corrosion preventative compound shall be applicable to all terminal plugs located outside of the

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**SPECIFICATIONS**

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- The electrical wiring shall be harnessed or be placed in a protective loom.
- Holes made in the roof shall be caulked with silicone. Large fender washers shall be used when fastening equipment to the underside of the cab roof.
- Any electrical component that is installed in an exposed area shall be mounted in a manner that will not allow moisture to accumulate in it.
- A coil of wire must be provided behind an electrical appliance to allow them to be pulled away from mounting area for inspection and service work.
- All lights that have their sockets in a weather exposed area shall have corrosion preventative compound added to the socket terminal area.

The warning lights shall be switched in the chassis cab with labeled switches in an accessible location. Individual rocker switches shall be provided only for warning lights provided over the minimum level of warning lights in either the stationary or moving modes. All electrical equipment switches shall be mounted on a switch panel mounted in the cab convenient to the operator. The warning light switches shall be of the rocker type. For easy nighttime operation, an integral indicator light shall be provided to indicate when the circuit is energized. All switches shall be appropriately identified as to their function.

A single warning light switch shall activate all required warning lights. This switch will allow the vehicle to respond to an emergency and "call for the right of way". When the parking brake is applied, a "blocking right of way" system shall automatically activate per requirements of the applicable NFPA standards. All "clear" warning lights shall be automatically turned off upon application of the parking brake.

**NFPA REQUIRED TESTING OF ELECTRICAL SYSTEM**

The apparatus shall be electrically tested upon completion of the vehicle and prior to delivery. The electrical testing, certifications, and test results shall be submitted with delivery documentation per requirements of the applicable NFPA standards. The following minimum testing shall be completed by the apparatus manufacturer:

1. Reserve capacity test:

The engine shall be started and kept running until the engine and engine compartment temperatures are stabilized at normal operating temperatures and the battery system is fully charged. The engine shall be shut off and the minimum continuous electrical load shall be activated for ten (10) minutes. All electrical loads shall be turned off prior to attempting to restart the engine. The battery system shall then be capable of restarting the engine. Failure to restart the engine shall be considered a failed test.

2. Alternator performance test at idle:

The minimum continuous electrical load shall be activated with the engine running at idle speed. The engine temperature shall be stabilized at normal operating temperature. The battery system shall be tested to detect the presence of battery discharge current. The detection of battery discharge current shall be considered a test failure.

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3. Alternator performance test at full load:
The total continuous electrical load shall be activated with the engine running up to the engine manufacturer's governed speed. The test duration shall be a minimum of two (2) hours. Activation of the load management system is permitted during this test. However, if an alarm sounds due to excessive battery discharge, as detected by the system requirements in the NFPA standards, or a system voltage of less than 11.7 volts dc for more than 120 seconds is present, the test has failed.

4. Low voltage alarm test:

Following the completion of the above tests, the engine shall be shut off. The total continuous electrical load shall be activated and shall continue to be applied until the excessive battery discharge alarm activates. The battery voltage shall be measured at the battery terminals. With the load still applied, a reading of less than 11.7 volts dc for a 12 volt system shall be considered a test failure. The battery system shall then be able to restart the engine. Failure to restart the engine shall be considered a test failure.

NFPA REQUIRED DOCUMENTATION

The following documentation shall be provided on delivery of the apparatus:

a. Documentation of the electrical system performance tests required above.

b. A written load analysis, including:

1. The nameplate rating of the alternator.

2. The alternator rating under the conditions.

3. Each specified component load.

4. Individual intermittent loads.

WEATHER RESISTANT ELECTRICAL JUNCTION BOX

The electrical junction or terminal boxes shall be weather resistant and located away from water spray conditions. In addition, the main body junction panel shall house the automatic reset breakers and relays where required. The main body junction panel shall be located in the pump compartment.

LOAD MANAGER 2

The apparatus shall be equipped with a Kussmaul model 091-79 Automatic Load Shedding System for performing continuous electrical load management. The Load Manager shall have the following features:

- Monitor 12-volt system and detect low voltage.
- Capability to control two (2) loads.
- Automatic reset when voltage rises.
- Adjustable voltage set point.

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SPECIFICATIONS

The load manager shall be protected against reverse polarity and shorted outputs, and be enclosed in an enclosure to enhance EMI/RFI protection. The manufacturer shall provide for all electrical loads in excess of the NFPA minimum electrical requirements that exceed the alternator output.

HIGH IDLE SYSTEM

There shall be a high idle system furnished and installed on the apparatus. The high idle system shall have an on/off switch located in the chassis on the switch console. The system shall have an interlock that will disable the solenoid if the parking brake is not completely set.

ELECTRICAL CONSOLE WITH EMERGENCY LIGHT SWITCH PANEL – THERMAL COATED

An electrical console shall be constructed of .125" black thermoplastic coated smooth aluminum material, and mounted in the cab of the truck chassis. Console shall be designed and installed between the driver and passenger seats. The top face of the console shall be designed as the switch panel for all emergency light switches. The switch panel shall be hinged for easy access to the switch connections.

All emergency light switches shall be lighted, rocker style. Switches shall be internally lit when the switch circuit is in the on position. A plug-in identification label is to be provided and installed adjacent to each rocker switch with backlighting provided behind the label.

SWITCHES

A rocker style internally lighted switch shall be provided and wired through a heavy-duty relay to activate power to the emergency lights. The emergency lights shall be activated by a single "MASTER SWITCH" on the electrical console.

BATTERY CHARGER AND AIR COMPRESSOR

One (1) Kussmaul Pump Plus 1200 model #091-187-12-R-B1 battery charger and air compressor system shall be installed. The 120 volt compressor system shall be designed to maintain the air pressure in the chassis brake system whenever the pressure drops below a predetermined level.

The battery charger shall be supplied from the 120 volt shore power receptacle and be a fully automatic high output charging system. The unit shall be mounted in a clean dry area and will be accessible for service and/or maintenance.

BATTERY CHARGER DISPLAY

One (1) Kussmaul single battery bank voltage display shall be supplied with the charger.

AUTO-EJECT

A Kussmaul "Super Auto-Eject" 20-amp automatic disconnect device shall be provided and installed on the 110 volt shoreline connection complete with weatherproof cover and matching plug. The Auto-Eject shall be activated by the chassis starter switch to disconnect the plug. The Super Auto-Eject shall be completely sealed to prevent contamination of the mechanism by inclement weather and road conditions.

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conditions. The Super Auto-Eject shall have an internal switch to open and close the AC circuit after the mating connector is inserted and before the connector is removed.

SHORE POWER PLUG

The shore power plug shall be located at the left front cab door.

AIR HORNS

Two (2) Stuttetone chrome plated air horns shall be mounted on the side of the hood of the commercial chassis. An air protection valve shall be provided in the air horn piping that will not allow the chassis air brake system to drop below 90 PSI.

DRIVER AIR HORN ACTIVATION

The air horns shall be activated by the International Factory installed switches.

ENGINE COMPARTMENT LIGHT

One (1) 12 volt incandescent light with switch shall be mounted in the engine enclosure.

The control switch shall be mounted on the light head.

PUMP ENCLOSURE LIGHTS

One (1) incandescent work light shall be provided in the pump enclosure.

The control switch shall be mounted on the light head.

LIGHT MOUNTING LOCATION

The mounting location for the specified light shall be on the pump enclosure.

SCENE LIGHT

Two (2) Fire Research Evolution LED model FCA530-V15 side mount push up telescopic light shall be installed.

The lamphead shall have eight (8) ultra-bright white LEDs. It shall operate at 12/24 volts DC, draw 13/6.5 amps, and generate 15,000 lumens. The lamphead shall direct 50 percent of the light onto the action area while providing 50 percent to illuminate the working area. The lamphead angle of elevation shall be adjustable at a pivot in the mounting arm and the position locked with a round knurled locking knob. The lamphead shall incorporate heat-dissipating fins and be no more than 5 3/16\" deep by 3 5/16\" high by 11 1/2\" wide. The lamphead and mounting arm shall be powder coated white. The floodlight shall be for fire service use.

The light pole shall extend approximately 30\" in height and be anodized aluminum. A knurled twist lock mechanism to secure the extension pole in position shall be included with the pole.

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Bidder Complies

Yes No
**SPECIFICATIONS**

**BACK-UP ALARM**

One (1) automatic electric back-up alarm shall be wired to the back-up light circuit, and mounted under the rear of the apparatus body.

**PORTABLE LANTERN**

Three (3) Streamlight “Vulcan” LED portable handlight shall be installed. The lantern shall include a mounting bracket, with 12 volt charger wired to the battery system to allow the light to recharge when not in use.

The mounting locations shall be determined at the pre-construction conference.

**HANDLIGHT INSTALLATION**

The location of the handlight installation shall be in the chassis cab. All components shall be installed as directed by the fire department.

**RADIO ANTENNA**

One (1) radio antenna shall be supplied by the customer and installed on the apparatus. The location shall be determined by the customer.

**RADIO**

One (1) fire radio shall be supplied by the customer and installed on the apparatus. The location shall be determined by the customer.

**12 VOLT POWER SOURCE**

One (1) 12 volt power and ground connection rated at 30 amps shall be provided on the apparatus for the installation of a mobile two-way radio.

The power source shall be run through the chassis master battery switch and shall be deactivated when the master switch is in the “OFF” position.

**RADIO SPEAKER**

One (1) fire radio speaker shall be supplied by the customer and installed on the apparatus. The location shall be determined by the customer.

**SEAT BELT WARNING SYSTEM**

Apparatus shall be equipped with a Class1 Seat Belt Warning System” (SBW) that is connected to the power train CAN (Controller Area Network) bus consisting of transmission (TCM), engine control (ECM) and anti-lock brake (ABS) modules mounted on the apparatus. The SBW will function per NFPA 1901-2009 14.1.3.10 (Seat Belt Warning) using the Class1 “Seat Belt Input Module” for seat occupied and belt status information.

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SPECIFICATIONS

The SBW system shall have the ability to use either normally open (NO) or normally closed (NC) switches (user selectable by “dip switches” at ground potential) for operation.

SEAT BELT WARNING DISPLAY

A small rocker style display shall be installed in the chassis cab for the seat belt warning system.

MARKER LIGHTS

LED marker lights shall be installed on the vehicle in conformance to the Department of Transportation requirements.

LICENSE PLATE BRACKET

One (1) Cast Products license plate bracket shall be provided at the rear bumper. The bracket shall have a polished finish and light.

TAIL LIGHTS

One (1) pair of Whelen 60BTT LED tail/brake lights shall be provided on the rear of the apparatus. The rectangular lights shall be 4” x 6” LED with a red lens.

TURN SIGNALS

One (1) pair of Whelen, 60A00TAR turn signals with populated arrow shape shall be provided. The rectangular LED lights shall be 4” x 6” in dimension and shall have an amber lens.

BACKUP LIGHTS

One (1) pair of Whelen Series 600 LED backup lights shall be installed on the rear of the apparatus body. The dimensions shall be 4” x 6” and the lens color shall be clear.

FOUR LIGHT BEZEL

One (1) pair of tail light cluster bezels shall be supplied. Each bezel shall be designed to hold the specified rear lights located at the lower rear corners of the body.

CAB GROUND LIGHTS

Four (4) LED ground lights shall be installed on the chassis cab, one under each cab door.

PUMP PANEL GROUND LIGHTS

Two (2) LED ground lights shall be installed under the pump panel running boards. One (1) light shall be located on the driver’s side and one (1) light located on the officer’s side of the apparatus.
SPECIFICATIONS

REAR STEP GROUND LIGHTS

Two (2) LED ground lights shall be installed under rear step of the apparatus.

The ground lights shall automatically activate when the parking brake is applied.

REAR TAILBOARD LIGHTS

Two (2) LED step lights with clear lens shall be installed to illuminate the step surfaces at the rear of the apparatus body.

The step/walkway light switch shall be installed and wired to the parking brake.

DOOR OPEN/HAZARD WARNING LIGHT

One (1) red flashing, warning light shall be provided and installed in the driver's compartment to indicate an open passenger or apparatus compartment door. The warning light shall also be attached to folding equipment racks and light towers as specified. The light shall be a flashing rectangular incandescent marker light with a red lens and shall be properly marked and identified.
SPECIFICATIONS

APPARATUS WARNING PROVISIONS SPECIFICATIONS

FEDERAL ELECTRONIC SIREN

One (1) Federal Signal EQ2B-200 electronic siren shall be flush mounted in the cab. The recent redesign includes an updated amplifier system to more accurately reproduce the trademarked Q wail. The new control head incorporates four membrane touch switches and a rubberized rotary selector for the various functions. The entire control head is backlit for nighttime operations. This unit shall feature the Q-siren wail (manual and automatic), horn, yelp, priority, and Q-brake. The amplifier shall produce 200-watts of power for siren, PA, or rebroadcast. The system shall be capable of driving (1) 200-watt speaker or (2) 100-watt speakers. The siren shall provide inputs for optional external switches to operate manual wall, brake, air horn functions, Rumber output, and the optional TAP II feature now provides horn ring signal to cycle through the siren tones.

SPEAKER

One (1) Federal Signal Model #BP200-EF speaker shall be installed. The design of the BP200 speaker incorporates two (2) 100-watt Neodymium drivers, to produce a full 200-watt output. The unique design of this speaker projects sound evenly to the front as well as to the side of the vehicle. The 200 watt speaker shall include a stainless steel "Electric F" grille and mounting hardware.

SPEAKER LOCATION

The siren speaker shall be installed on the apparatus bumper extension, as determined by the body manufacturer.

SIREN CONTROL

One (1) siren control to activate the Federal Signal Q2B siren shall be provided on the driver's horn.

LIGHTBAR

One (1) Whelen Ultra Freedom light bar shall be included with the apparatus cab. The light bar shall be a model FN60VLED and shall be mounted on the roof of the cab, towards the front, above the windshield.

The light bar shall feature:
- A 60" light bar designed for high performance
- Four (4) red Linear Super LED corner modules
- Two (2) red 400 series Liner Super LED lights
- Two (2) white 400 series Linear Super LED lights with clear optic lenses
- Two (2) clear optic collimators
- Clear hard coated lenses to provide extended life/luster protection against UV & chemical stresses
- Designed in accordance with NFPA Zone A requirements

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**LIGHTBAR ACTIVATION**

The front upper light bar activation shall be wired into the master warning switch.

**UPPER REAR WARNING LIGHTS**

One (1) pair of Whelen M9 Series Model # M9V2R combination 180° warning/perimeter light shall be provided, one each side on the upper portion of the rear of the body. The M9V2R shall incorporate Linear Super-LED® and Smart LED® technology. The configuration of the M9V2R shall be a M9 V-series red warning light and a perimeter light with a split red/clear non-optic polycarbonate lens. The warning light shall consist of four PC boards containing three red Super-LEDs on each PC board. The warning light PC boards will be installed on a V-shaped mounting bracket. Two sets of three red Super-LEDs shall be installed on the main PC board to the left and right sides of the V-shaped bracket. Clear V-shaped optic collimator and metalized reflector will be installed over the PC boards for maximum illumination. The scene light shall consist of 18 white Super-LEDs installed on the main PC board. The scene light will be furnished with a clear optic collimator and metalized angled reflector for supreme radiance.

The warning light shall include an internal flasher with 25 Scan-Lock™ flash patterns including low power and steady burn. The M9V2R shall also be provided with a synchronize feature. The M9V2R warning light shall meet KKK 1822F, NFPA 1901, and NFPA 1917 specifications. The M9V2R perimeter light shall meet AMD 024 with two M9V2R on each side of the vehicle and NFPA 13.10.1.2 for one M9V2R up to six feet.

The lens/reflector assembly shall be sealed and resistant to water, moisture, dust, and other environmental conditions. The hard coated lens shall provide extended life/luster protection against UV and chemical stresses. The light engine shall be installed at the rear of the unit and be vacuum tested to ensure proper sealing. The PC boards shall be conformal coated for additional protection.

The driver side warning/scene light shall be a Whelen Model M9V2R, a M9 V-series red warning light and a perimeter light with a split red/clear non-optic polycarbonate lens.

The officer side warning/scene light shall be a Whelen Model M9V2R, a M9 V-series red warning light and a perimeter light with a split red/clear non-optic polycarbonate lens.

Each light shall be mounted with a Whelen Model M9FC chrome flange.

Each light shall be mounted with a Whelen Model M9FC chrome flange.

**UPPER SIDE REAR WARNING LIGHTS**

One (1) pair of Whelen M9 Series Model # M9V2R combination 180° warning/perimeter light shall be provided, one each side on the upper portion of the body side, towards the rear of the body. The M9V2R shall incorporate Linear Super-LED® and Smart LED® technology. The configuration of the M9V2R shall be a M9 V-series red warning light and a perimeter light with a split red/clear non-optic...
SPECIFICATIONS

Polycarbonate lens. The warning light shall consist of four PC boards containing three red Super-LEDs on each PC board. The warning light PC boards will be installed on a V-shaped mounting bracket. Two sets of three red Super-LEDs shall be installed on the main PC board to the left and right sides of the V-shaped bracket. Clear V-shaped optic collimator and metalized reflector will be installed over the PC boards for maximum illumination. The scene light shall consist of 18 white Super-LEDs installed on the main PC board. The scene light will be furnished with a clear optic collimator and metalized angled reflector for supreme radiance.

The warning light shall include an internal flasher with 25 Scan-Lock™ flash patterns including low power and steady burn. The M9V2R shall also be provided with a synchronize feature. The M9V2R warning light shall meet KKK 1822F, NFPA 1901, and NFPA 1917 specifications. The M9V2R perimeter light shall meet AMD 024 with two M9V2R on each side of the vehicle and NFPA 13.10.1.2 for one M9V2R up to six feet.

The lens/reflector assembly shall be sealed and resistant to water, moisture, dust, and other environmental conditions. The hard coated lens shall provide extended life/luster protection against UV and chemical stresses. The light engine shall be installed at the rear of the unit and be vacuum tested to ensure proper sealing. The PC boards shall be conformal coated for additional protection.

The driver side warning/scene light shall be a Whelen Model M9V2R, a M9 V-series red warning light and a perimeter light with a split red/clear non-optic polycarbonate lens.

The officer side warning/scene light shall be a Whelen Model M9V2R, a M9 V-series red warning light and a perimeter light with a split red/clear non-optic polycarbonate lens.

Each light shall be mounted with a Whelen Model M9FC chrome flange.

LOWER FRONT WARNING LIGHTS

One (1) pair of Whelen model #600 Super LED warning lights shall be installed, one each side one the front of the chassis cab. The dimensions of the lights shall be 4" x 6".

The driver side warning light shall be a Whelen Model 60R02ZZR red-LED with a red lens.

The officer side warning light shall be a Whelen Model 60R02ZZR red-LED with a red lens.

There shall be chrome bezels supplied and installed on the warning lights.

INTERSECTION WARNING LIGHTS

One (1) pair of Whelen model #600 red Super LED warning lights shall be installed one each side of the chassis cab. The dimensions of the lights shall be 4" x 6".

The driver side warning light shall be a Whelen Model 60R02ZZR red-LED with a red lens.

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The officer side warning light shall be a Whelen Model 60R02ZRR red-LED with a red lens.

There shall be chrome bezels supplied and installed on the warning lights.

**LOWER MID BODY WARNING LIGHTS**

One (1) pair of Whelen model #500 surface mounted super LED warning lights shall be installed, one each side of the apparatus, mid-body. The dimensions of the lights shall be 1-5/8" x 5" x1".

The driver side warning light shall be a Whelen Model 50R02ZRR red-LED with a red lens.

The officer side warning light shall be a Whelen Model 50R02ZRR red-LED with a red lens.

**LOWER REAR SIDE WARNING LIGHTS**

One (1) pair of Whelen model #500 surface mounted Super LED warning lights shall be installed, one each side of the apparatus body, towards the rear of the body. The dimensions of the lights shall be 1-5/8" x 5" x1".

The driver side warning light shall be a Whelen Model 50R02ZRR red-LED with a red lens.

The officer side warning light shall be a Whelen Model 50R02ZRR red-LED with a red lens.

There shall be chrome bezels supplied and installed on the warning lights.

**LOWER REAR WARNING LIGHTS**

One (1) pair of Whelen model #600 red Super LED warning lights shall be installed, one each side on the lower rear of the apparatus body. The dimensions of the lights shall be 4" x 6".

The driver side warning light shall be a Whelen Model 60R02ZRR red-LED with a red lens.

The officer side warning light shall be a Whelen Model 60R02ZRR red-LED with a red lens.

**TRAFFIC ARROW LIGHT**

One (1) Whelen Model #TAL65 Traffic Advisor shall be installed. The light shall be equipped with six (6) LED lights measuring 36' in length. The unit shall be mounted at the rear of the apparatus body. The Traffic Advisor control head shall be mounted inside the cab and be accessible by the driver and officer.

The traffic arrow light shall be surface mounted below the rear intermediate step of the apparatus body.

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APPARATUS CHASSIS MODIFICATIONS SPECIFICATIONS

FLUID DATA PLAQUE

One (1) fluid data plaque containing required information shall be provided based on the applicable components for this apparatus, compliant with NFPA Standards:

- Engine oil
- Engine coolant
- Chassis transmission fluid
- Drive axle lubricant
- Power steering fluid
- Pump transmission lubrication fluid
- Other NFPA applicable fluid levels or data as required

Location shall be in the driver's compartment or on driver's door.

DATA & WARNING LABELS

HEIGHT LENGTH & WEIGHT

A highly visible label indicating the overall height, length, and weight of the vehicle shall be installed in the cab dash area.

CAB SEATING POSITION LIMITS

The label shall also include the seating positions for firefighters. A weight allowance of 250 pounds for each shall be factored into the gross vehicle weight rating of the chassis.

NO RIDE LABEL

One (1) "NO RIDERS" label shall be applied on the vehicle at the rear step area or other applicable areas. The label shall warn personnel that riding in or on these areas, while the vehicle is in motion is prohibited.

CAB SEATING POSITION LIMITS

One (1) label shall be installed in the cab to indicate seating positions for firefighters. A weight allowance of 250 pounds for each shall be factored into the gross vehicle weight rating of the chassis.

HELMET WARNING TAG

One (1) label shall be installed in the cab, visible from each seating position. The label shall read "CAUTION: DO NOT WEAR HELMET WHILE SEATED." Helmets must be properly stowed while the vehicle is in motion according to the current edition of NFPA 1901.

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Bidder
Complies

Yes
No

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REAR TOWING PROVISIONS

There shall be two tow eyes furnished under the rear of the body and attached directly to each chassis frame rail. There shall be a reinforcement spreader bar connecting the two tow eyes. Tow eyes are to be constructed of 3/8" plate steel with a 4" I.D. hole, large enough for passing through a tow chain end hook.

The tow plates shall be painted black.

HUB AND LUG NUT COVERS

The apparatus shall have chrome or stainless steel hub and lug nut covers on the front and single rear axles.

TIRE PRESSURE INDICATOR

There shall be a tire pressure indicator at each tire's valve stem on the vehicle that shall indicate whether there is sufficient pressure in the specific tire.

EXHAUST HEAT SHIELD

A heat shield shall be installed under the body in the areas where the exhaust system is routed.

REAR MUD FLAPS

One (1) pair of black mud flaps shall be installed behind the rear wheels.

ON-SPOT TIRE CHAINS

"On-Spot" automatic tire chains shall be installed on the rear axle of the apparatus. A switch installed on the cab dash shall allow the operator to "Engage" and "Disengage" the tire chains without stopping to enhance traction and braking while in forward or reverse motion. The system shall include protective switch guard, continuous duty solenoid, arm bearings and replaceable chain plates.

CAB STEP ENCLOSURE

The left side of the International 4-door chassis shall be equipped with a modular step/fuel tank enclosure constructed from slip resistant aluminum tread plate to conform to applicable NFPA standards. The step/enclosure is to completely cover the fuel tank, and is to include a radius cut-out allowing access to the fuel tank fill. The entire step/enclosure is to be of a one piece design, bolted in place for ease of removal.

Heavy channel steel underbody supports shall be provided to support the right and left side cab entrance steps. Supports shall be attached directly to the chassis frame rails, and shall provide adequate support to the steps to minimize flex and distortion.

The overlay shall be provided with a storage compartment. A hinged door with latch shall be provided on the storage compartment.

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**SPECIFICATIONS**

**CAB STEP ENCLOSURE**

The right side of the International 4-door chassis shall be equipped with a modular step/fuel tank enclosure constructed from slip resistant aluminum tread plate to conform to applicable NFPA standards. The step/enclosure is to completely cover the fuel tank, and is to include a radius cut-out allowing access to the fuel tank fill. The entire step/enclosure is to be of a one piece design, bolted in place for ease of removal.

Heavy channel steel underbody supports shall be provided to support the right and left side cab entrance steps. Supports shall be attached directly to the chassis frame rails, and shall provide adequate support to the steps to minimize flex and distortion.

The overlay shall be provided with a storage compartment. A hinged door with latch shall be provided on the storage compartment.

**SCBA BRACKET**

Four (4) SmartDock Gen2 hands free SCBA bracket shall be provided for installation in the cab mounted SCBA seat. The bracket can be adjusted to fit any size bottle or brand of SCBA currently on the market. An NFPA 1901 approved auto-lock mechanism holds the SCBA in place for a secure fit in all directions. The bracket shall hold the cylinder in place while in transit and release using no straps, levers, buttons or switches.
SPECIFICATIONS

APPARATUS PUMP AND PLUMBING SPECIFICATIONS

WATEROUS CXVK SINGLE STAGE PUMP

A Waterous model CXVK fire pump shall be midship mounted, single-stage centrifugal type and shall meet the requirements of the NFPA 1901 standard. The pump must be tested by the pump manufacturer for 10 minutes hydrostatically at a pressure of 350 psig. Certification by the pump manufacturer must be provided.

IMPELLER

The bronze impeller shall be specifically designed for the fire service. The impeller shall be accurately balanced, both mechanically and hydraulically, for vibration free operation. The impeller shaft shall be stainless steel heat-treated and precisely ground to size and supported on both ends by oil or grease lubricated ball bearings.

The wear rings shall be replaceable, bronze, reverse-flow, labyrinth-type. The fire pump shall have deep groove ball bearings located outside the pump to give rugged support and proper alignment to the impeller shaft. Bearings shall be oil or grease lubricated. All pump bearings shall be completely separated from the water being pumped.

PUMP MOUNTING

The pump shall be bolted to steel angles in pump module, using grade 8 bolts.

The midship mounted fire pump shall be mounted with steel angles and channel from the frame using grade 8 bolts, to both the frame and pump to permit removal of the pump for service. The pump shall be equipped with bolt flanges or Victaulic couplings on the suction and discharge side of the pump to provide for removal of fire pump without disturbing piping.

DRIVE LINE

Fire pump shall be driven by a heavy duty 10 bolt PTO capable of enough torque to operate the fire pump at rated capacity for continuous duty. The PTO shall be of a "Hot Shift" style.

Hollow-tube drivelines and universals shall be properly matched to the engine and transmission output torque ratings.

1250 GPM FIRE PUMP SPECIFICATIONS

The centrifugal type fire pump shall be a Waterous model CXK with a rated capacity of 1250 GPM. The pump shall meet NFPA 1901 requirements.

The pump shall be certified to meet the following deliveries:

- 1250 GPM @ 150 PSI
- 1250 GPM @ 165 PSI
- 875 GPM @ 200 PSI

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625 GPM @ 250 PSI

LEFT SIDE – 6" UNGATED INTAKE

One (1) 6" ungated suction intake shall be installed on the left side pump panel to supply the fire pump from an external water supply. The threads shall be 6" NST. The intake shall be provided with a removable screen.

These need to be moved to the center of the panel to accommodate exterior piston Valves.

One (1) 6" chrome plated cap shall be provided. The threads shall be NST and the cap shall be equipped long handles.

RIGHT SIDE – 6" UNGATED INTAKE

One (1) 6" ungated suction intake shall be installed on the right side pump panel to supply the fire pump from an external water supply. The intake shall be provided with a removable screen.

These need to be moved to the center of the panel to accommodate exterior piston Valves.

One (1) 6" chrome plated cap shall be provided. The threads shall be NST and the cap shall be equipped long handles.

FIRE PUMP MECHANICAL SHAFT SEAL

The Waterous fire pump shall be equipped with self-adjusting, maintenance free, 'mechanical shaft seal' which is designed to be functional in the unlikely event of a seal failure.

IMPELLER HUBS

The Waterous fire pump impeller hubs shall be standard bronze type.

PTO PUMP SHIFT SPECIFICATIONS – PUMP AND ROLL

An electric powered PTO pump shift shall be installed in the cab driver's area where not subject to accidental engagement.

A rocker switch for PTO pump engagement shall be installed in the cab driver's area. The pump shift system shall permit 'pump and roll' operations, as well as stationary pumping operations.

The following indicator lights shall be included with pump shift.

1. A green indicator light, labeled "PUMP ENGAGED" shall indicate pump PTO has successfully been engaged.

2. A green indicator light, labeled "OK TO PUMP" shall indicate the PTO is engaged and parking brake is activated. Pump control is through the pressure governor.

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3. A red flashing indicator light, labeled "PUMP & ROLL" shall indicate the PTO is engaged and parking brake is released. Pump control is through the driver's throttle pedal.

4. Pump shift and interlocks shall comply with applicable sections of the NFPA standards.

5. An instruction label and nameplate shall be provided to indicate proper pump engagement instructions.

**PRIMER**

The priming pump shall be a Trident Emergency Products compressed air powered, high efficiency, multi-stage, venturi based AirPrime™ System. All wetted metallic parts of the priming system are to be of brass and stainless steel construction. A single panel mounted control will activate the priming pump and open the priming valve to the pump. The priming system shall have a five year warranty.

**PRIMER CONTROL**

A manual push button shall be provided on the pump operator's panel, for the manually priming the main pump.

**PRESSURE GOVERNOR, MONITORING, and MASTER PRESSURE DISPLAY**

Fire Research PRO-T series PRA304-D00 pressure governor and monitoring display kit shall be installed. The kit shall include a control module, intake pressure sensor, discharge pressure sensor, and cables. The control module case shall be waterproof and have dimensions not to exceed 5 1/2" high by 10 1/2" wide by 2" deep. Inputs for monitored information shall be from a J1939 data bus. Outputs for engine control shall be on engine specific wiring.

The following continuous displays shall be provided:
- Pump discharge; shown with four daylight bright LED digits more than 1/2" high
- Pump intake; shown with four daylight bright LED digits more than 1/2" high
- Dot matrix message display
- Throttle ready LED
- Pressure / RPM setting display
- Pressure and RPM operating mode LEDs
- Engine RPM; shown with four daylight bright LED digits more than 1/2" high
- Check engine and stop engine warning LEDs
- Oil pressure; shown on a dual color (green/red) LED bar graph display
- Engine coolant temperature; shown on a dual color (green/red) LED bar graph display
- Transmission Temperature; shown on a dual color (green/red) LED bar graph display
- Battery voltage; shown on a dual color (green/red) LED bar graph display.

The dot-matrix message display shall show diagnostic and warning messages as they occur. It shall show monitored apparatus information, stored data, and program options when selected by the operator. All LED intensity shall be automatically adjusted for day and night time operation.

The program shall store the accumulated operating hours for the pump and engine to be displayed with the push of a button. It shall monitor inputs and support audible and visual warning alarms for the following conditions:

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- High Battery Voltage
- Low Battery Voltage (Engine Off)
- Low Battery Voltage (Engine Running)
- High Transmission Temperature
- Low Engine Oil Pressure
- High Engine Coolant Temperature
- Out of Water (visual alarm only)
- No Engine Response (visual alarm only).

The program features shall be accessed via push buttons located on the front of the control panel. There shall be an USB port located at the rear of the control module to upload future firmware enhancements.

Inputs to the control panel from the pump discharge and intake pressure sensors shall be electrical. The discharge pressure display shall show pressures from 0 to 600 psi. The intake pressure display shall show pressures from -30 in. Hg to 600 psi.

The governor shall operate in two control modes, pressure and RPM. No discharge pressure or engine RPM variation shall occur when switching between modes. A throttle ready LED shall light when the interlock signal is recognized. The governor shall start in pressure mode and set the engine RPM to idle. In pressure mode the governor shall automatically regulate the discharge pressure at the level set by the operator. In RPM mode the governor shall maintain the engine RPM at the level set by the operator except in the event of a discharge pressure increase. The governor shall limit a discharge pressure increase in RPM mode to a maximum of 30 psi. Other safety features shall include recognition of no water conditions with an automatic programmed response and a push button to return the engine to idle.

The pressure governor, monitoring and master pressure display shall be programmed to interface with a Navistar engine.

**PUMP ANODES**

There shall be sacrificial, zinc anodes in the pump steamer ports which shall protect the pump and piping from electrolysis. These anodes shall also act as screens.

**PUMP PLUMBING SYSTEM**

The fire pump plumbing system shall be of rigid stainless steel pipe or flexible piping with stainless steel fittings. Mechanical grooved couplings shall be installed to permit flexing of the plumbing system and allow for quick removal of piping or valves for service. Flexible hose couplings shall be threaded stainless steel or mechanical grooved coupling connections.

The fire pump and plumbing shall be hydrostatically tested in compliance to applicable sections of NFPA standards. The test results shall be included in the delivery documentation.

**FIRE PUMP MASTER DRAIN**

The fire pump plumbing system and fire pump shall be piped to a single push-pull type master pump drain assembly.

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**ADDITIONAL LOW POINT DRAINS**

The plumbing system shall be equipped with additional low point manually operated drain valves to allow total draining of the fire pump plumbing system. These valves shall be accessible from the side of the vehicle and labeled.

**STAINLESS STEEL INTAKE MANIFOLD**

The suction manifold assembly shall be fabricated with Schedule #10 type 304 stainless steel. All threaded fittings shall be a minimum of Schedule 10 stainless steel. The suction manifold assembly shall have radioused sweep elbows to minimize water turbulence into the suction volute. The suction manifold shall be welded and pressure tested prior to installation. The stainless steel manifold assembly shall be attached to the pump intake volute with a heavy-duty, flexible Victaulic coupling.

The stainless steel manifold assembly shall have a ten (10) year warranty.

**STAINLESS STEEL DISCHARGE MANIFOLD**

The discharge manifold assembly shall be fabricated with minimum of Schedule #10 Type 304 stainless steel. All threaded fittings shall be a minimum of Schedule #40 stainless steel. The discharge manifold assembly shall have radioused sweep elbows to minimize water turbulence. The manifold shall be welded and pressure tested prior to installation. The stainless steel manifold inlet shall be attached to the pump discharge and have additional brackets as required to support the discharge manifold, valves and related components.

The stainless steel manifold assembly shall have a ten (10) year warranty.

**FIRE PUMP & PLUMBING SYSTEM PAINTING**

The fire pump and plumbing system shall be painted by the fire apparatus manufacturer. The fire pump and the plumbing shall be painted metallic silver.

**HOSE THREADS**

The hose threads shall be National Standard Thread (NST) on all base threads on the apparatus intakes and discharges.

**WATER TANK TO PUMP LINE**

One (1) 3" water tank to fire pump line shall be provided with a full flow quarter turn ball valve, 3" piping, and with flex hose and stainless steel hose clamps. The tank to pump line shall be equipped with a check valve to prevent pressurization of the water tank. The line shall be flow tested during the fire pump testing and shall meet applicable requirements of NFPA standards.

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**REMOTE TANK TO PUMP CONTROL SWITCH**

The location of the auxiliary controller shall be in the chassis' switch panel for the operation of the tank to pump supply line.

The specified valve shall be an Akron 8000 Series three-inch (3") valve with a stainless ball.

*Quantity: Akron valve equipped with an Akron Navigator 9323 controller and a 12 volt electric motor actuator shall be provided on the specified 3" discharge. The controller shall be push button type and provide position indication through a full color backlit LCD display. It shall have manual adjustment of the brightness as well as an auto-dimming option. A color-coded name plate shall be installed over the valve control.*

One (1) 2-1/2" Noshok discharge pressure gauges (-30-400 PSI) shall be provided. The face of the gauge shall be a **WHITE** dial with black letters. The gauges will be located on the pump instrument panel.

**FIRE PUMP TO WATER TANK FILL LINE**

One (1) 2" fire pump to water tank refill and pump bypass cooler line shall be provided. The valve shall be a full flow quarter turn ball valve with 2" piping and flex hose to tank. The valve control handle shall have a nameplate located near the valve control.

The valve shall be an Akron 8000 Series two-inch (2") valve with a stainless ball.

One (1) manually operated pull rod, with aircraft cable control, shall be provided on the specified discharge. The handle shall be equipped with a color-coded nameplate label.

The aircraft cable that is used to control the valve shall be furnished with 7/8" bulkhead both ends, 5/16" threaded ends and will also require a 5/16" swivel u-joint that unhooks from the ball valve. This cable will be used for ease of maintenance and operation.

One (1) 2-1/2" Noshok discharge pressure gauges (0-400 PSI) shall be provided. The face of the gauge shall be a **WHITE** dial with black letters. The gauges will be located on the pump instrument panel.

**MIDSHIP FIRE PUMP DRIVESHAFTS AND INSTALLATION**

The midship PTO fire pump shall be installed and shall include installation of the fire pump, modification and/or fabrication of new drivelines and all pump-mounting brackets. The PTO drive shaft(s) shall be spin balanced prior to final installation.

**INTAKE RELIEF/DUMP VALVE**

One (1) TET A18 series, 2-1/2" intake relief/dump valve preset at 125 psi shall be permanently installed on the suction side of the fire pump. The valve shall have an adjustment range of 75 psi to 250 psi, and shall be designed to automatically self-restore to a non-relieving position when excessive pressure is no longer present.

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Discharge side of the intake relief valve shall be plumbed away from the pump operator.

**FIRE PUMP COOLING**

The fire pump shall be equipped with 3/8" cooling line from the pump to the water tank. This recirculation line shall be controlled by a pump panel control valve with nameplate label noting it as the "fire pump bypass cooler". There shall be a check valve installed in the pump cooler line to prevent tank water from back flowing into the pump when it is not in use.

**CHASSIS ENGINE HEAT EXCHANGER COOLING SYSTEM**

The apparatus shall be equipped with a heat exchanger for supplementary chassis engine cooling during fire pump operations. A manually opened valve, mounted at the operator's panel, shall direct water from the fire pump to the heat exchanger that is mounted in the engine radiator cooling hose. The system shall provide cooling water from the fire pump to circulate around the engine radiator coolant without mixing or coming in direct contact with the engine coolant. The unit shall be installed by the chassis manufacturer and connected to the plumbing system by the fire apparatus manufacturer.

A nameplate label shall be installed on the pump panel noting "engine cooling system" with "on-off" opening directions noted.

**UNDERWRITERS LABORATORIES FIRE PUMP TEST**

The pump shall undergo an Underwriters Laboratories Incorporated test per applicable sections of NFPA standards, prior to delivery of the completed apparatus.

The UL acceptance certificate shall be furnished with the apparatus on delivery.

**FIRE PUMP TEST LABEL**

A fire pump performance and rating label shall be installed on the fire apparatus pump panel. The label shall denote levels of pump performance and testing completed at factory. These shall include GPM at net pump pressure, RPM at such level, and other pertinent data as required by applicable NFPA standards. In addition, the pressure control device, tank to pump flow tests, and other required testing shall be completed.

In addition, the entire pump, suction and discharge passages shall be hydrostatically tested to a pressure as required by applicable NFPA standards. The pump shall be fully tested at the pump manufacturer's factory to the performance specifications as outlined by applicable NFPA standards. Pump shall be free from objectionable pulsation and vibration.

If applicable, the fire pump shall be tested and rated as follows:

- 100% of rated capacity at 150 pounds net pressure.
- 70% of rated capacity at 200 pounds net pressure.
- 50% of rated capacity at 250 pounds net pressure.
- 100% or rated capacity at 165 pounds net pressure.

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**HIGH ALTITUDE FIRE PUMP TEST**

The pump shall be capable of flowing full pump rating at a higher than standard altitude. The altitude for the delivered apparatus shall be: 5500 feet above sea level.

**LEFT SIDE – 2-1/2" GATED INTAKE**

One (1) 2-1/2" gated suction intake shall be installed on left side pump panel to supply the fire pump from an external water supply. The control valve shall be a quarter turn ball valve and shall have 2-1/2" NST female thread of chrome plated brass.

The intake shall be equipped with a ¾" drain and bleeder valve. A nameplate label and removable screen shall be installed.

An Innovative Controls ¾" cast bronze quarter-turn drain/bleeder valve shall be installed. The valve shall be complete with a chrome plated bronze ball, reinforced teflon seals, and blow-out proof stem rated to 600 PSI. A chrome plated zinc handle shall be provided on each drain valve complete with a recessed ID label provision. The handle shall lift to open and push down to close.

One (1) 2-1/2" chrome plated plug shall be provided. The threads shall be NST and the plug shall be equipped rocker lugs and chain or cable securement.

The valve shall be an Akron 8000 Series two and one half-inch (2-1/2") valve with a stainless ball.

The valve shall be equipped with one (1) manually operated, swing-type manual control located adjacent the intake. The valve shall be equipped with a color-coded name plate.

**RIGHT SIDE – 2-1/2" GATED INTAKE**

One (1) 2-1/2" gated suction intake shall be installed on right side pump panel to supply the fire pump from an external water supply. The control valve shall be a quarter turn ball valve and shall have 2-1/2" NST female thread of chrome plated brass.

The intake shall be equipped with a ¾" drain and bleeder valve. A nameplate and removable screen shall be installed.

An Innovative Controls ¾" cast bronze quarter-turn drain/bleeder valve shall be installed. The valve shall be complete with a chrome plated bronze ball, reinforced teflon seals, and blow-out proof stem rated to 600 PSI. A chrome plated zinc handle shall be provided on each drain valve complete with a recessed ID label provision. The handle shall lift to open and push down to close.

One (1) 2-1/2" chrome plated plug shall be provided. The threads shall be NST and the plug shall be equipped rocker lugs and chain or cable securement.

The valve shall be an Akron 8000 Series two and one half-inch (2-1/2") valve with a stainless ball.

The valve shall be equipped with one (1) manually operated, swing-type manual control located adjacent the intake. The valve shall be equipped with a color-coded name plate.

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TWO (2) 1-1/2" CROSSLAY DISCHARGES

Two (2) pre-connect 1-3/4" hose crosslays shall be installed over pump enclosure, with quarter turn 2" diameter ball valves. The outlets shall be a 2" NPT female swivel x 1-1/2" male NST hose threads.

The crosslay hosebeds shall have smooth aluminum sides. The hosebed decking shall be constructed with slots integrated into the hosebed floor.

Each hosebed shall provide for a minimum capacity of 200 feet of 1-3/4" diameter double jacket hose with nozzle, for hose provided by the fire department.

The crosslays shall be single stack stacks and as low as possible.

An Innovative Controls ¾" cast bronze quarter-turn drain/bleeder valve shall be installed. The valve shall be complete with a chrome plated bronze ball, reinforced teflon seals, and blow-out proof stem rated to 600 PSI. A chrome plated zinc handle shall be provided on each drain valve complete with a recessed ID label provision. The handle shall lift to open and push down to close.

The specified valve shall be an Akron 8000 Series two-inch (2") valve with a stainless ball.

Two (2) manually operated pull rod, with air craft cable control, shall be provided on the specified discharge. The handle shall be equipped with a color-coded nameplate label.

The aircraft cable that is used to control the valve shall be furnished with 7/8” bulkhead both ends, 5/16” threaded ends and will also require a 5/16” swivel u-joint that unhooks from the ball valve. This cable will be used for ease of maintenance and operation.

Two (2) 2-1/2" Noshok discharge pressure gauges (-30-400 PSI) shall be provided. The face of the gauge shall be a WHITE dial with black letters. The gauges will be located on the pump instrument panel.

CROSSLAY HINGED COVER WITH END FLAPS

The crosslay hosebed shall be equipped with a single aluminum diamond plate hinged cover with vinyl end flaps with hook & loop fasteners. The cover shall have rubber bumpers, latching devices, and lift up handle on each end of the cover.

CROSSLAY HOSE BED TRIM

The crosslay hosebed shall be equipped anodized aluminum angle overlays, one on each end of the hosebed.

CROSSLAY HOSEBEDS

Crosslay discharges shall be "LOW MOUNTED" above the lower pump panel. The body manufacturer shall denote in the specifications and proposal drawings.

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**LEFT SIDE PUMP PANEL – 2-1/2" DISCHARGES**

Two (2) 2-1/2" discharges shall be installed on the left side pump panel area and shall be controlled by a quarter turn ball valve. The discharge shall have 2-1/2" NST male hose threads. A color coded nameplate label shall be provided adjacent the control handle.

An Innovative Controls ¾" cast bronze quarter-turn drain/bleeder valve shall be installed. The valve shall be complete with a chrome plated bronze ball, reinforced teflon seals, and blow-out proof stem rated to 600 PSI. A chrome plated zinc handle shall be provided on each drain valve complete with a recessed ID label provision. The handle shall lift to open and push down to close.

Two (2) chrome plated elbow with rocker lugs shall be provided with 2-1/2" NST swivel female x 2-1/2" NST male hose threads.

Two (2) 2-1/2" NST rocker lug chrome plated vented cap and cable or chain securement shall be provided.

The specified valve shall be an Akron 8000 Series two and one half-inch (2-1/2") valve with a stainless ball.

The valve controls shall be sealed lever banks with aircraft cable controls. The lever banks shall be locking with a polished finish. They shall have a 6" stroke for ease of operation.

The aircraft cable that is used to control the valve from the lever bank shall be furnished with 7/8" bulkhead both ends, 5/16" threaded ends and will also require a 5/16" swivel u-joint that unhooks from the ball valve. This cable will be used for ease of maintenance and operation.

The lever bank bell cranks shall be enclosed in an aluminum box that is attached below the pump operator's control panel.

The aluminum box shall be weather tight so that dust is not allowed to enter the command center of the apparatus through the top control pump panel.

Two (2) 2-1/2" Noshok discharge pressure gauges (-30-400 PSI) shall be provided. The face of the gauge shall be a **WHITE** dial with black letters. The gauges will be located on the pump instrument panel.

**RIGHT SIDE PUMP PANEL – 2-1/2" DISCHARGE**

One (1) 2-1/2" discharge shall be installed on the right side pump panel area and shall be controlled by a quarter turn ball valve. The discharge shall have 2-1/2" NST male hose threads. A color coded nameplate label shall be provided adjacent the control handle.

An Innovative Controls ¾" cast bronze quarter-turn drain/bleeder valve shall be installed. The valve shall be complete with a chrome plated bronze ball, reinforced teflon seals, and blow-out proof stem rated to 600 PSI. A chrome plated zinc handle shall be provided on each drain valve complete with a recessed ID label provision. The handle shall lift to open and push down to close.

One (1) chrome plated elbow with rocker lugs shall be provided with 2-1/2" NST swivel female x 2-1/2" NST male hose threads.

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One (1) 2-1/2" NST rocker lug chrome plated vented cap and cable or chain securement shall be provided.

The specified valve shall be an Akron 8000 Series two and one half-inch (2-1/2") valve with a stainless ball.

The valve controls shall be sealed lever banks with aircraft cable controls. The lever banks shall be locking with a polished finish. They shall have a 6" stroke for ease of operation.

The aircraft cable that is used to control the valve from the lever bank shall be furnished with 7/8" bulkhead both ends, 5/16" threaded ends and will also require a 5/16" swivel u-joint that unhooks from the ball valve. This cable will be used for ease of maintenance and operation.

The lever bank bell cranks shall be enclosed in an aluminum box that is attached below the pump operator’s control panel.

The aluminum box shall be weather tight so that dust is not allowed to enter the command center of the apparatus through the top control pump panel.

One (1) 2-1/2" Noshok discharge pressure gauges (-30-400 PSI) shall be provided. The face of the gauge shall be a WHITE dial with black letters. The gauges will be located on the pump instrument panel.

**RIGHT SIDE PUMP PANEL -- 3" x 4" DISCHARGE**

One (1) 3" discharge shall be installed on the right side pump panel area and shall be controlled by a full flow 3" slow-close quarter turn ball valve. The discharge shall have 4" NST male hose threads. A color coded nameplate label shall be provided adjacent the control handle.

An Innovative Controls 3/4" cast bronze quarter-turn drain/bleeder valve shall be installed. The valve shall be complete with a chrome plated bronze ball, reinforced teflon seals, and blow-out proof stem rated to 600 PSI. A chrome plated zinc handle shall be provided on each drain valve complete with a recessed ID label provision. The handle shall lift to open and push down to close.

One (1) lightweight aluminum elbow with 30 degree slant shall be provided. Threads shall be 5" Storz with lugs and manual locks x 4" female swivel NST with rocker lugs.

One (1) 5" lightweight aluminum Storz cap with cable or chain securement shall be provided.

The specified valve shall be an Akron 8000 Series three-inch (3") valve with a stainless ball.

The valve controls shall be sealed lever banks with aircraft cable controls. The lever banks shall be locking with a polished finish. They shall have a 6" stroke for ease of operation.

The aircraft cable that is used to control the valve from the lever bank shall be furnished with 7/8" bulkhead both ends, 5/16" threaded ends and will also require a 5/16" swivel u-joint that unhooks from the ball valve. This cable will be used for ease of maintenance and operation.

The lever bank bell cranks shall be enclosed in an aluminum box that is attached below the pump operator’s control panel.

The aluminum box shall be weather tight so that dust is not allowed to enter the command center of the apparatus through the top control pump panel.

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One (1) 2-1/2" Noshok discharge pressure gauges (-30-400 PSI) shall be provided. The face of the gauge shall be a **WHITE** dial with black letters. The gauges will be located on the pump instrument panel.

#### REAR LEFT SIDE – 2-1/2" DISCHARGE

One (1) 2-1/2" discharge shall be installed on the left side rear panel of the apparatus body and shall be controlled by a quarter turn ball valve on the pump panel. The discharge shall have 2-1/2" NPT x 2-1/2" NST male hose threads. The outlet shall be equipped with an engraved nameplate label shall be installed adjacent the valve control handle.

An **Innovative Controls** ½" cast bronze quarter-turn drain/bleeder valve shall be installed. The valve shall be complete with a chrome plated bronze ball, reinforced teflon seals, and blow-out proof stem rated to 600 PSI. A chrome plated zinc handle shall be provided on each drain valve complete with a recessed ID label provision. The handle shall lift to open and push down to close.

One (1) chrome plated elbow with rocker lugs shall be provided with 2-1/2" NST swivel female x 2-1/2" NST male hose threads.

One (1) 2-1/2" NST rocker lug chrome plated vented cap and cable or chain securement shall be provided.

The specified valve shall be an **Akron 8000 Series** two and one half-inch (2-1/2") valve with a stainless ball.

The valve controls shall be sealed lever banks with aircraft cable controls. The lever banks shall be locking with a polished finish. They shall have a 6" stroke for ease of operation.

The aircraft cable that is used to control the valve from the lever bank shall be furnished with 7/8" bulkhead both ends, 5/16" threaded ends and will also require a 5/16" swivel u-joint that unhooks from the ball valve. This cable will be used for ease of maintenance and operation.

The lever bank bell cranks shall be enclosed in an aluminum box that is attached below the pump operator’s control panel.

The aluminum box shall be weather tight so that dust is not allowed to enter the command center of the apparatus through the top control pump panel.

One (1) 2-1/2" Noshok discharge pressure gauges (-30-400 PSI) shall be provided. The face of the gauge shall be a **WHITE** dial with black letters. The gauges will be located on the pump instrument panel.

#### 3" MONITOR DISCHARGE

One (1) 3" discharge shall be piped to the area over the pump enclosure with 3" NPT male threads provided. The pipe shall be equipped with Victaulic couplings (if necessary) and shall be properly secured to prevent movement when a monitor or deck gun is attached. The quarter turn ball valve shall be controlled on pump panel.

A color coded nameplate label shall be provided adjacent the valve control handle.

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An Innovative Controls ¾” cast bronze quarter-turn drain/bleeder valve shall be installed. The valve shall be complete with a chrome plated bronze ball, reinforced teflon seals, and blow-out proof stem rated to 600 PSI. A chrome plated zinc handle shall be provided on each drain valve complete with a recessed ID label provision. The handle shall lift, to open and push down, to close.

The specified valve shall be an Akron 8000 Series three-inch (3”) valve with a stainless ball.

The valve controls shall be sealed lever banks with aircraft cable controls. The lever banks shall be locking with a polished finish. They shall have a 6” stroke for ease of operation.

The aircraft cable that is used to control the valve from the lever bank shall be furnished with 7/8” bulkhead both ends, 5/16” threaded ends and will also require a 5/16” swivel u-joint that unhooks from the ball valve. This cable will be used for ease of maintenance and operation.

The lever bank bell cranks shall be enclosed in an aluminum box that is attached below the pump operator’s control panel.

The aluminum box shall be weather tight so that dust is not allowed to enter the command center of the apparatus through the top control pump panel.

One (1) 2-1/2” Noshek discharge pressure gauges (-30-400 PSI) shall be provided. The face of the gauge shall be a WHITE dial with black letters. The gauges will be located on the pump instrument panel.

FOAM SYSTEM-DIRECT INJECTION

Fire Research TurboFoam model TFC200 direct injection foam proportioning system shall be installed. The system kit shall include a control module, a foam concentrate pump assembly with an electric motor, and a discharge flow sensor with mount, check valves, foam concentrate strainer, cables, and instruction plates including operations, system diagram, and specifications.

The microprocessor controlled system shall automatically maintain a selected foam percent mixture at the pump discharge regardless of water flow fluctuations. It shall monitor the water flow through the discharge and control the flow rate of foam concentrate from the foam tank. The pump shall inject concentrate under pressure into the discharge side of the pump to create the correct foam solution. Discharge flow rate and foam concentrate percent shall be displayed. Total water and total foam concentrate flow shall be displayed with the push of a button.

The control module shall be panel mounted, waterproof, and have dimensions not to exceed 4 7/8" high by 4 7/8" wide by 2 1/4" deep. The push button controls, digital discharge flow rate, foam percent, and message displays shall be located on the front of the control module. A USB port shall be accessed from the rear.

The system shall provide the following capabilities:

- Foam concentrate pump: 2.6 GPM
- Maximum injection pressure: 400 PSI

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<tr>
<th>Foam Program</th>
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<td>0.1 to 1.0%</td>
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The foam pump assembly shall have an overall length less than 19 1/2", width less than 10", and a height less than 8 7/8”. The components of the assembly shall be mounted to a base and include a pump.

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control box, a pump with an electric motor, a pressure relief valve, and a calibration bypass valve. The pump shall be a triplex plunger pump constructed of a die-cast body with cooling fins, a forged brass head, solid ceramic plungers, and Viton seals. The pump shall have a custom electric wash guard motor specifically designed for wet environments. The 1/2 hp pump motor shall operate at 12 volts DC and draw 55 amps.

**FOAM SYSTEM CHECK VALVE INJECTOR**

A Fire Research TurboFoam 3/4" foam tank check valve shall be installed.

**FOAM SYSTEM DISCHARGE CHECK VALVE ASSEMBLY**

A Fire Research TurboFoam discharge check valve assembly that includes a flow sensor, water way check valve, a check valve injector, and a drain shall be installed. It shall fit a 3" discharge pipe.

**FOAM SYSTEM**

A Fire Research TurboFoam side mount tank float switch shall be installed.

**1" FOAM TANK CONTROL — CLASS A**

One (1) Class A foam tank shall be plumbed with 1" valve and corrosion resistant hose from the foam tank to the foam inlet of the foam system. The manually opened valve shall be provided behind the pump panel with a label.

**INTEGRAL CLASS A FOAM TANK — 20 GALLON**

One (1) twenty (20) gallon Class A foam tank shall be installed within the water tank. The non-corrosive foam tank shall meet applicable sections of NFPA standards. The foam concentrate tank shall be provided with sufficient wash partitions so that the maximum dimension perpendicular to the plane of any partition shall not exceed 36 inches. The swash partition(s) shall extend from wall to wall and cover at least 75 percent of the area of the plane of the partition.

The foam concentrate tank shall be provided with a fill tower or expansion compartment having a minimum area of 12 square inches and having a volume of not less than 2 percent of the total tank volume. The fill tower opening shall be protected by a completely sealed air-tight cover. The cover shall be attached to the fill tower by mechanical means. The fill opening shall be designed to incorporate a 1/4 inch removable screen and shall be located so that foam concentrate from a five (5) gallon container can be dumped directly to the bottom of the tank to minimize aeration without the use of funnels or other special devices.

The foam tank fill tower shall be equipped with a pressure/vacuum vent that enables the tank to compensate for changes in pressure or vacuum when filling or withdrawing foam concentrate from the tank. The pressure/vacuum vent shall not allow atmospheric air to enter the foam tank except during operation to compensate for thermal fluctuations. The vent shall be protected to prevent foam concentrate from escaping or directly contacting the vent at any time. The vent shall be of sufficient size to prevent tank damage during filling or foam withdrawal.
A color coded label or visible permanent marking that reads "FOAM TANK FILL" shall be placed at or near any foam concentrate tank fills opening. A label shall be placed at or near any foam concentrate tank fill opening that specifies the type of foam concentrate the system is designed to use. Any restrictions on the types of foam concentrate that can be used with the system shall also be stated, and a warning message that reads "WARNING: DO NOT MIX BRANDS AND TYPES OF FOAM."

The foam concentrate tank outlet connection shall be designed and located to prevent aeration of the foam concentrate and shall allow withdrawal of 80 percent of the foam concentrate tank storage capacity under all operating conditions with the vehicle level.

**FOAM TANK DRAIN – UNDER TANK**

The foam tank shall have one (1) 1" gate valve drain provision installed.

**CLASS A FOAM TANK GAUGE**

One (1) Fire Research TankVision model WLA260-A00 foam tank indicator kit shall be installed at the operator's panel. The kit shall include an electronic indicator module, a pressure sensor, a 10-ft sensor cable and a tank vent. The indicator shall show the volume of Class A foam concentrate in the tank on nine (9) easy to see super bright LEDs. A wide view lens over the LEDs shall provide for a viewing angle of 180 degrees. The indicator case shall be waterproof, manufactured of aluminum, and have a distinctive green label.

The program features shall be accessed from the front of the indicator module. The program shall support self-diagnostics capabilities, self-calibration, and a datalink to connect remote indicators. Low foam warnings shall include flashing LEDs at 1/4 tank, down chasing LEDs when the tank is almost empty, and an output for an audio alarm.

The indicator shall receive an input signal from an electronic pressure sensor. The sensor shall be mounted from the outside of the foam tank near the bottom. No probe shall be placed on the interior of the tank. The foam tank vent shall be installed on the foam fill tower. Wiring shall be weather resistant and have automotive type plug-in connectors.

**CAB MOUNTED CLASS A FOAM TANK GAUGE**

One (1) Fire Research TankVision model WLA265-A00 miniature foam tank indicator shall be installed in the cab. The indicator shall show the volume of Class A foam concentrate in the tank on five (5) easy to see super bright LEDs. A wide view lens over the LEDs shall provide for a viewing angle of 180 degrees. The indicator case shall be manufactured of aluminum and have a distinctive green label.

The miniature indicator shall receive input information over a single wire from a Fire Research TankVision model WLA260-A00 tank primary indicator.

**FOAM SYSTEM DESIGN AND PERFORMANCE REQUIREMENTS**

The proportioning system shall be capable of proportioning foam concentrate in accordance with the foam concentrate manufacturer's recommendations for the type of foam concentrate used in the system over the system's design range of flow and pressures. The foam proportioning system water flow
SPECIFICATIONS

characteristics and the range of proportioning ratio shall be specified as noted herein. The latest foam system shall be in compliance with applicable NFPA standards as it relates to this specified system.

Plumbing and Strainer

The foam concentrate supply line shall be non-collapsible. A means shall be provided to prevent water back flow into the foam proportioning system and the foam concentrate storage tank.

A strainer or filter shall be provided on the foam concentrate supply side of the foam proportioner to prevent any debris that might affect the operation of the foam proportioning system from entering the system. The strainer assembly shall consist of a removable straining element, housing, and retainer. The strainer assembly shall allow full flow capacity of the foam supply line.

Flushing

A foam concentrate system flush line shall be provided as required by the foam system manufacturer. A means shall be provided in the flush line to prevent water backflow into the foam concentrate tank or water tank during the flushing operation.

Foam System Controls

The foam proportioning system operating controls shall be located at or near the pump operator’s position and shall be clearly identified. Foam proportioning system shall be provided with accessible controls to completely flush the system with water according to the manufacturer’s instructions.

Labels and Instructions

An instruction plate shall be provided for the foam proportioning system that include, at a minimum, piping schematic of the system and basic operating instructions. Labels that are marked clearly with the identification and function shall be provided for each control, gauge, and indicator related to the foam proportioning system.

A label shall be provided on the pump operator’s panel that identifies the type of foam concentrate that the foam proportioning system is designed to use. It shall also state the minimum/maximum foam proportioning rate at the minimum/maximum foam proportioning rated system flow and pressure.

Two (2) copies of an operations and maintenance manual shall be provided. They shall include a complete diagram of the system together with operating instructions and details outlining all recommended maintenance procedures.

Foam System Testing

The accuracy of the foam proportioning system shall be certified by the foam equipment manufacturer and also tested by the installer prior to delivery of the apparatus in compliance to NFPA standards.

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APPARATUS BODY SPECIFICATIONS

SIDE MOUNT PUMP ENCLOSURE

The side mount pump enclosure shall be attached to the front of the body using heavy grade fasteners. The enclosure shall be constructed out of formed aluminum and the outside covered with black thermoplastic.

The pump suction and discharge outlets are to be located on the pump panel between the cab and front of body. The fire pump, valves and controls shall be accessible for service and maintenance as required by applicable sections of NFPA standards. The width of this pump panel area shall not exceed 24". No Exceptions.

The pump operator's control panel shall be located in the driver's side front compartment and shall be totally enclosed. The pump operator's panel will be located in the forward area of this compartment and shall be no more than 30" wide. No discharge outlets or pump inlets shall be located on the pump operator’s panel.

The pump control panel shall be designed and organized to make operation easy and efficient. The lower section of the control panel shall include the valve controls with a pressure gauge above and adjacent to the related control valve. The middle section shall include additional valve controls, switches, primer control, drain controls and instruction labels. The upper area shall include the pressure governor control panel, water tank level gauge and other instructional labels.

The upper area of the control panel shall have a hinged door with latches to provide access to the pump area.

The following controls and equipment shall be provided on the pump operators control panel:

- Auto Primer.
- Pressure governor control device
- Fire pump and engine instruments.
- All discharge valve controls
- Tank fill control.
- Tank suction control.
- Water tank level gauge.
- Pump panel light switches

SIDE MOUNT PUMP ENCLOSURE

All pump suction and discharge controls are to be mounted on the driver side pump operator's panel so as to permit operation of the pump from a central location. The control panel shall be located at the front of the apparatus body, on the left side. Panel shall house pressure gauge and controls for the pump, including throttle if specified. Panel shall have an anodized aluminum shield with adequate illumination for nighttime operation. The lights shall be controlled by the operator's panel light switch. The valve controls shall be neatly arranged for access and visibility. All controls shall be clearly marked with permanent type labels and color-coded. The electrical wiring and all gauge lines shall be properly tie wrapped to prevent kinking or cutting of the lines.

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Bidder Complies

Yes  No
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The following controls and equipment shall be provided on the pump panel or within the pump enclosure:

- Primer.
- Pump and plumbing area service lights.
- Pressure control device and throttle control.
- Fire pump and engine instruments.
- Pump intakes and discharge controls.
- Master intake and discharge gauges.
- Tank fill control.
- Tank suction control.
- Water tank level gauge.
- Pump panel lights.

OPEN DUNNAGE COMPARTMENT -- OVER PUMP ENCLOSURE

One (1) open compartment shall be located on the top of the pump module. The compartment will be constructed as large as space permits with removable slip resistance floor material or decking in the base of the compartment.

LEFT SIDE RUNNING BOARD -- SIDE MOUNT PANEL

The left side mount pump panel shall be equipped with side running board. The running board will extend along the width of the pump enclosure from the forward end of the body module to behind the chassis cab.

The running board shall be constructed of aluminum tread plate, bolted in place with stainless steel fasteners. The step surfaces shall be in compliance with applicable sections of NFPA requirements.

HOSEWELL COMPARTMENT -- LEFT SIDE RUNNING BOARD

One (1) hose well shall be recessed in the left side running board of the apparatus pump panel. The hose well shall be constructed of aluminum treadplate material and shall be provided with drain holes drilled in each bottom corner with plastic grating on the floor.

The hose and couplings shall be secured in compliance to applicable NFPA standards.

Capacity for the following purchaser supplied hose:

The capacity of the hose well shall be 75' of 1-3/4" DJ fire hose and nozzle.

HOSE WELL SECUREMENT

There shall be two (2) Velcro straps provided for the securement of the hose in the running board hose well.

RIGHT SIDE RUNNING BOARD -- SIDE MOUNT PANEL

The right side mount pump panel shall be equipped with side running board. The running board will extend along the width of the pump enclosure from the forward end of the body module to behind the chassis cab.

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The running board shall be constructed of aluminum tread plate, bolted in place with stainless steel fasteners. The step surfaces shall be in compliance with applicable sections of NFPA requirements.

PUMP ENCLOSURE ACCESS DOOR -- RIGHT SIDE UPPER

A pump panel access door shall be provided on the upper right side of the side mount pump enclosure. The access door shall be approximately 18" high and as wide as possible. The door shall be constructed of black thermoplastic covered aluminum with push button type latches.

ENCLOSED FRONT PUMP PANEL

A fixed panel shall be installed on the front of the pump enclosure of the apparatus. The panel shall be constructed of aluminum tread plate and be fastened to the pump enclosure with stainless steel bolts and nut-serts. The front panel along with the specified heat pan shall provide additional heat within the pump house.

PUMP PANEL -- SIDE MOUNT

The pump operator's panel, along with the lower left hand and right hand pump panels shall be constructed of black thermoplastic coating aluminum material and be fastened to the pump enclosure with 1/4" stainless steel bolts.

The instrument area shall have a stainless steel continuous hinge that shall swing for easy access to gauges.

LEFT SIDE PUMP PANEL -- BOLTED

The pump panel installed on the left hand side of the pump enclosure shall be fastened to the pump enclosure with 1/4" stainless steel bolts.

RIGHT SIDE PUMP PANEL -- BOLTED

The pump panel installed on the right hand side of the pump enclosure shall be fastened to the pump enclosure with 1/4" stainless steel bolts.

PUMP PANEL COLOR TRIM PANELS

Innovative Controls intake and discharge trim rings shall be installed to the apparatus with mounting bolts. These bezel assemblies will be used to identify intake and discharge ports with color and verbiage. These trim rings are designed and manufactured to withstand the specified apparatus service environment and shall be backed by a warranty equal to that of the exterior paint and finish. The specified assemblies feature a chrome-plated panel-mount bezel with durable UV resistant polycarbonate inserts. These UV resistant polycarbonate graphic inserts shall be sub-surface screen printed to eliminate the possibility of wear and protect the inks from fading. All insert labels shall be backed with 3M permanent adhesive (200MP), which meets UL969 and NFPA standards.

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PUMP ENCLOSURE HEAT PAN

A removable casing constructed of galvanized steel, completely enclosing the underside of the pump compartment and heated by the engine exhaust shall be provided. The heat pan assembly shall include individual panels that can be easily removed from there mounting locations. The two outer slide-out panels shall be bolted in place.

LABELS

Safety, information, data, and instruction labels for apparatus shall be provided and installed at the operator’s instrument panel.

The labels shall include rated capacities, pressure ratings, and engine speeds as determined by the certification tests. The no-load governed speed of the engine, as stated by the engine manufacturer, shall also be included.

The labels shall be provided with all information and be attached to the apparatus prior to delivery.

COLOR CODED PUMP PANEL LABELING AND NAMEPLATES

Discharge and intake valve controls shall be color coded in compliance to guidelines of applicable sections of NFPA standards.

Innovative Controls permanent type nameplates and instruction panels shall be installed on the pump panel for safe operation of the pumping equipment and controls.

MIDSHIP PUMP PANEL LIGHTS -- LEFT SIDE

Three (3) Weldon #2631 or equal LED lights with clear lenses shall be installed under an instrument panel light hood on the left side pump panel. The lights shall be controlled by a switch located on the operator’s instrument panel.

MIDSHIP PUMP PANEL LIGHTS -- RIGHT SIDE

Two (2) Weldon #2631 or equal LED lights with clear lenses shall be installed under an instrument panel light hood on the right side pump panel. The lights shall be controlled by a switch located on the operator’s instrument panel.

PUMP PANEL LIGHTS

One (1) pump panel light shall be illuminated at the time the fire pump is engaged into operation. The remaining lights shall be controlled by a switch located on the operator’s instrument panel.

MASTER DISCHARGE AND INTAKE GAUGES

Two (2) 4" diameter Noshok discharge pressure and intake gauges (30"-0-600 PSI) shall be provided. The face of the gauge shall be a WHITE dial with black letters. The gauges will be located on the pump instrument panel.

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The master gauges shall have clear scratch resistant molded crystals with captive O-ring seals shall be used to ensure distortion free viewing and to seal the gauge. The gauges shall be filled with a synthetic mixture to dampen shock and vibration, lubricate the internal mechanisms, prevent lens condensation and ensure proper operation from -40°F to +160°F. Each gauge shall exceed ANSI B40.1 Grade A requirements with an accuracy of +/- 1.5% full scale and include a size appropriate phosphorous bronze bourdon tube with a reinforced lap joint and large tube base to increase the tube life and gauge accuracy. A polished chrome-plated brass bezel shall be provided to prevent corrosion and protect the lens and gauge case.

TEST TAPS

Test taps for pump intake and pump pressure shall be provided on the pump instrument panel and be properly labeled.

WATER TANK GAUGE

One (1) Fire Research TankVision model WLA200-A00 tank indicator kit shall be installed on the pump panel. The kit shall include an electronic indicator module, a pressure sensor, and a 10' sensor cable. The indicator shall show the volume of water in the tank on nine (9) easy to see super bright LEDs. A wide view lens over the LEDs shall provide for a viewing angle of 180 degrees. The indicator case shall be waterproof, manufactured of aluminum, and have a distinctive blue label.

The program features shall be accessed from the front of the indicator module. The program shall support self-diagnostics capabilities, self-calibration, and a datalink to connect remote indicators. Low water warnings shall include flashing LEDs at 1/4 tank, down chasing LEDs when the tank is almost empty, and an output for an audio alarm.

The indicator shall receive an input signal from an electronic pressure sensor. The sensor shall be mounted from the outside of the water tank near the bottom. No probe shall place on the interior of the tank. Wiring shall be weather resistant and have automotive type plug-in connectors.

CAB MOUNTED WATER TANK GAUGE

One (1) Fire Research TankVision model WLA205-A00 miniature tank indicator shall be installed in the chassis cab. The indicator shall show the volume of water in the tank on five (5) easy to see super bright LEDs. A wide view lens over the LEDs shall provide for a viewing angle of 180 degrees. The indicator case shall be manufactured of aluminum and have a distinctive blue label.

WATER TANK LEVEL LIGHTS

Two (2) Whelen PS-TANK vertically mounted LED lights shall be installed one each side of the apparatus to allow for monitoring the water tank level from a distance.

They shall be configured as follows:

- **GREEN** - Position 1 indicates FULL
- **BLUE** - Position 2 indicates 3/4
- **AMBER** - Position 3 indicates 1/2

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- **RED** - Position 4 indicates 1/4

Each light shall remain illuminated until the water level drops below full 3/4, 1/2, or 1/4 levels. When the level drops below 1/4 the RED light will flash to indicate an empty tank. The Whelen PS-TANK water tank level lights shall be controlled with a Fire Research Corporation TankVision remote driver.

**AIR HORN PUSH-BUTTON**

One (1) push button with a label shall be installed on the pump instrument panel to operate the air horns.

**WATER TANK - 750 GALLON**

The apparatus shall be equipped with a seven-hundred-fifty (750) gallon polypropylene water tank. The tank shall be equipped with a four-inch (4") overflow pipe (a six-inch (6") overflow pipe shall be provided if required by dump valve installation).

**WATER TANK**

The apparatus shall be equipped with a rectangular tank.

**WATER TANK FILL TOWER**

A fill tower measuring approximately 10" x 10" square shall be provided on the water tank up to and including 1500 gallons total capacity.

The apparatus shall be equipped with a polypropylene water tank. The tank body and end bulkheads shall be constructed of .75" thick, polypropylene, nitrogen-welded and tested inside and out. Tank construction shall conform to applicable NFPA standards. The tank shall carry a lifetime warranty.

The transverse and longitudinal .375" thick swash partitions shall be interlocked and welded to each other as well as to the walls of the tank. The partitions shall be designed and equipped with vent holes to permit air and liquid movement between compartments.

The .5" thick cover shall be recessed .375" from the top of the side walls. Hold down dowels shall extend through and be welded to both the covers and the transverse partitions, providing rigidity during fast fill operations. Drilled and tapped holes for lifting eyes shall be provided in the top area of the booster tank.

A combination vent/water fill tower shall be provided at front of the tank. The 0.5" thick polypropylene fill and overflow tower shall be equipped with a hinged lid and a removable polypropylene screen. The overflow tube shall be installed in fill tower and piped with a minimum schedule 40 PVC pipe through the tank.

The water tank sump shall be located in the forward area of the tank. There will be a schedule 40 polypropylene tank suction pipe from the front of the tank to the tank sump. The tank drain and clean out shall be located in the bottom of the tank sump. The sump shall have a minimum 3" threaded outlet on the bottom to be used for a combination clean out and drain.

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The pump to tank refill connection shall be a sized to mate with tank fill discharge line. A deflector shield inside the tank will also be provided.

The tank shall rest on the body cross members in conjunction with such additional cross members, spaced at a distance that would not allow for more than 530 square inches of unsupported area under the tank floor. In cases where overall height of the tank exceeds 40 inches, cross member spacing must be decreased to allow for not more than 400 square inches of unsupported area.

The tank must be isolated from the cross members through the use of hard rubber strips with a minimum thickness and width dimension of 1/4" x 1" and a hardness of approximately 60 durometer. The rubber must be installed so it will not become dislodged during normal operation of the vehicle. Additionally, the tank must be supported around the entire bottom outside perimeter and captured both in the front and rear as well as side to side to prevent tank from shifting during vehicle operation.

A picture frame type cradle mount with a minimum of 2" x 2" x 1/4" mild steel, stainless steel, or aluminum angle shall be provided or the use of corner angles having a minimum dimension of 4" x 4" x 1/4" by 6" high are permitted for the purpose of capturing the tank.

Although the tank is designed on a free floating suspension principle, it is required that the tank have adequate vertical hold down restraints to minimize movement during vehicle operation. If proper retention has not been incorporated into the apparatus hose floor structure, an optional mounting restraint system shall be located on top of the tank, half way between the front and the rear on each side of the tank. These stops can be constructed of steel, stainless steel or aluminum angle having minimum dimensions of 3" x 3" x 1/4" and shall be approximately 6" to 12" long. These brackets must incorporate rubber isolating pads with a minimum thickness of 1/4" inch and a hardness of 60 durometer affixed on the underside of the angle. The angle should then be bolted to the body side walls of the vehicle while extending down to rest on the top outside edge of the upper side wall of the tank.

Hose beds floors must be so designed that the floor slat supports extend full width from side wall to side wall and are not permitted to drop off the edge of the tank or in any way come in contact with the individual covers where a puncture could occur. Tank top must be capable of supporting loads up to 200 lbs. per sq. foot when evenly distributed. Other equipment such as generators, portable pumps, etc. must not be mounted directly to the tank top unless provisions have been designed into the tank for that purpose. The tank shall be completely removable without disturbing or dismantling the apparatus structure.

The tank construction shall include PolyProSeal™ technology wherein a sealant shall be installed between the plastic components prior to being fusion welded. This sealing method shall provide a liquid barrier, offering leak protection in the event of a weld compromise.

The tank shall be equipped with Polychromatic fill towers. The water fill tower shall be blue in color. The foam tank fill towers, if applicable, shall be yellow for foam A and green for foam B and black for any additional foam fill towers.

The water tank shall be certified for the capacity of the water tank prior to delivery of the apparatus. This capacity shall be recorded on the manufacturer's record of construction and the certification shall be provided to the purchaser when the apparatus is delivered.

The tank shall be manufactured by United Plastic Fabricating (UPF).
HOSEBED SINGLE AXLE

The hose bed compartment deck shall be constructed entirely from maintenance-free, extruded aluminum slats. The slats shall have an anodized, radiused ribbed top surface. The slats shall be of widths approximately 3/4" high x 6" wide and shall be welded into a one-piece grid system to prevent the accumulation of water and allow ventilation to assist in drying hose.

The apparatus hose body shall be properly reinforced without the use of angles or structural shapes and free from all projections that might injure the fire hose.

The main apparatus hose body shall run the full length of the apparatus body from behind the pump panel area to the rear face of the body.

The upper rear interior of the hose body on the right and left sides shall be overlaid with brushed stainless steel to protect the painted surface from damage by hose couplings.

HOSE BED STORAGE CAPACITY

The hose bed shall be designed to have a storage capacity for a minimum of 55 cubic feet of fire department supplied fire hose.

The hose bed shall be designed to have storage capacity for twelve (12) 50-ft lengths of 3” Double Jacket fire hose.

The hose bed shall be designed to have storage capacity for eight (8) 100-ft lengths of 5” LDH Single Jacket rubber fire.

ALUMINUM HOSEBED DIVIDER

Two (2) adjustable hosebed dividers constructed of .250” aluminum shall be installed on the apparatus.

POWER OPERATED ALUMINUM HOSEBED COVER

The polished aluminum treadplate hosebed covers extending the full-length and width of the main hosebed shall be equipped with power operated actuators to open the covers. Hosebed covers shall include heavy-duty stops to support them when in the opened position. No Exception

MAIN HOSEBED DIVIDER

One (1) stationary hosebed divider shall be provided in the main hosebed.

The hosebed divider shall be fabricated of 1/4” smooth aluminum sheet stock, pressed into a "T" shaped aluminum extrusion for added strength along the bottom and front edges of the divider.

Divider shall be bolted in place, front and rear, to allow for ease of removal or relocation.

3/16” ALUMINUM BODY

The body shall be fabricated of aluminum extrusions, smooth aluminum sheet and aluminum treadplate.

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The aluminum extrusion alloy shall be 6061 with a temper rating of T6, and have a tensile strength of 45,000 PSI and yield strength of 40,000 pounds. The aluminum extrusions shall 3\" x 3\" aluminum tubing, 1-3/4\" x 3\" aluminum tubing and 3\" x 3\" aluminum angle and specially designed extrusions, up to .250\" wall thickness where applicable.

The smooth aluminum sheet material alloy shall be 5052 with a temper rating of H32, and have a tensile strength of 33,000 PSI and yield strength of 28,000 pounds.

The aluminum treadplate alloy shall be 3003 with a temper rating of H22, and have a tensile strength of 30,000 PSI and yield strength of 28,000 pounds.

The extrusions shall be designed as structural-framing members with the smooth aluminum and treadplate fabricated to form compartments, hosebeds, and floors. All aluminum material shall be welded together using the latest mig spray pulse arc welding system.

Compartment floors shall be of the sweep out design with the floor higher than the compartment door lip and to be water and dust proof. All compartments shall be made to the maximum practical dimensions to provide maximum storage capacity. To ensure maximum storage space, the apparatus shall be constructed without any void spaces between the body and the compartment walls. Double wall construction does not meet this requirement.

All exterior compartments shall have polished aluminum drip moldings installed above the doors where necessary to prevent water from entering the compartments.

Wheel well panels shall be formed aluminum that is welded in place. There shall be no visible bolt heads, retention nuts or fasteners on the exterior surface of the panel. To fully protect the wheel well area from road debris and to aid in cleaning, a full depth radius wheel well liner shall be provided. The frame side of the wheel well area on each side of the opening shall be attached to the frame side of the front and rear compartments. All seams on the frame side of the body shall be welded and caulked to prevent moisture from entering the compartments.

The rear wheel wells shall be radius cut for a streamlined appearance. A fenderette shall be furnished at each rear wheel well opening, held in place with stainless steel fasteners.

FASTENERS

All aluminum and stainless steel components shall be attached using stainless steel fasteners.

Compartment door hinges, handrails and running boards shall be attached using minimum 1/4\" diameter machine bolt fasteners.

3/16\" diameter fasteners shall only be used in nonstructural areas such as; door handles, trim moldings, gauge mounting, etc.

COMPARTMENT FLOORS

The compartment floors shall be constructed of smooth aluminum material, to match the compartment

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interior walls.

**GALVANIZED SUB-FRAME**

The apparatus body subframe shall be constructed entirely of heavy steel structural channel material.

Two full frame lengths, three-inch (3") 3.4 pound per foot longitudinal steel channels shall form the sides of the body subframe and sides of the water tank cradle. Subframe crossmembers shall be fabricated with three inch (3") 3.4 pound per foot heavy steel channel cross members welded to the longitudinal body subframe sides and the full length frame pads.

Two full frame lengths 1/2" x 3" flat steel frame pads shall be attached to the body subframe and rest on top of the chassis frame rails for proper frame weight distribution.

The steel frame pads, longitudinal steel channels and subframe crossmembers shall be attached to the chassis frame rails using heavy "U" bolt fasteners to allow removal of the subframe and body assembly from the chassis. There shall be a barrier provided between the subframe and body to prevent electrolysis.

The rear subframe and lower body platform support members shall be of the "two piece" design, fabricated of 3.4 lb. per foot heavy channel and welded to the full length subframe channel liners at the rear.

A minimum of two rear platform support channels shall be provided and constructed of 3.4 lb. per foot heavy steel material. Each support channel shall have welded in gusset where the support meets the rear subframe rails.

After fabrication the entire subframe assembly shall be hot dip galvanized to prevent corrosion. The hot dip galvanized subframe shall have a lifetime warranty against failure due to corrosion. **No Exception**

This steel subframe shall carry the weight of the apparatus body, tank, water and equipment. This method of apparatus construction gives an excellent strength/weight ratio.

**BODY CONFIGURATION**

The formed apparatus body shall be up to 160" long, reference the drawing for actual body length.

**SINGLE AXLE WHEEL AREA**

For ease of accessibility and maintenance, wheel well panels shall be double break formed painted smooth plate that is welded in place.

To fully protect the wheel well area from road debris and to aid in cleaning, a full depth (minimum of 25") radius wheel well liner shall be provided. Wheel well liner shall be smooth aluminum to prevent corrosion.
SPECIFICATIONS

FENDERETTES

The rear wheel wells shall be radius cut for a streamlined appearance. A polished aluminum fenderette shall be furnished at each rear wheel well opening, held in place with concealed stainless steel fasteners.

BODY WIDTH

The overall width of the pumper body shall not exceed 96".

COMPARTMENT DEPTH

The side compartments on the pumper body shall have the maximum available height and depth dimensions. These dimensions shall remain consistent for the full height and depth of the compartment.

HOSEBED WIDTH

The width of the pumper body hosebed shall be 48".

COMPARTMENT HEIGHT

The left side body compartments shall be 63" high.

COMPARTMENT HEIGHT

The right side body compartments shall be 63" high.

ROLL UP DOOR CONSTRUCTION

The roll up door(s) shall be fabricated from aluminum extrusions and be manufactured and assembled in the United States.

The door slats shall be double-wall extrusions with dimensions of 1.366" high x .315" thick. The exterior surface shall be flat and the interior surface concave to deflect loose equipment to prevent the door from jamming. Each slat shall have interlocking end shoes to prevent the slat from moving side to side resulting in binding of the door. Each slat shall be separated by a co-extruded PVC and rubber inner seal to prevent metal to metal contact and minimize dirt and moisture from entering the compartment. The inner seal shall not be visible from the exterior to maintain a clean appearance of door. The slats shall have interlocking joints with a folding locking flange to provide security and prevent penetration by sharp objects.

The track shall be a one (1) piece aluminum assembly that has an attaching flange and finishing flange incorporated into the design that facilitates installation and provides a finished look to the door without additional trim or caulking. A low profile side seal shall be utilized to maximize usable compartment space.

A drip rail designed to prevent water from dripping into the compartment shall be provided. The drip rail shall have a built in replaceable non-contacting seal to eliminate scratching of the surface of the door.

Bottom rail extrusion must have smooth back to prevent loose equipment from jamming the door and have “V” shaped double seal to prevent water and debris from entering the compartment. The door latch system

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shall be a full width one (1) piece lift bar that enables the user to operate with one hand.

The roll mechanism shall have a clip system that connects the curtain slats to the operator drum to allow for easy tension adjustment without tools. A four (4) inch diameter counterbalanced operator drum to shall be incorporated to assist in lifting the door.

ROLL UP DOOR

ROM Tall Bottom Rail adds an additional 1-1/2" clearance between the lift bar and the threshold. The same clean ROM bottom rail look is preserved while providing adequate hand clearance while wearing gloves.

EZ-PULL DOWN STRAPS

Six (6) elastic nylon straps shall be provided and installed on each roll up door. The straps shall be secured to the side wall of the interior compartment in a way that will allow the EZ-Pull strap to contract automatically and tuck inside the compartment when closed to prevent the strap from dangling and hindering closing of the door. When the door is the open position, the straps shall be installed so that they are fully extended as to not interfere with removing items from the compartment. For the ease of locating, the straps shall be bright orange in color.

LEFT FRONT COMPARTMENT

There shall be one (1) full height compartment located ahead of the rear wheels. The compartment shall be equipped with a full height single natural finish roll up door.

The compartment shall be equipped with the following:

One (1) louver with filter shall be installed in the compartment.

The compartment must be 60" wide 23" deep and 63" high. No Exceptions.

ADJUSTABLE SHELVING TRACKS

The compartments shall be equipped with two (2) aluminum adjustable tracks, vertically mounted, that are bolted in place for adjustable shelving and equipment mounting.

ADJUSTABLE SHELVES

Two (2) adjustable shelves shall be constructed of .188" smooth aluminum plate with 1.5" formed vertical lip front & back. Shelf supports on each side to be constructed of .188" aluminum and bolted to an aluminum extrusion (mounted vertically) by use of 3/8" bolts and spring-loaded cam locks. If shelf is longer than 40" a reinforcement by aluminum gusset is to be placed full-length on bottom of shelf.

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COMPARTMENT LIGHTS

Two (2) ROM vertically mounted roll-up compartment LED V3 door lights shall be installed one each side of the door opening. The compartment lights shall be integrated into the roll-up door tracks with the light actuation with the door opening.

The lights shall have a polycarbonate lens to eliminate breakage from impact and eliminate heat buildup.

The compartment light will be controlled by a magnetic "On-Off" switch located on each compartment door.

LEFT OVERWHEEL COMPARTMENT

There shall be one (1) compartment above the rear wheels. The compartment shall be equipped with a single natural finish roll up door.

The compartment shall be equipped with the following:

One (1) louver with filter shall be installed in the compartment.

The compartment must be 52" wide, 23" deep and 35" high. No Exceptions

ADJUSTABLE SHELVING TRACKS

The compartments shall be equipped with two (2) aluminum adjustable tracks, vertically mounted, that are bolted in place for adjustable shelving and equipment mounting.

ALUMINUM ON BACK WALL OF COMPARTMENT

There shall be one (1) 3/16" aluminum panel bolted to the back wall of the compartment for the purpose of mounting equipment. Spacers shall be used to create ½" space between the aluminum mounting panel and the compartment wall.

The aluminum mounting panel shall be mounted in the following compartments:

COMPARTMENT LIGHTS

Two (2) ROM vertically mounted roll-up compartment LED V3 door lights shall be installed one each side of the door opening. The compartment lights shall be integrated into the roll-up door tracks with the light actuation with the door opening.

The lights shall have a polycarbonate lens to eliminate breakage from impact and eliminate heat buildup. The compartment light will be controlled by a magnetic "On-Off" switch located on each compartment door.

LEFT REAR COMPARTMENT

There shall be one (1) full height compartment located behind the rear wheels. The compartment shall be

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SPECIFICATIONS

equipped with a full height single natural finish roll up door.

The compartment shall be equipped with the following:

One (1) louver with filter shall be installed in the compartment.

The compartment must be 48” wide, 23” deep and 63” high. No Exceptions.

ADJUSTABLE SHELVING TRACKS

The compartments shall be equipped with two (2) aluminum adjustable tracks, vertically mounted, that are bolted in place for adjustable shelving and equipment mounting.

ADJUSTABLE SHELVES

Two (2) adjustable shelves shall be constructed of .188” smooth aluminum plate with 1.5” formed vertical lip front & back. Shelf supports on each side to be constructed of .188” aluminum and bolted to an aluminum extrusion (mounted vertically) by use of 3/8” bolts and spring-loaded cam locks. If shelf is longer than 40” a reinforcement by aluminum gusset is to be placed full-length on bottom of shelf.

500# ROLLOUT TRAY

One (1) roll-out equipment tray shall be installed in the compartment. The tray with telescoping slides and cam follower bearings shall be rated to a maximum load of 500 lbs. The tray shall have a gas shock to hold the tray extended or closed. There shall be a lock to prevent movement, when the tray is in the closed position.

The tray shall be formed of .188” smooth aluminum plate, fabricated with two (2) inch sides. Reflective material measuring 1” x 6” shall be installed on each front corner both on the face and side of tray for firefighter safety.

COMPARTMENT LIGHTS

Two (2) ROM vertically mounted roll-up compartment LED V3 door lights shall be installed on each side of the door opening. The compartment lights shall be integrated into the roll-up door tracks with the light actuation with the door opening.

The lights shall have a polycarbonate lens to eliminate breakage from impact and eliminate heat buildup.

The compartment light will be controlled by a magnetic "On-Off" switch located on each compartment door.

RIGHT FRONT COMPARTMENT

There shall be one (1) full height compartment located ahead of the rear wheels. The compartment shall be equipped with a full height single natural finish roll up door.

The compartment shall be equipped with the following:

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SPECIFICATIONS

One (1) louver with filter shall be installed in the compartment.

The compartment must be 60” wide 23” deep and 63” high. No Exceptions.

ADJUSTABLE SHELVING TRACKS

The compartments shall be equipped with two (2) aluminum adjustable tracks, vertically mounted, that are bolted in place for adjustable shelving and equipment mounting.

ADJUSTABLE SHELVES

Two (2) adjustable shelves shall be constructed of .188” smooth aluminum plate with 1.5” formed vertical lip front & back. Shelf supports on each side to be constructed of .188” aluminum and bolted to an aluminum extrusion (mounted vertically) by use of 3/8” bolts and spring-loaded cam locks. If shelf is longer than 40” a reinforcement by aluminum gusset is to be placed full-length on bottom of shelf.

500# ROLLOUT TRAY

One (1) roll-out equipment tray shall be installed in the compartment. The tray with telescoping slides and cam follower bearings shall be rated to a maximum load of 500 lbs. The tray shall have a gas shock to hold the tray extended or closed. There shall be a lock to prevent movement, when the tray is in the closed position.

The tray shall be formed of .188” smooth aluminum plate, fabricated with two (2) inch sides. Reflective material measuring 1” x 6” shall be installed on each front corner both on the face and side of tray for firefighter safety.

COMPARTMENT LIGHTS

Two (2) ROM vertically mounted roll-up compartment LED V3 door lights shall be installed one each side of the door opening. The compartment lights shall be integrated into the roll-up door tracks with the light actuation with the door opening.

The lights shall have a polycarbonate lens to eliminate breakage from impact and eliminate heat buildup.

The compartment light will be controlled by a magnetic "On-Off" switch located on each compartment door.

RIGHT HIGH SIDE COMPARTMENTS

There shall be one (1) compartment above the rear wheels. The compartment shall be equipped with a single natural finish roll up door.

The compartment shall be equipped with the following:

One (1) louver with filter shall be installed in the compartment.

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SPECIFICATIONS

The compartment must be 52" wide, 23" deep and 35" high. No Exceptions

ADJUSTABLE SHELVING TRACKS

The compartments shall be equipped with two (2) aluminum adjustable tracks, vertically mounted, that are bolted in place for adjustable shelving and equipment mounting.

SWING-OUT ALUMINUM TOOL BOARD

One (1) swing-out vertical tool board assembly constructed of .188" smooth aluminum shall be provided with locks for holding it in the "in" and "out" positions.

The tool board shall have a chrome grab handle, for easy access with a gloved hand.

ALUMINUM ON BACK WALL OF COMPARTMENT

There shall be one (1) 3/16" aluminum panel bolted to the back wall of the compartment for the purpose of mounting equipment. Spacers shall be used to create ½" space between the aluminum mounting panel and the compartment wall.

The aluminum mounting panel shall be mounted in the following compartments:

COMPARTMENT LIGHTS

Two (2) ROM vertically mounted roll-up compartment LED V3 door lights shall be installed one each side of the door opening. The compartment lights shall be integrated into the roll-up door tracks with the light actuation with the door opening.

The lights shall have a polycarbonate lens to eliminate breakage from impact and eliminate heat buildup.

The compartment light will be controlled by a magnetic "On-Off" switch located on each compartment door.

RIGHT REAR COMPARTMENT

There shall be one (1) full height compartment located behind the rear wheels. The compartment shall be equipped with a full height single natural finish roll up door.

The compartment shall be equipped with the following:

One (1) louver with filter shall be installed in the compartment.

The compartment must be 48" wide, 23" deep and 63" high. No Exceptions.

ADJUSTABLE SHELVING TRACKS

The compartments shall be equipped with two (2) aluminum adjustable tracks, vertically mounted, that are bolted in place for adjustable shelving and equipment mounting.

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### SPECIFICATIONS

<table>
<thead>
<tr>
<th>Bidder Complies</th>
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<td>Yes</td>
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#### ADJUSTABLE SHELVES

Two (2) adjustable shelves shall be constructed of .188" smooth aluminum plate with 1.5" formed vertical lip front & back. Shelf supports on each side to be constructed of .188" aluminum and bolted to an aluminum extrusion (mounted vertically) by use of 3/8" bolts and spring-loaded cam locks. If shelf is longer than 40" a reinforcement by aluminum gusset is to be placed full-length on bottom of shelf.

#### 500# ROLLOUT TRAY

One (1) roll-out equipment tray shall be installed in the compartment. The tray with telescoping slides and cam follower bearings shall be rated to a maximum load of 500 lbs. The tray shall have a gas shock to hold the tray extended or closed. There shall be a lock to prevent movement, when the tray is in the closed position.

The tray shall be formed of .188" smooth aluminum plate, fabricated with two (2) inch sides. Reflective material measuring 1" x 6" shall be installed on each front corner both on the face and side of tray for firefighter safety.

#### COMPARTMENT LIGHTS

Two (2) ROM vertically mounted roll-up compartment LED V3 door lights shall be installed one each side of the door opening. The compartment lights shall be integrated into the roll-up door tracks with the light actuation with the door opening.

The lights shall have a polycarbonate lens to eliminate breakage from impact and eliminate heat buildup.

The compartment light will be controlled by a magnetic "On-Off" switch located on each compartment door.

#### REAR BODY CONFIGURATION

The rear of the apparatus body shall be of the flat back design.

#### REAR CENTER COMPARTMENT

There shall be one (1) full height compartment located at the rear of the apparatus. The compartment shall be equipped with a full height natural finish roll up door. The compartment shall be open to the rear side compartments, providing a transverse compartment at the rear of the truck.

The compartment shall be equipped with the following:

One (1) louver with filter shall be installed in the compartment.

#### ADJUSTABLE SHELVING TRACKS

The compartments shall be equipped with two (2) aluminum adjustable tracks, vertically mounted, that are bolted in place for adjustable shelving and equipment mounting.

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SPECIFICATIONS

500# ROLLOUT TRAY

One (1) roll-out equipment tray shall be installed in the compartment. The tray with telescoping slides and cam follower bearings shall be rated to a maximum load of 500 lbs. The tray shall have a gas shock to hold the tray extended or closed. There shall be a lock to prevent movement, when the tray is in the closed position.

The tray shall be formed of .188" smooth aluminum plate, fabricated with two (2) inch sides. Reflective material measuring 1" x 6" shall be installed on each front corner both on the face and side of tray for firefighter safety.

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The lights shall have a polycarbonate lens to eliminate breakage from impact and eliminate heat buildup.

The compartment light will be controlled by a magnetic "On-Off" switch located on each compartment door.

REAR STEP - 18" BOLT-ON

An 18" deep step surface shall be provided at the rear of the apparatus body, bolted in place and easily removable for replacement or repair. The tailboard shall be constructed of .188" aluminum diamond plate or equal non-slip surface in compliance with NFPA #1901 standards.

A label shall be provided warning personnel that riding on the rear step while the apparatus is in motion is prohibited.

SLIDE OUT VERTICAL LADDER MOUNTINGS

The ladder shall slide into the right rear of the apparatus, through the right side of the body. The vertically mounted slide in assembly shall be an integral part of the body and accessible through a hinged door.

The hinged door shall be constructed of aluminum treadplate.

INTERNAL FOLDING ATTIC LADDER MOUNTING

An internal mounting shall be provided for the specified folding attic ladder.

LADDER SOURCE

New ground ladders shall be provided by the body builder.
**SPECIFICATIONS**

<table>
<thead>
<tr>
<th>PIKE POLE MOUNTING BRACKET</th>
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<tbody>
<tr>
<td>Two (2) tubes shall be provided for pike pole mounting. The tube shall have a 2&quot; interior diameter and shall be mounted in the ladder tunnel.</td>
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<td>One (1) hard suction hose compartment shall be provided above the body compartments, on the left side. The design shall allow the hose to be individually removed from the rear of the apparatus. The compartment shall be constructed of treadplate material. The hard suction hose compartment shall have a hinged door with push to latch door catches.</td>
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<th>FOLDING STEPS LEFT SIDE FRONT</th>
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<td>Three (3) folding steps of die cast high-strength zinc/aluminum alloy, plated with a superior automotive grade chrome finish shall be provided. The greater than 42 sq. in. serrated non-skid step traction area also offers an oversized non-slip grasp hand-hold. A heavy duty stainless steel spring design firmly holds the step in the open or closed positions. A rubber stop prevents any transit noise and rattles in the closed position. Step lighting shall be from a LED light mounted above the step.</td>
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<td>The step has been third part tested to assure conformance of NFPA 1901 and FHA, 49CFR specifications for stepping surfaces and handhold.</td>
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<td>The step shall be installed on the left side front compartment face.</td>
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The step has been third part tested to assure conformation of NFPA 1901 and FHA, 49CFR specifications for stepping surfaces and handhold.

The step shall be installed on the right side front compartment face.

**FRONT BODY PROTECTION PANELS**

Aluminum tread plate overlays and panels shall be installed on the front of the body compartment from the lower edge to the top of the compartment doors.

**REAR BODY PROTECTION PANELS**

The rear body panels of the body shall be a smooth material, to allow for the proper application and installation of a "Chevron" stripe on the rear.

**REAR INTERMEDIATE STEP**

An intermediate fixed step shall be provided at the rear of the apparatus body, bolted in place and easily removable for replacement or repair. The intermediate step shall be constructed of .188” polished aluminum diamond plate or equal non-slip surface in compliance with NFPA #1901 standards and be approximately 8” deep x 48” wide.

**ACCESS LADDER - EZ CLIMB - LEFT REAR**

There shall be a swing out and down access ladder supplied and installed on the apparatus, for accessing the top of the apparatus. It shall be of an all-aluminum design and shall incorporate treads six (6”) inches deep and no more than eighteen (18”) inches apart. The ground to the first step dimension, on level ground, shall be no more than twenty-four (24”) inches. When in the deployed position the ladder shall have an angle of approximately 75-degrees to facilitate ascending and descending the ladder. The ladder shall be retained in the stowed and deployed position by two (2) gas cylinders and shall not require the use of latches to hold it in position.

**HANDRAIL EZ-CLIMB LADDER**

Two (2) extruded aluminum non-slip handrails with offset brackets shall be installed on the EZ-Climb access ladder, one (1) on each side.

**HANDRAIL BELOW HOSEBED**

One (1) extruded aluminum non-slip handrail, approximately 48” in length, shall be provided and horizontally mounted below the hosebed on the rear of the apparatus.
# Specifications

## Extruded Aluminum Rub Rails

Full body length polished aluminum rub rails shall be bolted in place on the lower right and left body sides. The side rub rails shall be a heavy extruded aluminum "C" channel.

## Wheel Well Provision Location

The wheel well provisions shall be located on the left side of the apparatus, ahead of the rear wheels.

One (1) breathing air cylinder storage compartment shall be provided and located in the rear wheel well of the apparatus body.

The cylinder storage compartment shall be constructed entirely of aluminum. The door assemblies shall be bolted in-place and removable for repair or replacement.

Compartment shall be provided with SCBA cylinder scuff protection. A brushed aluminum door with push button trigger latch shall be provided.

One (1) one-inch (1") wide loop of black webbing shall be installed in each SCBA compartment to prevent the bottle from sliding out of the compartment in case of door failure. The loop shall be mounted, centered in the compartment and shall hang within one-inch (1") of the compartment floor to allow the bottle to pass by the strap when the bottle is placed in the compartment. The strap shall loop over the valve.

## Wheel Well Provision Location

The wheel well provisions shall be located on the left side of the apparatus, behind of the rear wheels.

One (1) breathing air cylinder storage compartment shall be provided and located in the rear wheel well of the apparatus body.

The cylinder storage compartment shall be constructed entirely of aluminum. The door assemblies shall be bolted in-place and removable for repair or replacement.

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## Wheel Well Provision Location

The wheel well provisions shall be located on the right side of the apparatus, ahead of the rear wheels.

One (1) breathing air cylinder storage compartment shall be provided and located in the rear wheel well.

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The cylinder storage compartment shall be constructed entirely of aluminum. The door assemblies shall be bolted in-place and removable for repair or replacement.

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**WHEEL WELL PROVISION LOCATION**

The wheel well provisions shall be located on the right side of the apparatus, behind of the rear wheels.

One (1) breathing air cylinder storage compartment shall be provided and located in the rear wheel well of the apparatus body.

The cylinder storage compartment shall be constructed entirely of aluminum. The door assemblies shall be bolted in-place and removable for repair or replacement.

Compartment shall be provided with SCBA cylinder scuff protection. A brushed aluminum door with push button trigger latch shall be provided.

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**UPPER BODY SIDE COMPARTMENT**

Two (2) upper body compartments shall be provided top of body with dimensions of approximately 90" and 12" to 20" deep.

The compartment shall have a lift-up door installed, constructed of 1/8" aluminum tread plate. The door shall have a stainless steel hinge and dual gas openers. The door opening shall be flanged upward 1" to prevent water from running into compartments when the door is closed. Two (2) heavy duty socket and plunger latches shall be installed to hold the door along with a heavy duty chrome grab handle to lift the door.

The compartment shall be located on the left side of the body.
**SPECIFICATIONS**

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The compartment shall be located on the right side of the body.

**ROOF ACCESS GRAB RAIL**

One (1) grab rail shall be positioned near the upper portion of the roof access ladder to assist with the transition of going from the ladder to the walkway.

**ROOF COMPARTMENT ACCESS WALKWAY**

The walkway area on top of the apparatus body shall be constructed of polished aluminum tread plate and shall be sealed to prevent the entry of moisture. The non-slip surface shall comply with applicable NFPA standards. The deck area, between the roof top compartments shall be reinforced with rectangular tubing or hat sections so that the walkway will support several firefighters without damage or deflection.

A 2' x 2' landing area at the top of the access ladder on the left rear shall be provided for entry into the walkway. The landing area shall be constructed of polished aluminum tread plate and shall be sealed to prevent the entry of moisture. The non-slip surface shall comply with applicable NFPA standards.

**ROOF ACCESS GRAB RAIL**

Two (2) grab rails shall be positioned near the upper portion of the roof access ladder to assist with the transition of going from the ladder to the walkway.

**WALKWAY LIGHT**

Four (4) LED walkway lights shall be installed. The lights shall be installed in upper roof walkway area.
**SPECIFICATIONS**

**APPARATUS PAINT STRIPPING AND LETTERING SPECIFICATIONS**

**BODY PAINT PROCESS**

All bright metal fittings, if unavailable in stainless steel shall be heavily chrome plated. Iron fittings shall be copper plated prior to chrome plating.

All seams shall be caulked, both inside and along the exterior edges, with a urethane automotive sealant to prevent moisture from entering between any body panels.

The body and all parts shall be thoroughly washed with a grease cutting solvent (PPG DX330) prior to any sanding. After the body has been sanded and the weld marks and minor imperfections are filled and sanded, the body shall be washed again with (PPG DX330) to remove any contaminants on the surface.

The first coating to be applied is a pre-treat self-etching primer (PPG DX1787) (.5 to 1.0 dry film build) for maximum adhesion to the body material. The next two to four coats (depending on need) shall be an acrylic urethane primer surfacer (PPG K36). The film build shall be 4-6 mils when dry. The primer surfacer coat, after appropriate dry time, shall be sanded with 320-600 grit sandpaper to ensure maximum gloss of the paint. The last step is the application of at least three coats of PPG DelFleet polyurethane two-component color (single stage). The film build being 2-3 mils dry. The single stage polyurethane, when mixed with component (PPG F3270) catalyst shall provide a UV barrier to prevent fading and chalking.

All products and technicians are certified by PPG every two (2) years.

**APPARATUS COLOR**

The apparatus shall be determined at the pre-construction meeting.

**INTERIOR COMPARTMENT FINISH**

The interior compartment walls shall be coated with a heavy spray on lining material. The compartments shall be cleaned with a wax and grease remover and then caulked with a urethane caulk. The compartments are then sprayed with one coat of epoxy primer, then two to three coats of urethane bed liner. The lining material shall dry to form an impervious one piece covering to protect the compartment interiors from damage. The lining material shall be applied on eight (8) compartments. **No Exceptions**

**INTERIOR COMPARTMENT FINISH**

The lining material shall be grey in color.

**TOUCH-UP PAINT**

One (1) two (2) ounce bottle of touch-up paint shall be furnished with the completed truck at final delivery.

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SIMULATED GOLD LEAF LETTERING

The lettering shall be applied in simulated gold leaf material, shaded in black and encapsulated in clear Mylar.

A quantity of seventy-five (75), four (4) inch letters are to be placed on the cab and on the body as directed by fire department.

REFLECTIVE STRIPING

A 1" x 6" x 1" wide 3M brand Scotchlite reflective multi-stripe shall be affixed to the perimeter of the vehicle. There shall be a 1" gap between each of the stripes. Striping shall conform to applicable NFPA requirements. At least 50% of the perimeter length of each side and width of the rear, and at least 25% of the perimeter width of the front of the vehicle shall have reflective striping.

The striping shall be applied in a large "Z" pattern.

COLOR OF STRIPING MATERIAL

The color of the 3M brand striping material shall be white.

CHEVRON STRIPING

The entire rear portion of the body shall have 3M reflective red and amber striping installed. The chevron style striping shall be applied at a 45-degree upward angle pointing towards the center upper portion of the rear panel.

REFLECTIVE STRIPE

Reflective striping shall be installed on the interior of each chassis door. The lower portion of the doors shall have red and amber Chevron applied to it that matches the rear of the apparatus. A matching reflective stripe shall be applied on the vertical outer edge of the door.
APPARATUS EQUIPMENT SPECIFICATIONS

WHEEL CHOCKS WITH MOUNTS

A pair of Zico Model SAC-44 Quic-Chok folding wheel chocks shall be provided and mounted under the apparatus body with model SQCH-44H horizontal mounting brackets.

ROOF LADDER

One (1) Alco-Lite Model PRL-14, 14 foot aluminum roof ladder with folding steel roof hooks on one end and rubber safety shoes on the other end shall be provided on the apparatus. The ladder shall meet or exceed all latest NFPA Standards.

EXTENSION LADDER

One (1) Alco-Lite Model PEL-24, 24 foot two (2) section aluminum extension ladder shall be provided on the apparatus. The ladder shall meet or exceed latest NFPA standards.

FOLDING ATTIC LADDER

One (1) Alco-Lite Model FL-10, 10 foot folding aluminum attic ladder shall be provided. The ladder shall meet or exceed all the latest NFPA Standards.

PIKE POLES

All NFPA required pike poles will be supplied and installed by the manufacturer before the apparatus is placed into service.

PIKE POLE

One (1) 8' pike pole with round handle shall be provided. The pike pole shall be of fiberglass construction.

PIKE POLE

One (1) 10' pike pole with round handle shall be provided. The pike pole shall be of fiberglass construction.

SUCTION HOSE

One (1) 6.0" x 10 foot length of PVC flexible suction hose shall be supplied. The suction hose shall have lightweight couplings provided.

HOSE COUPLINGS

Lightweight aluminum couplings shall be provided on the suction hose. A long handle female swivel shall be provided on one end and a rocker lug male shall be provided for the other end.

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MISCELLANEOUS HARDWARE

Miscellaneous loose hardware consisting of bolts, nuts, washers, and screws shall be supplied with the apparatus at time of delivery.
SPECIFICATIONS

APPARATUS WARRANTY AND MANUALS SPECIFICATIONS

BUMPER TO BUMPER WARRANTY

The Manufacturer shall warrant each new motorized fire or a period of ONE YEAR from the date of delivery, except for chassis and other components noted herein.

Under this warranty the Manufacturer agrees to furnish any parts to replace those that have failed due to defective material or workmanship where there is no indication of abuse, neglect, unusual or other than normal service providing that such parts are, at the option of the Manufacturer, made available for our inspection at our request, returned to our factory or other location designated by us with transportation prepaid within thirty days after the date of failure or within one year from the date of delivery of the apparatus to the original purchaser, whichever occurs first, and inspection indicates the failure was attributed to defective material or workmanship.

The warranty on the chassis and chassis supplied components, storage batteries, generators, electrical lamps and other devices subject to deterioration is limited to the warranty of the manufacturer thereof and adjustments for the same are to be made directly with the manufacturer by the customer.

This warranty will not apply to any fire apparatus that has been repaired or altered outside our factory in any way, which in our opinion might affect its stability or reliability.

This warranty shall not apply to those items that are usually considered normal maintenance and upkeep services: including, but not limited to, normal lubrication or proper adjustment of minor auxiliary pumps or reels.

This warranty is in lieu of all other warranties, expressed or implied, and all other obligations or liabilities on our part. We neither assume nor authorize any person to assume for us any liability in connection with the sales of our apparatus unless made in writing by the Manufacturer.

ALUMINUM BODY WARRANTY - FIVE YEAR

The Manufacturer shall warrant to the original purchaser that the all-aluminum body fabricated by the Manufacturer, under normal use and with reasonable maintenance, be structurally sound and will remain free from corrosion perforation for a period of FIVE (5) years.

This warranty does not apply to the following items that are covered by a separate warranty: paint finish, hardware, moldings, and other accessories attached to this body. In addition, this warranty does not apply to any part or accessory manufactured by others and attached to this body.

GALVANIZED SUBFRAME WARRANTY

Subject to the provisions, limitations and conditions set forth in this warranty, the Manufacturer, hereby warrants to each original purchaser only that each new hot dip galvanized body subframe (exclusive of paint finish and hardware) is structurally sound and free of all structural defects of both material and workmanship and further warrants that it will maintain such structural integrity for the duration of ownership by the original purchaser. This warranty terminates upon transfer of possession or ownership.

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1250 GPM Commercial Pumper

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by original purchaser.

This warranty is conditioned upon normal use and reasonable maintenance of such subframe; prompt written notice of all defects to seller or one of the seller's then authorized dealers in the area; no repair or additions there to except by seller or authorized by it; said defect not resulting from misuse, negligence, accident, remount, overloading beyond applicable weight rating by customer or third parties. If any such conditions are not complied with, this warranty shall become void and unenforceable. No Exception

PAINT WARRANTY FIVE YEAR

The PPG paint performance guarantee will cover the areas of the vehicle finished with the specified product for a period of FIVE (5) years beginning the day the vehicle is delivered to the purchaser.

The full apparatus body, manufactured and painted by the manufacturer, shall be covered for the following paint failures as outlined on the guarantee certificate:

- Peeling or delaminating of the topcoat and/or other layers of paint.
- Cracking or checking.
- Loss of gloss caused by cracking, checking, or hazing.
- Any paint failure caused by defective PPG Fleet Finishes, which are covered by this guarantee.

All guarantee exclusions, limitations, and methods of claims are covered in the full certificate provided to the original purchaser.

PUMP WARRANTY

Waterous warrants, to the original buyer only, that products and parts manufactured by Waterous will be free from defects in material and workmanship under normal use and service for a period of five (5) years from the date the product is first placed in service, or five and one half 5-1/2 years from the date of shipment by Waterous, whichever period will be the first to expire; provided the buyer notifies Waterous in writing, of the defect in said product within the warranty period, and said product is found by Waterous to be conforming with the aforesaid warranty.

When required in writing by Waterous, defective products must be promptly returned by the buyer to the Waterous Company at Waterous' plant at South St. Paul, Minnesota, or at such other place as may be specified by Waterous with transportation and other charges prepaid. A returned materials authorization (RMA) is required for all products and parts and may be requested by phone, fax or mail. The previously mentioned warranty excludes any responsibility or liability of Waterous for:

A. Damages or defects due to accident, abuse, misuse, abnormal operating conditions, negligence, accidental causes or improper maintenance, or attributable to written specifications or instructions furnished by buyer;

B. Defects in products manufactured by others and furnished by Waterous hereunder, it being understood and agreed by the parties that the only warranty provided for such products shall be the warranty provided by the manufacturer thereof which, if assignable, Waterous will assign to the buyer, if requested by Buyer;

C. Any product or part, altered, modified, serviced or repaired other than by Waterous, without its prior written consent.

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SPECIFICATIONS

D. The cost of dismantling, removing, transporting, storing, or insuring the defective product or part and the cost of reinstallation.

E. Normal wear items (packing, strainers, filters, light bulbs, anodes, intake screens, etc.)

This warranty is subject to Waterous' conditions of sale (Waterous Company form number F-2190 as currently in effect all of which are herein incorporated and by this reference made a part hereof).

All other warranties are excluded, whether expressed or implied by operation of law or otherwise, including all implied warranties of merchantability or fitness for purpose. Waterous shall not be liable for consequential or incidental damages directly or indirectly arising or resulting from breach of any of the terms of this limited warranty or from the sale, handling, or use of any other product or part. Waterous' liability hereunder, either for breach of warranty or for negligence, is expressly limited at Waterous' option:

A. To the replacement at the agreed point of delivery of any product or part, which upon inspection by Waterous or its duly authorized representative, is found not to conform to the limited warranty set forth above, or

B. To the repair of such product or part, or

C. To the refund or crediting to buyer of the net sales price of the defective product or part.

Buyer's remedies contained herein are exclusive of any other remedy otherwise available to the buyer.

STAINLESS STEEL PLUMBING WARRANTY

The manufacturer shall provide a ten (10) year warranty on the stainless steel plumbing components and installation. The manufacturer shall supply details of their warranty information with their bid submission.

WATER TANK WARRANTY

UNITED PLASTIC FABRICATION INC. Warrants each UPF POLY-TANK IIE Booster/Foam tank to be free from manufacturing defects in material and workmanship for the service life of the vehicle (vehicle must be actively used in fire suppression). The UPF POLY-TANK IIE must be installed in accordance with the United Plastic Fabricating installation manual. Every UPF POLY-TANK IIE is thoroughly inspected and tested for leaks before leaving our facility. Should any problems develop with your UPF POLY-TANK IIE booster/foam tank and will not meet performance criteria during the service life of the vehicle, notify UPF in writing or call our TOLL FREE SERVICE HOT LINE 1-800-USA-POLY. Provide UPF with the serial number and a description of the problem. If the tank problem would render the truck out of service, UPF will dispatch a service technician WITHIN 48 HOURS (2 DAYS) to repair the tank. (This time period is for North America only). If the vehicle can remain in service, UPF will dispatch a service technician within a mutually agreed upon time period.

We will repair, or at our option, replace the tank with a new UPF POLY-Tank IIE. UPF will cover customary and reasonable costs to remove and install the UPF POLY-TANK IIE. This warranty will not cover tanks that have been improperly installed, misused or abused, and the serial number must not have been altered, defaced or removed. UPF will not cover any unauthorized third party repairs or alterations. Any of these actions may void the warranty.

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1250 GPM Commercial Pumper
SPECIFICATIONS

There are no warranties, expressed or implied, which extend beyond the description of the face hereof. There is no express or implied warranty of merchantability or a warranty of fitness for a particular purpose. Additionally, this warranty is in lieu of all other obligations or liabilities on the part of United Plastic Fabrication, Inc.

This warranty contains the entire warranty. It is the sole warranty and price agreements or representation, whether oral or written, are either merged herein or expressly cancelled. United Plastic Fabrication, Inc. Neither assumes, nor authorizes any person supposing to act on its behalf to change, nor assume for it, any warranty or liability concerning its product.

In no event will United Plastic Fabrication, Inc be liable for an amount in excess of the present retail, purchase price plus installation and removal cost of the booster tank, for any loss or damage, whether direct or indirect, incidental, consequential, or otherwise arising out of failure of its product.

This warranty gives you specific legal rights, and you may have other rights, which vary from state to state. Some states do not allow exclusion or limitation of incidental or consequential damage, so the above limitation or exclusion may not apply to you. Some states do not allow limitation on how long an implied warranty lasts, so the above limitation may not apply to you.

COMPLETE PRINTED MANUAL

The Manufacturer shall provide with the vehicle upon delivery, one (1) complete delivery manual. This manual shall be in a notebook type binder, with reference tabs for each section of the vehicle. A companion compact disk (CD) with all of the printed material in an electronic format (Adobe Acrobat PDF) shall be provided.

Within each section shall be:

- Individual component manufacturer instruction and parts manuals
- Warranty forms for the body
- Warranty forms for all major components
- Warranty instructions and format to be used in compliance with warranty obligations
- Wiring diagrams
- Installation instruction and drawings for major parts
- Visual graphics and electronic photos for the installation of major parts
- Necessary normal routine service forms, publications and components of the body portion of the apparatus
- Technical publications for training and instruction on major body components
- Warning and safety related notices for personnel protection
- Cab and chassis manuals on parts, service and maintenance shall be provided

"ON-LINE" SERVICE MANUAL SUPPORT

As part of the standard delivery manual, the Manufacturer shall give a password-protected link to the end user, allowing access to the manufacturers' database on service parts. The internet-based system.

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shall allow the end user to access the major component supplier's service parts listing such as Hale, Waterous, Akron, etc. This shall be accomplished with simplistic point and click features on the manufacturer line item within the "stripper" or "line item sheet". This will include automatic updates, printable schematics and manufacturer's web links and is available in the commercially available format of Adobe Acrobat Reader to access these documents.

Parts Listings within Manuals

The manuals will include cross-reference part numbers from the Manufacturer part number to the vendor parts. Example: Manufacturer Hydraulic Ladder Rack, Part #LR-MN-0002 cross-referenced to Ziamatic Corporation Part 098-MN2345. This will allow for reference between individual parts and complete installation assemblies as completed by the body builder. The manuals will list all components of the vehicle that includes a vendor part utilized in a complete installation via the manufacturer's "line item sheet" or "stripper" utilized to manufacture the completed vehicle. These are "As Built" and proposals with "typical" or "generic" manuals will be rejected.

Illustrative Schematics within Manuals

The Manufacturer shall include installation diagrams and drawings of all major sub-assemblies. This will include components such as hydraulic ladder rack assemblies, pump panels, tanks, fire pumps, etc. The drawings shall be linked via an Internet based service program, in an electronic format from the manufacturer's "stripper" (line item listing) of the manufacturing document.

Digital Images within Manuals

In addition to two and three-dimensional installation drawings, the Manufacturer shall make accessible, via an internet based link, the actual photos of the installed components listed within the "stripper" or line sheet. This will include, but not limited to wiring terminals, main body distribution strips, fire pump shifting, auxiliary components, etc.

Installation Instructions within Manuals

The Manufacturer's "work instructions" or "installation instructions" shall be included with the service manuals. These documents shall be accessible via a web-based link to the individual vehicle manufactured. The work instructions shall give systematic instructions of the component installation process.

Automatic Updates of Manuals and Parts Listings

The online manuals will include automatic updates that are accessible via the web link. When clicking on the part within the manufacturer's stripper or line sheet, it will allow the end user to access the component manufacturer website for updated information. This will allow for latest parts and service components from the individual part manufacturer or vendor.
Electrical Schematics

To maintain the vehicles electrical systems, the manufacturer shall provide to the purchaser the instructional manuals, complete electrical information and schematics on the vehicle. The electrical information shall be provided as follows:

Wiring Systems 12 and 120 Volt:

- Graphic symbols for electrical diagrams.
- Wire labeling, imprinting codes and index.
- Computer generated electrical schematics indicating the circuit number, wire size, switches, circuit breaker and terminals on the vehicle.
GENERAL AND SUBMITTAL REQUIREMENTS

The Bidder shall furnish satisfactory evidence that Bidder has the ability to construct the apparatus specified, and shall state in the bid proposal the location of the factory where the apparatus is to be built, and also where future service work will be performed. Due to the complex nature of fire apparatus, the successful bidder shall be able to offer local service and support (Dealer) within 150 miles of Hailey, ID. The successful bidder shall also be able to provide full mobile service and support.

Proposals will only be considered which are submitted by full time fire apparatus manufacturers who are current members of the Fire Apparatus Manufacturers Association (FAMA). FAMA is a nonprofit organization designed to keep fire truck manufacturers abreast with latest technologies and governing standards, and to act as a liaison to the IAFC and NFPA. Bidder shall include evidence of bidder's affiliation to the FAMA with the bid.

The manufacturer shall operate a Quality Management System under the requirements of ISO 9001. These standards sponsored by the International Organization for Standardization (ISO) specify the quality systems that shall be established by the manufacturer for design, manufacture, installation and service. A copy of the certificate of compliance shall be included with the bid.

COMMERCIAL GENERAL LIABILITY INSURANCE

The successful bidder shall, during the performance of the contract and for three (3) years following acceptance of the product, keep in force at least the following minimum limits of commercial general liability insurance:

<table>
<thead>
<tr>
<th>Each Occurrence</th>
<th>$1,000,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Products/Completed Operations Aggregate</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Personal and Advertising Injury</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>General Aggregate</td>
<td>$2,000,000</td>
</tr>
</tbody>
</table>

Coverage shall be written on a Commercial General Liability form. The policy shall be written on an occurrence form and shall include Contractual Liability coverage for bodily injury and property damage subject to the terms and conditions of the policy. The policy shall include Owner as an additional insured when required by written contract.

COMMERCIAL AUTOMOBILE LIABILITY INSURANCE

The successful bidder shall, during the performance of the contract keep in force at least the following minimum limits of commercial automobile liability insurance:

| Each Accident Combined Single Limit | $1,000,000 |

Coverage shall be written on a Commercial Automobile liability form.

UMBRELLA/EXCESS LIABILITY INSURANCE

The successful bidder shall, during the performance of the contract and for three (3) years following acceptance of the product, keep in force at least the following minimum limits of umbrella liability insurance:

| Aggregate | $15,000,000 |
| Each Occurrence | $15,000,000 |

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SPECIFICATIONS

Excess Liability $10,000,000

The umbrella policy shall be written on an occurrence basis and at a minimum provide excess to the Bidder's General Liability, Automobile Liability and Employer's Liability policies. The required limits can be provided by one (1) or more policies provided all other insurance requirements are met.

Coverage shall be provided by a carrier(s) rated A- or better by A.M. Bests. All policies shall provide a 30 day notice of cancellation to the named insured. The Certificate of Insurance shall provide the following cancellation clause: Should any of the above described policies be cancelled before the expiration date thereof, notice shall be delivered in accordance with the policy provisions. Bidder agrees to furnish owner with a current Certificate of Insurance with the coverages listed above along with its bid. The certificate shall show the purchaser as certificate holder.

DRAWINGS

A CAD produced line drawing of the exact apparatus being proposed must be furnished with the bid. Since the blueprint drawing is required of all bidders, any bid submitted without a drawing as specified will be considered non-responsive and automatically rejected. Drawing must include the left side with chassis cab, right, and rear views of the vehicle. Drawing must be a minimum of 11” x 17”, and shall be a drawing of the exact apparatus as proposed, not a drawing of another similar unit. All submitted drawings will become a part of the bid proposal.

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BID PROPOSAL
For
PUMPER FIRE TRUCK
For
City of Hailey

From: _____________________________

To: City of Hailey City Hall, 115 S. Main St. Suite H, Hailey, Idaho 83333

The undersigned, as Bidder, declares that Bidder has received and examined the Project Documents for the Pumper Fire Truck ("Goods"), that Bidder is are well-qualified to supply the Goods, that the Bidder is familiar with the Goods, applicable federal, state and local laws, ordinances, rules and regulations and conditions affecting cost, progress or performance of the Goods, and has made such independent investigations as Bidder deems necessary.

We acknowledge that the Project Documents provide the contract requirements, the general conditions of the contract, the technical specifications as well as the referenced federal, state and local laws, ordinances, rules and regulations.

If applicable, we acknowledge that addenda numbers _____ through _____ have been received and have been examined as part of the Project Documents.

The undersigned as Bidder, proposes and agrees that if this bid is accepted, the bidder will contract with the City of Hailey, hereinafter referred to as Buyer, on the form of Purchase Agreement provided herewith to furnish the Goods and services according to the Project Documents with all terms and conditions contained therein. We agree to sign the Purchase Agreement without qualification within ten (10) calendar days after receiving written Notice of Award for Procurement Contract.

The Bidder further proposes and agrees, if our bid is accepted and a contract for furnishing the Goods is entered into with the Buyer, to plan the furnishing and to prosecute it with such diligence that the Goods shall be completely furnished within the time stipulated, and to accept as full payment the bid price written in the following Procurement Bid Form.

We agree that this Bid Proposal constitutes an offer, which shall be binding on the undersigned unless the Bidder modifies or withdraws the bid in accordance with the Bidder's Instructions.

Dated this _____ day of ________________, 2016.

Bidder (state whether business is a corporation, a partnership, limited liability company or an individual)

_________________________________________, a

BID PROPOSAL/1
PROCUREMENT BID FORM

For
PUMPER FIRE TRUCK
For
City of Hailey

It is the intent of buyer to award a contract to the lowest responsive bidder on the basis of the lump sum total price written below for Item 1.

The Bidder hereby certifies that the costs for all labor, services, equipment, tools materials, licenses, permits, fees and taxes necessary for furnishing the Goods according to the Project Documents are included in the price for the items shown herein.

1. **Bid Item Description:**

   This section, in general, describes the bid items included in the Bid Schedule. The description of Bid Items is provided for clarity purposes only. It is not intended to replace, supersede or preclude any information in the plans and specifications. Unless specified otherwise, all lump sum Bid Items will be paid as shown in the Purchase Agreement. Descriptions of the project Bid Items are provided below:

   Fire apparatus consisting of 1250 GPM Commercial Pumper on an International 7500 series chassis, 750 gallon water tank, apparatus body, and all other equipment in accordance with the complete bid specifications.

2. **Bid Schedule:**

<table>
<thead>
<tr>
<th>BID ITEM NO.</th>
<th>DESCRIPTION</th>
<th>UNIT</th>
<th>EST QTY</th>
<th>BID PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Pumper Fire Truck</td>
<td>Lump Sum</td>
<td>1</td>
<td>$</td>
</tr>
</tbody>
</table>

   Bid Price (use words)

   All specific cash allowances are included in the Bid set forth above.

3. **Lowest Responsive Bidder**

   Determination of the lowest responsive BIDDER will be based upon the lump sum price of the single Bid Item 1.
4. Completion:

BIDDER agrees that the Goods will be furnished will be substantially completed and ready for final payment on or before the dates or within the number of calendar days indicated in the Purchase Agreement.

Dated: ______________________

Name of Business: ________________________________

Authorized Signature: _____________________________

Name: ________________________________

Title: ________________________________
BID BOND FORM

For
PUMPER FIRE TRUCK
For
City of Hailey

KNOW ALL MEN BY THESE PRESENTS, that

________________________________________________________________________

Hereinafter called the PRINCIPAL, and

________________________________________________________________________

A Corporation duly organized under the laws of the State of ____________ having its principal place of business at ____________, in the State of ____________, and authorized to do business in the State of Idaho, as

SURETY, are held and firmly bound unto the ____________,

(Insert Buyer’s Legal Name)

Hereinafter called the OBLIGEE, in the penal sum of

Dollars ($___________), for payment of which we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS BOND IS SUCH THAT:

WHEREAS, the PRINCIPAL has herewith submitted his or its BID for Pumper Fire Truck and said Bid, by reference thereto, being hereby made a part hereof.

NOW, THEREFORE, if the Bid submitted by the PRINCIPAL is accepted and the Contract awarded to the PRINCIPAL, and if the PRINCIPAL shall execute the proposed Contract as required by the contract documents within the time fixed by the documents, then this obligation shall be void: if the PRINCIPAL shall fail to secure the proposed Contract and furnish the Bond, the SURETY hereby agrees to pay the OBLIGEE the penal sum as liquidated damages:

Signed and sealed this _____ day of ____________________, 2016

PRINCIPAL: __________________________________________

BY: __________________________________________________

SURETY: ____________________________________________

ATTORNEY-IN-FACT: __________________________________
NOTICE OF AWARD
FOR PROCUREMENT CONTRACT
For
PUMPER FIRE TRUCK
For
City of Hailey

TO: ______________________________________________________
   (Successful BIDDER – SELLER)

ADDRESS: ___________________________________________________

________________________________________________________

CONTRACT FOR:  Pumper Fire Truck For City of Hailey.

You are hereby notified that you have selected as the successful bidder for a Pumper Fire Truck. Within fifteen (15) days of this Notice of Award for Procurement Contracts, you must deliver to the Buyer a signed copy of the Purchase Agreement included in the Project Documents.

Dated this _____ day of _________________, 2016.

CITY OF HAILEY

By ______________________________________________________
   (Buyer’s Authorized Signatory)

(Use Certified Mail,
Return Receipt Requested)
PURCHASE AGREEMENT

THIS PURCHASE AGREEMENT ("Agreement") is made and entered into this ___ day of __________, 2016, by and between ________________________, whose mailing address is ________________________ ("Seller"), and the City of Hailey, Idaho, a municipal corporation, ("Buyer").

1. **Description of Pumper Fire Truck.** Seller shall furnish to Buyer the following apparatus and equipment:

   One (1) Pumper Fire Truck consisting of a 1250 GPM Commercial Pumper on an International 7500 series chassis, 750 gallon water tank, apparatus body, and all other equipment, all of which shall be built in accordance with the specifications, clarifications and exceptions set forth in the bid documents which are made a part of this Agreement ("Pumper Fire Truck").

2. **Purchase Price.** The purchase price for the Pumper Fire Truck shall be ______________________ ($____________) ("Purchase Price").

3. **Delivery.** The estimated delivery time for the Pumper Fire Truck is to be made three hundred twenty-five (325) days after receipt of and approval of this Agreement duly executed, (chassis must arrive within one hundred twenty (120) days or delivery may be delayed), subject to all causes beyond the Seller's control. The Pumper Fire Truck shall be delivered complete and ready for operation to the Hailey Fire Department. To insure proper break-in of all components, the Pumper Fire Truck shall be delivered under its own power - rail or truck freight is not acceptable. The quoted delivery time is based upon Seller’s receipt of the specified materials required to produce the Pumper Fire Truck in a timely manner. The Seller cannot be held responsible for delays due to acts of god, labor strikes or changes in governmental regulations that result in delayed deliver to our manufacturing facilities of these specified materials. This delivery estimate is based on the Seller receiving complete and accurate paperwork from the Buyer and that no changes take place during pre-construction, mid-point inspections or final inspections. Changes required or requested by the Buyer during the construction process may be cause for an increase in the number of days required to build said apparatus.

4. **Payment Terms.** Final payment for the apparatus shall be made at time of delivery of the Pumper Fire Truck. It is the responsibility of the Buyer to have full payment ready when the apparatus is completed and ready to deliver. If payment is delayed or delivery is delayed pending payment, a daily finance and storage fee may apply. Upon delivery of the Pumper Fire Truck by the Buyer, Buyer agrees to provide all liability and physical damage insurance. It is further agreed that if on delivery and test, any defects should develop, the Seller shall be given reasonable time to correct same. Guarantee of the chassis is subject to the guarantee of the Chassis manufacturer.

5. **Inspection Trips.** Inspection trip(s) for Fire Department personnel are required and shall be made to the facility during the course of construction of the Pumper Fire Truck.

Purchase Agreement/1
and as a final inspection of the completed apparatus. Seller shall consult with the Hailey Fire Chief as to the proper timing of the inspection trip(s).

6. **Pre-Construction Conference.** A pre-construction conference shall be conducted at the Hailey Fire Department, at which time all final designs and equipment mounting locations will be approved, prior to any sheet metal being cut. A factory-trained representative shall be present during the pre-construction conference to answer any design questions relating to the layout of the apparatus. All expenses for travel, meals, and lodging are included in the Purchase Price.

7. **Demonstration.** Fire Department personnel shall be properly instructed as to the proper use of the Pumper Fire Truck including, but not limited to, chassis, fire pump system, the apparatus and all equipment. The demonstration shall be made by a factory trained specialist who shall be responsible for complete instruction as to operation and maintenance of the chassis, and the completed vehicle. A demonstration specialist shall remain at the Fire Department for a sufficient amount of time to provide thorough instruction to all personnel, or as instructed by Chief of the Department. The cost of all meals, motel and travel costs are included in the Purchase Price.

8. **Warranty and Manuals.** The Seller shall provide Buyer with all warranties, manuals and documentation specified in the Specifications for the Pumper Fire Truck, and shall provide automatic updates to the manuals that are accessible via a web link.

9. **Title.** Seller shall provide Buyer with marketable title to the Pumper Fire Truck without encumbrances at the time of delivery to Buyer and acceptance by Buyer.

10. **Miscellaneous Provisions.**

10.1 This Agreement shall be construed in accordance with the laws of the State of Idaho. The parties agree that the venue for any litigation arising from or in connection with any dispute between the parties under this Agreement shall be in Blaine County, Idaho.

10.2 Time is of the essence of this Agreement.

10.3 In the event of any dispute with regard to the interpretation or enforcement of this Agreement, the prevailing party shall be entitled to recover his/her reasonable costs and attorneys' fees incurred therein, whether or not a lawsuit is actually filed, and on any appeals, and in any bankruptcy proceeding.

IN WITNESS WHEREOF, the parties hereto have signed this document the day and year first written above.

**BUYER:**
City of Hailey

By _______________________________  By _______________________________

**SELLER:**

Purchase Agreement/2
Return to Agenda
AGENDA ITEM SUMMARY

DATE: 1/11/16  DEPARTMENT:  Community Development  DEPT. HEAD SIGNATURE:  LH

SUBJECT:
Public Hearing and first reading of a City initiated text amendment to Subdivision Code Section 3.1.1, Procedure, to require a Title Report as a requirement of preliminary plats.

AUTHORITY:  □ ID Code  □ IAR  □ City Ordinance/Code 5.20
(IF APPLICABLE)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:
Many cities routinely require a Title Report as part of the subdivision process, and engineers routinely require title policies as a requirement of preparation of preliminary plats. Title Reports disclose a variety of information pertinent to the subdividing land, such as easements and encumbrances affecting property. The City of Hailey does not currently require title reports as part of the subdivision process. Staff recommends that the Subdivision Code be amended to add this requirement. Additionally, staff has added language to require applicants to submit a full-sized copy of final plats upon completion of the subdivision process.

The Planning and Zoning Commission considered the above amendments at their December 14, 2015 meeting and voted unanimously to recommend approval of the attached text changes.

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS:

Caselle #
Budget Line Item #  YTD Line Item Balance $  Estimated Completion Date:
Estimated Hours Spent to Date:  Phone # 788-9815 #13
Staff Contact: Lisa Horowitz

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IF APPLICABLE)

City Attorney  x City Administrator  Engineer  Building
Library  Planning  Fire Dept.
Safety Committee  P & Z Commission  Police
Streets  Public Works, Parks  x Mayor

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:
Conduct a public hearing, and if satisfactory, make a motion to approve Ordinance __, to conduct a first reading and read by title only.

ADMINISTRATIVE COMMENTS/APPROVAL:
City Administrator  Dept. Head Attend Meeting (circle one) Yes  No

ACTION OF THE CITY COUNCIL:
Date  1/11/16  1st Reading
City Clerk  2/8/16  2nd Reading

FOLLOW-UP:
Ord./Res./Agmt./Order Originals:  *Additional/Exceptional Originals to:  Copies (all info.):  Copies
Instrument #  

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HAILEY ORDINANCE NO. 1193

AN ORDINANCE OF THE CITY OF HAILEY, IDAHO, AMENDING THE HAILEY MUNICIPAL CODE, TITLE 16, BY AMENDING SECTION 3.1.1.1 TO REQUIRE A TITLE REPORT AS A REQUIREMENT OF PRELIMINARY PLATS; BY AMENDING SECTION 3.3.6 TO REQUIRE ONE FULL-SIZE COPY OF FINAL PLATS; PROVIDING FOR A SEVERABILITY CLAUSE; PROVIDING FOR A REPEALER CLAUSE; AND PROVIDING FOR THE EFFECTIVE DATE OF THIS ORDINANCE UPON PASSAGE, APPROVAL AND PUBLICATION ACCORDING TO LAW.

WHEREAS, the Hailey City Council has found that the following amendment to the Hailey Zoning Ordinance conforms to the Hailey Comprehensive Plan;

WHEREAS, Title Reports disclose a variety of information pertinent to the subdividing land, such as easements and encumbrances affecting property;

WHEREAS, requiring a title report as part of the subdivision process is a good planning practice; and

WHEREAS, the amendment will promote the public health, safety and general welfare.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF HAILEY, IDAHO, AS FOLLOWS:

Section 1. Section 16.3.1.1.1 of the Hailey Municipal Code is hereby amended by addition of the underlined language, as follows:

3.1.1.1 The following items must also be submitted along with the preliminary plat before such application will be certified as complete:

- The names and mailing addresses of all property owners, along with the legal descriptions of all properties, within 300 feet of the outer boundaries of the parcel proposed for subdivision. The names and mailing addresses of all easement holders within the subject property. This information shall be provided in a format acceptable to the Administrator.
- A title report, a title commitment or lot book report (effective within the last ninety days), as determined by the Administrator.
- A phasing plan if the Developer intends to develop the project in phases. The Plan must include the numbers of lots in each phase, the infrastructure planned for completion with each phase, the amenities to be constructed with each phase, the deadline for completion of each phase, and all other information pertinent to the completion of the development.
- A draft of any private restrictions proposed to be recorded for the purpose of providing regulations governing the use, building lines, Green Spaces or any aspect of their development, use and maintenance.
- An Area Development Plan if applicable pursuant to Section 4.6.4.

Subdivision Ordinance Amendment:
Title Report

1
1-11-16

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• Such other information as may be required by the Commission, Hearing Examiner or Administrator.
• An application fee as established by ordinance.

Section 2. Section 16.3.3.6 of the Hailey Municipal Code is hereby amended by addition of the underlined language, as follows:

3.3.6 The Administrator shall ensure that any conditions imposed by the Council shall be met by the applicant prior to signature of the plat sheets for the purpose of recordation. Thereafter, the City shall release either the signed plats or the performance bond upon the application by the Developer. The applicant shall provide the City one full-size copy of the recorded final plat.

Section 3. Severability Clause. Should any section or provision of this Ordinance be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the Ordinance as a whole or any part thereof other than the part so declared to be unconstitutional or invalid.

Section 4. Repealer Clause. All City of Hailey ordinances or parts thereof, which are in conflict herewith, are hereby repealed.

Section 5. Effective Date. This ordinance shall be in full force and effect from and after the required three (3) readings, approval, and publication according to law.

PASSED AND ADOPTED BY THE HAILEY CITY COUNCIL AND APPROVED BY THE MAYOR THIS__ DAY OF ________________ , 2016.

Fritz X. Haemmerle, Mayor, City of Hailey

Attest:

Mary Cone, City Clerk

Published: Idaho Mountain Express ____________, 2016
Return to Agenda
AGENDA ITEM SUMMARY

DATE: 02/08/16    DEPARTMENT: PW    DEPT. HEAD SIGNATURE: ___MM___

SUBJECT: 2015 Water System leak detection results.

AUTHORITY: ☐ ID Code  ☐ IAR  ☐ City Ordinance/Code
(IFAPPLICABLE)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:
The city paid Utility Service Associates to survey the city’s water infrastructure for leaks in 2014 and 2015. Parts of central Woodside and Old Hailey were surveyed in 2014. In total, nine miles (20% the entire system) of infrastructure were surveyed in 2014. The survey indicated two leaks on the main line and eight on fire hydrants. All leaks were fixed that were identified from this survey. The total gallons saved from fixing these leaks are over 2 million a month.

In October 2015, Public Works conducted another leak checks throughout the city’s system. This year, the focus was on the areas that were not checked last year and that are some of the oldest pipes in the city or areas that we have previously had problems – north Woodside and Della View. Seven miles of the system was surveyed, with 303 access points contacted. From the survey only four fire hydrants were identified to have leaks and one PRV valve. The total water loss estimated from these leaks is 580,000 gallons a month or just under 7 million gallons a year. These leaks were immediately fixed following the leak detection work in October 2015.

See attached report for more details.

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IFAPPLICABLE)

___ X ___ City Attorney    ___ Clerk / Finance Director    ___ Engineer    ___ Building
___    ___ Library    ___ Planning    ___ Fire Dept.    ___ Water
___    ___ Safety Committee    ___ P & Z Commission    ___ Police    ___ Mayor
___    ___ Streets    ___ Public Works

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

ACTION OF THE CITY COUNCIL:

Date ______________________

City Clerk ______________________

FOLLOW-UP:
*Ord./Res./Agmt./Order Originals: Record  *Additional/Exceptional Originals to: ________
Copies (all info.):   Copies (AIS only)
Instrument # ________
LEAK DETECTION EXECUTIVE SUMMARY

On October 13, 2015 and October 14, 2015, USA performed a leak survey for City of Hailey, ID. Our Leak Consultant, Rick Cabral, used and appreciated the information provided by Jim Savage and Bayson Ellsworth to expedite and provide an accurate survey. The tables below detail the information gathered.

<table>
<thead>
<tr>
<th>Time Spent on Project</th>
<th>Total Areas Surveyed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surveying: 14.5 Hr</td>
<td>Total Distance in Miles: 7</td>
</tr>
<tr>
<td>Pinpointing: 1.25 Hr</td>
<td>Total Distance in feet: 36,960</td>
</tr>
<tr>
<td>Other Time: 0.5 Hr</td>
<td>The mileage was estimated by the consultant and may not match maps.</td>
</tr>
<tr>
<td>Total Time: 16.25 Hr</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Access Points Contacted</th>
<th>Leak Type Noises Detected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hydrants 53</td>
<td>Hydrants 4</td>
</tr>
<tr>
<td>Valves 94</td>
<td>Valves 4</td>
</tr>
<tr>
<td>Services 156</td>
<td>Services 0</td>
</tr>
<tr>
<td>Other 0</td>
<td>Other 0</td>
</tr>
<tr>
<td>Total 303</td>
<td>Total 8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Leaks Pinpointed</th>
<th>Total Water Loss Identified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main 0</td>
<td>Gallons Per Minute (GPM): 13.25</td>
</tr>
<tr>
<td>Valve 0</td>
<td>Gallons Per Day: 19,080</td>
</tr>
<tr>
<td>Hydrant 4</td>
<td>Gallons Per Month: 580,350</td>
</tr>
<tr>
<td>Service Line 0</td>
<td>Gallons Per Year: 6,964,200</td>
</tr>
<tr>
<td>Service Connection 0</td>
<td></td>
</tr>
<tr>
<td>Curbstop 0</td>
<td>Unidentified Water Loss</td>
</tr>
<tr>
<td>Other 1</td>
<td>Faulty Meters 0</td>
</tr>
<tr>
<td>Total 5</td>
<td>Unidentified Leaks 0</td>
</tr>
<tr>
<td></td>
<td>Possible Consumer Side Leaks 0</td>
</tr>
</tbody>
</table>

This project was divided into two phases; the survey phase and the pinpointing phase. The following pages outline exactly how those two phases progressed and the results of each. Any leaks pinpointed will be detailed in the attached Leak Reports.
Return to Agenda
AGENDA ITEM SUMMARY

DATE: 02/08/2016  DEPARTMENT: PW/Fire DEPT.  HEAD SIGNATURE: HD

SUBJECT:
Staff Report on bids for the Cobblestone Project and Hailey Fire Pumper Truck

AUTHORITY: ☐ ID Code 67-2805  ☐ City Ordinance/Code ________
(IFAPPLICABLE)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

Hailey has run two bid advertisements for different projects; the Cobblestone Sidewalk Project and purchase of life-safety equipment, Hailey Fire Apparatus (pumper engine and chassis). Both bids are due on February 24, 2016. The Hailey City Council will be making decisions on these bids in their March 7, 2016 meeting.

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS:

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IFAPPLICABLE)

☐ City Administrator  ☐ Library  ☐ Streets
☐ City Attorney  ☐ Mayor  ☐ Treasurer
☐ City Clerk  ☐ Planning  ☐
☐ Building  ☐ Police  ☐
☐ Engineer  ☐ Public Works, Parks  ☐
☐ Fire Dept.  ☐ P & Z Commission  ☐

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Information Only - No Action Required.

ACTION OF THE CITY COUNCIL:
Date: ________________

City Clerk __________________________
Return to Agenda
AGENDA OF THE
HAILEY CITY COUNCIL MEETING
Monday March 07, 2016 * Hailey City Hall Meeting Room

5:30 p.m. CALL TO ORDER - Open Session for Public Concerns

CONSENT AGENDA:
CA 000 Grant Applications
CA 000 Motion to approve Resolution 2016-_____, authorizing grant agreement with Idaho Department of Water Resources to expend $______ grant funds for the purpose of water conservation rebates.
CA 000 Motion to approve CNI's pay request # 9 in the amount of $______, for construction expenses owed for work during the month of February 2016
CA 000 Motion to approve CNI's pay request # 8 in the amount of $______, for construction expenses owed for work during the month of January 2016
CA 000 Special Events
CA 000 Surplus Property Resolution - for records
CA 000 Findings of Fact and Ordinance Summaries
CA 000 Motion to approve minutes of February 08, 2016 and to suspend reading of them
CA 000 Motion to approve claims for expenses incurred during the month of February, 2016, and claims for expenses due by contract in March, 2016

MAYOR'S REMARKS:
MR 000

PROCLAMATIONS & PRESENTATIONS:
PP 000 Presentation of Hailey Fire Department Annual Report for 2015

APPOINTMENTS & AWARDS:
AA 000

PUBLIC HEARING:
PH 000 Airport Issues
PH 000 Discussion of temporary levy override ballot measure to launch Key Streets Connecting Hailey projects, with approval of ballot language.
PH 000 Discussion of completed work by TischlerBise on annexation fees study.
PH 000 Consideration of ordinance adopting the 2012 International Existing Building Code (IEBC) as adopted by the State of Idaho
PH 000 Consideration of ordinance amending and correcting the zoning matrix contained within Municipal Code Title 17, Hailey's zoning code.
PH 000 Library fines increase

NEW BUSINESS:
NB 000 Consideration of Bids for Cobblestone Project, selection of lowest responsive bidder, and authorization of Notice of Award.
NB 000 Consideration of Bids for Hailey Fire Engine Apparatus, selection of lowest responsive bidder, and authorization of Notice of Award.

OLD BUSINESS:
OB 000

STAFF REPORTS: Staff Reports Council Reports Mayor's Reports
SR 000

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EXECUTIVE SESSION: Real Property Acquisition (IC 74-206(1)(c)), and Pending & Imminently Likely Litigation (Idaho Code § 74-206(1)(f))

Matters & Motions from Executive Session or Workshop
   Next Ordinance Number -   Next Resolution Number- 2016-01
Return to Agenda