

**CITY COUNCIL CALENDAR OF THE CITY OF KETCHUM, IDAHO**

**Monday, March 4, 2013, beginning at 5:30 p.m.**

**480 East Avenue, North, Ketchum, Idaho**

Approximate starting time for each agenda item is indicated at left.



- 5:30 1. CALL TO ORDER
- 5:30 2. COMMUNICATIONS FROM MAYOR AND COUNCILORS.
3. COMMUNICATIONS FROM THE PUBLIC.
- 5:45 a) Communications from the public.
- 6:00 b) Pacific Northwest Climate Impacts Research Consortium Presentation. Tab 1
- 6:30 c) Update on development of the City's communications strategy - Red Sky Communications. Tab 2
4. COMMUNICATIONS FROM CITY STAFF.
- 7:00 a) Ketchum Recreation and Public Purposes Project Update - Jennifer L. Smith, Director of Parks and Recreation. Tab 3
- 7:45 5. COMMUNICATIONS FROM THE PRESS.
6. AGREEMENTS AND CONTRACTS.
- 7:50 a) Urban Forest Management Interlocal Agreement with City of Hailey - Jennifer L. Smith, Director of Parks and Recreation. Tab 4
- 8:00 b) Strategic Communication Consultation and Services Letter of Agreement with Red Sky Public Relations - Lisa Enourato, Special Projects Manager. Tab 5
7. ORDINANCES AND RESOLUTIONS.
- 8:10 a) Ordinance 1105: An ordinance enacting Chapter 8.10, under Title 8, Ketchum Municipal Code, entitled Smoke-Free Air Ordinance, Regulating smoking in public places; setting forth the statutory authority for local government regulation of smoking; Providing legislative findings; Providing definitions of key terms; Prohibiting smoking on all City owned property and in all City owned facilities and all places of employment and setting forth a nonexclusive list of enclosed places where smoking is prohibited; Prohibiting smoking outdoors on public and private school property, within twenty feet of public transportation facilities; Providing exemptions from the smoking prohibition for exclusive retail tobacconists, in residences, except for any portion that is used as a business with employees or customers, and for bona fide Native American religious practices; Permitting businesses where smoking is not prohibited to designate any or all of the business nonsmoking; Providing for a public education program prior to enforcement; Providing infraction penalties for violation; Setting forth a severability clause and providing an effective date. (First Reading) - Stephanie Bonney, City Attorney. Tab 6
- 8:30 8. CONSENT CALENDAR. Tab 7
- a) Approval of minutes from the February 15, 2013 and February 19, 2013 Council meetings.
- b) Recommendation to approve current bills and payroll summary.

9. EXECUTIVE SESSION to discuss personnel, litigation and land acquisition pursuant to Idaho Code §§67-2345 1(a) (b), (c) and (f).

10. ADJOURNMENT.

Any person needing special accommodations to participate in the above noticed meeting should contact the City of Ketchum three days prior to the meeting at (208) 726-3841.

This agenda is subject to revisions and additions. NOTE: Revised portions of the agenda are underlined in bold. Public information on agenda items is available in the Clerk's Office located at 480 East Ave. N in Ketchum or (208) 726-3841.

Check out our website: [www.ketchumidaho.org](http://www.ketchumidaho.org).

# City of Ketchum, Idaho

P.O. Box 2315 Ketchum, ID 83340 (208) 726-3841 Fax: (208) 726-8234



February 27, 2013

Mayor Hall and City Councilors  
City of Ketchum  
Ketchum, Idaho

Mayor Hall and City Councilors:

## March 4, 2013 City Council Agenda Report

The regular Council meeting will begin at **5:30 p.m.**

### 3. COMMUNICATIONS FROM THE PUBLIC.

#### b) Pacific Northwest Climate Impacts Research Consortium Presentation.

Representatives from the Pacific Northwest Climate Impacts Research Consortium (CIRC) will be present to report to the City Council on landscape and watershed management in a changing climate. A brief staff report from Lisa Horowitz and materials from CIRC have been provided in the Council packet.

RECOMMENDATION: This item is for informational purposes.

**RECOMMENDED MOTION: None.**

This is a legislative matter.

#### c) Update on development of the City's communications strategy - Red Sky Communications.

Representatives from Red Sky will be present to update the Council on progress in the development of the City's communications strategy.

RECOMMENDATION: This item is for informational purposes.

**RECOMMENDED MOTION: None.**

This is a legislative matter.

### 4. COMMUNICATIONS FROM CITY STAFF.

#### a) Ketchum Recreation and Public Purposes Project Update - Jennifer L. Smith, Director of Parks and Recreation.

Jen Smith will update the Council on the Recreation and Public Purposes Project. A detailed staff report from Jen and City Attorney Cherese McLain has been provided in the packet for Council review.

RECOMMENDATION: This item is for informational purposes.

**RECOMMENDED MOTION: None.**

This is a legislative matter.

6. AGREEMENTS AND CONTRACTS.

- a) Urban Forest Management Interlocal Agreement with City of Hailey - Jennifer L. Smith, Director of Parks and Recreation.

This agreement is a continuation of a long-standing relationship between the Cities of Hailey and Ketchum regarding urban forest management. Specifically, the agreement provides for Ketchum to provide Hailey with GIS-based tree management software, software support and technical support. Hailey agrees to pay Ketchum \$1,000 for these services during FY2013. A detailed staff report from Jen Smith and Juerg Stauffacher and a copy of the agreement have been included in the packet for Council review.

RECOMMENDATION: Staff respectfully recommends the City Council approve the FY2013 Urban Forest Management Interlocal Agreement with City of Hailey for the fee of \$1,000.

**RECOMMENDED MOTION: *"I move to approve the FY2013 Urban Forest Management Interlocal Agreement with City of Hailey for the fee of \$1,000."***

This is a legislative matter.

- b) Strategic Communication Consultation and Services Letter of Agreement with Red Sky Public Relations - Lisa Enourato, Special Projects Manager.

The City's initial three month agreement with Red Sky Public Relations will conclude on March 3, 2013. Significant progress in addressing the Council's goal of improved organizational communications has been accomplished through the City's relationship with Red Sky. The proposed letter agreement will help the City maintain and build on recent progress and help the City solidify effective communications over the next several months. The proposed agreement is structured as a month-to-month relationship extending to September 30, 2013. The monthly fee for services is in an amount not to exceed \$3,000/month. A detailed staff report from Lisa Enourato has been included in the packet along with a copy of the proposed letter agreement.

RECOMMENDATION: Staff respectfully recommends the City Council approve the renewed letter agreement with Red Sky Public Relations for monthly services extending to September 30, 2013.

**RECOMMENDED MOTION: *“I move to approve the letter agreement with Red Sky Public Relations for monthly services extending to September 30, 2013.”***

This is a legislative matter.

7. ORDINANCES AND RESOLUTIONS.

- a) Ordinance 1105: An ordinance enacting Chapter 8.10, under Title 8, Ketchum Municipal Code, entitled Smoke-Free Air Ordinance, Regulating smoking in public places; setting forth the statutory authority for local government regulation of smoking; Providing legislative findings; Providing definitions of key terms; Prohibiting smoking on all City owned property and in all City owned facilities and all place of employment and setting forth a nonexclusive list of enclosed places where smoking is prohibited; Prohibiting smoking outdoors on public and private school property, within twenty feet of public transportation facilities; Providing exemptions from the smoking prohibition for exclusive retail tobacconists, in residences, except for any portion that is used as a business with employees or customers, and for bona fide Native American religious practices; Permitting businesses where smoking is not prohibited to designate any or all of the business nonsmoking; Providing for a public education program prior to enforcement; Providing infraction penalties for violation; Setting forth a severability clause and providing an effective date. (First Reading) - Stephanie Bonney, City Attorney.

Ordinance 1105 proposes to prohibit smoking in public places. A staff report from Lisa Horowitz has been included in the packet along with a copy of Ordinance 1105.

RECOMMENDATION: Staff respectfully recommends the City Council conduct the first reading of the ordinance and schedule a second reading.

**RECOMMENDED MOTION: *“Pursuant to Idaho Code 50-902, I move for the first reading of Ordinance 1105 the Ketchum Smoke-Free Ordinance, and scheduling of a second reading for March 18, 2013.”***

This is a legislative matter.

8. CONSENT AGENDA.

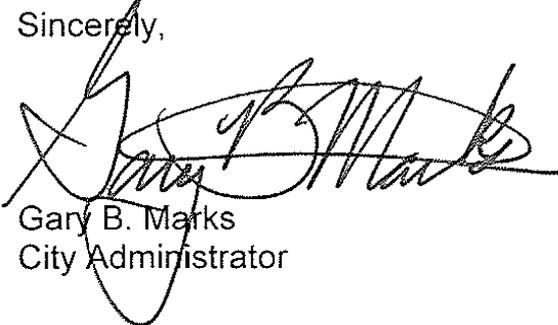
- a) Approval of minutes from the February 15, 2013 and February 19, 2013 Council meetings.

Copies of the minutes from the February 15, 2013 and February 19, 2013 Council meetings have been provided in the packet of Council review.

b) Recommendation to approve current bills and payroll summary.

A list of bills for approval and the payroll summary have been included in the packet for Council review.

Sincerely,

A handwritten signature in black ink, appearing to read "Gary B. Marks". The signature is written in a cursive, somewhat stylized font with a large initial "G".

Gary B. Marks  
City Administrator

# City of Ketchum, Idaho

P.O. Box 2315 Ketchum, ID 83340 (208) 726-3841 Fax: (208) 726-8234



February 26, 2013

Mayor Hall and City Councilors  
City of Ketchum  
Ketchum, Idaho

Mayor Hall and City Councilors:

## **Pacific Northwest Climate Impacts Research Consortium (CIRC) Presentation**

### Introduction/History

Members of the CIRC project will be in the Wood River Valley and have been invited to give an overview of the project to the City Council. The Climate Impacts Research Consortium (CIRC) provides information and tools for making decisions about landscape and watershed management in a changing climate. Background on the project can be found at <http://pnwclimate.org>.

### Current Report

John Stevenson and Allison Marshall of CIRC will be making a power point presentation of the project.

### Financial Requirement/Impact

There is no financial impact at this time.

### Recommendation

There is no recommended action for the City Council: this item is informational at this time.

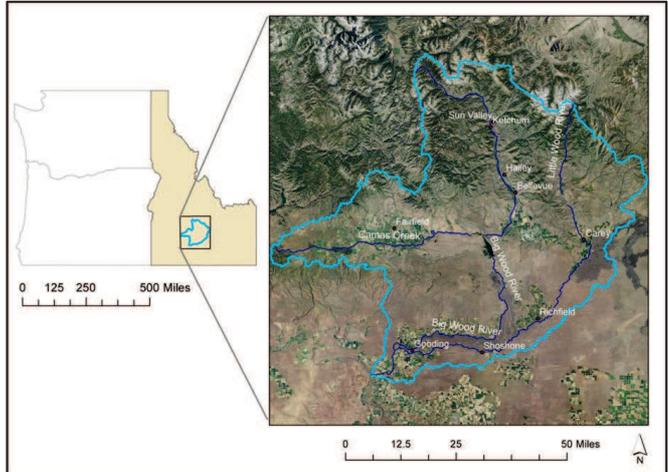
Sincerely,

Lisa Horowitz  
Community and Economic Development Director

## CIRC Big Wood River Basin Alternative Futures Project Overview

### Background

The Big Wood River Basin Alternative Futures Project began with informal discussions among water users in the Snake River Basin about the impacts that future climate may have on seasonal water supplies. After continued conversations with regional stakeholders, the Big Wood Basin in central Idaho was identified as a pilot project to explore how climate and other drivers of change may influence water and other systems that are important to stakeholders within the basin.



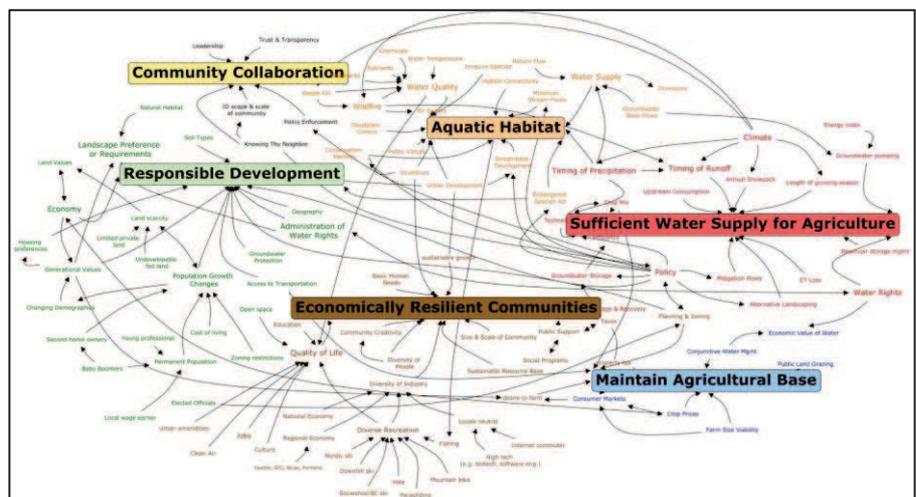
Map of the Big Wood Basin study area

This project aims to explore the interactions between water resources, land use practices, and population growth in the Big Wood Basin, and assess potential responses to human and natural drivers of change over the future. By working closely with a network of local stakeholders throughout the process, CIRC aims to produce knowledge and information that is usable for public and private decision makers.

### Progress to Date

March 2012: CIRC met with representatives from federal and state agencies, utility providers, canal operators, and university extension to identify research priorities for understanding climate impacts to water supplies on the Snake River Plain. The Big Wood Basin was identified as a pilot project.

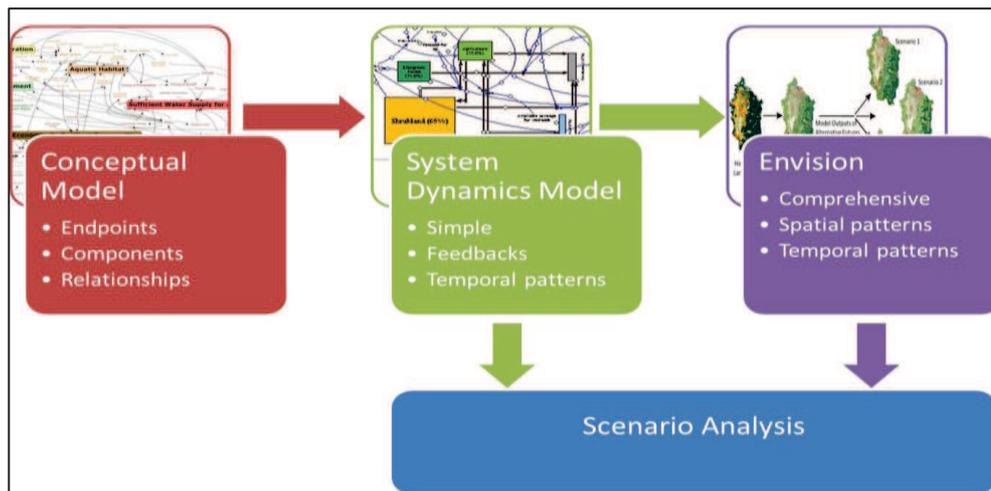
August 2012: CIRC hosted a workshop with stakeholders from the Big Wood Basin to identify important endpoints and processes in the basin that should be considered in the research efforts. CIRC and participants developed a concept map to illustrate these endpoints and their connections to other processes in the basin.



Concept map identifying important endpoints, processes, and components of the basin.

November 2012: CIRC proposed a 2-pronged modeling effort to capture the complexity of the Big Wood Basin system and provide platforms for analysis of likely responses to future change. The first modeling effort is a system dynamics model that will explore general relationships between components within the system. The second model will be constructed using Envision, a model developed at Oregon State University that allows for a more comprehensive and spatial analysis of the system under future scenarios.

Overview of project approach



December 2012: CIRC presented the system dynamics framework via webinar. This was an opportunity for CIRC to present and solicit feedback on the system dynamics model representing priority endpoints identified by participants in the concept map. The model consists of three sub-model components representing water supply and demand, land use, and population changes in the basin.

### Next Steps

March 2013: CIRC will host a webinar on current regional climate research in Idaho and the Pacific Northwest and the process of selecting appropriate climate data to meet specific research objectives.

Summer 2013: Develop scenarios for analysis within the model frameworks. A series of workshops will be held to develop baseline and alternative scenarios that can be compared using the system dynamics and Envision models to assess future changes within the basin.

Fall 2013: Analysis of alternative scenario results and discussion of tradeoffs. A workshop will be held to analyze and discuss the outcomes of alternative scenario modeling.

### Contacts

Allison Marshall  
M.S. Candidate, Water Resources Engineering  
Oregon State University  
[marshaal@onid.orst.edu](mailto:marshaal@onid.orst.edu)

John Stevenson  
Climate Impacts Research Consortium  
[jstevenson@coas.oregonstate.edu](mailto:jstevenson@coas.oregonstate.edu)  
(541) 737-5689

## Pacific Northwest Climate Impacts Research Consortium (CIRC)



### **About us:**

In 2010 NOAA designated Oregon State University<sup>1</sup> to lead a multi-university partnership establishing the **Pacific Northwest Climate Impacts Research Consortium (CIRC)**. As one of NOAA's Regional Integrated Sciences and Assessments (RISA) teams, CIRC focuses on providing science, information, and tools to decision makers responsible for landscape and watershed management in a changing climate. Our stakeholders come from a range of sectors in Oregon, Idaho, Washington and western Montana.

The CIRC team consists of regional experts from Oregon State University; the University of Oregon; University of Idaho, Boise State University, and the University of Washington. Also unique to CIRC is our partnership with the Cooperative Extension Services of Idaho, Oregon, and Washington including Oregon Sea Grant.

### **Our approach:**

We have made great efforts to ensure that our research is based on regional stakeholder needs including administering a region-wide mail survey and hosting workshops in Oregon, Washington, and Idaho during our first year of funding. We have also recruited regional leaders to sit on our stakeholder advisory council that serves to provide continued input on CIRC's activities.

### **Our research:**

Using "knowledge-to-action networks" is central to CIRC's work by providing stakeholders and researchers the opportunity to learn various perspectives about the nature of specific climate related problems and needed solutions. To support a range of possible knowledge to action networks, CIRC is developing integrated scenarios of future climate, hydrology, and vegetation in the PNW. These scenarios are based on the latest suite of global climate models and 'downscaled' to a higher resolution to provide more precise characterizations of future climate and landscape and watershed responses. Once complete, this work can be incorporated into ENVISION, a visualization tool for regional planning to help communities better understand and adapt to climate risks and impacts. CIRC is poised to support a wide range of needs including: ecosystem management, wildfire risks, coastal hazards and sea level rise, public health risk mapping, management of ground and surface water supplies.

For more information please visit: <http://pnwclimate.org/> or email [jfoster@coas.oregonstate.edu](mailto:jfoster@coas.oregonstate.edu) or [jstevenson@coas.oregonstate.edu](mailto:jstevenson@coas.oregonstate.edu).

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<sup>1</sup> CIRC is located at OSU with lead investigators Dr. Philip Mote, Director, Oregon Climate Change Research Institute (OCCRI), and Dr. Denise Lach Director, School of Public Policy.

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MARCH | 2013

# External Communication Guidelines City of Ketchum





## Introduction

In order to maintain a high level perspective on all communication delivered by the City of Ketchum to news media and to ensure that the City is speaking as one voice, staff and departments heads are strongly encouraged to follow a communication process. The following process will:

- Determine how to best disseminate information to the news media
- Define what information belongs on what channels
- Set clear guidelines for communicating with the media
- Allow the City to speak as one voice, across departments

The goal is to streamline communications from the City and provide a collective voice for Ketchum. This will also present the ability to elevate news and provide channels of distribution for other community announcements or events. To the extent the City can reduce the number of news releases it issues and look to other, more appropriate channels of distribution, we will maximize our audience interest.

The City acknowledges that the Police and Fire Departments, by the nature of their work, may have a slightly different standard by which to issue news (particularly when it is time sensitive). City Administration vows to work closely with Police and Fire on any incidents requiring City communication support.

This document contains details about News Releases and Advisories, Website Information, Standard Email Signature Line and the Monthly Newsletter.

## General

Red Sky recommends that all news related to any City department be issued through City channels— the City newsletter, the City Facebook page or City-issued news releases. In order to achieve one streamlined, consistent voice for the City of Ketchum, no one single department should maintain its own newsletter.

However, we recognize that some departments often have programs or scheduling changes arise on short notice. For these circumstances, we recommend that those alerts be issued as an individual email (not in newsletter format). In addition, we recommend keeping the Parks & Recreation Facebook page as another way to provide program updates to parents and students, as well as the general public, about the important services provided by this department. A Facebook usage policy document and strategic plan is forthcoming.



## EXTERNAL COMMUNICATION GUIDELINES CITY OF KETCHUM

Department emails should be reviewed by at least one leader in that department before they are sent to recipients. Emails should be checked for grammar, spelling and information accuracy. E-mails should go out no more than two times a month in an effort to both be efficient and protect recipients from an overwhelming number of messages.

Important news about the department or about programs and initiatives will be considered for inclusion in the City's newsletter if information is transmitted to Lisa Enourato by the second Wednesday of every month. News that does not make the newsletter may be shared through other channels, including the website or City Facebook page.



## Guidelines for Drafting Releases and Advisories

All news releases and advisories distributed by the City of Ketchum and departments of the City of Ketchum must contain a clear, timely and newsworthy angle. News releases and advisories should display the following attributes:

- **Content must be newsworthy:** All news releases should include timely information about a program expansion, organizational milestone, award, recent major event or pertinent City decision. The news must be clearly stated in the headline. Avoid using a news release for advertising, general interest articles and similar features that lack news value.
- **Maintain Objectivity:** News releases distributed by the City of Ketchum should be free of “We,” “I,” and “You” statements unless made in a quote. Exclamation points, use of upper case letters for emphasis and superlatives should be avoided as well. All opinion should be void from news releases distributed by the City of Ketchum.
- **Legally Accurate:** News releases should be legally accurate and any release containing information of a legal nature should be reviewed and approved by the City Attorney to ensure accuracy.
- **Valid and Current Contact Information:** News releases should all have valid contact information so media have the ability to contact departments or individuals for further detail if necessary.
- **Standard Length:** News releases should be within standard length (typically between 300 and 800 words). If the release is not 300 words, it may not warrant a news release. If your release exceeds 800 words, it should be edited down for brevity and concise communication purposes.
- **AP Style:** News releases should be written in standard AP style. Releases should avoid using industry jargon and acronyms. Acronyms may only be used when defined prior.

## Distribution Format Based on Goal

***\*Every piece of communication that goes to the media in the form of an advisory or a release must go to Lisa Enourato for review.*** Upon review, it will be decided whether the announcement warrants a news release, news advisory or whether there are other, more appropriate channels for distribution.

## Inviting media to an event

When inviting media to an event, a Media Alert or Media Advisory should be used. Please refer to Appendix B for a template. This should be distributed three to four days prior to the event to targeted media. The advisory will include who, what, where, when, why and any visuals the media might expect to find on site that will enhance their story. Examples of relevant events for utilizing a media advisory are:



- Community Event: Mayor's Proclamation
- Art Galas
- Unveiling of a new sculpture or piece of art
- Benefit Concerts
- Wagon Days

### **Inviting the community to an event**

When inviting the community to an event, the best course of action is to post an alert under the "WHAT'S HAPPENING" section of the website and to update local media community calendars. The Idaho Mountain Express hosts a community calendar, as does the Times News. Relevant events might be:

- The opening of the skating rink
- The Ride Sun Valley Bike Festival or Ketchum-based related events
- A guest speaker hosted by the City or a Department

### **Delivering an announcement to the community**

As a rule, announcements to the community should be reserved for social media, the web page and the monthly City newsletter. Rarely do announcements warrant a news release. However, if a major announcement must be made, it should be done so in news release form. Examples include:

- Announcing a significant economic development enhancement
- Announcing a new trail system or park
- Announcing the closure of major businesses or recreation facilities

### **Providing a recap of a large-scale event or activity to media**

A news release is the best way to recap a large-scale event or provide relevant, timely news to the media. As a best practice, news releases should include a quote and contact information for further detail. Please refer to Appendix C in this document. This type of news might include:

- An award won by the city
- A large event garnering a lot of attention state-wide
- Newsworthy data or statistic related to popular trends (health care, etc)

Every news release should still be evaluated for proper distribution channels as detailed in the news release distribution grid. Lisa Enourato will determine which distribution priority a particular release falls into, and each department will be responsible for distributing the release through those channels. Lisa Enourato will use the grid in Appendix A of this document to provide guidance on the distribution of news geographically.



It's important to send information to the appropriate channels at a given media outlet, so staff is encouraged to know who the correct contacts are long before media is contacted.

## Template

All releases should be drafted on the City of Ketchum News Release template, included as Appendix C in this document. The police department and the fire department have separate templates featuring both the City of Ketchum logo and their respective department logos for legal reasons. No other logos should be added to City of Ketchum releases. A boilerplate, included on the template, gives background on the City for reporters to use, should they choose.

## Types of News and Processes to Distribute

### Foreseeable News Releases and Routine Communication

News releases featuring news that can be foreseen or featuring recurrent topics should be drafted one week in advance of any public outreach or distribution. These types of news releases may include:

- Announcing a City-sponsored major event or show
- Announcing a new City contract
- Informing residents of new code affecting them
- New hires or significant staff promotions

Following draft, news releases should be sent to Lisa Enourato at the City of Ketchum. Please allow 48 hours for review for foreseeable news releases. Lisa, along with any needed counsel, will determine into which of the aforementioned categories the news fits. It is up to the individual or department responsible for the release to disseminate the information through the channels as indicated by the appropriate category within 48 hours of return from Lisa Enourato. The process for foreseeable and evergreen news is:

- 1) Draft release one week in advance of news distribution
- 2) Submit to Lisa Enourato for editing, allowing at least 48 hours for review (16 working hours)
- 3) Upon return from Lisa, distribute release through appropriate channels as determined by Lisa and/or consultants within 48 hours

### Time Sensitive News Releases

News releases detailing news that is time-sensitive for whatever reason can be expedited under most circumstances. These releases may include new information that is important for public consumption but should still be reviewed before distribution to the media or the public. Releases of this nature may include:



- Street cleanup after large storms
- Awards and recognitions
- Important decisions made in City Council
- City response to key issues or trends

Releases that fall into this category should have a 36-hour (1.5 days) turnaround for drafting, editing and distribution to maintain relevancy in the community and/or media. Drafts should be sent to Lisa Enourato, allowing no less than 8 (working) hours for review. Ideally, if releases can be delivered for review before that time, they should be reviewed with as much time allotment as possible. Finally, upon Lisa's determination of how to disseminate the information (referring to the above chart) individuals and departments will have up to four hours to distribute information or upload it to the website. The process for time-sensitive news is as follows:

- 1) Draft releases and submit to Lisa 36 hours in advance of distribution
- 2) Allow a maximum of 8 working hours for review by Lisa and consultants
- 3) Upon receipt of edits and determined methods of distribution, disseminate the news within 4 hours to the appropriate channels, as defined by Lisa and/or consultants

### **Emergency News Releases**

News releases of an immediate nature, such as an emergency, should adhere to the following process. Refer to the above categories and determine the best distribution method as a department. Having more than one individual inside each department to determine the best fit is recommended. The following questions should be considered when selecting a distribution grade:

- Is this pertinent to the whole state?
- How frequently have releases of this nature been sent to local outlets?
  - How often are they printed?
- What other news is happening locally or statewide? Is this likely to be covered if other events are more relevant (ie; elections, legislative session, crime, etc.)

Once a course for distribution has been determined, the release should be drafted as soon as possible. No releases should leave any department without another set of eyes to review for grammar and fact checking. Once the release has been reviewed by at least one other person, distribute the information as appropriate. Once the release has been distributed, send the release to Lisa Enourato so the oversight on volume of news being distributed by City departments can remain accurate and up-to-date. The process for emergency news is:

- 1) Draft the release as soon as possible
- 2) Determine the best method for distribution
- 3) Have at least one other person review the release within the City
- 4) Distribute the news release
- 5) Send the release to Lisa with an explanation that the news was considered of an immediate need or an emergency and was already reviewed internally



## **Evaluation**

Each quarter, a report will be compiled with the number of releases submitted for review, the channels in which those pieces of news were distributed and from which department. This report will be reviewed at the staff meeting so the City of Ketchum can continue to evaluate the best practices for disseminating information to the public.



## Standard Email Signature Line

The following is designed to provide a standard, cross-enterprise email signature line for staff and volunteers of the City of Ketchum. This is part of an ongoing effort to create consistency in the way we communicate and represent our community.

Basic guidelines for the email signature line include:

- There are to be no graphics embedded in emails
  - When the Facebook policy comes out, we may modify this guideline to include a link button to the City's Facebook page
- There are to be no inspirational or thought provoking quotes
- There are to be no emoticons or animations
- There are to be no backgrounds included on emails
- The logo should not be included, but rather a link to our website
- The text of an email should be written in Calibri 11, which is the default setting
- Font standards for the signature line are as follows. An example is listed below and can be cut, pasted and easily modified for Ketchum staff

The following will be the standard email signature line included on all emails sent from City of Ketchum email addresses:

### **LISA HOROWITZ | CITY OF KETCHUM**

Community and Economic Development Director

P.O. Box 2315 | 480 East Ave. N. | Ketchum, ID 83340

o: 208.726.7801 | f: 208.726.7812

[lhowitz@ketchumidaho.org](mailto:lhowitz@ketchumidaho.org) | [www.ketchumidaho.org](http://www.ketchumidaho.org)

Please note: All email correspondence with the City is subject to the Idaho Public Writings Act.

Details for the standard email signature line follow below:



## EXTERNAL COMMUNICATION GUIDELINES CITY OF KETCHUM

- First Line: NAME | CITY OF KETCHUM
  - Navy Blue (found at the bottom of the third column in the color palate)
  - Bold
  - All Caps
  - Calibri, Font Size 11
- Second Line: Title
  - Bold
  - Calibri, Font Size 10
  - Gray (found at the bottom of the first column in the color palate)
- Third Line: Address
  - PO Box, followed by Address, followed by City, State, Zip
  - Gray
  - Not Bold
  - Calibri, Font Size 10
- Fourth Line: Phone numbers
  - Gray
  - Not Bold
  - Calibri, Font Size 10
  - Office depicted by “o”
  - Fax OR cell phone depicted by “f” or “c”
- Fifth Line: Email and website
  - Hyperlinks to both
- Sixth Line: Blank
- Seventh Line: Disclaimer
  - Please note: All email correspondence with the City is subject to the Idaho Public Writings Act.
  - Gray
  - Size 8



## Monthly Newsletter Process

The monthly City newsletter will be published and distributed on the Wednesday following the second City Council meeting of each month (i.e., the third Wednesday of each month). The newsletter will be distributed to the City's email database in an electronic format and will be available in hard copy at City Hall for anyone requesting it.

Content is due to Lisa Enourato on the second Wednesday of each month in order to be considered and edited for inclusion in the monthly newsletter. Content received after this date will not be considered for that month's distribution. City Leadership will make the final decision on what is included and how content is delivered.

Newsletter content should be no longer than 250 words and Lisa and her team has the authority to edit and modify content as necessary.

Additions or changes to the email database can be made by emailing requests to [lenourato@ketchumidaho.org](mailto:lenourato@ketchumidaho.org). Likewise, City Department Heads are encouraged to share any email databases they may develop or archive so that those names can be added.

The Mayor receives the newsletter for final comment on the second Friday of each month so that he can review and edit as necessary before it's distribution.

## Newsworthy Information

Any information not appropriate for a news release format is to be written in a paragraph format and sent to Lisa Enourato for consideration to be loaded onto the website or other channel. The format should follow these guidelines:

- Headline in bold Arial size 14 font
- Single paragraph, approximately 130 words
- Any specific details or reminders should be called out with bullets
- Any specific contact information or dates of importance should be indicated
- The paragraph should be proof read for grammatical and content accuracy



APPENDIX A

**News Release & Information Distribution Grid**

In order for this distribution grid to function properly, a “News” function was added to the City of Ketchum website as a hub for information. This tab on the website will house information both worthy of a news release and information that is important, but not relevant for a news release. For information that does not warrant a news release, other channels of communication are available, including: Facebook (in the future), Twitter (in the future), media community calendars, the City of Ketchum website and monthly newsletters.

Distribution Priority	Action Items for Newsworthy Information
<b>1</b>	Distribute to state-wide media (print, radio and broadcast if appropriate) and follow up via phone
	Distribute to regional media and follow-up via phone
	Pitch relevant event, municipal, or trade industry publications on list and follow up as appropriate
	Post release on City of Ketchum website
	Link Facebook post to release on website
<b>2</b>	Distribute to local/ regional media and follow-up via phone
	Submit information to be included in monthly City of Ketchum newsletter
	Post release on City of Ketchum website
	Link Facebook post to release on website
<b>3</b>	Submit information for consideration in monthly City of Ketchum newsletter
	Post release on City of Ketchum Website
	Link Facebook post to release on website
<b>4</b>	Post information on City of Ketchum Website
	Link Facebook post to website



APPENDIX B  
MEDIA ADVISORY

Lisa Enourato  
(208)726-7803  
[LEnourato@ketchumidaho.org](mailto:LEnourato@ketchumidaho.org)



**City of Ketchum Hosts Award Ceremony for Commitment to Community**

*The City of Ketchum invites the community to celebrate businesses, leaders and residents in the community committed to making Ketchum an excellent place to live, work and visit*

- Who:** Details should be printed in Arial font size 12
- What:** List details of the event
- *Any specifics can be bulleted out*
  - *Include any photo or interview opportunities*
- When:** Date and time should be listed
- Where:** Details of location, including specific directions if necessary
- Why:** This is an explanation of why your Department is hosting this event. Be specific.
- Visuals:** A description of any visuals that the media can expect will give the event a better chance of media attendance.

**About the City of Ketchum**

The City of Ketchum is located in the Wood River Valley in south central Idaho. Founded in 1880 during the mining boom, Ketchum is now regarded as one of the most popular destinations for both winter and summer visitors due to its world-class skiing, fishing, hiking, mountain biking, restaurants, art galleries and shopping. The City of Ketchum hosts the famous annual Wagon Days Parade held on Labor Day weekend and numerous other year-round attractions. Ketchum is home to more than 10,000 full- and part-time residents. For more information about the City of Ketchum, visit [www.ketchumidaho.org](http://www.ketchumidaho.org).

###



APPENDIX C  
News Release

For Immediate Release



**City of Ketchum Announces New News Release Template**  
*All Departments Within The City Of Ketchum To Implement A New Template When Drafting News Releases*

**KETCHUM, Idaho (Jan. XX, 2013)** – The heading of your release should be in bold, size 14 Arial font. The subheading should be bold and italicized size 12 Arial font. The body of your news release should be size 12 Arial font, while a bolded size 12 Arial font will make up your date line. Ketchum should be written in all capitals and Idaho should be spelled out, per Associated Press standards.

The logo should be exactly two inches wide and should not be stretched or altered in any way. The logo should appear in the upper right hand corner of the document.

As a best practice, every news release should include a quote, best placed in the third paragraph of the document following all the important information in the release.

Three hash marks denote the end of the news release and indicate that the receiving party has read all pertinent information.

###

**About the City of Ketchum**

The City of Ketchum is located in the Wood River Valley in south central Idaho. Founded in 1880 during the mining boom, Ketchum is now regarded as one of the most popular destinations for winter and summer visitors due to its world-class skiing, fishing, hiking, mountain biking, restaurants, art galleries and shopping. The City of Ketchum hosts the famous annual Wagon Days Parade, held on Labor Day weekend, and numerous other year-round attractions. Ketchum is home to more than 10,000 full- and part-time residents. For more information about the City of Ketchum, visit [www.ketchumidaho.org](http://www.ketchumidaho.org).

**Contact:**

Lisa Enourato  
(208)726-7803, [lenourato@ketchumidaho.org](mailto:lenourato@ketchumidaho.org)

# City of Ketchum, Idaho

P.O. Box 2315 Ketchum, ID 83340 (208) 726-3841 Fax: (208) 726-8234



February 26, 2013

Mayor Hall and City Councilors  
City of Ketchum  
Ketchum, Idaho

## **Ketchum Recreation & Public Purposes Update**

Mayor Hall and City Councilors:

### Introduction/History

The City of Ketchum applied for a Recreation and Public Purposes (R&PP) patent in 2008 for an approximate total of 316 acres of land owned by the United States and administered by the Bureau of Land Management. Part of the yet to be adopted management plan for the patent includes creation of a River Park along the Big Wood River about two miles north of City limits adjacent to the Hulen Meadows subdivision.

The City's partner in the R&PP patent application is the Wood River Land Trust. Additionally, myriad stakeholders are engaged in multiple components of the patent including, but not limited to, recreation, habitat restoration, flood mitigation and accessibility.

The City undertook a formal master planning effort for an "area of intense study" within what is commonly known as the North Parcel in July 2011. S2o Design and Engineering, a Lyons, Colorado firm specializing in whitewater park and river recreation planning, was hired in January 2012 to provide professional design and engineering to create a master plan for a river park known as the River Park at Sun Peak. The River Park at Sun Peak is a focused area of recreational use while the remainder of the R&PP properties' uses will remain largely as they are today.

The last update to City Council was presented on November 19, 2012.

### Current Report

Several meetings have occurred since the last update to City Council mostly with regard to constraints imposed by the Bureau of Land Management related to budget unknowns, staff turnover, and litigation. These constraints led BLM staff to indicate to the City of Ketchum that resources are no longer available through traditional means to accommodate proceeding with the Ketchum R&PP at any time soon with an estimated completion date more than 3-5 years out. The

### **Parks & Recreation Department**

Jennifer L. Smith, Director | [jsmith@ketchumidaho.org](mailto:jsmith@ketchumidaho.org)  
208.726.7820 | [www.ketchumidaho.org](http://www.ketchumidaho.org)

Ketchum R&PP is described by BLM as a “discretionary action” and is trumped by litigation/court orders throughout the State of Idaho which mandates projects that are a higher priority to the BLM.

A meeting was called by Andrew (AJ) Church (Regional Director for Senator Mike Crapo) and Linda Culver (Area Director for Congressman Mike Simpson) in Twin Falls that was attended by Twin Falls District Office (BLM) personnel, Shoshone Field Office (BLM) personnel, City staff and elected officials, City legal counsel, Wood River Land Trust personnel, and Mr. Church and Ms. Culver. Confusion existed regarding the Ketchum R&PP’s progress and process (due to high staff turnover with BLM and current staff members’ unfamiliarity with the Ketchum R&PP) and indications regarding a concern from BLM that the process would continue as previously indicated to the City because of constraints listed above.

A follow up meeting was scheduled by Mel Meier, Twin Falls District Office Supervisor, on December 12, 2012 in Ketchum wherein Ms. Meier reiterated the BLM’s unfortunate position of inability to continue with the Ketchum R&PP due to constraints listed above.

AJ Church requested another meeting with the Idaho BLM State Director’s office in Boise on January 9, 2013 which was attended by Andrew Church (Representative to Senator Mike Crapo); Linda Culver (Representative to Congressman Mike Simpson); Steve Ellis (State Director, BLM Idaho State Office); Peter Ditton (Deputy Director, BLM Idaho State Office), Jeffrey Foss (Deputy Director, BLM Idaho State Office), Randy Hall (Mayor of Ketchum); Nina Jonas (Ketchum City Council); Cherese McLain (Associate Attorney, MSBT Law/City Attorney); Scott Boettger (Executive Director, Wood River Land Trust); Jeff Smull (Ketchum White Water Park Committee representative); Scott Shipley (Principal, S2o Design and Engineering); Wayne Wright (Senior Principal, GeoEngineers); Jason Poulsen (GeoEngineers); Christine Clark (S2o Design and Engineering) Jennifer Smith (Director of Parks & Recreation, City of Ketchum). According to meeting minutes prepared by GeoEngineer staff member, Jason Poulsen, the purpose of this meeting was as follows:

- The BLM Shoshone District Office informed the City that the BLM would no longer be able to dedicate personnel to the River Park due to the recent court mandate requiring the BLM to address the Craters of Moon Resource Management Plan over all other projects.
- The City fears that a loss in project momentum at this time would put a significant strain on funding efforts and public interest.
- The City wants to work together with the BLM to move the project forward and find a solution to the current issues that limit the BLM’s ability to process the needs of the project.

### **Parks & Recreation Department**

Jennifer L. Smith, Director | [jsmith@ketchumidaho.org](mailto:jsmith@ketchumidaho.org)  
208.726.7820 | [www.ketchumidaho.org](http://www.ketchumidaho.org)

The group agreed at the January 9<sup>th</sup> meeting to create a Steering Committee between 3 appointed members of City representatives: Jen Smith, Parks and Rec, Cherese McLain, legal, and Jason Poulson, GeoEngineers; and Jeffrey Foss (Deputy Director, BLM Idaho State Office), Peter Ditton (Deputy Director, BLM Idaho State Office), Stephanie Balzarini (Deputy Attorney General, Idaho Attorney General's Office), and Mel Meier, (Twin Falls District Office Supervisor). The Steering Committee objective is to determine feasibility related to proceeding with the Ketchum R&PP taking into consideration the substantial amount of private philanthropy and public dollars that have supported the Ketchum R&PP to date.

The Steering Committee initially consists of and is attended by Jeffrey Foss (Deputy Director, BLM Idaho State Office), Peter Ditton (Deputy Director, BLM Idaho State Office), Stephanie Balzarini (Deputy Attorney General, Idaho Attorney General's Office), Cherese McLain (City Attorney, MSBT Law), Jason Poulson (GeoEngineers) and Jen Smith (Director of Parks & Recreation, City of Ketchum). Mel Meier (Twin Falls District Office Supervisor), Jeff Smull (representing White Water Park Committee and private philanthropy), and Linda Culver (Congressman Simpson's office) attend via telephone.

The first Steering Committee meeting occurred on January 24, 2013 in Boise. Objectives of the initial Steering Committee meeting included clearing up confusion regarding proposed projects within the Ketchum R&PP, discussing alternatives for Environmental Assessment (EA) review considering BLM's lack of resources to provide this review through an Inter-Disciplinary Team, establishing a monthly status conference call regarding the EA and its progress and challenges, correcting terminology in a Memorandum of Understanding regarding the current EA contract with S2o/GeoEngineers, and determining that Mel Meier, as Officer of Authority for BLM's Twin Falls District, will be in attendance at the next Steering Committee meeting. Further, it was determined that Mayor Hall would make a determination about whether to reimburse a NEPA (National Environmental Policy Act) Review contractor based upon cost and capacity for additional private philanthropy for this unanticipated cost. It was determined that EA work and NEPA review may proceed concurrently along with engagement of James Joyner from the US Army Corps of Engineers (USACE). The USACE's involvement in this process stems from the need for a 404 stream alteration permit if the patent is issued by BLM and the City moves forward with construction.

The R&PP Task Force reviewed the steering Committee meeting on February 8, 2013 and Mayor Hall directed City staff to proceed with exploration of the NEPA Review contractor.

The second Steering Committee meeting was held on February 21, 2013 and was attended by Jeff Foss, Stephanie Balzarini, Mel Meier, Jason Poulson,

### **Parks & Recreation Department**

Jennifer L. Smith, Director | [jsmith@ketchumidaho.org](mailto:jsmith@ketchumidaho.org)  
208.726.7820 | [www.ketchumidaho.org](http://www.ketchumidaho.org)

Cherese McLain, and Jen Smith as well as Jeff Smull and Linda Culver via phone. Housekeeping items were addressed; BLM/City MOU language is nearly complete, EA kick-off meeting action items were addressed, NEPA Review contractor concept was discussed further, and a deeper understanding of the Ketchum R&PP was gained by BLM personnel. Action items were determined and a third Steering Committee meeting was scheduled for March 21, 2013 in Boise.

Financial Requirement/Impact

Early estimates for a qualified NEPA Review firm come in between \$25,000 and \$50,000. Discussions with the *de facto* Ketchum R&PP Development Team reveal that private philanthropy is available to cover this cost in its entirety. The City is working with BLM to determine a qualified NEPA Review firm either through a Request For Proposals or issuance of a work order for an existing BLM NEPA Review contractor. Similar to the NEPA contractor process for writing the EA, the City will pay for the NEPA Review contractor but BLM will choose the qualified firm.

Recommendation

No recommendation is required.

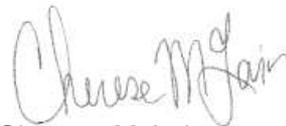
Suggested Motion

*No motion is required.*

Respectfully Submitted,



Jennifer L. Smith  
Director of Parks & Recreation



Cherese McLain  
Associate Attorney  
MSBT Law

**Parks & Recreation Department**

Jennifer L. Smith, Director | [jsmith@ketchumidaho.org](mailto:jsmith@ketchumidaho.org)  
208.726.7820 | [www.ketchumidaho.org](http://www.ketchumidaho.org)

# City of Ketchum, Idaho

P.O. Box 2315 Ketchum, ID 83340 (208) 726-3841 Fax: (208) 726-8234



February 26, 2013

Mayor Hall and City Councilors  
City of Ketchum  
Ketchum, Idaho

## **Request for Approval of Interlocal Agreement for Urban Forest Management with City of Hailey**

Mayor Hall and City Councilors:

### Introduction/History

The Cities of Ketchum and Hailey have worked together for several years to achieve efficiencies regarding Urban Forest Management. Part of this collaboration includes an Interlocal Agreement (attached) wherein the City of Hailey contracts with the City of Ketchum to provide GIS-based tree management software, software support, and technical support.

### Current Report

Currently, Juerg Stauffacher, Ketchum's Parks & Natural Resources Superintendent, sits on the Hailey Tree Committee as a volunteer member. Additionally, Juerg houses the TreeWorks GIS software that includes Hailey's and Ketchum tree inventories.

### Financial Requirement/Impact

The City of Hailey agreed to pay the City of Ketchum \$1,000 for this service which includes technical and software support.

### Recommendation

I respectfully recommend that City Council support the Interlocal Agreement between the Cities of Hailey and Ketchum for Urban Forest Management.

### Suggested Motion

*I move to support the Interlocal Agreement between the Cities of Hailey and Ketchum for Urban Forest Management.*

Respectfully Submitted,

A handwritten signature in blue ink that reads "Jennifer L. Smith".

Jennifer L. Smith  
Director of Parks & Recreation

A handwritten signature in blue ink that reads "Juerg Stauffacher".

Juerg Stauffacher  
Parks & Natural Resources Superintendent

### **Parks & Recreation Department**

Jennifer L. Smith, Director | [jsmith@ketchumidaho.org](mailto:jsmith@ketchumidaho.org)  
208.726.7820 | [www.ketchumidaho.org](http://www.ketchumidaho.org)

**INTERLOCAL AGREEMENT**  
(City of Ketchum/City of Hailey)

**RECITALS**

WHEREAS, Ketchum performed a GIS-based Tree Inventory in 2006 and identified that the inventory and the hardware, software programs and data that accompany its functionality as important and necessary tools in the professional and efficient management of its Community Forestry Division; and,

WHEREAS, the Ketchum city arborist was asked to assist the City of Hailey on a volunteer basis to create an urban forest management program by chairing its Tree Committee; and,

WHEREAS, Ketchum and Hailey employees who are tasked with tree care benefit from the data provided by a GIS-based tree inventory to aid in strategic planning and operation assessments; and,

WHEREAS, Ketchum does benefit and Hailey will benefit from a more efficient and accurate on-going data management process measuring progress and tracking issues related to (not exhaustive) public tree care; and,

WHEREAS, Ketchum and Hailey employees can share public agency data to reduce costs and guide in the provision of services to those most in need, including community safety, public health and development services; and,

WHEREAS, Ketchum and Hailey employees seek to enhance their analytical, problem-solving and decision-making capabilities through the utilization of a GIS-based tree inventory and work with professionals in the field to incorporate new tools and technologies for personal skill development and community benefit at large; and,

WHEREAS, Ketchum and Hailey employees can ultimately make more informed decisions using scenario models and performing needs assessments that are constructed in-house opposed to requesting external proposals and absorbing consulting fees; and,

WHEREAS, the interlocal agreement will be budgeted in the adopted Ketchum Parks & Recreation FY2012/13 budget and the Hailey Public Works FY2012/13 budget.

**TERMS**

NOW, THEREFORE, subject to the limitations of this agreement and in order to provide assistance between the parties in providing tree inventory and management, it is hereby agreed as follows:

1. DURATION OF AGREEMENT. This Agreement shall not be effective until it is approved by the Mayor and City Council of Hailey, and the Mayor and City Council of Ketchum. It shall continue in full force and effect without termination from October 1, 2012 until September 30, 2013. The parties may extend the agreement with the written consent of both parties.
2. PURPOSE. The purpose of this Agreement is to allow the City of Ketchum to contract with the City of Hailey for tree inventory and management services including staff support and software annual support fees totaling \$1,000.00 payable to the City of Ketchum.
3. MANNER OF FINANCING AND BUDGET. The City of Hailey shall reimburse the City of Ketchum for approximately twenty hours of professional arborist services for the management and training in the use of a GIS based tree inventory starting in FY2013 for the amount of \$675.00 and one half of the annual GIS software support and upgrade fees in the amount of \$325.00, for a total payment of \$1,000.00 to be paid before or on September 30, 2012.
4. MUTUAL HOLD HARMLESS: Each party to this Agreement agrees to indemnify and hold harmless the other from any and all liability for any injury, damage or claim suffered by any person or property caused by the party or its employee while performing under this Agreement.
5. DUTIES. The provision of these services shall be governed as set out below:

The City of Ketchum agrees to supply The City of Hailey with professional arborist services for the management of a GIS-based tree inventory and training in its use at a not-to-exceed rate of \$675.00 per year. This person will work at either the City of Ketchum or the City of Hailey to accomplish the tasks assigned them. Tasks assigned to the arborist will be limited only by their experience.

The City of Ketchum agrees to provide training for Hailey Hailey tree committee members as part of the agreement.

6. AMENDMENT. This Agreement may be amended at any time, and from time to time, by the mutual written consent of the City of Ketchum and the City of Hailey for any of the following purposes:
  1. To add provisions to the Agreement to benefit either or both the City of Ketchum and the City of Hailey.
  2. To extend the term of the agreement.
  3. To cure any ambiguity, to correct or supplement any provision herein which may be inconsistent with any other provisions with respect to matters or questions arising under this Agreement which are not inconsistent with the provisions of the Agreement.

7. SEVERABILITY. In the event any provision of this Agreement shall be declared by a court of competent jurisdiction to be invalid, illegal, or unenforceable, the validity, legality, and enforceability of the remaining provisions shall not, in any way, be affected or impaired thereby.

IN WITNESS WHEREOF, each of the parties has executed this Agreement by its duly authorized officials.

DATED this \_\_\_\_ day of March, 2013.

CITY OF KETCHUM, an Idaho  
Municipal Corporation

\_\_\_\_\_  
Randy Hall, Mayor

ATTEST:

\_\_\_\_\_  
Sandra Cady, CMC  
City Treasurer/Clerk

City of Hailey, an Idaho  
Municipal Corporation

\_\_\_\_\_  
Fritz Haemmerle, Mayor

ATTEST:

\_\_\_\_\_  
Mary Cone  
City Clerk

## City of Ketchum, Idaho

P.O. Box 2315 Ketchum, ID 83340 (208) 726-3841 Fax: (208) 726-8234



February 26, 2013

Mayor Hall and City Councilors  
City of Ketchum  
Ketchum, Idaho

Mayor Hall and City Councilors:

### **Red Sky Public Relations Strategic Communication Consultation and Services Letter of Agreement**

#### Introduction/History

On December 3, 2012, City Council approved the proposal for strategic communication services with Red Sky Public Relations. This plan has created guiding principles and standards and an editorial calendar for all upcoming City activities that should be communicated to the public. The communications plan is to deliver against a mission, vision and strategy, review all communication activities on a regular basis and evaluate what is working, why and what else we can be doing. On February 4, 2013, Red Sky provided an update on their accomplishments to City Council.

#### Current Report

The City's contract with Red Sky expires on March 3, 2013. Red Sky will be providing an update of the progress made on the City's communications to Council at their regular meeting on March 4, 2013. Staff believes it is important to maintain this relationship as we continue communications with the public and City employees and participate in community events such as the upcoming Sun Valley Film Festival and the Mountain Bike Championship. Red Sky has been available at all times for any type of request and they have exceeded staff's expectations.

#### Financial Requirement/Impact

The Red Sky Letter of Agreement (attached) is a month to month from March 4, 2013 to September 30, 2013, with the ability for each party to revisit the contract every three months, although the contract can be revisited as often as month to month. The retainer is \$3,000 per month and the contract can be terminated "with 30 days' notice for any or no reason". The scope is for Red Sky Public Relations, Inc. to provide strategic communication consultation and services as directed by Gary Marks and/or designated staff.

Recommendation

Staff respectfully recommends the City Council approve the Letter of Agreement with Red Sky Public Relations for strategic communication consultation and services in an amount not to exceed \$3,000 per month.

Suggested Motion

I move to authorize the Mayor to sign the Letter of Agreement dated March 1, 2013 with Red Sky Public Relations for strategic communication consultation and services in an amount not to exceed \$3,000 per month.

Sincerely,

Lisa Enourato  
Special Projects Manager

Attachment – Letter of Agreement



## Letter of Agreement / City of Ketchum

March 1, 2013

**Parties:** This is a letter of agreement for strategic communication services provided to the CITY OF KETCHUM by Red Sky Public Relations, Inc.

**Scope:** Red Sky Public Relations, Inc. will provide strategic communication consultation and services as directed by Gary Marks and/or designated staff.

**Term:** The term of this arrangement is effective as of March 4, 2013 with an end date of September 30, 2013. The parties will revisit this agreement every three months in an effort to ensure that payment reflects services rendered. Both parties may negotiate additional work and terms at any time. Likewise, both parties may agree to terminate this agreement at any time.

**Payment:** Red Sky Public Relations, Inc.'s budget for services will not exceed a retainer budget of \$3,000 per month for strategic communication services. The CITY OF KETCHUM will be billed monthly in arrears against standardized billing rates. Current billing rates are listed below:

Principal: \$175/hour  
Director: \$150/hour  
Senior Account Executive: \$150/hour  
Account Executive: \$125/hour  
Account Coordinator: \$85/hour  
Administrative: \$50/hour

This approach is cost-effective for clients, as activities will be task organized and carried out by the most appropriate billing level person. Principals will be intimately involved in the business, and available to clients at any time, for any reason. From time to time, Red Sky may perform rate adjustments. Red Sky will provide you at least thirty days advance notice of any rate adjustment.

Out-of-pocket expenses will be billed separately at cost, plus the standard agency markup of 10 percent of the cost of such out-of-pocket expenses. The mark-up covers the coordination of such production expenses as printing, artwork and design, and photography and prints. Expenses such as telephone, delivery, postage, and previously approved staff expenses for transportation, hotels, and meals will be billed at cost. In the event Red Sky personnel are required to travel on the CITY OF KETCHUM's behalf, regular billing rates will apply to the travel time.

Red Sky will not incur out-of-pocket expenses exceeding \$200 on behalf of the CITY OF KETCHUM without prior client authorization. In providing services to the CITY OF KETCHUM, Red Sky acts solely as an agent. The CITY OF KETCHUM accepts responsibility for payment of all expenses incurred, even though some of those expenses may be, for client convenience, billed via Red Sky.

The CITY OF KETCHUM shall pay all invoices within 30 days of receipt of proper invoice. After 30 days, an additional 15% late fee will be added to the balance due.



## Letter of Agreement / City of Ketchum

March 1, 2013

**Confidentiality:** Except as contemplated by this Letter of Agreement or any other agreement(s) with the CITY OF KETCHUM, Red Sky Public Relations, Inc. and its subcontractors agree to hold in confidence all confidential and proprietary information about the CITY OF KETCHUM obtained in writing and meetings, on conference calls, in email, or otherwise. In addition, to the extent allowed by the Idaho Public Records Act, the CITY OF KETCHUM agrees to hold in confidence all confidential and proprietary information received from Red Sky Public Relations, Inc. and any information about Red Sky Public Relations, Inc. obtained in writing and meetings, on conference calls, in email, or otherwise. In the event that the CITY OF KETCHUM contracts with another agency for similar services, all proprietary deliverables and services are to remain confidential and are non-transferrable.

**Indemnification:** The CITY OF KETCHUM shall defend, indemnify, and hold harmless Red Sky Public Relations, Inc., and its employees, agents, officers, directors, shareholders, and affiliates from and against any and all claims, demands, causes of action, or liability for damages, loss, or injuries, including without limitation reasonable attorneys' fees, that arise out of any act or omission of the CITY OF KETCHUM. Red Sky Public Relations, Inc. shall defend indemnify, and hold harmless the City of Ketchum, and its employees, agents, officers, directors, and affiliates from and against any and all claims, demands, causes of action, or liability for damages, loss, or injuries, including without limitation reasonable attorneys' fees, that arise out of any act or omission of Red Sky Public Relations, Inc.

**Termination:** Either party may terminate this relationship with 30 days notice for any or no reason.

**Interpretation:** Idaho law, without regard to any rules regarding choice of law, governs this Letter of Agreement, and any dispute arising from or relating to this Letter of Agreement must be brought in Ada County, Idaho.

By signing this letter on my organization's behalf, I affirm that I have the authority to enter into such an agreement on behalf of the CITY OF KETCHUM and that we will deliver timely, truthful and factual information in order to carry out the campaign.

We look forward to working together.

**Signed:**

---

Randy Hall, Mayor  
City of Ketchum

---

Jessica Flynn, CEO  
Red Sky Public Relations, Inc.

**Dated:**

# City of Ketchum, Idaho

P.O. Box 2315 Ketchum, ID 83340 (208) 726-3841 Fax: (208) 726-8234



February, 26, 2013

Mayor Hall and City Councilors  
City of Ketchum  
Ketchum, Idaho

Mayor Hall and City Councilors:

## **Ketchum Smoke-free Ordinance Initiative**

### Introduction/History

Smokefree Idaho is a grassroots effort that began in 2008, four years after the passage of the State Clean Air Act. The group has worked on a variety of initiatives under the mission of "everyone has a right to breathe clean air at work". The group, in collaboration with the American Cancer Society Cancer Network, contacted City staff and Councilmember David in the fall regarding the successful passage of a Smokefree Ordinance in Boise, and the possibility of Ketchum pursuing similar legislation. Moscow has a (more limited) ordinance in place, and legislation is currently being considered by the cities of Pocatello and Idaho Falls.

The Council conducted a work session on this topic in January. Heidi Low, Campaign Coordinator for Smokefree Idaho and Stacey Satterlee, Idaho State Director of the American Cancer Society Cancer Action Network attended the January 22, 2013 work session of the Council and gave a presentation on the background issues. Staff from the CED Department, Police and the City Administrator made suggestions for the Council to consider in the drafting of an Ordinance that would be enforceable by Ketchum. Those suggestions, along with any suggestions from Councilmember's from the January 22<sup>nd</sup> work session, are included in the Draft Ordinance, attached to this report.

### Current Report

This is the first reading of the Smoke Free Ordinance.

### Financial Requirement/Impact

The biggest issue in considering an ordinance of this nature is enforcement. Chief Harkins has had input into the draft, will be at the meeting to discuss education and enforcement. As recommended by the Chief, the Ordinance

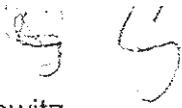
contains a one-year education period prior to the commencement of any citations. The Idling Ordinance was successfully handled in a similar manner.

Recommendation

I respectfully recommend that the Council conduct the first reading of Ordinance 1105, and schedule the second reading of said Ordinance.

Proposed Motion: "I move to recognize the first reading of the Ketchum Smoke free Ordinance #1105".

Sincerely,

A handwritten signature in black ink, appearing to be 'LH', written in a cursive style.

Lisa Horowitz  
Community and Economic Development Director

## ORDINANCE 1105

**AN ORDINANCE ENACTING CHAPTER 8.10, UNDER TITLE 8, KETCHUM MUNICIPAL CODE, ENTITLED SMOKE-FREE AIR ORDINANCE, REGULATING SMOKING IN PUBLIC PLACES; SETTING FORTH THE STATUTORY AUTHORITY FOR LOCAL GOVERNMENT REGULATION OF SMOKING; PROVIDING LEGISLATIVE FINDINGS; PROVIDING DEFINITIONS OF KEY TERMS; PROHIBITING SMOKING ON ALL CITY OWNED PROPERTY AND IN ALL CITY OWNED FACILITIES AND ALL PLACES OF EMPLOYMENT AND SETTING FORTH A NONEXCLUSIVE LIST OF ENCLOSED PLACES WHERE SMOKING IS PROHIBITED; PROHIBITING SMOKING OUTDOORS ON PUBLIC AND PRIVATE SCHOOL PROPERTY, WITHIN TWENTY FEET OF PUBLIC TRANSPORTATION FACILITIES; PROVIDING EXEMPTIONS FROM THE SMOKING PROHIBITION FOR EXCLUSIVE RETAIL TOBACCONISTS, IN RESIDENCES, EXCEPT FOR ANY PORTION THAT IS USED AS A BUSINESS WITH EMPLOYEES OR CUSTOMERS, AND FOR BONA FIDE NATIVE AMERICAN RELIGIOUS PRACTICES; PERMITTING BUSINESSES WHERE SMOKING IS NOT PROHIBITED TO DESIGNATE ANY OR ALL OF THE BUSINESS NONSMOKING; PROVIDING FOR A PUBLIC EDUCATION PROGRAM PRIOR TO ENFORCEMENT; PROVIDING INFRACTION PENALTIES FOR VIOLATION; SETTING FORTH A SEVERABILITY CLAUSE AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Public health officials have concluded that secondhand tobacco smoke causes disease, including lung cancer and heart disease, in nonsmoking adults, as well as causing serious conditions in children such as asthma, respiratory infections, middle ear infections, and sudden infant death syndrome; and

**WHEREAS**, Public health officials have concluded that secondhand smoke can exacerbate adult asthma and allergies and cause eye, throat and nasal irritation. The conclusions of public health officials concerning secondhand tobacco smoke are sufficient to warrant measures that regulate smoking in public places in order to protect the public health and the health of employees who work in public places; and

**WHEREAS**, The Mayor and Council, by way of Idaho Code Sections 39-5511, 39-5713, 50-302, and 50-304, are empowered to impose reasonable limitations and regulations upon smoking to reduce the harmful effects thereof; and

**WHEREAS**, The intent of this chapter is to protect the public health, the health of employees who work in public places, and the rights of nonsmokers to breathe clean air by prohibiting smoking in public places and in places of employment.

**NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF KETCHUM, IDAHO:**

**Section 1.** That Title 8, Chapter 8.10, Ketchum Municipal Code, be, and the same is hereby enacted to read as follows:

**8.10.01 Short title.**

This Chapter shall be known as the Ketchum Smoke-free Air Ordinance, and any other ordinances or resolutions in conflict herewith are repealed upon the effective date of the ordinance codified in this Chapter.

**8.10.02 Authority.**

This Chapter is adopted pursuant to the authority granted by the Idaho Constitution and Idaho Code, including, but not limited to, Sections 39-5511, 39-5713, and 50-302.

**8.10.03 Findings and intent.**

Public health officials have concluded that secondhand tobacco smoke causes disease, including lung cancer and heart disease, in nonsmoking adults, as well as causing serious conditions in children such as asthma, respiratory infections, middle ear infections, and sudden infant death syndrome. In addition, public health officials have concluded that secondhand smoke can exacerbate adult asthma and allergies and cause eye, throat and nasal irritation. The conclusions of public health officials concerning secondhand tobacco smoke are sufficient to warrant measures that regulate smoking in public places in order to protect the public health and the health of employees who work in public places.

The intent of this chapter is to protect the public health, the health of employees who work in public places, and the rights of nonsmokers to breathe clean air by prohibiting smoking in public places and in places of employment.

**8.10.04 Definitions.**

As used in this Chapter:

1. “Bar” means an establishment that is devoted to the serving of alcoholic beverages for consumption by guests on the premises and in which the serving of food is only incidental to the consumption of those beverages, including but not limited to, taverns, nightclubs, cocktail lounges, bikini-bars, and cabarets.
2. “Business” means a sole proprietorship, partnership, joint venture, corporation, or other business entity, either for-profit or not-for-profit, including retail establishments where goods or

services are sold; professional corporations and other entities where legal, medical, dental, engineering, architectural, or other professional services are delivered; and private clubs.

3. “E-cigarette” means any electronic oral device, such as one composed of a heating element, battery, and/or electronic circuit, which provides a vapor of nicotine or any other substances, and the use or inhalation of which simulates smoking. The term shall include any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or under any other product name or descriptor.

4. “Employee” means a person who is employed by an employer in consideration for direct or indirect monetary wages or profit, and a person who volunteers his or her services for an employer.

5. “Employer” means a person, business, association, municipal corporation, or trust that employs the services of one or more individual persons.

6. “Enclosed Area” means all space between a floor and a ceiling that is bounded on all sides by walls, doorways, or windows, whether open or closed. A wall includes any retractable divider, garage door, or other physical barrier, whether temporary or permanent.

7. “Exclusive Retail Tobacconist” means a retail tobacco business which derives more than ninety-five percent of sales from tobacco and tobacco products sold on the premises for consumption off the premises and which the sale, manufacture, or promotion of other products is merely incidental. The status as an exclusive retail tobacco business is lost if at any time the business premises provide seating for more than four patrons or is used to sell or serve food or drink, vend lottery tickets or newspapers or magazines not primarily for tobacco enthusiasts, or if the premises are used for dancing, karaoke, gaming, or live entertainment or performance of any kind.

8. “Health Care Facility” means an office or institution providing care or treatment of diseases, whether physical, mental, or emotional, or other medical, physiological, or psychological conditions, including but not limited to, hospitals, rehabilitation hospitals or other clinics, including weight control clinics, nursing homes, long-term care facilities, homes for the aging or chronically ill, laboratories, and offices of surgeons, chiropractors, physical therapists, physicians, psychiatrists, dentists, and all specialists within these professions. This definition shall include all waiting rooms, hallways, private rooms, semiprivate rooms, and wards within health care facilities.

9. “Place of Employment” means an area under the control of a public or private employer.

10. “Public Place” means an area to which the public is invited or in which the public is permitted for any purpose, whether the place is publicly owned or private.

11. “Public Property” means any and all lands owned by the City of Ketchum including all City Parks and open spaces but not including City rights of way.

12. “Restaurant” means an eating establishment, including but not limited to, coffee shops, cafeterias, and food stands, which gives or offers for sale food to the public, guests, or employees, as well as kitchens and catering facilities in which food is prepared on the premises for serving elsewhere. The term “restaurant” shall include a bar area within the restaurant.

13. “Retail tobacco business” means a business which, during the normal course of business, primarily distributes any tobacco and/or tobacco product or provides any equipment or material used for the consumption of tobacco.

14. “Smoking” means inhaling, exhaling, burning, carrying, or possessing any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, in any manner or in any form. “Smoking” also includes the use of an e-cigarette which creates vapor, in any manner or any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this Chapter.

15. “Special Event Zone” means any outdoor area delineated through a Special Event permit to accommodate people in a smoke-free space for such activities as concerts, movies, or other entertainment in a space.

17. “Tobacco and Tobacco Products” means tobaccos, cigarettes, cigars, pipes, tobacco pipe tobaccos, humidors, cigar cutters, pipe cleaners, pipe maintenance tools, and literature primarily for tobacco enthusiasts.

#### **8.10.05 Application to City-owned facilities.**

All vehicles and enclosed areas owned, leased, or operated by the City of Ketchum shall be subject to the provisions of this Chapter.

#### **8.10.06 Prohibition of smoking in enclosed public places.**

Smoking shall be prohibited in all enclosed public places within the limits of the City of Ketchum, including but not limited to, the following places:

- A. Galleries, libraries, and museums.
- B. Businesses patronized by the public, including but not limited to, banks, laundromats, professional offices, and retail service establishments.
- C. Bars.
- D. Bingo facilities.
- E. Child care and adult day care facilities.
- F. Convention facilities.

- G. Educational facilities, both public and private.
- H. Elevators.
- I. Gaming facilities.
- J. Health care facilities.
- K. Hotels and motels, except as allowed by Idaho Code 39-5503(d<sub>[s1]</sub>).
- L. Lobbies, hallways, and other common areas in apartment buildings, condominiums, trailer parks, retirement facilities, except where permitted by Idaho Code, nursing homes, and other multiple-unit residential facilities.
- M. Polling places.
- N. Private clubs.
- O. Public transportation vehicles, including buses under the authority of the Mountain Rides transportation authority, and ticket, boarding, and waiting areas of public transportation facilities.
- P. Restaurants.
- Q. Restrooms, lobbies, reception areas, hallways, and other common use areas.
- R. Retail Tobacco Businesses, except an exclusive retail tobacconist.
- S. Rooms, chambers, places of meeting or public assembly, including school buildings, under the control of a public agency, board, commission, committee or council of a political subdivision of the State, to the extent the place is subject to the jurisdiction of the City of Ketchum.
- T. Theaters and theatrical productions, except as allowed by Idaho Code 39<sub>[s2]</sub>-5503(e).

#### **8.10.07 Prohibition of smoking in enclosed places of employment.**

Smoking shall be prohibited in all enclosed places of employment in the City of Ketchum without exception. This includes, but is not limited to, common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, retail spaces and showrooms, elevators, hallways, medical facilities, cafeterias, employee lounges, stairs, restrooms, and garages.

#### **8.10.08 Prohibition of smoking in outdoor areas.**

Smoking shall be prohibited in the following outdoor public places:

- A. On any Public Property as defined herein.
- B. Within twenty (20) feet of all designated bus stops.
- C. On all school property, including public and private elementary, secondary, vocational, and trade schools or colleges.
- D. Within any designated “Special Event Zone”, unless the “Special Event Zone” has a designated and delineated smoking area identified in an approved Ketchum Special Event Permit application.

**8.10.09 Where smoking is not regulated.**

Notwithstanding any other provision of this Chapter to the contrary, the following areas shall be exempt from the provisions herein:

- A. Private residences, unless used as a childcare, adult day care, or health care facility, or as a home office that is accessible to one or more employees or members of the public.
- B. Privately owned outdoor spaces, including rooftop patios, court yards, bars and sidewalk cafés. Any such privately owned outdoor spaces established consistent with all applicable building and zoning codes existing at the time of the effective date of this ordinance shall be exempt from the twenty foot rule in Section 8.10.08(B) above.
- C. An exclusive retail tobacconist as defined in section 8.10.04(7) of this title and chapter.
- D. American Indian/Alaska Native Ceremonies. A religious ceremony using a traditional pipe under this section is subject to any applicable state or local law, except as provided in this section. A person is exempt from the restrictions of this chapter if the person:
  - 1. Is a member of an American Indian/Alaska Native tribe whose members are recognized as eligible for the special programs and services provided by the United States to American Indians/Alaska Natives who are members of those tribes; and
  - 2. Is an American Indian/Alaska Native who actively practices an American Indian/Alaska Native religion, the origin and interpretation of which is from a traditional American Indian/Alaska Native culture; and

3. Is smoking tobacco using the traditional pipe of an American Indian/Alaska Native tribal religious ceremony, of which tribe the person is a member, and is smoking the pipe as part of that ceremony; and
4. The ceremony is conducted by a pipe carrier, American Indian/Alaska Native spiritual person, or medicine person recognized by the tribe of which the person is a member and by the American Indian/Alaska Native community.

#### **8.10.10 Declaration of establishment as nonsmoking.**

Notwithstanding any other provision of this Chapter, an owner, operator, manager, or other person in control of an establishment, facility, or outdoor area may declare that entire establishment, facility, or outdoor area as a nonsmoking place. Smoking shall be prohibited in any area in which a sign conforming to the requirements of Section 8.10.11 is posted.

#### **8.10.11 Posting of signs and removal of ashtrays.**

The owner, operator, manager, or other person in control of a place of employment or a public place where smoking is prohibited by this Chapter shall:

- A. Clearly and conspicuously post in that place:
  1. “No Smoking” signs or the international “No Smoking” symbol, consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a red bar across it; and
  2. A sign at every entrance that clearly states that smoking is prohibited. If the place of employment is a vehicle, there shall be at least one conspicuous sign, visible from the exterior of the vehicle, clearly stating that smoking is prohibited.
- B. Remove all ashtrays from any area where smoking is prohibited by this Chapter, except for ashtrays displayed for sale and not for use on the premises.

#### **8.10.12 Education.**

The City shall conduct an education process for a period of one (1) year prior to the commencement of Section 8.10.13, below. Said process shall be led by the Ketchum Police Department.

#### **8.10.13 Enforcement, violations, and penalties.**

Enforcement of this ordinance shall be conducted through the Ketchum Police Department.

- A. Smoking where prohibited. A person who smokes in any public place where smoking is prohibited by the provisions of this Chapter shall be guilty of an infraction, punishable by a fine of fifty dollars (\$50.00).
- B. An employer, owner, manager, operator, or employee of an establishment regulated by this Chapter, who observes a person smoking in apparent violation of this chapter shall ask the person to extinguish all lighted smoking products. If the person persists in violating this chapter, the employer, person in charge, agent or employee shall ask the person to leave the premises. Any person who refuses to either extinguish all lighted smoking products or leave the premises is guilty of an infraction and is subject to a fine of fifty dollars (\$50.00). Any violation may be reported to a law enforcement officer.
- C. Permitting smoking where prohibited. No employer or other person in charge of a public place or publicly-owned property, building or office shall knowingly or intentionally permit smoking in violation of this chapter. Any employer or other person in charge of a public place or publicly-owned building or office who violates the provisions of this section is guilty of a separate act of permitting smoking where smoking is prohibited, each of which is punishable by a fine of one hundred dollars (\$100).
- D. Any employer who discharges or in any manner discriminates against an employee because that employee has made a complaint or has given information to the Department of Health and Welfare or the Department of Labor pursuant to this section shall be subject to a civil penalty of not less than one thousand dollars (\$1,000) nor more than five thousand dollars (\$5,000) for each violation.
- E. Violation of this Chapter is hereby declared to be a public nuisance, which may be abated by the City of Ketchum by restraining order, preliminary and permanent injunction, or other means provided for by law, and the City of Ketchum may take action to recover attorney's fees and/or costs of the nuisance abatement.

#### **8.10.14 Other applicable laws.**

This Chapter shall not be interpreted or construed to permit smoking where it is otherwise restricted by other applicable laws.

#### **8.10.15 Severability.**

If any provision, clause, sentence, or paragraph of this Chapter or the application thereof to any person or circumstances shall be held invalid, that invalidity shall not affect the other provisions of this Chapter which can be given effect without the invalid provision or application, and to this end the provisions of this Chapter are declared to be severable.

**Section 2.** That this Ordinance shall be in full force and effect, following its passage, approval and publication.

**Section 3.** That the Summary of this Ordinance, attached hereto as Exhibit A, is approved as to both form and content.

**PASSED** by the Council of the City of Ketchum, Idaho, this \_\_\_ day of \_\_\_\_\_, 2013.

**APPROVED** by the Mayor of the City of Ketchum, Idaho this \_\_\_ day of \_\_\_\_\_, 2013.

**APPROVED:**

**ATTEST:**

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Randy Hall  
MAYOR

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Sandy Cady  
CITY CLERK

**EXHIBIT A**  
**SUMMARY OF ORDINANCE NUMBER 1105**  
**OF THE CITY OF KETCHUM, IDAHO**

**PUBLIC NOTICE IS HEREBY GIVEN** that the City of Ketchum, Idaho, adopted at its regular meeting of March \_\_\_\_\_, 2013, that Ordinance No. 1105 entitled:

**AN ORDINANCE ENACTING CHAPTER 8.10, UNDER TITLE 8, KETCHUM MUNICIPAL CODE, ENTITLED SMOKE-FREE AIR ORDINANCE, REGULATING SMOKING IN PUBLIC PLACES; SETTING FORTH THE STATUTORY AUTHORITY FOR LOCAL GOVERNMENT REGULATION OF SMOKING; PROVIDING LEGISLATIVE FINDINGS; PROVIDING DEFINITIONS OF KEY TERMS; PROHIBITING SMOKING ON ALL CITY OWNED PROPERTY AND IN ALL CITY OWNED FACILITIES AND ALL PLACES OF EMPLOYMENT AND SETTING FORTH A NONEXCLUSIVE LIST OF ENCLOSED PLACES WHERE SMOKING IS PROHIBITED; PROHIBITING SMOKING OUTDOORS ON PUBLIC AND PRIVATE SCHOOL PROPERTY, WITHIN TWENTY FEET OF PUBLIC TRANSPORTATION FACILITIES; PROVIDING EXEMPTIONS FROM THE SMOKING PROHIBITION FOR EXCLUSIVE RETAIL TOBACCONISTS, IN RESIDENCES, EXCEPT FOR ANY PORTION THAT IS USED AS A BUSINESS WITH EMPLOYEES OR CUSTOMERS, AND FOR BONA FIDE NATIVE AMERICAN RELIGIOUS PRACTICES; PERMITTING BUSINESSES WHERE SMOKING IS NOT PROHIBITED TO DESIGNATE ANY OR ALL OF THE BUSINESS NONSMOKING; PROVIDING FOR A PUBLIC EDUCATION PROGRAM PRIOR TO ENFORCEMENT; PROVIDING INFRACTION PENALTIES FOR VIOLATION; SETTING FORTH A SEVERABILITY CLAUSE AND PROVIDING AN EFFECTIVE DATE.**

This ordinance bans smoking in most enclosed public places and businesses, including bars and private clubs, and bans smoking in some outdoor areas such as within 20 feet of bus stops, on public property including parks, and on school property.

Smoking will be allowed, if allowed by the owner, within private residences provided it doesn't contain a business, retail tobacconists, privately owned outdoor spaces, including patios, court yards, bars, and sidewalk cafes, designated hotel and motel rooms, and qualifying Native American ceremonies. Any business where smoking is prohibited is obligated to conspicuously place "No Smoking" signs or symbols at every entrance..

The first year of enactment shall provide for education. Thereafter, enforcement will be done with an emphasis on compliance. If a violator complies with a request to extinguish his/her cigarette, then an infraction citation will generally not be issued. If an infraction citation is written, the penalty is a \$50 fine. Employers that allow violations will be issued an infraction citation for a \$100 fine. E-cigarettes are not prohibited under the ordinances.

The effective date of Ordinance 1105 is the date of its passage, approval and publication. A copy of the full text of the Ordinance is available at the Office of the City Clerk, Ketchum City Hall, 480 East Avenue North, Ketchum, Idaho 83340, and will be provided to any citizen upon personal request during normal office hours pursuant to Idaho Code §50-901A(4).

DATED this \_\_\_\_\_ day of March 2013.

CITY OF KETCHUM, IDAHO

\_\_\_\_\_  
Randy Hall, Mayor

ATTEST:

\_\_\_\_\_  
Sandra E. Cady, CMC  
Clerk/Treasurer

**STATEMENT OF LEGAL ADVISOR**

I, the undersigned attorney at law, duly licensed in the State of Idaho and serving as City Attorney to the City of Ketchum, Idaho, hereby certify that I have read the attached Summary of Ordinance No. \_\_\_\_ of the City of Ketchum and that the same is true and complete and provides adequate notice to the public of the contents of said Ordinance.

Dated this \_\_\_\_ day of March, 2013.

\_\_\_\_\_  
Stephanie Bonney,  
Ketchum City Attorney

Publish: Idaho Mountain Express  
Date: \_\_\_\_\_



**SPECIAL JOINT MEETING  
KETCHUM CITY COUNCIL and  
PLANNING & ZONING COMMISSION  
Wednesday, February 15, 2013 at 12:00 p.m.  
Ketchum City Hall, Ketchum, Idaho**

**Present:** Mayor Randy Hall  
Council President Baird Gourlay  
Councilor Nina Jonas  
Councilor Michael David  
P&Z Chairperson Deborah Burns  
P&Z Commissioner Steve Cook  
P&Z Commissioner Mike Doty  
P&Z Commissioner Jeff Lamoureux

**Absent:** Councilor Jim Slanetz  
P&Z Vice-Chairperson Richard Fabiano

**Also Present:** Ketchum City Administrator Gary Marks  
Ketchum City Attorney Stephanie Bonney  
Ketchum Community and Economic Development Director Lisa Horowitz  
Ketchum Planning Manager Joyce Allgaier  
Ketchum Associate Planner Rebecca Bundy  
Recording Secretary Sunny Grant

**The meeting was called to order by Mayor Randy Hall at 12:00pm.**

P&Z Chairperson Deborah Burns said the Commission's top priority is ongoing communication and sharing information with the Mayor, City Council, P&Z and City staff.

Ketchum expects to hire a city engineer in the near future, which will benefit many City departments. An in-house engineer will provide consistency and efficiency for City infrastructure and public works, and likely save the City money as new development picks up.

The P&Z Commissioners asked Council to consider hiring an additional Planning person to expedite updating Ketchum's Code. The Commission wants to use this down economy time to address Code issues. Ketchum's Municipal Code has been cut and pasted from many sources and is inconsistent. The Municipal Code doesn't work with the Land Use Code. Every P&Z Design Review hearing uncovers something in Ketchum's Code that is outdated or unclear, and contentious.

The Code doesn't cover alternative energy, so the Commission has no guidelines for how to evaluate it.

Commissioner Steve Cook challenged Ketchum's elected officials to find a way to purchase land during the depressed economy. Mayor Hall said this is the function of the Urban Renewal Agency; but there *are* ongoing discussions about public-private partnerships, potential properties and different uses. The City doesn't want to hire people or undertake projects until they are sure the economy can support them.

It is important that Ketchum Council and P&Z discuss important issues so the City has a unified position. They discussed the Cold Springs bench behind the hospital, which has potential to become a small city and have a huge impact on Ketchum.

Staff will begin to look for a consultant who can work with the Commissioners on updating Ketchum's Code.

The Commissioners agreed to begin work on the Floodplain and Subdivision chapters of the Code.

**PUBLIC COMMENT:**

- West Ketchum resident Clyde Holt advised Council to hire an employee to rework the Code instead of a consultant. Ketchum is a unique community, and both the Code and Comprehensive Plan need to be constantly reviewed and updated in-house.

The joint meeting ended at 1:07pm.

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Randy Hall  
Mayor

ATTEST:

\_\_\_\_\_  
Deborah Burns  
P&Z Chairman

\_\_\_\_\_  
Sandra E. Cady, CMC  
City Clerk



**REGULAR KETCHUM CITY COUNCIL MEETING**  
**Monday, February 19, 2013 at 5:30 p.m.**  
**Ketchum City Hall, Ketchum, Idaho**

**Present:** Mayor Randy Hall  
Councilor Nina Jonas  
Councilor Michael David  
Councilor Jim Slanetz

**Absent:** Council President Baird Gourlay

**Also Present:** Ketchum City Administrator Gary Marks  
Ketchum City Attorney Stephanie Bonney  
Ketchum Community and Economic Development Director Lisa Horowitz  
Ketchum Special Projects Lisa Enourato  
Ketchum Police Chief Steve Harkins  
Recording Secretary Sunny Grant

**1. The meeting was called to order by Mayor Randy Hall at 5:30pm.**

**2. Communications from the Public**

There were no comments from the public at this time.

**3. Communications from the Councilors**

Councilor Nina Jonas skied Nordic trails north of Ketchum over the weekend. Mayor and Councilors suggested Ketchum, Blaine County and the Blaine County Recreation District get together to pursue summer recreational ideas in north Blaine County.

Blaine County Regional Transportation Committee is forming a subcommittee to research possible ways to lessen wildlife-vehicle collisions. Councilor Jonas nominated Sawtooth National Forest District Ranger Kurt Nelson and wildlife specialist Lili Simpson to the committee.

University of Oregon representatives would like to present their water study on Basin 37 to Ketchum Council at a March meeting.

The BLM Recreation and Public Purposes Act (R&PP) north and south parcels are on hold with the BLM for now. The BLM has focused its limited human resources on litigation. The Wood River Land Trust, whitewater community and a subcommittee are working with the BLM State Director to find a third-party reviewer for the R&PP Environmental Assessment to keep it moving forward.

Councilor Jim Slanetz said the whole valley was working together on the countywide pedestrian-bike plan.

**Communications from Mayor Hall**

**4. Presentation of Certificates of Recognition**

Ketchum is making an effort to acknowledge and reward citizens, businesses, non-profits and employees for providing locals with their enviable quality of life.

Mayor Hall presented an award to Ketchum Street Superintendent Brian Christiansen. He applauded Christiansen's leadership, and his staff's dedication and hard work.

Christiansen commended his crew for their commitment to safety and public service.

Mayor Hall presented an award to local businessowner Josh Wells, whose business image nationally and beyond promotes Sun Valley.

Wells said he moved here permanently to be part of this community and for the recreational amenities. He owns Alpinfoto; and he and friends recently purchased Sun Valley Mustard. Wells and friend are now opening Velocio, a community-owned, high-end indoor-outdoor café.

Mayor Hall presented an award to Mountain Rides Executive Director Jason Miller. Transportation and circulation are a core value in the Wood River Valley, and Miller has provided innovative ideas, leadership and direction.

Miller thanked Ketchum for its leadership and partnership, and the Mountain Rides Board, staff and employees for their hard work and commitment.

## **5. Update on financial achievements**

Mayor Hall revealed new wall plaques on the Council Chambers wall announcing Ketchum's successful budget downsizing, its budget savings, steadily increasing General Fund balance, efficient staffing levels, and other many accomplishments. The Mayor thanked Ketchum Council and staff for their hard work and initiative in creating partnerships that provided efficiency and saved taxpayer dollars. Ketchum attributed many of its accomplishments to the Community Development Corporation, which incubates ideas and recommends city projects, and the Urban Renewal Agency, which funds the projects, including infrastructure improvements and affordable housing.

As a result of its financial stability, Ketchum received three state awards and the Idaho Association of Cities Resilient City Award.

## **Communications from City Staff**

### **6. Update on Police Services program**

*Also Present: Blaine County Commission Chairman Larry Schoen  
Blaine County Commission Vice-Chairman Angenie McCleary  
Blaine County Commissioner Jacob Greenberg  
Blaine County Administrator Derek Voss*

When Ketchum decided to contract with the Blaine County Sheriff's Office for police services, it was a fairly contentious decision. After three years, the community is safe, Police Department morale is high, and Ketchum saved almost \$1.2 million dollars in police services. Ketchum Police officers wear Ketchum uniforms, drive Ketchum vehicles, and report to work at Ketchum City Hall.

Ketchum Police Chief (Blaine County employee) Steve Harkins said his first priority is to continue providing quality law enforcement service. His future plans include more officer safety education and training, even more school safety programs (including high visibility, with officers frequently present in the hallways and having lunch with the kids), expansion of community policing programs, and continued efforts to maintain a balanced budget.

City Administrator Gary Marks commended Chief Harkins on turning the Ketchum Police Department from bad to good, almost immediately.

Chief Harkins said Ketchum's Police Department trust account with Blaine County had accumulated \$287,870 in three years. This trust account has funded needed police vehicles and software over the years, and has accumulated an excess of funds.

Blaine County Commission Chairman Larry Schoen presented the City of Ketchum with a refund check for excess funds from the trust account of \$141,166.67, leaving a remaining balance in the trust account of over \$146,703. Schoen said this kind of success can happen when there is a relationship built on working together toward shared goals. Blaine County and the City of Ketchum worked through problems in order to figure out what worked for both jurisdictions. Ketchum trusted the County to manage its trust account and return excess funds. Schoen said he hoped this kind of relationship would serve as a model for what could be accomplished throughout Blaine County with trust, good communication and working together.

### **7. Update on III-A health benefits program**

Ketchum City Administrator Gary Marks said he wanted to make a difference in society. That meant being innovative, and sometimes taking a risk in trying new things.

Idaho Independent Intergovernmental Authority Trust is, according to Idaho Statute, a benefits pool for public sector entities. III-A is a strategic partnership of Idaho cities formed by a joint powers agreement, supporting cities that provide healthcare benefits to their employees. III-A was approved by the Idaho Department of Insurance for launch on March 1, 2012. III-A is governed by a Board of Trustees made up of elected and appointed officials of member cities, administered by employees of Idaho cities, and supported by health benefit actuarial and legal professionals. Membership is currently 36 cities and one special district, covering 650 employee members (totaling 2,000, counting dependents).

III-A's mission is to provide affordable health coverage for member cities and their employees by eliminating profit margin and marketing costs associated with traditional commercial insurance plans, retaining pharmaceutical rebates and proactively reducing claims through wellness programs.

III-A is managed by professionals—a health benefits pool consultant, pharmaceutical benefits manager, actuary, and third party administrator—with years of experience in healthcare management.

III-A launched in March 2012 with private sector plans and premium rates existing on December 31, 2011. Each partner retains the ability to decide the details of their particular group plan. Joining III-A requires a three-year commitment to the pool “partnership”; and early withdrawal incurs a penalty.

III-A is based on the Montana Municipal Interlocal Authority, also a self-funded pool, begun in 2004. MMIA today consists of 76 cities, with an enrollment of 2,000 employees. MMIA, after nine years of operation, has in excess of \$9 million in reserves and has held premium increases to an average of 4.1%.

III-A launched on March 1, 2012. Within the first 40 days, III-A experienced 11 “shock” claims in excess of \$50,000. Instead of using the initial period to create a reserve, III-A paid claims, including shock claims. Claims trended down after the initial period and have stayed down; but III-A has to calculate renewal rates based on claims paid. The rate increase was 55%, but may decrease later in 2013. A private insurer can’t raise rates until the renewal date; but a public pool can be required to make immediate changes.

Ketchum’s 2012 claims were higher than most partners in the III-A pool. If Ketchum had been with Blue Cross, they would have increased Ketchum’s 2013 premium to cover claims, as well as expenses and their profit margin..

In the future, Ketchum is considering implementing a health reimbursement program; and III-A will probably implement a wellness program.

#### **8. Recommendation to approve City sponsorship for MASSV (Music and Art Showcase Sun Valley)**

Disclosure: Mayor Randy Hall works with MASSV Coordinator Dr. Brent Russell.

Ketchum Parks and Recreation Director Jen Smith said she has a lot of confidence that the Ketchum Events Commission understands events and will make sound decisions regarding events.

- The Sun Valley Film Festival received \$3,500 in Ketchum funding.
- The Ketchum Events Commission recommended MASSV (a 2-day music festival) receive Ketchum sponsorship funding of \$10,000. EMS, police and fire service requested \$4,950 for their services.

Brent Russell, MASSV coordinator, said about two-thirds of last year’s participants were from out of town. An informal poll indicated that about half the people had never been here before. Visitors said they felt welcome. This year’s MASSV festival will be at River Run on the July 4<sup>th</sup> weekend. The bands are well-known, the art and laser show will be at least twice as good, and a mountain bike competition will be held the same weekend. The Sun Valley Marketing Alliance, Sun Valley Company and St. Luke’s Hospital are strong supporters in funding and in-kind. MASSV expects to at least break even this year.

Sustain Blaine estimates MASSV 2012 brought \$1.75 million into the Wood River Valley.

MASSV is planned to be a family event, with a curfew and restrictions on re-entry, and will be non-smoking. A percentage of profits will be donated to the Environmental Resource Center and the Corey Weatherly Foundation.

Mayor Hall said MASSV had a large economic impact on the community, and brought a younger demographic in from out of town. He was pleased that Sun Valley Company’s partnership would contribute to an even better concert this year.

#### **PUBLIC COMMENT:**

- John Sofro said MASSV attracted a younger age group, and was very well received by them.
- Todd Conklin supported MASSV for bringing people to town, especially young folks. He thanked Ketchum for all their efforts and events to bring new people to town.
- Peter Prekeges supported MASSV. He thought last year was good, and, with better planning this year, expected it to be awesome. Some young people coming to the event would someday want to move here.
- Dana Plasse said MASSV would spread the Sun Valley message beyond the local community.
- Karly Maratea, fire department volunteer and St. Luke’s employee, supported MASSV.

Councilor Jonas was pleased that MASSV would be at River Run, but hoped visitors would be encouraged to come into Ketchum. Russell said concert hours would be less this year to allow time for other things; and there might be a downtown event. Sofro said local businesses are encouraged to provide incentives to concert-goers.

Councilor David commended planned improvements.

**Councilor Nina Jonas moved to approve city sponsorship of the 2013 MASSV event in the amount of \$10,000, with an additional amount for in-kind police, fire and EMS services of \$4,950, with the stipulation that the curfew be extended to 2:00 a.m. Motion seconded by Councilor Michael David, and passed unanimously.**

#### **9. Communications from the Press**

There were no comments from the press at this time.

**10. Firefighters Local Union #4758 Agreement**

City Attorney Stephanie Bonney said this draft contract between Ketchum and Union 4758 Ketchum full-time firefighters is the result of a lot of work and compromise by negotiating teams of both parties over several years. If the agreement is approved by the governing body (Ketchum City Council), it will then be presented to membership of the firefighters union.

Complaints have 30 days to notify the Union, which has 30 days to resolve the issue, plus 30 days to notify the fire chief.

**PUBLIC COMMENT:**

- Idaho Union Representative and Pocatello Firefighter Curtis Smith, who participated in the negotiations, said it was a long process and required a lot of give-and-take on both sides.

**Councilor Michael David moved to approve the contract dated February 19, 2013 with the Firefighters Local Union #4758. Motion seconded by Councilor Nina Jonas, and passed unanimously.**

**11. Resolution 13-004 Establishing Goals for the City**

Ketchum City Administrator Gary Marks presented a list of goals the Council had established last October.

**Councilor Nina Jonas moved to pass Resolution 13-004 establishing goals for the City. Motion seconded by Councilor Jim Slanetz, and passed unanimously.**

**12. Fire Department Audit Update Agreement**

Ketchum Fire Chief Mike Elle presented Council with an agreement from McGrath Consulting Group. A fire department consolidation study was undertaken in 2007 by Ketchum and the City of Sun Valley, and paid for by both cities. McGrath has been asked to return to audit the Ketchum Fire Department, in order to guide the Department in master planning for future staff, training, and equipment and building inventory. The City of Sun Valley has not indicated an intent to participate.

**Councilor Jim Slanetz moved to approve the McGrath Fire Department Audit Agreement. Motion seconded by Councilor Michael David, and passed unanimously.**

**13. CONSENT CALENDAR**

- Approval of minutes from the February 4, 2013 Council meeting**
- Recommendation to approve current bills and payroll summary**
- Consideration of the Final Plat, Draft Findings of Fact, Conclusions of Law and Decision regarding Park Place III.**
- Consideration of the Final Plat, Draft Findings of Fact, Conclusions of Law and Decision regarding Park Place IV.**
- Approval of the 2012-2013 Liquor, Beer and Wine License: See list**

**Councilor Nina Jonas moved to approve the Consent Calendar for February 19, 2013. Motion seconded by Councilor Michael David, and passed unanimously.**

**14. ADJOURNMENT**

**Councilor Michael David moved to adjourn at 8:05pm. Councilor Nina Jonas seconded the motion, and it passed unanimously.**

\_\_\_\_\_  
Randy Hall  
Mayor

ATTEST:

\_\_\_\_\_  
Sandra E. Cady, CMC  
City Clerk

## Report Criteria:

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

[Report].GL Account Number = "0110000000"- "9449008022", "9910000000"- "9911810000"

Vendor Name	Invoice Number	Description	Net Invoice Amount
<b>GENERAL FUND</b>			
<b>01-2171-2000 P/R TAXES PBL--STATE W/H</b>			
STATE TAX COMMISSION	PR0222131	State Withholding Tax Pay Period: 2/22/2013	5,932.00
<b>01-2171-4000 P/R TAXES PBL -- WORKERS COMP</b>			
STATE INSURANCE FUND	6915774	Workmen's Comp	6,518.00
STATE INSURANCE FUND	6943512	Workmen's Comp	7,310.00
<b>01-2171-9000 P/R DEDUC PBL--HEALTH INSURANC</b>			
III-A	PR0222131	Health Ins - Family Pay Period: 2/22/2013	105.22
III-A	PR0222131	Health Ins - Family Pay Period: 2/22/2013	4,852.54
III-A	PR0222131	Health Ins - Family Pay Period: 2/22/2013	105.22
III-A	PR0222131	Health Ins - Family Pay Period: 2/22/2013	526.10
III-A	PR0222131	Health Ins - Family Pay Period: 2/22/2013	21,836.43
III-A	PR0222131	Health Ins - Employee + 1 Chld Pay Period: 2/22/2013	40.05
III-A	PR0222131	Health Ins - Employee + 1 Chld Pay Period: 2/22/2013	3,267.57
III-A	PR0222131	Health Ins - Employee + 2 Chld Pay Period: 2/22/2013	124.44
III-A	PR0222131	Health Ins - Employee + 2 Chld Pay Period: 2/22/2013	11,812.92
III-A	PR0222131	Health Ins - Family Pay Period: 2/22/2013	9,705.08
III-A	PR0222131	Health Ins - Employee Pay Period: 2/22/2013	17,426.99
III-A	PR0222131	Health Ins - Employee + Spouse Pay Period: 2/22/2013	223.16
III-A	PR0222131	Health Ins - Employee + Spouse Pay Period: 2/22/2013	13,962.48
<b>01-2172-1000 P/R DEDUC PBL--AFLAC INSURANCE</b>			
AFLAC	PR0222131	AFLAC After-Tax Pay Period: 2/22/2013	155.73
AFLAC	PR0222131	AFLAC Pre-Tax Pay Period: 2/22/2013	717.79
<b>01-2172-2000 P/R DEDUC PBL--LIFE &amp; L.T.DISB</b>			
LifeMap Billing	PR0222131	Long Term Disability Pay Period: 2/22/2013	1,072.73
<b>01-2172-3000 P/R DEDUC PBL--DELTA DENTAL</b>			
DELTA DENTAL PLAN OF IDAH	PR0222131	Dental Insurance - 1 Child Pay Period: 2/22/2013	198.44
DELTA DENTAL PLAN OF IDAH	PR0222131	Dental Insurance - Employee Pay Period: 2/22/2013	823.84
DELTA DENTAL PLAN OF IDAH	PR0222131	Dental Insurance - Spouse Pay Period: 2/22/2013	148.56
DELTA DENTAL PLAN OF IDAH	PR0222131	Dental Insurance - Spouse Pay Period: 2/22/2013	508.86
DELTA DENTAL PLAN OF IDAH	PR0222131	Dental Insurance - Family Pay Period: 2/22/2013	647.08
DELTA DENTAL PLAN OF IDAH	PR0222131	Dental Insurance - Family Pay Period: 2/22/2013	899.25
DELTA DENTAL PLAN OF IDAH	PR0222131	Dental Insurance - 2+ Child Pay Period: 2/22/2013	122.28
DELTA DENTAL PLAN OF IDAH	PR0222131	Dental Insurance - 2+ Child Pay Period: 2/22/2013	271.60
DELTA DENTAL PLAN OF IDAH	PR0222131	Dental Insurance - 1 Child Pay Period: 2/22/2013	69.28
<b>01-2173-3000 P/R DEDUC PBL--PEBS CO</b>			
NATIONWIDE RETIREMENT SOL	PR0222131	Nationwide - 0026904-001 Pay Period: 2/22/2013	682.44
<b>01-2174-0000 P/R DEDUC PBL--GARNISHMENTS</b>			
BLAINE COUNTY SHERIFF'S DEP	PR0222131	MARTA THOMPSON Garnishments Pay Period: 2/22/2013	312.92
CHILD SUPPORT SERVICES	PR0222131	Child Support Pay Period: 2/22/2013	269.68
STATE TAX COMMISSION	PR0222131	Garnishments Pay Period: 2/22/2013	312.92
<b>01-2175-0000 P/R DEDUC PBL--PIONEER FED.CR.</b>			
PIONEER FEDERAL CREDIT UNI	PR0222131	Pioneer Federal Credit Union Pay Period: 2/22/2013	2,721.00
<b>01-2175-8000 P/R DEDUC PBL--EMPLOYEE CAF-MD</b>			
NBS-NATIONAL BENEFIT SERVI	PR0222131	125 Medical Savings Pay Period: 2/22/2013	1,277.55
<b>01-2175-9000 P/R DEDUC PBL--EMPLOYEE CAF-DC</b>			
NBS-NATIONAL BENEFIT SERVI	PR0222131	125 Dependant Care Pay Period: 2/22/2013	480.77
Total :			115,440.92

Vendor Name	Invoice Number	Description	Net Invoice Amount
<b>LEGISLATIVE &amp; EXECUTIVE</b>			
<b>01-4110-4910 MYR/CNCL-TRAINING/TRAVEL/MTG</b>			
JONAS, NINA	01/31/13	Travel Expenses	169.83
<b>01-4110-5100 TELEPHONE &amp; COMMUNICATIONS</b>			
VERIZON WIRELESS, BELLEVUE	1164053986	ACCT. 365459737-00001	40.01
Total LEGISLATIVE & EXECUTIVE:			209.84
<b>ADMINISTRATIVE SERVICES</b>			
<b>01-4150-3100 OFFICE SUPPLIES &amp; POSTAGE</b>			
BUSINESS AS USUAL	111053	Office Supplies	12.74
GREAT AMERICA LEASING COR	13342366	Copier Lease Agreement	39.65
INTEGRATED TECHNOLOGIES	C1J927	Copier Maintenance	7.14
INTEGRATED TECHNOLOGIES	C1J928	Copier Maintenance	31.63
RICOH USA, INC.	5025145750	Copier Charges	325.70
UNIFIED OFFICE SERVICES	157394	Office Supplies	10.11
UNIFIED OFFICE SERVICES	157697	Office Supplies	39.99
<b>01-4150-4200 PROFESSIONAL SERVICES</b>			
GRANT, SUZANNE	02/19/13	CC Minutes 02/19/13	225.00
GRANT, SUZANNE	022013	CC & P&Z Minutes 01/15/13	45.00
MASON'S TROPHIES & GIFTS	65107	Plaques for Recognitions	26.55
MASON'S TROPHIES & GIFTS	65243	Plaques for Recognitions	48.75-
RED SKY PUBLIC RELATIONS	9704	Communications	3,363.69
<b>01-4150-4902 TRAINNG/TRVL/MTG-CITY ADM/ASST</b>			
ASSOCIATION OF IDAHO CITIES	5272105	IdCMA Winter Workshops - Gary Marks	350.00
ENOURATO, LISA	022013	III-A Travel Expenses	11.00
ENOURATO, LISA	032713	III-A Travel Expenses 3/27	204.60
MARKS, GARY	022013	Travel Expenses	100.18
<b>01-4150-5100 TELEPHONE &amp; COMMUNICATIONS</b>			
CENTURY LINK	2087263841862	ACCT. 208-726-3841 862b	1,151.98
CENTURY LINK	2087265574240	ACCT. 208-726-5574 240b	44.41
CENTURY LINK	2087275060239	ACCT. 208-727-5060 239b	15.15
COX COMMUNICATIONS	1240102722230	ACCT. 001 2401 027222301	200.00
VERIZON WIRELESS, BELLEVUE	1164053986	ACCT. 365459737-00001	62.46
<b>01-4150-5200 UTILITIES</b>			
IDAHO POWER	563550804-02/	ACCT. 5563550804	108.07
IDAHO POWER	769316182-02/	ACCT. 769316182	1,942.10
<b>01-4150-5220 RECYCLING PROGRAM-ERC</b>			
ENVIRONMENTAL RESOURCE C	020613	Clean Sweep & RISE	2,500.00
<b>01-4150-5900 REPAIR &amp; MAINTENANCE-BUILDINGS</b>			
HYDRONICS UNLIMITED, INC.	3230	Snowmelt System Repair	609.22
SAWTOOTH PLUMBING	9629	Rental House Repairs	667.73
WAXIE SANITARY SUPPLY	73781960	Supplies	431.91
WAXIE SANITARY SUPPLY	73782219	Supplies	115.36
Total ADMINISTRATIVE SERVICES:			12,592.62
<b>LEGAL</b>			

Vendor Name	Invoice Number	Description	Net Invoice Amount
<b>01-4160-4270 CITY PROSECUTOR</b>			
ALLINGTON, ESQ., FREDERICK	120177	Monthly Prosecutor Payment	3,660.17
Total LEGAL:			3,660.17
<b>COMMUNITY PLANNING/DEVELOPMENT</b>			
<b>01-4170-3100 OFFICE SUPPLIES &amp; POSTAGE</b>			
BUSINESS AS USUAL	111053	Office Supplies	57.79
GREAT AMERICA LEASING COR	13342366	Copier Lease Agreement	79.30
INTEGRATED TECHNOLOGIES	C1J927	Copier Maintenance	14.28
INTEGRATED TECHNOLOGIES	C1J928	Copier Maintenance	63.25
<b>01-4170-3160 OFFICE SUPPLIES/POSTAGE-HOTEL</b>			
BUSINESS AS USUAL	111053	Office Supplies	25.49
GREAT AMERICA LEASING COR	13342366	Copier Lease Agreement	79.30
INTEGRATED TECHNOLOGIES	C1J927	Copier Maintenance	14.28
INTEGRATED TECHNOLOGIES	C1J928	Copier Maintenance	63.25
<b>01-4170-3200 OPERATING SUPPLIES</b>			
UNITED OIL	724958	ACCT. 37266	75.36
<b>01-4170-4200 PROFESSIONAL SERVICES</b>			
GRANT, SUZANNE	022013	CC & P&Z Minutes 01/15/13	45.00
<b>01-4170-4267 PROFESSIONAL SVC-COMP PLAN</b>			
CLARION	5299	Comp Plan Services	22,380.66
<b>01-4170-4800 DUES, SUBSCRIPTIONS &amp; MEMBERSH</b>			
AMERICAN PLANNING ASSN	275886-12114	APA Membership	235.00
<b>01-4170-4900 PERSONNEL TRAINING/TRAVEL/MTG</b>			
ALLGAIER, JOYCE	012413	Travel Expenses	102.15
BUNDY, REBECCA	02/08/13	Travel Expenses	13.32
Total COMMUNITY PLANNING/DEVELOPMENT:			23,248.43
<b>POLICE</b>			
<b>01-4210-4250 PROF.SERVICES-BCSO CONTRACT</b>			
BLAINE COUNTY CLERK/RECOR	200943	BCSO Law Enforcement Services	105,604.17
Total POLICE:			105,604.17
<b>BUILDING</b>			
<b>01-4240-3200 OPERATING SUPPLIES</b>			
BUSINESS AS USUAL	111053	Office Supplies	12.74
GREAT AMERICA LEASING COR	13342366	Copier Lease Agreement	39.65
INTEGRATED TECHNOLOGIES	C1J927	Copier Maintenance	7.15
INTEGRATED TECHNOLOGIES	C1J928	Copier Maintenance	31.63
Total BUILDING:			91.17
Total GENERAL FUND:			260,847.32

Vendor Name	Invoice Number	Description	Net Invoice Amount
STREET MAINTENANCE FUND			
<b>STREET</b>			
<b>04-4310-3200 OPERATING SUPPLIES</b>			
BUSINESS AS USUAL	111053	Office Supplies	12.03
CHATEAU DRUG CENTER	966238	Supplies	5.69
CHATEAU DRUG CENTER	971985	Supplies	12.34
FASTENAL COMPANY	IDJER40352	Parts	128.57
NAPA AUTO PARTS	724658	Supplies	27.28
TREASURE VALLEY COFFEE IN	2160:03105186	COFFEE	56.30
TREASURE VALLEY COFFEE IN	2160:03120689	COFFEE	270.15
<b>04-4310-3400 MINOR EQUIPMENT</b>			
A.C. HOUSTON LUMBER CO.	14-171172	Supplies	24.28
NAPA AUTO PARTS	723542	Supplies	119.29
NAPA AUTO PARTS	723860	Supplies	43.06
NAPA AUTO PARTS	724244	Supplies	95.71
PIPECO, INC.	118338	Supplies	23.51
PIPECO, INC.	118375	Supplies	81.67
<b>04-4310-3500 MOTOR FUELS &amp; LUBRICANTS</b>			
SINCLAIR FLEET SERVICES	31931309	acct. 0464-00-747801-9	1,211.66
UNITED OIL	724961	ACCT. 37269	2,835.84
<b>04-4310-4200 PROFESSIONAL SERVICES</b>			
WESTERN STATES EQUIPMENT	MR000510510	Rental Equipment	5,202.00
<b>04-4310-5100 TELEPHONE &amp; COMMUNICATIONS</b>			
VERIZON WIRELESS, BELLEVUE	1164053986	ACCT. 365459737-00001	92.05
<b>04-4310-6000 REPAIR &amp; MAINT--AUTOMOTIVE EQU</b>			
NAPA AUTO PARTS	723330	Supplies	79.20-
NAPA AUTO PARTS	724870	Supplies	39.78
NAPA AUTO PARTS	725023	Supplies	106.58
RIVER RUN AUTO PARTS	6538-56089	Parts & Supplies	41.98
<b>04-4310-6100 REPAIR &amp; MAINT--MACHINERY &amp; EQ</b>			
FASTENAL COMPANY	IDJER40224	Parts	205.57
FASTENAL COMPANY	IDJER40470	Parts	55.68
GO-FER-IT	25869	Shipping Services	74.00
NAPA AUTO PARTS	723384	Supplies	21.98
NAPA AUTO PARTS	723731	Supplies	50.75
NAPA AUTO PARTS	723762	Supplies	10.58
NAPA AUTO PARTS	725008	Supplies	25.58
PIPECO, INC.	118396	Supplies	41.28
RIVER RUN AUTO PARTS	6538-55846	Parts & Supplies	28.72
RIVER RUN AUTO PARTS	6538-55852	Parts & Supplies	11.98
RIVER RUN AUTO PARTS	6538-55927	Parts & Supplies	31.74
RIVER RUN AUTO PARTS	6538-56003	Parts & Supplies	4.99
RIVER RUN AUTO PARTS	6538-56169	Parts & Supplies	8.99
RIVER RUN AUTO PARTS	6538-56294	Parts & Supplies	186.23
SNAKE RIVER HYDRAULICS	218766	Parts & Repairs	528.00
SNAKE RIVER HYDRAULICS	218884	Parts & Repairs	541.98
WOOD RIVER WELDING, INC.	151740	Services	560.00
WOOD RIVER WELDING, INC.	151766	Parts	793.02
<b>04-4310-6910 OTHER PURCHASED SERVICES</b>			
AMERIPRIDE LINEN	2400205656	ACCT. 241076800	70.73

Vendor Name	Invoice Number	Description	Net Invoice Amount
AMERIPRIDE LINEN	2400207387	ACCT. 241076800	71.26
AMERIPRIDE LINEN	2400209097	ACCT. 241076800	67.45
SENTINEL FIRE & SECURITY, IN	166399	Replace Batteries	95.00
<b>04-4310-6920 SIGNS &amp; SIGNALIZATION</b>			
ECONO SIGNS LLC	10-906972	Signage	395.71
K & T STEEL CORP.	15662	Steel for Street Posts	76.56
<b>04-4310-6930 STREET LIGHTING</b>			
C & R ELECTRIC, INC.	64726	Street Light Maintenance	668.87
C & R ELECTRIC, INC.	64731	Street Light Maintenance	261.00
GLASS MASTERS, INC.	71197	Light Covers	77.52
IDAHO POWER	1482547825-02	ACCT. 1482547825	7.98
IDAHO POWER	322623384-02/	ACCT. 322623384	5.35
IDAHO POWER	4083074003-02	ACCT. 4083074003	26.54
IDAHO POWER	528357116-02/	ACCT. 528357116	14.61
IDAHO POWER	5318579658-02	ACCT. 5318579658	11.03
IDAHO POWER	6471919866-02	ACCT. 6471919866	1,350.88
IDAHO POWER	9337189101-02	ACCT. 9337189101	96.13
PLATT	3282715	Supplies	189.60
PLATT	3285730	Supplies	683.00-
<b>04-4310-6950 MAINTENANCE &amp; IMPROVEMENTS</b>			
BROOKS WELDING	9008	Ladders	87.61
Total STREET:			16,422.47
Total STREET MAINTENANCE FUND:			16,422.47
<b>FIRE &amp; RESCUE FUND</b>			
<b>FIRE &amp; RESCUE</b>			
<b>10-4230-3200 OPERATING SUPPLIES</b>			
ALSCO - AMERICAN LINEN DIVI	LBO11002111	Cleaning Services	12.86
ALSCO - AMERICAN LINEN DIVI	LBO11006728	Cleaning Services	12.33
ASPEN MILLS	82485	Uniforms	104.33
BLUMENTHAL UNIFORMS AND	979752	Uniforms	36.99
BLUMENTHAL UNIFORMS AND	979752-01	Uniforms	37.25
BUSINESS AS USUAL	111053	Office Supplies	6.37
CHATEAU DRUG CENTER	958238	Supplies	.10
CHATEAU DRUG CENTER	964922	Supplies	18.99
GREAT AMERICA LEASING COR	13342366	Copier Lease Agreement	19.83
INTEGRATED TECHNOLOGIES	C1J927	Copier Maintenance	3.58
INTEGRATED TECHNOLOGIES	C1J928	Copier Maintenance	15.82
L.N. CURTIS & SONS	3128815-00	Supplies	162.99
OLIVER, MARK	022013	Fire Department Poster	742.50
UNIFIED OFFICE SERVICES	157186	Office Supplies	12.18
WINZER CORPORATION	4554265	Supplies	255.66
<b>10-4230-5100 TELEPHONE &amp; COMMUNICATIONS</b>			
BLAINE COUNTY EMERGENCY	KFD2013	Radios	192.50
WHITE CLOUD COMMUNICATIO	71457	Radio Batteries	170.00
WHITE CLOUD COMMUNICATIO	71466	Radio	70.00
<b>10-4230-6000 REPAIR &amp; MAINT--AUTOMOTOVE EQU</b>			
A.C. HOUSTON LUMBER CO.	14-168055	Supplies	10.00
RIVER RUN AUTO PARTS	6538-55390	Parts & Supplies	3.59
RIVER RUN AUTO PARTS	6538-55417	Parts & Supplies	319.90

Vendor Name	Invoice Number	Description	Net Invoice Amount
RIVER RUN AUTO PARTS	6538-56052	Parts & Supplies	10.09
<b>10-4230-6100 REPAIR &amp; MAINT--MACHINERY &amp; EQ</b>			
L.N. CURTIS & SONS	3130141-00	Supplies	56.36
TG TECHNICAL SERVICES	5678	Calibration Gas	276.19
<b>10-4230-6910 OTHER PURCHASED SERVICES</b>			
MTE COMMUNICATIONS	56983-02/13	DSL	22.94
<b>10-4230-7600 OTHER MACH/EQUIP-EMRG GENERATR</b>			
MOTOROLA SOLUTIONS	13942771	Radios & Pagers	334.80
WHITE CLOUD COMMUNICATIO	71437	Remote Speakers	110.25
Total FIRE & RESCUE:			3,018.40
Total FIRE & RESCUE FUND:			3,018.40
<b>AMBULANCE SERVICE FUND</b>			
<b>AMBULANCE SERVICE</b>			
<b>14-4260-3200 OPERATING SUPPLIES</b>			
ALSCO - AMERICAN LINEN DIVI	LBO11002111	Cleaning Services	12.85
ALSCO - AMERICAN LINEN DIVI	LBO11006728	Cleaning Services	12.32
ASPEN MILLS	82485	Uniforms	104.32
BLUMENTHAL UNIFORMS AND	979752	Uniforms	37.00
BLUMENTHAL UNIFORMS AND	979752-01	Uniforms	37.24
BUSINESS AS USUAL	111053	Office Supplies	6.37
CHATEAU DRUG CENTER	958238	Supplies	.10
CHATEAU DRUG CENTER	964922	Supplies	18.99
GREAT AMERICA LEASING COR	13342366	Copier Lease Agreement	19.82
INTEGRATED TECHNOLOGIES	C1J927	Copier Maintenance	3.57
INTEGRATED TECHNOLOGIES	C1J928	Copier Maintenance	15.81
L.N. CURTIS & SONS	3128815-00	Supplies	162.98
MOORE MEDICAL CORPORATIO	820658251	Supplies	103.32
NORCO	10886534	ACCT. 54794	104.95
NORCO	10896663	ACCT. 54794	76.26
NORCO	10931277	ACCT. 54794	82.55
NORCO	10960916	ACCT. 52355	29.76
NORCO	10961801	ACCT. 54794	204.60
OLIVER, MARK	022013	Fire Department Poster	742.50
PROGRESSIVE MEDICAL INTER	397573	Supplies	543.07
PROGRESSIVE MEDICAL INTER	397597	Supplies	140.00
ST. LUKES	013113	Medical Supplies	294.47
ST. LUKES	IW202	Medical Supplies	757.69
UNIFIED OFFICE SERVICES	157186	Office Supplies	12.18
WINZER CORPORATION	4554265	Supplies	255.65
<b>14-4260-4900 PERSONNEL TRAINING/TRAVEL/MTG</b>			
DEPT. OF HEALTH & WELFARE	4743650	Renewals for Binnie, Elle, & Filoon	75.00
<b>14-4260-5100 TELEPHONE &amp; COMMUNICATIONS</b>			
BLAINE COUNTY EMERGENCY	KFD2013	Radios	192.50
WHITE CLOUD COMMUNICATIO	71457	Radio Batteries	170.00
WHITE CLOUD COMMUNICATIO	71466	Radio	70.00
<b>14-4260-6000 REPAIR &amp; MAINT--AUTOMOTIVE EQU</b>			
A.C. HOUSTON LUMBER CO.	14-168055	Supplies	9.99
RIVER RUN AUTO PARTS	6538-55390	Parts & Supplies	3.59

Vendor Name	Invoice Number	Description	Net Invoice Amount
ROCKY MOUNTAIN AMBULANC	2013-0035L	Parts for Ambulance	267.28
<b>14-4260-6910 OTHER PURCHASED SERVICES</b>			
MTE COMMUNICATIONS	56983-02/13	DSL	22.94
<b>14-4260-7600 OTHER MACHINERY &amp; EQUIPMENT</b>			
MOTOROLA SOLUTIONS	13942771	Radios & Pagers	334.80
WHITE CLOUD COMMUNICATIO	71437	Remote Speakers	110.25
Total AMBULANCE SERVICE:			5,034.72
Total AMBULANCE SERVICE FUND:			5,034.72
<b>PARKS AND RECREATION FUND</b>			
<b>PARKS AND RECREATION</b>			
<b>18-4510-3100 OFFICE SUPPLIES &amp; POSTAGE</b>			
BUSINESS AS USUAL	111053	Office Supplies	6.00
<b>18-4510-3200 OPERATING SUPPLIES</b>			
CHATEAU DRUG CENTER	962988	Supplies	11.74
CHATEAU DRUG CENTER	970803	Supplies	16.14
<b>18-4510-3250 RECREATION SUPPLIES</b>			
CHATEAU DRUG CENTER	951561	Supplies	3.78
<b>18-4510-3500 MOTOR FUELS &amp; LUBRICANTS</b>			
LUTZ RENTALS	23368	Propane	27.47
LUTZ RENTALS	23401	Propane	29.60
LUTZ RENTALS	23457	Propane	29.20
LUTZ RENTALS	23504	Propane	28.80
LUTZ RENTALS	23550	Propane	29.60
UNITED OIL	724960	ACCT. 37268	91.70
<b>18-4510-4200 PROFESSIONAL SERVICES</b>			
HAWLEY GRAPHICS	7850	Services	18.75
INTEGRATED TECHNOLOGIES	C1K001	Copier Maintenance	50.00
<b>18-4510-4410 ADVERTISING &amp; PUBLICATIONS</b>			
SUN VALLEY MAGAZINE	9095	Park Advertisement	137.50
<b>18-4510-4800 DUES, SUBSCRIPTIONS &amp; MEMBERSH</b>			
ARBOR DAY FOUNDATION	021913	Membership	15.00
<b>18-4510-5100 TELEPHONE &amp; COMMUNICATIONS</b>			
CENTURY LINK	2087263841862	ACCT. 208-726-3841 862b	80.00
VERIZON WIRELESS, BELLEVUE	1164053986	ACCT. 365459737-00001	74.24
<b>18-4510-5200 UTILITIES</b>			
IDAHO POWER	4962654229-02	ACCT. 4962654229	5.40
<b>18-4510-6000 REPAIR &amp; MAINT--AUTOMOTIVE EQU</b>			
CAR DOCTOR	3973	Repairs	667.77
<b>18-4510-6100 REPAIR &amp; MAINT--MACHINERY &amp; EQ</b>			
A.C. HOUSTON LUMBER CO.	14-169535	Supplies	12.78
IDAHO LUMBER & HARDWARE	526154	Supplies	8.99
SAWTOOTH WOOD PRODUCTS, I	77611	Supplies	57.30

Vendor Name	Invoice Number	Description	Net Invoice Amount
<b>18-4510-6510 COMMUNITY SPECIAL EVENTS</b>			
ASCAP	500713125-12/	License Fees	327.00
<b>18-4510-6950 MAINTENANCE &amp; IMPROVEMENTS</b>			
A.C. HOUSTON LUMBER CO.	14-170810	Supplies	3.38
CHATEAU DRUG CENTER	965660	Supplies	22.29
CHATEAU DRUG CENTER	972004	Supplies	25.62
GLASS MASTERS, INC.	71155	Flat Glass	133.53
RIVER RUN AUTO PARTS	6538-55732	Parts & Supplies	19.95
Total PARKS AND RECREATION:			1,933.53
Total PARKS AND RECREATION FUND:			1,933.53
<b>LOCAL OPTION SALES TAX FUND</b>			
<b>LOCAL OPTION SALES TAX</b>			
<b>22-4910-4200 PROFESSIONAL SERVICES</b>			
DOROTHY'S SECRETARIAL SER	02/22/13	Lodging Sales Tax Collection Project	264.00
<b>22-4910-6050 FLY SUN VALLEY</b>			
FLY SUN VALLEY ALLIANCE	12	Monthly Contract Amount	3,333.33
<b>22-4910-6080 MOUNTAIN RIDES</b>			
MOUNTAIN RIDES	747	Monthly Payment	43,550.83
<b>22-4910-6500 CDC FUNDING</b>			
KETCHUM COMMUNITY DEVEL	29	Monthly Contract Payment	9,700.00
Total LOCAL OPTION SALES TAX :			56,848.16
Total LOCAL OPTION SALES TAX FUND:			56,848.16
<b>GO BOND DEBT SERVICE FUND</b>			
<b>GO BOND DEBT SERVICE EXP/TRNFRS</b>			
<b>40-4800-4200 PROF.SERVICES-PAYING AGENT</b>			
ZIONS NATIONAL BANK	4899901-02/13	GO BONDS Administration Fee	500.00
Total GO BOND DEBT SERVICE EXP/TRNFRS:			500.00
Total GO BOND DEBT SERVICE FUND:			500.00
<b>WATER FUND</b>			
<b>WATER EXPENDITURES</b>			
<b>63-4340-3200 OPERATING SUPPLIES</b>			
AMERIPRIDE LINEN	2400205005	ACCT. 241076900	158.79
AMERIPRIDE LINEN	2400205006	ACCT. 241076901	17.58
CHATEAU DRUG CENTER	971461	Supplies	16.14
GO-FER-IT	25869	Shipping Services	15.00
H.D. FOWLER COMPANY	3305761	Freight	15.00
UNIFIED OFFICE SERVICES	157184	Office Supplies	15.01
WOOD RIVER LOCK SHOP	3817	Keys	3.54
<b>63-4340-3500 MOTOR FUELS &amp; LUBRICANTS</b>			
UNITED OIL	724963	ACCT. 37271	519.62

Vendor Name	Invoice Number	Description	Net Invoice Amount
<b>63-4340-3800 CHEMICALS</b>			
GEM STATE WELDERS SUPPLY,I	E233669	Chemicals	243.00
<b>63-4340-4200 PROFESSIONAL SERVICES</b>			
IDAHO RURAL WATER ASSOCIA	2167	Training	150.00
WATER DISTRICT 37 & 37M	03,13	Water Rights Annual	174.55
<b>63-4340-4900 PERSONNEL TRAINING/TRAVEL/MTG</b>			
FERGUSON ENTERPRISES, INC.	573033	Training for Pat Cooley	50.00
<b>63-4340-5100 TELEPHONE &amp; COMMUNICATIONS</b>			
CENTURY LINK	2087250715195	ACCT. 208-725-0715 195b	105.92
CENTURY LINK	2087255045103	ACCT. 208-725-5045 103b	45.92
COX COMMUNICATIONS	1240120518800	ACCT. 001 2401 205188001	90.89
<b>63-4340-6000 REPAIR &amp; MAINT-AUTO EQUIP</b>			
CAR DOCTOR	3995	Repairs	288.00
RIVER RUN AUTO PARTS	6538-55862	Parts & Supplies	61.38
RIVER RUN AUTO PARTS	6538-56055	Parts & Supplies	19.95
WINDOW WELDER	108966	Windshield	50.00
<b>63-4340-7800 CONSTRUCTION</b>			
H.D. FOWLER COMPANY	13299032	Supplies	47.78
H.D. FOWLER COMPANY	13301623	Supplies	147.20
Total WATER EXPENDITURES:			2,235.27
Total WATER FUND:			2,235.27
<b>WATER CAPITAL IMPROVEMENT FUND</b>			
<b>WATER CIP EXPENDITURES</b>			
<b>64-4340-7800 CONSTRUCTION</b>			
EVANS PLUMBING INC	46590	Water Line Repair	382.16
EVANS PLUMBING INC	46621	Water Line Repair	226.21
EVANS PLUMBING INC	46633	Water Line Repair	444.20
Total WATER CIP EXPENDITURES:			1,052.57
Total WATER CAPITAL IMPROVEMENT FUND:			1,052.57
<b>WASTEWATER FUND</b>			
<b>WASTEWATER EXPENDITURES</b>			
<b>65-4350-3200 OPERATING SUPPLIES</b>			
AMERIPRIDE LINEN	2400205006	ACCT. 241076901	17.57
AMERIPRIDE LINEN	2400205007	ACCT. 241021000	185.10
GO-FER-IT	25869	Shipping Services	41.00
HACH	8140701	Supplies	246.57
UNIFIED OFFICE SERVICES	157184	Office Supplies	134.97
<b>65-4350-3500 MOTOR FUELS &amp; LUBRICANTS</b>			
UNITED OIL	368671	ACCT. 37270	275.50
UNITED OIL	368677	ACCT. 37270	183.45
UNITED OIL	383747	ACCT. 37270	282.92
UNITED OIL	723616	ACCT. 37270	87.48
UNITED OIL	724962	ACCT: 37270	96.82

Vendor Name	Invoice Number	Description	Net Invoice Amount
<b>65-4350-3800 CHEMICALS</b>			
WILBUR-ELLIS	6826784	Parts	138.85
<b>65-4350-4200 PROFESSIONAL SERVICES</b>			
ANALYTICAL LABORATORIES, I	27847	Supplies	755.00
CENTRAL DRUG SYSTEM, INC.	219915	Testing	80.00
<b>65-4350-5100 TELEPHONE &amp; COMMUNICATIONS</b>			
CENTURY LINK	2087268953402	ACCT. 208-726-8953 402b	45.92
COX COMMUNICATIONS	1240120518800	ACCT. 001 2401 205188001	90.89
DIG LINE	45758	Locates	63.82
VERIZON WIRELESS, BELLEVUE	1163192427	ACCT. 965494438-00001	78.36
<b>65-4350-5200 UTILITIES</b>			
IDAHO POWER	2345750212-02	ACCT. 2345750212	12,259.03
<b>65-4350-6000 REPAIR &amp; MAINT-AUTO EQUIP</b>			
HILLSIDE AUTO	22995	Repairs	237.80
NAPA AUTO PARTS	723538	Supplies	62.15
NAPA AUTO PARTS	723564	Supplies	1.29
NAPA AUTO PARTS	724174	Supplies	62.24
<b>65-4350-6100 REPAIR &amp; MAINT-MACH &amp; EQUIP</b>			
ABEL PUMPS, L.P.	405347	Membrane Material	2,084.81
BOLEN'S CONTROL HOUSE, INC.	S1209427.001	Heater Repair	507.92
WESTERN STATES EQUIPMENT	PC000404814	Parts	30.12
WESTERN STATES EQUIPMENT	PC040193031	Parts	122.98
<b>65-4350-6900 COLLECTION SYSTEM SERVICES/CHA</b>			
AMERIPRIDE LINEN	2400205007	ACCT. 241021000	32.55
COX COMMUNICATIONS	1240120518800	ACCT. 001 2401 205188001	32.25
RIVER RUN AUTO PARTS	6538-56092	Parts & Supplies	4.99
UNITED OIL	723616	ACCT. 37270	168.98
UNITED OIL	724962	ACCT: 37270	232.81
VERIZON WIRELESS, BELLEVUE	1163192427	ACCT. 965494438-00001	32.48
Total WASTEWATER EXPENDITURES:			18,676.62
Total WASTEWATER FUND:			18,676.62
<b>WASTEWATER CAPITAL IMPROVE FND</b>			
<b>WASTEWATER CIP EXPENDITURES</b>			
<b>67-4350-7600 MACHINERY AND EQUIPMENT</b>			
BANYAN TECHNOLOGY INC.	19760	Scada Computers	10,434.55
<b>67-4350-7800 CONSTRUCTION</b>			
ROCKITECTURE STONWORKS	618	Weyyakin Sign for Reuse	225.00
<b>67-4350-7801 REUSE PUMP STATION</b>			
LUNCEFORD EXCAVATION, INC.	4489	Pumps	2,120.72
Total WASTEWATER CIP EXPENDITURES:			12,780.27
Total WASTEWATER CAPITAL IMPROVE FND:			12,780.27

Vendor Name	Invoice Number	Description	Net Invoice Amount
Grand Totals:			<u>379,349.33</u>

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Report Criteria:

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

[Report].GL Account Number = "0110000000"- "9449008022", "9910000000"- "9911810000"

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