AGENDA ITEM SUMMARY

DATE: 11/24/08  DEPARTMENT:  PW/Parks  DEPT. HEAD SIGNATURE:  

SUBJECT: Motion to authorize the Mayor to sign the Tree City USA Application

AUTHORITY:  □ ID Code _______  □ IAR _________  □ City Ordinance/Code ______
(IFAPPLICABLE)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

With the proclamation for Arbor Day 2008 we have met the criteria to be a Tree City USA. This is to authorize the mayor to sign the application (attached).

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 #  768-9830 Ext 14
Comments:

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS:  (IFAPPLICABLE)

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<th>City Attorney</th>
<th>Clerk / Finance Director</th>
<th>Engineer</th>
<th>Building</th>
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<td>Library</td>
<td>Planning</td>
<td>Fire Dept.</td>
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<td>Safety Committee</td>
<td>P &amp; Z Commission</td>
<td>Police</td>
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<td>Streets</td>
<td>Public Works, Parks</td>
<td>Mayor</td>
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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  *Additional/Exceptional Originals to:
Copies (all info.):  Copies (AIS only)
Instrument #

Draft 12-30-03
DEADLINE FOR SUBMISSION
December 1, 2008

SUBMIT APPLICATION & ATTACHMENTS TO:
Community Forestry Assistant for your area

<table>
<thead>
<tr>
<th>North Idaho</th>
<th>Clearwater Area</th>
<th>South Idaho</th>
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<td><strong>Panhandle Area</strong></td>
<td><strong>Clearwater Area</strong></td>
<td><strong>South Idaho</strong></td>
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<tr>
<td>Jim Colla</td>
<td>Tera King</td>
<td>Gerry Bates</td>
</tr>
<tr>
<td>Northwest Management Inc.</td>
<td>Northwest Management Inc.</td>
<td>2445 John Adams Parkway</td>
</tr>
<tr>
<td>W. 21 Commerce Dr., Ste. G</td>
<td>PO Box 9748</td>
<td>Idaho Falls, ID 83401</td>
</tr>
<tr>
<td>Hayden, Idaho 83835</td>
<td>Moscow, Idaho 9748</td>
<td><a href="mailto:gabates@cableone.net">gabates@cableone.net</a></td>
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</tbody>
</table>
colla@consulting-foresters.com | king@consulting-foresters.com |                          |

Dear Applicant City:

In an effort to simplify the **TREE CITY USA Application** process, we have enclosed step-by-step instructions and worksheets to help you develop the information required. Our hope is that using them will make it easier for you to complete the application for **TREE CITY USA**. Please note, that you must still fill out and sign the official **Tree City USA Application** (which is enclosed).

One of the great strengths of the **TREE CITY USA** program is that it encourages and recognizes long-term commitment to community forestry. After becoming a Tree City, annual recertification provides an opportunity for each **TREE CITY USA** to review its program and to tell the National Arbor Day Foundation and us just how well your city is doing.

Your **Tree City Application** is enclosed. Please send the completed application to the Community Forestry Assistant in your area as early as possible, but not later than December 1, 2008. This will allow us sufficient time to review applications and forward them to the State Forester for his signature by the end of December.

When preparing your application, remember to include information for each of the four standards, as listed on the Tree City Application. I have enclosed a checklist for your use to assure your application contains the necessary attachments.

If you have any questions, please do not hesitate to contact me at 1-800-IDAHO-4-U or communitytrees@idl.state.id.us or the Community Forestry Assistant in your area (as listed above). Thank you for cooperating with the requested December 1st deadline.

Sincerely,

Dave Stephenson
Community Forestry Coordinator

**Enclosures:**
- Tree City USA Application
- Tree City USA Application Checklist
- Standards Worksheets, Guidelines and Samples
Application

Mail completed application with requested attachments to your state forester no later than December 31. The TREE CITY USA award is made in recognition of work completed by the city during the calendar year. Please provide information for the year ending. 

(Some states require information in addition to that requested on this application. Check with your state forester.)

As Mayor of the city Hailey

>Title-Mayor or other city official

I herewith make application for this community to be officially recognized and designated as a Tree City USA for 2008, having achieved the standards set forth by The National Arbor Day Foundation as noted below.

Standard 1: A Tree Board or Department
List date of establishment of board, board members, and meeting dates for the past year; or name of city department and manager.
Hailey Tree Committee established October 13, 2008
Meeting dates for 2008: 10/16, 11/6, 11/20, 12/4

Standard 2: A Community Tree Ordinance
Date ordinance established August 11, 2008 (attached)
Attach ordinance.

Standard 3: A Community Forestry Program with an Annual Budget of at Least $2 per Capita
Total community forestry expenditures $17,360
Community population 6200
Attach annual work plan outlining the work carried out during the past year. Attach breakdown of community forestry expenditures.

Standard 4: An Arbor Day Observance and Proclamation
Date observance was held November 12, 2008
Attach program of activities and/or news coverage. Attach Arbor Day proclamation.

Signature Title Date

Please type or print the following:

Mayor or equivalent
Name: Rick Davis
Title: Mayor
Address: 115 S Main St. Ste. H
City, State, Zip: Hailey ID 83333
Phone#: 788-4221

City Forestry Contact
Name: Tom Hellen
Title: Public Works Director
Address: 115 S Main St. Ste. H
City, State, Zip: Hailey ID 83333
Phone#: 727-7092

NOTE: Application will not be processed without Attachments.

Certification
(To Be Completed By The State Forester)

(Community)
The above named community has made formal application to this office. I am pleased to advise you that we reviewed the application and have concluded that, based on the information contained herein, said community is eligible to be recognized and designated as a Tree City USA, for the _________ calendar year, having in my opinion met the four standards of achievement in urban forestry.

Signed State Forester Date

Person in State Forester's Office who should receive recognition material:
Name: Address:
Title: City, State, Zip:
Agency: Phone#: 
STANDARD #1 ~ TREE BOARD OR DEPARTMENT

A Tree Board (Committee or Commission) is the group of citizens charged by ordinance to develop and administer a tree management program, for trees on public property, in their community. Instead of having such a Board, some communities have a department, such as a City Forestry Department that fulfills this role.

For Standard #1 please indicate (here or on application):

If Tree Board is responsible for program:

Date Tree Board was established (if first-time applicant): October 13, 2008

Names of 2008 Tree Board Members:
Denise Ford
Jim Rineholt
Sallie Hanson
Bill Josey
Jen Smith

Dates the Board has met in 2008:
10/16; 11/6; 11/20; 12/4

If Department is responsible for program:

Date Department was established (if first-time applicant): N/A

Name of Department:

Name & Title of person holding position in 2008:

STANDARD #2 ~ A COMMUNITY TREE ORDINANCE

Communities are required to have passed a Tree Ordinance and to submit a copy of that ordinance with the TCUSA application. First-time applicants should also indicate the date the ordinance was established. Those applying for recertification DO NOT need to attach an ordinance unless it has changed.

For Standard #2 please check appropriate boxes on application and attach copy of ordinance, if required
STANDARD #3~ A Community Forestry Program with an Annual Budget of at Least $2 Per Capita

This standard requires the community show they have a community forestry program that expends at least $2 per capita. To do so, communities must attach their program's 2008 work plan, accomplishment report, and detailed budget that documents fulfillment of the budget requirements.

A list of qualifying expenditures and a list of value standards for volunteers can be found on page 8.

For Standard #3 please indicate (on application):

1. Total Community Forestry Expenditures  $17,360
2. Community Population  6200

Tree City USA Standard #3 Financial Worksheet

Community:  Hailey  Year:  2008

To calculate your community tree program expenditures, complete the financial worksheet below. All cash and in-kind expenditures for public tree care may be included.

1. Tree Planting and Initial Care
Include cost of tree purchases, labor (salaries, benefits & volunteer time), equipment for planting, planting materials, stakes, wrapping, watering, mulching, and competition control, etc.

   $2,000

2. Community Forest Management
Include pruning, public education, professional training, memberships, salaries/benefits, volunteer time, street and park tree inventory, pest management, fertilization, watering, etc.

   $7,100

3. Tree Removals
Include cost of saws and equipment, supplies, and labor (salaries/benefits and volunteer time.

   $2,000

4. Volunteer Time
Value of volunteer labor and other contributions from civic organizations that has not already been included in above categories. (See page 8 for volunteer labor rates.)

   $1,260

5. Administrative Expenses
Include salaries/benefits, volunteer time and all other costs of activities (not documented elsewhere) such as contract management, grant administration, supervision and other forestry program management activities.

   $4,000
Tree City USA Standard 3 Financial Worksheet (Cont’d)

6. Utility Expenses

   a) Line clearance per se is not tree maintenance. Utility trimming expenses are allowed only if the utility is a partner in the city’s tree program and has implemented a tree planting program and complies with ANSI A300 pruning standards.

      6a. Enter amount here: $ __________

   b) The maximum allowed for utility expenses is $.1 per capita.  

      Enter the smaller amount—either 6a or the population of your city.  

      $0

7. Undefined Costs

   a) Costs not already mentioned, such as storm cleanup, brush pick-up from non-public properties, chipping of brush from non-public properties, etc.

      Briefly describe:

      7a) Enter amount here: $1,000

   b) The maximum allowed for these other activities is $.50 per capita.  

      Enter the smaller number—7a or the city population times .5.  

      $1,000

8. Other

Include any expenses not already mentioned.

Briefly describe:

$ __________

TOTAL COMMUNITY FORESTRY EXPENDITURES  
(Add budget figures in above right column together)  

$17,360

COMMUNITY POPULATION

6200

(To qualify for Tree City USA, total expenditures must be at least twice population. Transfer these two numbers to Standard #3 on application and include this sheet with application.)

Signed ________________________________ Date __________________

Title ________________________________
**Tree City USA Standard #3 Annual Work Plan 2008**

An annual work plan outlining the community forestry work that was to be carried out during the year 2008 needs to be provided. The worksheet below contains a column for every month (January—December); within each column there are four dots which represent each of the weeks within the month. Consider using a copy of this form to plan next year’s activities.

For each activity, place an “x” on top of the dots for each week of the year your community planned to be involved in that activity (each dot represents one week).

**EXAMPLE**

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**Please complete the worksheet below (or provide the information in a different format) and include it with your application for Standard #3.**

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<td>h. Plant trees, prune &amp;</td>
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4. Tree removals

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<td>Notify adjacent property owners</td>
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<td>Announce &amp; hold public hearings</td>
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<td>e.</td>
<td>Schedule contract tree crews</td>
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5. Public relations

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<tbody>
<tr>
<td>a.</td>
<td>Report to municipal officials</td>
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<td>b.</td>
<td>News releases</td>
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<td>c.</td>
<td>News &amp; TV coverage of events</td>
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<td>d.</td>
<td>Submit Tree City USA application</td>
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<td>e.</td>
<td>Plan, hold, publicize Arbor Day celebration</td>
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6. Tree care tasks

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</thead>
<tbody>
<tr>
<td>a.</td>
<td>Evaluate/schedule/repair irrigation system</td>
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<td>b.</td>
<td>Water most vulnerable trees during droughts</td>
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<td>c.</td>
<td>Fertilize deficient trees</td>
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<td>d.</td>
<td>Control diseases &amp; insects impacting tree health</td>
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<tr>
<td>e.</td>
<td>Remove stakes/tree wrap</td>
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<td>f.</td>
<td>Clean up storm breakage</td>
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<td>g.</td>
<td>Mulch trees</td>
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<td>h.</td>
<td>Control weeds</td>
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7. Other tasks

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<tbody>
<tr>
<td>a.</td>
<td>Conduct youth education</td>
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<tr>
<td>b.</td>
<td>Develop urban forestry grant projects</td>
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<tr>
<td>c.</td>
<td>Complete urban forestry grant applications</td>
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<tr>
<td>d.</td>
<td>Educational opportunities for tree commission</td>
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<td>e.</td>
<td>Training &amp; safety education of tree workers</td>
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</tbody>
</table>
**Tree City USA Standard #3 Accomplishment Report for 2008**

While the work plan is what your city set out to do for the year, the accomplishment report is an opportunity to state what you were actually able to achieve and to quantify the progress that was made. Please check all of the “accomplishments” that apply, add any not listed, and indicate quantities where appropriate. This Accomplishment Report also needs to be included with your application.

Please check all that apply and indicate quantities where appropriate.

| Community: Hailey | Year: 2008 |

<table>
<thead>
<tr>
<th>Accomplishment</th>
<th>Accomplishment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.</strong> Adopted or Revised Community Tree Ordinance</td>
<td>8/08</td>
</tr>
<tr>
<td><strong>2.</strong> Number of Trees Planted</td>
<td>1</td>
</tr>
<tr>
<td><strong>3.</strong> Number of Dead/Dying Trees Removed</td>
<td>5</td>
</tr>
<tr>
<td><strong>4.</strong> Number of Pruned/Trimmed Trees</td>
<td>200</td>
</tr>
<tr>
<td><strong>5.</strong> Held Arbor Day Celebration</td>
<td>11/12</td>
</tr>
<tr>
<td><strong>6.</strong> Program Planning (Tree Committee Meetings)</td>
<td>4</td>
</tr>
<tr>
<td><strong>7.</strong> Distributed Educational Publications</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Accomplishment</th>
<th>Accomplishment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>8.</strong> Attended Educational/Training Programs (specify type and quantity)</td>
<td></td>
</tr>
<tr>
<td>Jen Smith; PNW Chapter Conference</td>
<td>10/08</td>
</tr>
<tr>
<td>Bill Josey; PNW Chapter conference</td>
<td>10/08</td>
</tr>
<tr>
<td>Street Dept. pruning training</td>
<td>5/08</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Accomplishment</th>
<th>Accomplishment</th>
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<tbody>
<tr>
<td><strong>9.</strong> Other: (Specify activity and quantity if appropriate)</td>
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</table>
**TREE CITY USA QUALIFYING EXPENDITURES**

The following expenses for public tree care (street, park, cemetery) may be counted towards the $2 per capita requirement of Standard 3.

- Administrative time
- Arbor Day program
- Chipping (maximum of $0.50 per capita)
- Computer inventory software
- Contract work
- Equipment maintenance
- Equipment purchases (large equipment can be depreciated over life span)
- Equipment rental (chipper, bucket truck, stump grinder)
- Fertilizing
- Insect & disease control on trees
- Insurance
- Memberships in and donations to tree organizations
- Mulching
- Pick-up and/or chipping of tree trimmings from private properties (maximum of $0.50 per capita)
- Prizes for Arbor Day contests
- Tree pruning costs (excluding utility pruning)
- Public education materials—brochures, newsletters, etc.
- Staff salaries and benefits (or portion thereof) to accomplish the tasks listed on this page (subject to noted limits)
- Stump removal
- Survey or inventory expenses
- Tree board salary (most are volunteer, some are paid)
- Tree care conferences and workshops attended by community workers and/or volunteers
- Tree purchases and planting
- Tree removal (excluding utility removals)
- Utility pruning and removals (maximum of $1 per capita)
- Watering
- Volunteer labor/time (see table below for rates)
- Value of donated materials (including trees)

*(Grant money expended for any of these items may be counted.)*

**Items not eligible toward Tree City USA**

- Lawn mowing
- Leaf pick-up
- Tree work on non-public property
- Weed and brush control not related to planting areas (i.e. right-of-ways, etc.)

---

**Determining Value of Donated Services**

**Labor Rates**—Individuals performing tasks normally paid for, their actual rate of pay may be used.

**Managerial, Administrative & Clerical Support Services**
- Grant Project Manager/Coordinator
  - $15.00/hr
- Tree Committee Meetings (project planning, etc.) / Secretaries/Bookkeepers
  - $10.00/hr (per member)

**Professional Services**
- Engineers & Lawyers
  - $40.00/hr
- Consultants (Computer Programming, Urban Forestry, Landscape Design, Urban Planning, Marketing/Sales)
  - $25.00/hr

**Forestry Related Project Services**
- Volunteers under age 16
  - $5.15/hr
- Volunteers age 16 and older
  - $8.00/hr

**Equipment Rates**—If city has a rate schedule for its equipment, those figures can be used instead.
- Chainsaw
  - $35/day
- Trencher (for irrigation installation) / Truck Drivers/Heavy Equip. Operators
  - $15/hr
- Backhoe/Loader
  - $25/hr
- Gravel/Hoist & Water Truck
  - $50/day
- Pickup
  - $30/day
- Brush Chipper/Tree Spade/Stump Grinder
  - Contractor rate
STANDARD #4~ AN ARBOR DAY OBSERVANCE & PROCLAMATION

This standard requires that you observe and proclaim Arbor Day in your community and show documentation.

For Standard #4:

Please:

1. Indicate (on application) date Arbor Day was observed 11/12/08

2. Attach a copy of your community’s Arbor Day Proclamation for 2008.

3. Attach documentation that describes event (include items such as agenda, description of event/activities, press coverage and any other information that illustrates how your Arbor Day event was planned and/or carried out).

The application needs to be signed (on the line just below standard #4) by the person making the application. Also, fully complete the sections providing information regarding your community’s Mayor (or equivalent) and the City Forestry Contact. That contact can be the parks supervisor, city maintenance person, public works director, city manager, volunteer, city forester, etc.

This year the Community Forestry Assistant in your area will be processing your application instead of IDL’s Community Forestry Coordinator. So please submit completed application & forms, by December 1, 2008 to the Assistant in your area. Also, contact them for any questions you might have regarding your application.

<table>
<thead>
<tr>
<th>North Idaho</th>
<th>Clearwater Area</th>
<th>South Idaho</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Panhandle Area</strong></td>
<td><strong>Tera King</strong></td>
<td><strong>Gerry Bates</strong></td>
</tr>
<tr>
<td>Jim Colla</td>
<td>Northwest Management Inc.</td>
<td>2445 John Adams Parkway</td>
</tr>
<tr>
<td>Northwest Management Inc.</td>
<td>PO Box 9748</td>
<td>Idaho Falls, ID 83401</td>
</tr>
<tr>
<td>W. 21 Commerce Dr., Ste.7</td>
<td>Moscow, Idaho 9748</td>
<td>208-522-5964</td>
</tr>
<tr>
<td>Hayden, Idaho 83835</td>
<td><a href="mailto:king@consulting-foresters.com">king@consulting-foresters.com</a></td>
<td><a href="mailto:gabates@cableone.net">gabates@cableone.net</a></td>
</tr>
<tr>
<td><a href="mailto:colla@consulting-foresters.com">colla@consulting-foresters.com</a></td>
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</tbody>
</table>
TREE CITY USA APPLICATIONS

Your Tree City USA certification application or recertification application must include the following items. Note: Completing the preceding forms in this packet, will allow you to easily meet the documentation requirements for the application.

- **Completed application form**
- **Standard 1:** Tree Board or Department information (including Tree Board meeting dates)
- **Standard 2:** Tree Ordinance*
- **Standard 3:**
  - Financial Worksheets showing program expenditures/annual budget
  - 2008 Annual Work Plan
  - 2008 Program Accomplishments & Breakdown Budget
- **Standard 4:**
  - Arbor Day proclamation
  - Arbor Day observance program/agenda and/or news coverage of event

*If your Tree Ordinance has not been revised since your last Tree City USA application, do not attach another copy. Your tree ordinance is on file in the Coordinator's office. All first-time applicants must include an ordinance with their application.

COMMUNITY FORESTY IN IDAHO

[Map of Idaho with notation for Tree City USAs]

**WHICH COMMUNITY FORESTY ASSISTANT SERVES YOUR AREA?**

**NORTH IDAHO** ~ Panhandle Area ~ Jim Colla ~ 208-772-8554
~ Clearwater Area ~ Tera King ~ 208-883-4488

**SOUTH IDAHO** ~ Gerry Bates ~ 208-522-5964

**IDL COMMUNITY FORESTRY COORDINATOR**

Dave Stephenson 208-666-8621
AGENDA ITEM SUMMARY

DATE: 11/10/08  DEPARTMENT: Public Works  DEPT. HEAD SIGNATURE: 

SUBJECT:

Requesting approval for the 2009 Northern Rockies Folk Festival Special Event to be held at Hop Porter Park. Event is schedule to take place July 31, 2009 – August 1, 2009.

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

(IFAPPLICABLE)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

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: (IFAPPLICABLE)

| City Attorney | Clerk / Finance Director | XX Engineer | XX Building |
| Library | XX Planning | XX Fire Dept. |
| Safety Committee | P & Z Commission | XX Police |
| Streets | XX Public Works, Parks | Mayor |

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Department Heads approved with the following contingencies:

- Applicant will be responsible for repair of any turf and/or sprinkler damage.
- Any special power requirements will need to be approved. Only City-approved electricians will be allowed in the power boxes.
- Dumpsters or trash receptacles will need to be provided.
- Declaration of Insurance coverage needs to be submitted.
- Applicant will need to coordinate special needs through the Public Works Director.
- Restrooms will need to be provided with a minimum of one being ADA accessible. The applicant states 2000 attendees, the proposed 20 restrooms with two being ADA accessible is acceptable.
- Applicant is reminded that they are responsible for providing the necessary cones and barricades for traffic control.

FOLLOW-UP REMARKS:

*
SPECIAL EVENT PERMIT APPLICATION

I. EVENT NAME: Northern Rockies Folk Festival 2009

II. LOCATION FOR EVENT (Be specific e.g., Hop Porter Park, all of 1st Avenue between Walnut and Pine, 115 Main St. S.):

- Public Property
- Private Property

Hop Porter City Park

III. EVENT SCHEDULE

Special Events are limited to four days, including set-up and tear-down days. No more than eight events per calendar year can be conducted by a single party or organization, unless a modification is granted by the City Council. Please submit your modification requests in writing and attach to your application.

<table>
<thead>
<tr>
<th>Date(s) of Event</th>
<th>Start Time</th>
<th>End Time</th>
<th>Estimated # of Attendees</th>
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<tbody>
<tr>
<td>Fri 7/3/09</td>
<td>5 pm</td>
<td>11 pm</td>
<td>One Hour Interval:</td>
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<td>All Day: 2000</td>
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<tr>
<td>Sat 7/4/09</td>
<td>Noon</td>
<td>11 pm</td>
<td>One Hour Interval:</td>
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<td></td>
<td>All Day: 2000</td>
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<td>Date of Set-Up</td>
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<td>Date of Tear Down</td>
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<tr>
<td>Fri 7/10/09</td>
<td>8 am</td>
<td>8 pm</td>
<td>N/A</td>
</tr>
<tr>
<td>Fri 7/12/09</td>
<td>8 am</td>
<td>1 pm</td>
<td>N/A</td>
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</tbody>
</table>

IV. FEES

- Special Event Permit Application Fee: $125
- Per Day Park Rental Fee (Waived for non-profits): $500
- Security Deposit: $500
- Tax (on park rental fees only): 6%

TOTAL DUE

- Additional Deposit Required

125

V. ORGANIZATION INFORMATION

- Applicant's Name: Melanie Dahl
- Title: Secretary
- Mailing Address: Box 2840, Hailey, ID
- Zip Code: 83333
- Street Address: __________________________ City: __________________ State: ______
- Day Telephone: 208-788-3947
- Evening Telephone: 788-3628
- FAX Number: 788-5991
- E-Mail Address: melodie@willowlandtrust.org

7/18/2008
VI. EVENT INFORMATION

New Event: Yes ✗ No __ Annual Event: Yes ✗ No __ Years Operating __3__

Event Category: □ Commercial ✓ Noncommercial

Estimate of Gross Ticket Sales & Revenues (commercial event only):

Description of Event: 2 Days of Music, Family Oriented Event

Additional Details:

VII. INSURANCE REQUIREMENTS

It is the responsibility of your Special Event organizers to maintain a COMPREHENSIVE GENERAL LIABILITY insurance policy with coverage of not less than $1,000,000.00 combined single limit per occurrence. Each policy shall be written as a primary policy, not contributing with or in excess of any coverage which the City may carry. A certificate naming the City of Hailey, Blaine County, Idaho as additional insured shall be delivered to the City of Hailey with this application. The adequacy of all insurance required by these provisions shall be subject to approval by the City Clerk. Failure to maintain any insurance coverage required by this agreement shall be cause for immediate termination of the application.

Insurance Company: Stanley Leavitt Agent Name: Debra Green
Address: 715 N 54th St, Twin Falls Phone: 208-733-5166

HOLD HARMLESS CLAUSE

Permittee (organization/applicant) shall indemnify and hold harmless the City of Hailey, its agents, its employees and authorized volunteers from and against all claims, damages, losses and expenses, including attorney’s fees, arising out of the permitted activity or the conduct of Permittee’s operation of the event if such claim (1) is attributable to personal injury, bodily injury, disease or death, or to injury to or destruction of property, including the loss of use therefrom, and (2) is not caused by any negligent act or omission of willful misconduct of the City of Hailey or its employees acting within the scope of their employment.

(Attach any additional pages as needed)
SPECIAL EVENT ACTIVITIES & CITY SERVICES REQUESTED

Your Event Organizer is responsible for providing a complete list of event activities including a list of suppliers providing services. An event logistics map is required, detailing the location for all road closures, event set up, canopies, stages, vendors, booths, and any other major services or activities planned.

<table>
<thead>
<tr>
<th>Yes/No</th>
<th>Check all Planned Activities</th>
<th>Yes/No</th>
<th>Check all Planned Activities</th>
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<tbody>
<tr>
<td></td>
<td>Street Closures &amp; Access / Parade</td>
<td></td>
<td>Alcohol Served (Free of Charge) (name of provider)</td>
</tr>
<tr>
<td></td>
<td>Detailed map listing areas of closure, parade route is required. An ITD permit is required for Main Street.</td>
<td></td>
<td>Alcohol Sold Requires Alcohol Beverage Catering Permit (Hailey Code 5.13)</td>
</tr>
<tr>
<td></td>
<td>Street Closures &amp; Access / Parade require your Event Coordinator to notify all affected businesses, churches schools and neighborhoods</td>
<td></td>
<td>Food/Beverages will be served (List Caterers):</td>
</tr>
<tr>
<td></td>
<td>Canopies/Tents/Membranes/Temporary Structures (Number &amp; Size(s) City of Hailey Fire Department, Fire Code Enforcement</td>
<td></td>
<td>Vendor items sold/ solicitation</td>
</tr>
<tr>
<td></td>
<td>Medical Services (Circle) First Aid and/or EMS Services Who is providing services? Volunteers</td>
<td></td>
<td>Non-profit food booths (est. 6)</td>
</tr>
<tr>
<td></td>
<td>Security (detail who, number of officers, times, Attach plan Volunteer staff)</td>
<td></td>
<td>Booths: Profit/Non-Profit</td>
</tr>
<tr>
<td></td>
<td>Traffic Control / Shuttle Buses (Number of buses / locations / hours of operation, attach plan.) see #1 above</td>
<td></td>
<td>Lighting plan: attach plan</td>
</tr>
<tr>
<td></td>
<td>Electricity / Generators (Size Attach detailed electrical plan. site current same as all years before)</td>
<td></td>
<td>Stage and security</td>
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<tr>
<td></td>
<td>Water Drinking/Washing (circle site)</td>
<td></td>
<td>Activities / Entertainment (Agenda) Other equipment or entertainment</td>
</tr>
<tr>
<td></td>
<td>Gray Water Barrel / Grease Barrel (circle/detail # and locations)</td>
<td></td>
<td>Signs or Banners: sign permit may be required by the City Planning and Zoning Department</td>
</tr>
<tr>
<td></td>
<td>Sanitation -Trash bins, Dumpsters, Recycle (circle/detail # and locations)</td>
<td></td>
<td>Stages (Number and Size(s) (10 x 30)</td>
</tr>
<tr>
<td></td>
<td>Porta Toilets / Wash Stations (Quantity ADA Regular) 20 2 18</td>
<td></td>
<td>Barricades. How many identify locations and attach logistics map</td>
</tr>
<tr>
<td></td>
<td>EVENT estimated attendance 20/00/day</td>
<td></td>
<td>Number of staff working event 14</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Number of volunteers working 52</td>
</tr>
</tbody>
</table>

I hereby certify that I have read and will abide by the laws, rules and regulations set forth by the City of Hailey, Blaine County, and the State of Idaho, and in signing this application, I hereby agree that I and the organization I represent, shall hold the City of Hailey and all of its agents or employees free and blameless from any claim, liability or damage which may arise from use of City facilities or equipment, whether or not the City of Hailey, its agents or employees are jointly negligent. I further agree to promptly reimburse the City of Hailey and all of its agents for any clean up loss or damage to City property resulting from this use, as well as permitting, staffing, equipment use/rental, property use/rental, clean up, inspections involving the use of public property, public employees or public equipment for the Special Event. In the event the deposit exceeds the actual charges, the City Clerk shall refund the balance to the applicant.

Event Organizer’s Signature: ___________________________ Date: ________________

7/18/2008
DATE: 11/19/08  DEPARTMENT: Finance & Records  DEPT. HEAD SIGNATURE:  

SUBJECT:  
Taxi License Renewal  

AUTHORITY:  ☐ ID Code  ☐ IAR  ☒ City Ordinance/Code 5.20  
(IFAPPLICABLE)  

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:  
Annual taxi business license renewals for the following:  

Airport Cab  
A-1  

City staff and Hailey Police Department have reviewed and approved applications.  

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:  
(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:  
Approve Airport Cab for 2009 license.  

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.):  
Instrument #:  
Copies
LICENSE FEES:

New or Renewal $250.00

(License application for full year Jan. 01 – Dec. 31)

Fingerprint Processing $34.00

(If applicable)

TOTAL: 284.00

OFFICE USE ONLY

NEW_____ RENEWAL_____

APPROVED [X] DENIED_____

POLICE CHECK [X]

EXPIRES ANNUALLY ON DECEMBER 31ST

Business Name: A-1 Sun Valley Tax & Trans/Rocky Mtn Trans

Owner Driver’s License Number WY 105478-291 Owner Date of Birth 8/18/64

Number of Vehicles Operated by Business 2

1. Have you within the last three (3) years: been convicted of, or received a withheld judgment, been placed on probation, forfeited a bond for failure to appear for any felony or misdemeanor charge, or have any outstanding warrants? Yes ____ No [X]

If yes, please explain: ____________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

2. Have you had a similar license revoked, denied or suspended by this city or any other city of this state, or of the United States, within the past three (3) years? Yes _____ No [X]

If yes, please explain: ____________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

CITY OF HAILEY • 115 MAIN ST. S., SUITE H • HAILEY, IDAHO 83333 • 788-4221

15/03/Taxi Business License (10/31/05)
A-1 taxi fare schedule
Effective June 01, 2008

Ketchum to Hailey
1 $23.00
2 $31.00
3 $40.00
4 $47.00
5 $55.00
6 or more($75.00) per hour
Extra miles @ $3.00 per mile
Dead head surcharge $16.00
Warm Springs to Hailey Meadows $13.00
Ketchum to Warm Springs lifts $11.00
Sun Valley to Warm Springs lifts $11.00
Ketchum to Elkhorn $11.00
Elkhorn to Adams Gulch $12.00
Warm Springs to Elkhorn $13.00

From Deer Creek to South Woodside

<table>
<thead>
<tr>
<th></th>
<th>Shared</th>
<th>Private</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$17.00</td>
<td>$37.00</td>
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<tr>
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<td>$19.00</td>
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<td>$23.00</td>
<td>$43.00</td>
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<td>$25.00</td>
<td>$45.00</td>
</tr>
<tr>
<td>6</td>
<td>$27.00</td>
<td>$47.00</td>
</tr>
</tbody>
</table>

Bellevue, Hailey and Ketchum core each additional passenger $2.00
Ketchum to Bellevue each additional passenger $5.00
Hailey to Bellevue each additional passenger $2.00
Bend Ranch to Ketchum each additional passenger $2.00

To Friedman Memorial Airport
From Lake Creek Road to Deer Creek Road
And all points between Bellevue and South Woodside Blvd. (in and from Airport).

<table>
<thead>
<tr>
<th></th>
<th>Shared</th>
<th>Private</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$27.00</td>
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<td>$43.00</td>
<td>$78.00</td>
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<tr>
<td>3</td>
<td>$59.00</td>
<td>$103.00</td>
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<tr>
<td>4</td>
<td>$75.00</td>
<td>$113.00</td>
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<tr>
<td>5</td>
<td>$91.00</td>
<td>$123.00</td>
</tr>
<tr>
<td>6</td>
<td>$107.00</td>
<td>$133.00</td>
</tr>
</tbody>
</table>

Ketchum to--------North Park
North Park $17.00

Ketchum to--------Eagle Creek
Eagle Creek $16.00

Ketchum to--------Glassford Heights
Glassford Heights $15.00

Ketchum to--------Lake Creek
Lake Creek $14.00

Ketchum to--------Hailey Meadows
Hailey Meadows $12.00

Ketchum to--------St. Luke's
St. Luke's $10.00

Ketchum to--------Meadows trailer Park
Meadows trailer Park $11.00

Ketchum to--------Cold Springs
Cold Springs $12.00

Ketchum to--------Rainbow Bend
Rainbow Bend $16.00

Ketchum to--------East Fork to North Canyon
East Fork to North Canyon $17.00

Ketchum to--------North Canyon to Triumph
North Canyon to Triumph $20.00

Ketchum to--------Hidden Hollow
Hidden Hollow $18.00
each additional passenger $2.00

Ketchum to--------Heatherlands and star weather
each additional passenger $5.00

STANLEY $160.00 1-6 PASSENGERS
$30.00 EACH ADDITIONAL PASSENGER

TWINFALLS $200.00 1-6 PASSENGERS
$30.00 EACH ADDITIONAL PASSENGER

BOISE $360.00 1-6 PASSENGERS
$30.00 EACH ADDITIONAL PASSENGER

Hourly Rates 6 passenger van $75.00

Hourly Rates 15 passenger van $90.00
LICENSE FEES:

New or Renewal $250.00
(License application for full year Jan. 01 - Dec. 31)

Fingerprint Processing $34.00
(If applicable)

TOTAL: 250.00

OFFICE USE ONLY

NEW___ RENEWAL ___
APPROVED ___ DENIED ___

POLICE CHECK 11-15-08

EXPIRES ANNUALLY ON DECEMBER 31ST

Business Name: Airstar Cab Company

Owner Driver’s License Number FA104714E Owner Date of Birth 3-3-64

Number of Vehicles Operated by Business

1. Have you within the last three (3) years: been convicted of, or received a withheld judgment, been placed on probation, forfeited a bond for failure to appear for any felony or misdemeanor charge, or have any outstanding warrants? Yes ___ No ___

If yes, please explain: __________________________________________________________

________________________________________________________________________

________________________________________________________________________

2. Have you had a similar license revoked, denied or suspended by this city or any other city of this state, or of the United States, within the past three (3) years? Yes ___ No ___

If yes, please explain: __________________________________________________________

________________________________________________________________________

________________________________________________________________________
# AIRPORT CAB COMPANY

## FARE SCHEDULE

*Taxi DOES NOT provide service on unimproved (dirt) roads.*

**Sun Valley to Ketchum / Sun Valley to Elkhorn**

$10.00 (3.00 per additional passenger)

<table>
<thead>
<tr>
<th>Ketchum to and from Hailey</th>
<th># of PAX</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>$25.00</td>
</tr>
<tr>
<td>2</td>
<td>$35.00</td>
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<tr>
<td>3</td>
<td>$45.00</td>
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<tr>
<td>4</td>
<td>$55.00</td>
</tr>
<tr>
<td>5</td>
<td>$65.00</td>
</tr>
<tr>
<td>6</td>
<td>$75.00</td>
</tr>
</tbody>
</table>

*After midnight - $30.00 minimum*

$5.00 per additional passenger

---

**Deliveries**

*Baggage* - picked up at Hailey Airport and delivered is $23.00 first bag; $1.00 each additional bag. PLUS $2.00 per extra stop.

**Dogs / Cats** - $7.00 per animal

---

**Airport to Bellevue**

$20.00 ($5.00 per additional passenger)

**Friedman Airport** (public or private side) to all points.

<table>
<thead>
<tr>
<th>Hailey</th>
<th># of PAX</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>$13.00 (5.00 per additional passenger)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Deer Creek</th>
<th># of PAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>$20.00 (10.00 per additional passenger)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Indian Creek</th>
<th># of PAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>$21.00 (11.00 per additional passenger)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Zinc Spur</th>
<th># of PAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>$22.00 (11.00 per additional passenger)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Starweather &amp; Heatherlands</th>
<th># of PAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>$23.00 (11.00 per additional passenger)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>East Fork</th>
<th># of PAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>$24.00 (13.00 per additional passenger)</td>
<td></td>
</tr>
</tbody>
</table>

1st mile after Ketchum prices:

<table>
<thead>
<tr>
<th>Gimlet</th>
<th># of PAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>$25.00 - $40.00</td>
<td></td>
</tr>
</tbody>
</table>

**Elkhorn to / from Warm Springs**

$15.00 (3.00 per additional passenger)

Any lift to lift $15.00

**North of Saddle, Adams Gulch, Bigwood Golf**

$27.00 (14.00 per additional passenger)

<table>
<thead>
<tr>
<th>Hulen Meadows &amp; Lake Creek</th>
<th># of PAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>$28.00 (14.00 per additional passenger)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Stone Gate &amp; North Fork</th>
<th># of PAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>$30.00 (15.00 per additional passenger)</td>
<td></td>
</tr>
</tbody>
</table>

**Waiting Time** $1.00 per minute after 1st 5 minutes

---

**Hourly Rate $72.00**

| Warm Springs to Hulen Meadows     | $13.00   |
| Ketchum to Warm Springs Lifts    |          |
| $10.00 minimum                   |          |
| *3.00 additional passenger*     |          |

| Sun Valley to Warm Springs       | $12.00   |
| Ketchum to Elkhorn Village      |          |
| $11.00 minimum                   |          |
| *3.00 per additional passenger* |          |

| Warm Springs to Elkhorn          | $14.00   |
| *3.00 per additional passenger* |          |

| Elkhorn to Adam’s Gulch         | $12.00   |
| *3.00 per additional passenger* |          |

---

<table>
<thead>
<tr>
<th>Hailey</th>
<th>Core</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td># of PAX</td>
</tr>
<tr>
<td>$9.00</td>
<td></td>
</tr>
</tbody>
</table>

| $11.00             |        |

| Middle             |        |
| $12.00             |        |

| South              |        |
| $13.00             |        |

| North              |        |
| $11.00             |        |

<table>
<thead>
<tr>
<th>Board Ranch to Ketchum</th>
<th>$(3.00 per additional passenger)</th>
</tr>
</thead>
</table>

**Ketchum to...**

| North Fork          | $18.00 |
| Eagle Creek         | $18.00 |
| Glassford Heights   | $16.00 |
| Lake Creek          | $14.00 |
| Hulen Meadows       | $14.00 |
| Sun Tree Hollow     | $12.00 |
| Red Top Meadows     | $13.00 |
| Cold Springs        | $13.00 |
| Chalet               | $13.00 |
| Gimlet               | $15.00 |
| East Fork            | $18.00 |
| Hidden Hollow        | $18.00 |
| Triumph              | $24.00 |

$(5.00 per additional passenger)

---

| Heatherlands       | $19.00 |
| Starweather        | $19.00 |

+$5.00 per additional passenger

---

**Early Morning bussing** $40.00

2 - 5 a.m.
AGENDA ITEM SUMMARY

DATE: 11/24/2008 DEPARTMENT: Clerk’s Office DEPT. HEAD SIGNATURE: Mary Cone

SUBJECT:
Contract for Maintenance Agreement with Magic Valley Business Systems for new copier.

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

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:
This new copier replaced the old copier in the City Hall mail room.

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS Casele #
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  ___ City Clerk  ___ Engineer  ___ Building
___ Library  ___ Planning  ___ Fire Dept.
___ Safety Committee  ___ P & Z Commission  ___ Police
___ Streets  ___ Public Works, Parks  ___ Mayor

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:
The clerk’s office recommends authorizing the Mayor to sign this agreement to be signed.

FOLLOW-UP REMARKS:

23
November 5, 2008

City Of Hailey  
115 S Main St Ste#H  
Hailey, ID  83333

Dear Mary,

MAGIC VALLEY BUSINESS SYSTEMS, INC. is excited to serve you with our full coverage maintenance program. We are positive that you will find it beneficial to your company’s needs.

I have enclosed the new contract for your SHARP AM-X55 digital copier. The monthly minimum charge for this agreement is $20.00, which includes 2,249 copies; overages will be billed at .0089 cents per copy. This maintenance program covers all maintenance, parts, labor, pm kits, drums, fuser and cleaning rollers, black toner, and developer. It does not include any paper products, color units, staple cartridges, labels, transparencies or connectivity issues.

As part of this agreement, you will be required to provide us with a meter reading. We will fax you a request for a meter reading each month.

Please sign the highlighted areas and return the top copy in the enclosed envelope as soon as possible. Retain the yellow copy for your records. If you have any questions or concerns, please don’t hesitate to call me at 734-6181.

Again, thank you for doing business with MVBS. We will continue to provide you with our professional service and fast response time.

Sincerely,

Julie Schmahl
Magic Valley Business Systems

Enclosures
**Maintenance agreement may be modified or cancelled based on availability of parts & supplies**

This Agreement shall not apply to any repairs made necessary by accident, abuse, neglect, theft, vandalism, improper installation (installation other than set out in the owner's manual), electric power failure, fire, water or other casualty or damage resulting from servicing by personnel other than those of MAGIC VALLEY BUSINESS SYSTEMS. 

This is a 3 year agreement, automatically renewable at the end of 3 year(s) under these same terms and conditions. It is agreed between parties that the quoted price on the minimum charge, allowance copies, and the cost per copy amount is guaranteed for the period of 3 year(s), at which time the minimum charge and cost per copy amount will be increased based on prevailing market costs.

This Agreement is conditioned upon the proper installation of the equipment to electrical outlets as outlined in the copy machine service manual, and this Agreement can be terminated by MAGIC VALLEY BUSINESS SYSTEMS (herein after referred to as MVBS), if it is determined by a trained factory technician that the unit is not connected to a dedicated 20 amp power receptacle that meets the uniform building code in force. The equipment must be connected to a surge protector approved and installed by MVBS.

The customer agrees to purchase and MVBS agrees to provide maintenance service for the equipment identified above in accordance with the terms and conditions of this Agreement. No terms or conditions, expressed or implied, are authorized unless they appear on the original of this Agreement, signed by Customer and MVBS Representative.

I understand that I will be charged a billing fee of 1½ % per month (18% annually) for all outstanding balances on my account over 30 days old with MVBS. I further agree that in the event of non-payment of my account, I understand that MVBS could cancel this Agreement and that I shall be responsible for all costs of collection, court costs and reasonable attorney’s fees required to collect my account.

THE ADDITIONAL TERMS AND CONDITIONS ON THE REVERSE SIDE HEREOF ARE INCORPORATED IN AND MADE PART OF THIS AGREEMENT. NO CHANGE, ALTERATION OR AMENDMENT OF THESE TERMS OR CONDITIONS OF THIS AGREEMENT ARE AUTHORIZED OR EFFECTIVE UNLESS THEY HAVE BEEN AGREED TO IN WRITING BY AN OFFICER OF MVBS.

---

**BILLING ADDRESS**

<table>
<thead>
<tr>
<th>EQUIPMENT</th>
<th>METER READING</th>
<th>RENEWAL DATE</th>
<th>MINIMUM CHARGE</th>
<th>ALLOWANCE COPIES</th>
<th>COST PER COPY AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMX-55</td>
<td>85009353</td>
<td>101</td>
<td>10/16/2008</td>
<td>10/16/2011</td>
<td>$20.00</td>
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</table>

**INSTALLATION ADDRESS**

<table>
<thead>
<tr>
<th>COMPANY NAME</th>
<th>SAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS</td>
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</tr>
<tr>
<td>CITY</td>
<td></td>
</tr>
<tr>
<td>STATE</td>
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</tr>
<tr>
<td>ZIP</td>
<td>83333</td>
</tr>
<tr>
<td>ATTN:</td>
<td>MARY</td>
</tr>
<tr>
<td>PHONE</td>
<td></td>
</tr>
</tbody>
</table>

**THE ABOVE CHARGES INCLUDE:**

ALL MAINTENANCE, PARTS, LABOR, PM KITS, DRUMS, FUSER & CLEANING ROLLERS, BLACK TONER, & DEVELOPER.

**THE ABOVE CHARGES EXCLUDE:**

ALL PAPER PRODUCTS, COLOR UNITS, STAPLE CARTRIDGES, LABELS & TRANSPARENCIES, ALL CONNECTIVITY ISSUES.

---

**MVBS AUTHORIZATION**

**CUSTOMER'S AUTHORIZATION**

<table>
<thead>
<tr>
<th>PRINTED SIGNATURE NAME</th>
<th>DATE</th>
<th>PRINTED SIGNATURE NAME</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Julie Schmahl</td>
<td>11/6/08</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OFFICE ADDRESS</td>
<td>P.O. Box 1843</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CITY</td>
<td>Twin Falls</td>
<td>STATE ZIP</td>
<td>83301</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ID</td>
<td></td>
</tr>
</tbody>
</table>

MVBS - WHITE  CUSTOMER - YELLOW
MAGIC VALLEY BUSINESS SYSTEMS
TWIN FALLS, IDAHO • PHONE 208-734-6181 • WATS 1-800-333-7025
MAINTENANCE AGREEMENT
BILLING CYCLE Q, ANNUAL □, MONTHLY

<table>
<thead>
<tr>
<th>EQUIPMENT</th>
<th>METER READING</th>
<th>RENEWAL DATE</th>
<th>MINIMUM CHARGE</th>
<th>ALLOWANCE COPIES</th>
<th>COST PER COPY AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>MODEL</td>
<td>SERIAL NO.</td>
<td>READING DATE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AMX-55</td>
<td>85000255</td>
<td>101</td>
<td>10/16/2008</td>
<td>10/16/2011</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

BILLING ADDRESS
COMPANY NAME: CITY OF HAILEY
ADDRESS: 115 S MAIN ST STE#H
CITY: HAILEY
ATTN: MARY
STATE ID ZIP 83333
PHONE

INSTALLATION ADDRESS
COMPANY NAME: SAME
ADDRESS
CITY
STATE
ZIP
ATTN:
PHONE

THE ABOVE CHARGES INCLUDE:
ALL MAINTENANCE, PARTS, LABOR, PM KITS, DRUMS
FUSER & CLEANING ROLLERS, BLACK TONER, & DEVELOPER.

EMAIL address for meter requests:

FAX NUMBER:

**Maintenance agreement may be modified or cancelled based on availability of parts & supplies**

This Agreement shall not apply to any repairs made necessary by accident, abuse, neglect, theft, vandalism, improper installation (installation other than set out in the owner's manual), electric power failure, fire, water or other casualty or damage resulting from servicing by personnel other than those of MAGIC VALLEY BUSINESS SYSTEMS.

This is a 3 year agreement, automatically renewable at the end of 3 year(s) under the same terms and conditions. It is agreed between parties that the quoted price on the minimum charge, allowance copies, and the cost per copy amount is guaranteed for the period of 3 year(s), at which time the minimum charge and cost per copy amount will be increased based on prevailing market costs.

This Agreement is conditioned upon the proper installation of the equipment to electrical outlets as outlined in the copy machine service manual, and this Agreement can be terminated by MAGIC VALLEY BUSINESS SYSTEMS (herein referred to as MVBS), if it is determined by a trained factory technician that the unit is not connected to a dedicated 20 amp power receptacle that meets the uniform building code in force. The equipment must be connected to a surge protector approved and installed by MVBS.

The customer agrees to purchase and MVBS agrees to provide maintenance service for the equipment identified above in accordance with the terms and conditions of this Agreement. No terms or conditions, expressed or implied, are authorized unless they appear on the original of this Agreement, signed by Customer and MVBS Representative.

The customer agrees to pay MVBS for all work performed under this Agreement. The customer further agrees that in the event of non-payment of this agreement, the customer agrees to pay MVBS for all outstanding balances on their account over thirty (30) days old with MVBS. The customer understands that in the event of non-payment of this agreement, MVBS may not provide service or support for the equipment identified in this agreement.

THE ADDITIONAL TERMS AND CONDITIONS ON THE REVERSE SIDE HEREOF ARE INCORPORATED IN AND MADE PART OF THIS AGREEMENT. NO CHANGE, ALTERATION OR AMENDMENT OF THESE TERMS OR CONDITIONS OF THIS AGREEMENT ARE AUTHORIZED OR EFFECTIVE UNLESS THEY HAVE BEEN AGREED TO IN WRITING BY AN OFFICER OF MVBS.

MVBS AUTHORIZATION
MVBS REPRESENTATIVE SIGNATURE
Julie Schmahl
PRINTED SIGNATURE NAME Julie Schmahl
DATE 11/5/08
OFFICE ADDRESS P.O. Box 1843
CITY Twin Falls
STATE ID 83301
ZIP

CUSTOMER'S AUTHORIZATION
CUSTOMER NAME

BY (AUTHORIZED SIGNATURE) DATE

PRINTED SIGNATURE NAME
TITLE

PURCHASE ORDER NO.
P.O. DATE

MVBS - WHITE CUSTOMER - YELLOW