AGENDA ITEM SUMMARY

DATE: 08/16/2011 DEPT.: Public Works / Admin DEPT. HEAD SIGNATURE:

SUBJECT:
Idaho Department of Lands / Community Transportation Enhancement (CTE) Grant
E.W. Fox Demonstration Garden
Final Report and Request for Reimbursement / Closeout

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

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:
The final report and request for reimbursement to closeout the Idaho Department of Lands CTE grant for the E.W. Fox Demonstration Garden is attached. At this time, Public Works and Administration request authorization for Mayor Davis to sign the reimbursement request form.

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:
Motion to authorize Mayor Davis to sign the reimbursement request form.

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: Copies (all info.): Instrument #
*Additional/Exceptional Originals to: Copies
E.W. Fox Demonstration Garden
Final Report & Reimbursement Request
August 19, 2011

Grant No.: 009-CTE-J
Award: $30,000

Project Manager: Tom Hellen
Email: tom.hellen@haileycityhall.org
Phone: (208) 788-4221, ext. 14

Grant Admin: Tracy Anderson
Email: tracy.anderson@haileycityhall.org
Phone: (208) 788-4221, ext. 26

Project Description: The E.W. Fox Demonstration Garden is a water-conserving, low maintenance landscape displaying drought tolerant and native species appropriate for planting in and around the City of Hailey. The garden provides habitat for “Watchable Wildlife” and particularly for bird species by including diverse tree, shrub and perennial species. The garden includes botanical markers, “how-to” gardening interpretive signs, an entryway information sign, solar power for the drip irrigation system, benches, a dry streambed and three pathways made from distinct reclaimed materials. The E.W. Fox Demonstration Garden Interpretive Guide & Plant List (copy attached) provides more detail for garden visitors.

Project Accomplishments: The implementation of the project began in late 2009, upon grant award by the Idaho Department of Lands. The winter of 2009/2010 was spent planning for the 2010 construction and planting season. By late fall of 2010, the following tasks were accomplished:

- Preparation of the site, including final site grading, spiral pathway installation, and soil top dressing for mounded topography
- Installation of drip irrigation infrastructure with solar power for irrigation clock
- Installation of a wall made of repurposed chunks of sidewalk
- Installation of trees and shrubs
- Creation of project web page
The winter of 2010/2011 was spent planning for the 2011 planting season and planning for all of the interpretive signage and interpretive guide. By July 31, 2011, the following tasks were accomplished:

- Installation of dry streambed
- Installation of remaining drip irrigation infrastructure
- Installation of grasses and perennials
- Application of mulch to all plants and mounds
- Design, fabrication and installation of 7 interpretive signs
- Design, fabrication and installation of 1 entry/informational sign
- Design, fabrication and installation of 23 botanical markers
- Installation of benches, rubbish receptacle and dog waste station
- Design and publication of the *E.W. Fox Demonstration Garden Interpretive Guide & Plant List*

**Problems/Difficulties and How They Were Handled:**
The project experienced some difficulties, outlined here:

- The project took longer to complete than anticipated, and in September of 2010, Hailey requested – and received – an extension of the project to July 31, 2011.
- When bids were received for trees, shrubs, perennials and grasses, a number of substitutions were made on the bid form by the successful bidder. In September 2010, Hailey requested – and received – approval of the substituted tree and shrub material. However, Hailey overlooked requesting approval for the changes in perennial and grass materials. Therefore, the perennials and grasses planted on site are somewhat different than those listed in the original grant application.
- In the final push to complete the project, the aforementioned substitutions proved problematic due to miscommunication within the project team. This led to 10 species being planted for which no botanical markers were made. Ten new botanical markers will be produced and installed in September/October 2011. Another result of this miscommunication is that
corrections will need to be made to the E.W. Fox Demonstration Garden Interpretive Guide & Plant List. The city plans to use the existing guide until next fall, when a corrected guide will be produced. (The financial reporting forms reflect pricing for the correct 23 botanical markers that are installed.)

- Five Rocky Mountain Junipers were planted in fall 2010. Unfortunately, the burlap was never removed from the root ball, and the Junipers did not survive. Those five junipers will be replaced this fall.

Success of the Project: The E.W. Fox Demonstration Garden is a definite success. On July 23, the garden was featured in the Hailey Garden Tour, a major fundraiser for the Hailey Public Library. A copy of the poster for the tour, as well as a story that ran in the local newspaper, are attached. City staff and garden volunteers have had much positive feedback on the garden.

The Hailey Parks Foundation has already secured the services of a gardener to care for the garden for two years. Prior to the Hailey Garden Tour, this new gardener came in and did some deadheading and tidying up so the garden would look its best for the tour!
Reimbursement Request Form for 2009-2010 Grants

Grant Information

Contact Person: Tom Hellen
City Mailing Address: 115 Main Street, S. Suite H
Public Works Director
Hailey, Idaho 83333

Phone: 208-788-4221, Ext. 14
Fax: 208-788-2924
Email: tom.hellen@haileycityhall.org

<table>
<thead>
<tr>
<th>Project Expenditures</th>
<th>Previous Amount</th>
<th>Current Period</th>
<th>Total To Date</th>
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<td>Reimbursement Requested</td>
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<td>Donated &amp; In-Kind</td>
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<td>Personnel (salaries/wages/fringe)</td>
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<td>Operating Expenditures (travel, supplies, trees, equipment rental, etc.)</td>
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<td>3,517.71</td>
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Total | 26,797.98 | 10,103.35 | 2,637.50 | 39,538.83 |

1 Only 20% of grant funds may be used for hardscape (including low-output tree irrigation) and related costs. Your proof of payment attachments must clearly indicate which costs are for hardscape.

2 Grant funds cannot be used for regular personnel costs of city employees.

Grant Payment Requested Now: $26,797.98

Project grant funds are distributed on a reimbursement basis. Project expenses for which you will seek reimbursement must be incurred after December 1, 2009 and no later than December 31, 2010. Reimbursement requests may be submitted quarterly or at the completion of the project.

Supporting documentation for all reimbursable expenditures and the required minimum 10% cash match by grantee must be attached. Proof of such match must be submitted in the form of copies of paid receipts/invoices, with check numbers indicated or with photocopy of checks. In addition to these documents, submit the Grant Expenditure Documentation Form and if relevant, the Grant Recipient Labor Worksheet (see attached). You can use your own forms if they contain the same information.

Additionally, a narrative project status report, and a list (if not clearly stated on invoice) of all plant materials purchased and planted must be attached. All expenditures must be in compliance with federal cost principles and the State of Idaho Purchasing regulations.

I certify, to the best of my knowledge and belief, that the data above are correct and all expenditures have been made in accordance with the MOU conditions and that any requested payment is due and has not been previously requested.

______________________________  ____________________________  ____________________________
Signature of Authorized City Official  Mayor  August 23, 2011
AGENDA ITEM SUMMARY

DATE: 8/22/11  DEPARTMENT:  PW – City Hall  DEPT. HEAD SIGNATURE: ____________________________

SUBJECT: Consideration of bids for Fox Building HVAC system improvements, authorizing city staff to prepare an agreement with Western States Geothermal for the work to be completed under the EECBG grant which will fund $50,000 of the estimated $89,481 project.

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

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

With the Regional EECBG Grant received in 2009 the City of Hailey received $50,000 for energy efficiency work on city facilities. The Regional Grant team chose McKinstry as the consultant to research possible energy improvements for city facilities. City staff used this research to prepare a design-build RFP for the replacement of the 28 year old HVAC units on the roof of City Hall. Three bids were received on August 10, all from local contractors, presenting options for the replacement work. The bids were reviewed by Mariel Platt & Tom Hellen and discussed with Heather Dawson for final recommendation.

Attached are spreadsheets and the point calculations for the three bids. As shown the high score by both Mariel and Tom was for Western States Geothermal. The higher SEER (Seasonal Energy Efficiency Rating) value, 15 vs our current 9, and the temperature control system were of particular desirability in their proposal.

This project will also be eligible for an Idaho Power Easy Upgrades Rebate of between $3,000 - $4,800. Mariel has already been in contact with Idaho Power on this rebate.

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS: Caselle #

Budget Line Item # _______  YTD Line Item Balance $ _______
Estimated Hours Spent to Date: _______  Estimated Completion Date: _______
Staff Contact: Tom Hellen  Phone #: 788-9830 Ext 14
Comments: ____________________________

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IfApplicable)

□ 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:

ADMINISTRATIVE COMMENTS/APPROVAL:

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

- 7 -
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) _____________________________

Draft 12-30-03
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<th>Base Price + Alternatives</th>
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<th>Western States</th>
<th>Thornton</th>
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<td>Alt #5 - Deduct to remove payment &amp; performance Bonds</td>
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**Base Price - Western States**

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**Base Price - Thornton**

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<td>Description</td>
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**Notes:**
- Assumed life cycle is 12 years
- High Country Heating base bid does not include economizers so it is removed from consideration (economizers let in cool outside air instead of running the A/C system)
- High Country Heating with Alt's #1, 4 & 5 does not provide controls for some city hall areas as compared to other proposals
<table>
<thead>
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<th>High Country</th>
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<th>Thornton</th>
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<td>Energy Consumption (kWh)</td>
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<td>103,142</td>
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<td><strong>Total</strong></td>
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<td><strong>Life Cycle Costs</strong></td>
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<td>Energy Costs</td>
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<td>Purchase Price for 10 units</td>
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<td>$89,480</td>
<td>$99,870</td>
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<tr>
<td><strong>Total</strong></td>
<td>$180,276</td>
<td>$178,167</td>
<td>$186,990</td>
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<td><strong>Simple Payback (years)</strong></td>
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**NOTES:**

- PROJECT APPROACH SCHEDULE
  High Country Covers units in place instead of whole unit replacement. Western States Geothermal replaces control system with computer control.

- PROJECT TEAM
  Thornton Western States Geothermal has markedly less experience.

- ENERGY EFFICIENCY
  Based on life cycle costs vs. B&R values.
  High Country was B&R of 14-15.
  Thornton & Western States Geothermal meet B&R value of 15.
  Western's bid price covers the higher life cycle costs.

- PRICE
  Based on evaluated BIDs.
  Units w/economizers.
  No 2nd price tab.
AGENDA ITEM SUMMARY

DATE: 8/22/11 DEPARTMENT: PW - Parks DEPT. HEAD SIGNATURE: 

SUBJECT: Motion to approve change order #1 to Dreamland Skateparks, LLC to add a ramp to ramp jump to the expansion plans for connecting the two park areas and authorize the mayor to sign

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

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

The contractor has proposed adding a ramp to ramp jump at the skatepark expansion as outlined in the attachment. This will connect at the shallow area of the existing park to the west end of the expansion. This is a minimal cost to the overall project. The contractor has made previous revisions to the skatepark expansion design without requesting additional funds and will be performing needed maintenance on the existing park for a nominal fee of $2,500.

Total proposed amount $3,400.00 - see Quote page for details.

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS: Caselle #
Budget Line Item # __________________________
Estimated Hours Spent to Date: __________________________
Staff Contact: Tom Hellen
Comments: Phone # 788-9830 Ext 14

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:

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: Record Copies (all info.):
Instrument # __________________________
*Additional/Exceptional Originals to: __________________________
Copies (AIS only) Draft 12-30-03

- 15 -
DATE OF ISSUANCE: August 23, 2011
EFFECTIVE DATE: August 23, 2011

OWNER: City of Hailey
CONTRACTOR: Dreamland Skateparks, LLC

Contract:
Project: Skatepark Expansion
OWNERS Contract No.: 
ENGINEERS Contract No.: 

You are directed to make the following changes in the Contract Documents:
Description: Add in a ramp to ramp jump at the north end of the park through the landscape area

Reason for Change Order: Provide a connection for skating between the existing skatepark and the new expanded area.

Attachments: (List documents supporting change) See quote from contractor attached.

CHANGE IN CONTRACT PRICE:

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CHANGE IN CONTRACT TIMES:

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<td>Ready for final payment:</td>
<td>October 31, 2011</td>
</tr>
<tr>
<td>(days or dates)</td>
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<td>Net change from previous Change Orders No. ___ to No. ___:</td>
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<tr>
<td>Substantial Completion:</td>
<td>N/A</td>
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<tr>
<td>Ready for final payment:</td>
<td>N/A</td>
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<tr>
<td>(days)</td>
<td></td>
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<td>Contract Times prior to this Change Order</td>
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<td>October 15, 2011</td>
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<tr>
<td>Ready for final payment:</td>
<td>October 31, 2011</td>
</tr>
<tr>
<td>(days or dates)</td>
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<tr>
<td>Net increase (decrease) of this Change Order</td>
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<tr>
<td>Substantial Completion:</td>
<td>0 Days</td>
</tr>
<tr>
<td>Ready for final payment:</td>
<td>0 Days</td>
</tr>
<tr>
<td>(days)</td>
<td></td>
</tr>
<tr>
<td>Contract Times with all approved Change Orders</td>
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</tr>
<tr>
<td>Substantial Completion:</td>
<td>October 15, 2011</td>
</tr>
<tr>
<td>Ready for final payment:</td>
<td>October 31, 2011</td>
</tr>
<tr>
<td>(days or dates)</td>
<td></td>
</tr>
</tbody>
</table>

RECOMMENDED: By:_________________________  APPROVED: By:_________________________  ACCEPTED: By:_________________________
ENGINEER (Authorized Signature)  OWNER (Authorized Signature)  CONTRACTOR (Authorized Signature)

Date: _______________  Date: _______________  Date: _______________

EJCDC 1910-8-B (1996 Edition)
Prepared by the Engineers Joint Contract Documents Committee and endorsed by The Associated General Contractors of America and the Construction Specifications Institute.
PROJECT: CITY OF HAILEY SKATEPARK EXPANSION
ATTENTION: TOM HELLEN

Owner Mark Scott has discussed the following line items as additions to the current scope of work that Dreamland is providing for the city with Tom Hellen. Please contact us and let us know if you would like me to type up an amendment to the contract or if this will work. We will send a breakdown scope of work on our maintenance plan.

1. Add in a ramp to ramp jump (at the north end of the park) thru the landscaping connecting areas.
   Total square feet- 64
   Total investment- $960.00

2. Addition to the existing park deck approx. 100 sq ft, extended towards hwy.
   Total investment- $1500.00

3. Maintenance to the Phase 1- Hailey skatepark @ est. 11,000 sq ft. (Please see scope that will be emailed for a detailed breakdown of scope)
   Normal rates- $0.40 per sq ft. @ 11,000 sq ft. = $4,400.00
   20% discount for being onsite already- $880.00
   Total investment- $3,520.00 / $2,500

Total proposed amount: $5,980.00

* $3,460
Skatepark Maintenance Plans:

Plan A. Recommended every 1-2 years
Provide and Apply:
   1. Two applications of sealant
   2. Caulk all control joints and hairline cracks exceeding \( \frac{1}{2}'' \)
   3. Clean and paint metal coping
   4. Any small patch jobs that need to be done (Free)

We appreciate your interest in keeping Dreamland involved with your skatepark.

Your investment is $.40 per sq ft. of concrete skatepark.
Example: 10,000 sq ft. @ $.40/ft. = $4,000.00
Please see the cost breakdown on our proposal for specific costs, some discounts may apply.

This is a low fee that usually can be funded by a maintenance budget the city has set aside for parks. This plan will not only help maintain your long-term investment but also prevent possible large-scale repairs in the future.

Plan B:
This includes Plan A and any additional scope of work that may be needed for your skatepark, such as concrete pool coping repairs, graffiti removal, large patch jobs, removal and replacement of concrete, power washing, etc.
Please feel free to call us or email us for a free consultation.

Thank you,
Mark and Danyel Scott
Dreamland Skateparks
AGENDA ITEM SUMMARY

DATE: 8/18/11 DEPARTMENT: Finance & Records DEPT. HEAD SIGNATURE: __________________________

SUBJECT: Alcohol Beverage License Renewals

AUTHORITY: □ ID Code __________ □ IAR ________ (IF APPLICABLE) □ City Ordinance/Code 5.04, 5.08, 5.12

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:
Annual renewal of alcohol beverage licenses, which expire each year on July 31.

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)

[Checkboxes for City Attorney, City Clerk, Engineer, Building, Library, Planning, Fire Dept., Safety Committee, P & Z Commission, Police, Streets, Public Works, Parks, Mayor]

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:
Motion to approve the following alcohol beverage license renewal, which has been approved by HPD.

KB’s
Freshies
McLain’s Pizzeria
Zou 75
Miramar

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: ________
Copies (all info.): ________
Instrument #: ________

*Additional/Exceptional Originals to: Copies ________
AGENDA ITEM SUMMARY

DATE: 8/18/11  DEPARTMENT: Finance & Records  DEPT. HEAD SIGNATURE:

SUBJECT:
Alcohol Beverage License Renewals

AUTHORITY: □ ID Code □ IAR □ City Ordinance/Code 5.04, 5.08, 5.12
(IF APPLICABLE)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:
Annual renewal of alcohol beverage licenses, which expire each year on July 31.

Hailey Hotel and Rasberry's have both submitted their State and County Licenses for 2012, however, their paperwork for the City of Hailey is incomplete.

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
- Library
- Safety Committee
- Streets
- City Clerk
- Planning
- P & Z Commission
- Public Works, Parks
- Engineer
- Fire Dept.
- Police
- Mayor

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Motion to approve the following alcohol beverage license renewal, upon receipt of completed application and after HPD approves:
Hailey Hotel
Rasberry's

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 #