

CITY COUNCIL AGENDA OF THE CITY OF KETCHUM, IDAHO

Monday, April 21, 2014, beginning at 5:30 p.m.

480 East Avenue, North, Ketchum, Idaho



1. CALL TO ORDER
2. COMMUNICATIONS FROM MAYOR AND COUNCILORS.
 - a) Communications from Mayor & Council.
 - b) Communications from Council Liaisons: Michael David - Mountain Rides, Jim Slanetz - Blaine County Housing Authority, Jim Slanetz & Michael David - Ketchum Community Development Corporation.
3. COMMUNICATIONS FROM THE PUBLIC.
 - a) Communications from the public.
 - b) Discussion of an amendment to the Ketchum Municipal Code 6.04.090, titled "Exotic Wildlife" to restrict the use of exotic and non-domesticated animals in traveling circuses and exhibitions - Maya Burrell.
Public comment accepted.
4. COMMUNICATIONS FROM STAFF
 - a) Campaign Finance Disclosure Discussion - Stephanie Bonney, City Attorney.
 - b) Presentation of the Draft Fiscal Year 2014-15 Budget Objectives - Ramon Silver, Interim City Administrator. *Public comment accepted.*
5. COMMUNICATIONS FROM THE PRESS.
6. RESOLUTIONS.
 - a) Resolution 14-011: Establishing a One Thousand Dollar (\$1,000) rebate to water customers converting their water service off the Ketchum Springs Water System - Robyn Mattison, Public Works Director/City Engineer.
7. CONSENT CALENDAR
 - a) Approval of minutes from the March 31, 2014 Special Council meetings and April 7, 2014 Regular Council meeting.
 - b) Recommendation to approve current bills and payroll summary.
8. EXECUTIVE SESSION to discuss:
 - a) Land Acquisition pursuant to Idaho Code §§67-2345 1(c).
9. 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.

City of Ketchum, Idaho

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



April 16, 2014

Mayor Jonas and City Councilors
City of Ketchum
Ketchum, Idaho

Mayor Jonas and City Councilors:

April 21, 2014 City Council Agenda Report

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

3. COMMUNICATION FROM THE PUBLIC

- a) **Discussion of an amendment to the Ketchum Municipal Code 6.04.090, titled "Exotic Wildlife" to restrict the use of exotic and non-domesticated animals in traveling circuses and exhibitions - Maya Burrell.**

Maya Burrell is requesting the Council adopt an ordinance to restrict the use of exotic and non-domesticated animals in traveling circuses and exhibitions by amending the Ketchum Municipal Code.

Stephanie Bonney, City Attorney has drafted an ordinance and provided a staff report, and Maya Burrell has provided additional information in the packet for council review.

RECOMMENDATION: If the City Council determines to amend City Code in regard to this issue, staff respectfully recommends that the Council adopt the proposed ordinance as its first reading and discuss any potential revisions to the proposed ordinance.

RECOMMENDED MOTION: *"I move to approve the first reading of Ordinance 1116, Amending Title 6.04.090, Ketchum City Code; as it relates to exotic animals."*

This is a legislative matter.

4. COMMUNICATIONS FROM STAFF.

- a) Campaign Finance Disclosure Discussion – Stephanie Bonney, City Attorney.

Stephanie Bonney, City Attorney is responding to a request made at the April 7, 2014 City Council meeting that the City adopt mandatory campaign

disclosure for political candidates. Under current Idaho Law elected officials of cities with a population of at least 5,000 are required to file campaign finance information. Ms. Bonney determined that the City cannot legally require campaign disclosure for political candidates in the City of Ketchum.

Stephanie Bonney, City Attorney has provided a staff report and a copy the 2013 Campaign Finance Reporting Manual in the packet for council review.

RECOMMENDATION: The City Council cannot legally act on the request. The City Council can certainly discuss adopting a non-binding resolution that would encourage candidates to disclose campaign finance information. The other option would be to pursue the adoption of legislation that would allow cities under the population threshold to require campaign finance disclosure.

RECOMMENDED MOTION: None

This is a legislative matter.

- b) Presentation of the Draft Fiscal Year 2014-15 Budget Objectives – Ramon Silver, Interim City Administrator.

The City Council held a budget objectives setting workshop on Monday, March 31, 2014. After hearing from department heads and the Planning and Zoning Commission, the Mayor and Council arrived at a list of draft objectives for the upcoming 2014-15 Fiscal Year. The public is invited to comment on these objectives at the April 21st and May 19th regular City Council Meetings.

Ramon Silver, Interim City Administrator has provided a staff report and the draft objectives in the packet for council review.

RECOMMENDATION: Staff respectfully recommends that the Mayor and Council invite the public to comment on the draft Fiscal Year 2014-15 objectives at their regularly scheduled meetings on April 21st and May 19th.

RECOMMENDED MOTION: None

This is a legislative matter

6. RESOLUTIONS.

- a) Resolution 14-011: Establishing a One Thousand Dollar (\$1,000) rebate to water customers converting their water service off the Ketchum Springs Water System – Robyn Mattison, Public Works Director/City Engineer.

Robyn Mattison, Public Works Director/City Engineer is seeking approval of a resolution that provides a \$1,000 rebate to water customers converting their water service off the Ketchum Springs Water System to the more reliable

Ketchum City Water System. The Ketchum Springs Water System was acquired by the City in the 1980's and is prone to maintenance issues and disruption in water service. It is in the City's best interest to phase out the use of the system and abandon the system in its entirety.

Robyn Mattison has provided a detailed staff report and the proposed resolution in the packet for council review.

RECOMMENDATION: Staff respectfully recommends acceptance of Resolution 14-011 which provides up to a \$1,000 rebate to water customers converting their water service off the Ketchum Springs Water System.

RECOMMENDED MOTION: "I move to approve Resolution 14-011 establishing a One Thousand Dollar (\$1,000) rebate to water customers converting their water service off the Ketchum Springs Water System".

This is a legislative matter.

7. CONSENT CALENDAR.

- a) Approval of minutes from the March 31, 2014 Special Council Meeting and the April 21, 2014 Regular Council meeting.

Copies of the minutes from the March 31, 2014 Special Council Meeting and the April 21, 2014 Regular Council meeting have been provided in the packet for 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,



Katie Carnduff
Administrative Clerk

City of Ketchum, Idaho

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



April 21, 2014

Mayor Jonas and City Councilors
City of Ketchum
Ketchum, Idaho

Mayor Jonas and City Councilors:

Exotic Animals

Introduction/History

In response to a citizen email, Mayor Jonas requested that I prepare a staff report and a draft ordinance to restrict the use of exotic and non-domesticated animals in traveling circuses and exhibitions by amending Ketchum City Code 6.04.090, titled "Exotic Wildlife".

Current Report

The current city code reads as follows: "upon application, the city of Ketchum police department may grant a special permit allowing the temporary presence of native or exotic wildlife within the city when the presence of such animals within the city would occur as part of a circus, exhibit or other special event, and then, only upon satisfactory assurance to the city of Ketchum police department that public safety would not be jeopardized and that the animals would be treated humanely."

If the City Council determines that traveling circuses are detrimental to animal welfare and the current city code should be amended to prohibit traveling circuses, then the Ketchum City Code should be amended accordingly.

Financial Requirement/Impact

No financial impact is anticipated at this time.

Recommendation

If the City Council determines to amend City Code in regard to this issue, I recommend that the Council adopt the proposed ordinance as its first reading and discuss any potential revisions to the proposed ordinance.

Suggested Motion

I move to approve the proposed ordinance amending Ketchum City Code Section 6.04.090 as it relates to exotic animals as its first reading.

Sincerely,

Stephanie J. Bonney
Legal Counsel

Attachment 1 draft ordinance

ORDINANCE ____

AN ORDINANCE AMENDING SECTION 6.04.090, KETCHUM MUNICIPAL CODE, ENTITLED EXOTIC WILDLIFE, TO PROHIBIT TRAVELING CIRCUSES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Ketchum has determined that traveling circuses are detrimental to animal welfare due to the adverse effects of captivity and transport; and

WHEREAS, the City of Ketchum has determined that due to severe confinement, lack of free exercise, and the restriction of natural behaviors, animals in circuses suffer, are prone to health, behavioral and psychological problems; and

WHEREAS, the City of Ketchum has determined that the tricks that exotic and non-domesticated animals are forced to perform require extreme physical coercion techniques, including the restriction of food, the use of elephant hooks (objects used to control and punish elephants), electric shocks, metal bars, whips, and other forms of physical abuse; and

WHEREAS, the City of Ketchum has determined that the welfare of animals subject to the conditions in traveling circuses, such as constant travel, limited facilities, long periods of restriction of movement, stress, and physical coercion, will inevitably be compromised, which can lead to increased risks to public safety; and

WHEREAS, the City of Ketchum has determined that animals in traveling circuses pose an additional risk to public safety because such animals have wild instincts and needs and have demonstrated unpredictability; and

WHEREAS, the City of Ketchum has determined that the use of collapsible, temporary facilities in traveling circuses increases the risk of escaping exotic and non-domesticated animals seriously harming workers and the public; and

WHEREAS, the City of Ketchum has determined that traveling circuses bring people dangerously close to exotic and non-domesticated animals by displaying animals in inappropriate, uncontrolled areas that are not suited for the exhibition of such animals; and

WHEREAS, the City of Ketchum has determined that it is not possible to provide exotic and non-domesticated animals with facilities sufficient to maintain the optimum physical and mental health of the animals because of the suffering caused to the animals by the nature of circuses, in which restriction of movement, separation from natural groupings, restriction of food and water, and physical abuse are standard operating procedures; and

WHEREAS, the City of Ketchum has determined that due to the mobile and transitory nature of traveling circuses, law enforcement authorities cannot properly monitor the conditions of the animals or follow up on previous infractions by traveling circuses; and

WHEREAS, the City of Ketchum has determined that restricting the use of exotic and non-domesticated animals in circuses is the most cost-effective and efficient way to safeguard both animal welfare and public safety.

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

Section 1. That the existing Title 6, Chapter 4, Subsection C is replaced with the following language and now reads as follows:

No exhibitor may allow for the participation of an exotic or wild animal in a traveling animal act that includes elephants, tigers, lions, other big cats, bears, non-human primates, exotic reptiles, and large aquatic mammals.

This restriction shall not apply to the use of an exotic or wild animal:

- i. In an exhibition at a non-mobile, permanent institution or facility;
- ii. As part of an outreach program for educational or conservation purposes by a non-profit organization, if the animal used for such purposes is not kept in a mobile housing facility for more than 12 hours a day;
- iii. When a species has a successful history of non-violent domestication, such as camels, llamas and bison;
- iv. In a rodeo.

Upon application and subject to the aforementioned restrictions, the Police Department may grant a special permit to allow the temporary presence of domesticated exotic species within city limits upon satisfactory assurance to the Ketchum Police Department that public safety would not be jeopardized and that the animals would be treated humanely. Consideration of restraints used for exotic animals shall require special attention. Restraints shall not cause pain or discomfort. Restrained animals shall continue to have general freedom of bodily movement. All tools and instruments of animal handling that resemble bullhooks shall be banned.

Section 2. This Ordinance shall be effective upon its adoption and publication.

APPROVED by the Mayor of the City of Ketchum, Idaho this ____ day of May, 2014.

APPROVED:

ATTEST:

Nina Jonas
MAYOR

Sandy Cady
CITY CLERK

APPROVED AS TO FORM

AND CONTENT:

Stephanie J. Bonney,
City Attorney

City of Ketchum, Idaho

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



April 21, 2014

Mayor Jonas and City Councilors
City of Ketchum
Ketchum, Idaho

Mayor Jonas and City Councilors:

Campaign Disclosure

Introduction/History

After the discussion in the public comment period of a recent city council meeting, Mayor Jonas requested that I prepare a staff report in regard to a citizen request that the City adopt mandatory campaign disclosure for political candidates. Currently, under Idaho law, elected officials of cities with a population of at least 5,000 are required to file campaign finance information. I have included a copy of the 2013 Campaign Finance Reporting Manual for your information.

Current Report

After legal research and consultation with Ben Ysursa, the Idaho Secretary of State, both Mr. Ysursa and I have determined that the City cannot legally require campaign disclosure for political candidates in the City of Ketchum.

Financial Requirement/Impact

No financial impact is anticipated at this time.

Recommendation

The City Council cannot legally act on the citizen's request. The City Council can certainly discuss adopting a non-binding resolution that would encourage candidates to disclose campaign finance information. The other option would be to pursue the adoption of legislation that would allow cities under the population threshold to require campaign finance disclosure.

Suggested Motion

No motion suggested at this time.

Sincerely,

Stephanie J. Bonney
Legal Counsel

Attachment 1 Campaign Finance Reporting Manual



2013 Campaign Finance Reporting Manual

**Prepared in Cooperation with
Idaho Secretary of State Ben Ysursa**

**Association of Idaho Cities
3100 S. Vista Ave. Ste. 310
Boise, ID 83705
Ph: (800) 344-8594 or (208) 344-8594
Fax: (208) 344-8677
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Preface

The *2013 Campaign Finance Reporting Manual* is a comprehensive resource manual intended to assist city clerks, candidates and campaign treasurers in understanding their responsibilities under the Idaho Sunshine Law, found in Idaho Code Title 67, Chapter 66.

The Sunshine Law was originally enacted by citizen initiative in 1974 and established requirements for campaign finance reporting by candidates for state elected offices. In 1982, the Legislature provided for the application of the Sunshine Law to city elections for mayor and council in cities over 16,000 population. County elected officials were brought under the Sunshine Law in 1991. In 2004, the population threshold for campaign finance reporting in cities was lowered from 16,000 to 5,000.

It is strongly recommended that city clerks reproduce this manual and provide it to candidates and campaign treasurers for candidates and political committees. Relevant portions of the Idaho Sunshine Law are included in Appendix B. While this manual is intended to assist in understanding the Sunshine Law, it is not a substitute for thorough study of the law itself.

All forms and reports required under the Sunshine Law must be filed with the city clerk. *Candidates and political treasurers should direct all questions about the Sunshine Law to the city clerk.*

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New Laws on Campaign Finance Reporting

2012 Legislative Session—House Bill 490—Recall Elections, Campaign Finance Reporting

House Bill 490, passed by the 2012 Idaho Legislature, clarifies the applicability of the Idaho Sunshine Law to recall elections for state elected officials, county elected officials and elected officials of cities with population of at least 5,000. The bill also provides that the contribution limits applying to candidates in the general election also apply to recall elections, for the elected official being recalled as well as any political committees formed to support or oppose the recall.

How Does the Idaho Sunshine Law Apply to City Elections?

Idaho Code 50-420 provides that campaign finance disclosure laws set forth in Idaho Code Title 67, Chapter 66 apply to elections for mayor and council, and ballot measures (including recall elections) in cities with 5,000 or more population. Currently, 32 cities fall under the Idaho Sunshine Law:

Boise	Moscow	Hailey
Nampa	Eagle	Payette
Meridian	Kuna	Sandpoint
Idaho Falls	Chubbuck	Rathdrum
Pocatello	Ammon	Emmett
Caldwell	Mountain Home	Star
Coeur d'Alene	Hayden	Middleton
Twin Falls	Blackfoot	Rupert
Lewiston	Garden City	Weiser
Post Falls	Jerome	Preston
Rexburg	Burley	

The city clerk is responsible for administering and enforcing the campaign finance disclosure requirements for city elections.

What Persons and Groups are Required to File Campaign Finance Disclosure Statements?

1. Candidates.

A candidate is an individual who seeks election to city office (mayor or council). A person becomes a candidate when he/she:

- (1) receives contributions, spends money, or reserves space or facilities with intent to promote his/her candidacy for office; or
- (2) announces publicly or files to run for mayor or councilmember—Idaho Code 67-6602(a).

Before a person becomes a candidate under the definition provided above, the person must file a C-1 form with the city clerk identifying the name and contact information of their political treasurer (see the section in this manual entitled “Certifying a Political Treasurer”). Only after the candidate has filed the C-1 form may the campaign begin raising and spending money.

It is important to understand that candidates can certify their treasurer and start raising and spending money long before they file their Declaration of Candidacy with the city clerk in late August or early September to get their name on the ballot. The candidate can certify their treasurer as early as they desire and start raising and spending money.

The city clerk needs to provide the following forms to candidates:

- C-1—Appointment & Certification of Political Treasurer;
- C-2—Campaign Financial Disclosure Report, including:
 - ✓ Summary Page,
 - ✓ Detailed Summary,
 - ✓ Schedule A: Itemized Contributions,
 - ✓ Schedule B: Itemized Expenditures,
 - ✓ Schedule C: In-Kind Contributions and Expenditures,
 - ✓ Schedule D: Loans,
 - ✓ Schedule E: Credit Cards & Debt,
 - ✓ Schedule E-1: Credit Card & Debt Itemization, and
 - ✓ Schedule F: Pledged Contributions But Not Yet Received;
- C-5—48-Hour Notice of Contributions/Loans Received of \$1,000 or More.

2. Political Committees.

A political committee includes:

- (1) any individual, group or entity specifically designated to support or oppose any candidate or measure; or
- (2) any individual, group or entity that receives contributions and spends in excess of \$500 in any calendar year for the purpose of supporting or opposing one or more candidates or measures—Idaho Code 67-6602(p).

Before a political committee is formed under the definition provided above, the committee chairman must file a C-1 form with the city clerk identifying the name and contact information of the political treasurer (see the section in this manual entitled “Certifying a Political Treasurer”). Only after the committee has filed the C-1 form may it begin raising and spending money.

The city clerk needs to provide the following forms to political committees:

- C-1—Appointment & Certification of Political Treasurer;
- C-2—Campaign Financial Disclosure Report, including:
 - ✓ Summary Page,
 - ✓ Detailed Summary,
 - ✓ Schedule A: Itemized Contributions,
 - ✓ Schedule B: Itemized Expenditures,
 - ✓ Schedule C: In-Kind Contributions & Expenditures,

- ✓ Schedule D: Loans,
 - ✓ Schedule E: Credit Cards & Debt,
 - ✓ Schedule E-1: Credit Card & Debt Itemization, and
 - ✓ Schedule F: Pledged Contributions But Not Yet Received;
- C-5—48-Hour Notice of Contributions/Loans Received of \$1,000 or More.

3. Nonbusiness Entities.

Any group or entity which:

- (1) does not have as its main purpose the conduct of business activities for profit; and
- (2) received during the previous calendar year contributions, gifts or membership fees, which in the aggregate exceeded 10 percent of its total receipts for the year—Idaho Code 67-6602(n).

Any nonbusiness entity located in the State of Idaho that spends more than \$1,000 in any calendar year to support or oppose one or more candidates or measures must file the C-6 Statement by a Nonbusiness Entity within 30 days of exceeding the \$1,000 threshold. Nonbusiness entities must also comply with independent expenditure reporting (see next section).

The city clerk needs to provide the following forms to nonbusiness entities:

- C-6—Statement by a Nonbusiness Entity,
- C-4—Independent Expenditures, and
- C-7—48-Hour Notice of Independent Expenditures.

4. Independent Expenditures.

Any person, group or entity that spends money:

- (1) for communication expressly advocating the election, passage or defeat of a clearly identified candidate or measure, that *is not made in cooperation or consultation with* a candidate or political committee.
- (2) “expressly advocating” means any communication containing a message advocating election, passage or defeat including, but not limited to, the name of the candidate or measure and expression such as “vote for,” “elect,” “support,” “cast your ballot for,” “vote against,” “defeat,” or “reject”—Idaho Code 67-6602(i).

Any person, group or entity making independent expenditures totaling more than \$100 in support of or in opposition to any candidate, political committee or measure, must file the C-4 Statement of Independent Expenditures with the city clerk.

Any person, group or entity making independent expenditures totaling \$1,000 or more during the period from October 21 to November 2, 2013 is required to file the C-7 48-Hour Notice of Independent Expenditures with the city clerk within 48 hours of making the expenditure.

The city clerk needs to provide the following forms to those making independent expenditures:

- C-4—Independent Expenditures, and
- C-7—48-Hour Notice of Independent Expenditures.

5. Electioneering Communication.

Any advertising by television, radio, newspaper, billboard, mail, hand delivery, phone calls or otherwise distributed that:

- (i) Unambiguously refers to any candidate;
- (ii) Is made within 60 days before a general election; and
- (iii) Is made to an audience including members of the electorate for such public office.

Electioneering communication does not include:

- (i) News articles, editorial endorsements, opinion or commentary, writings, or letters to the editor printed in a newspaper, magazine, or other periodical not owned or controlled by a candidate or political party;
- (ii) Editorial endorsements or opinions aired by a broadcast facility not owned or controlled by a candidate or political party;
- (iii) Any communication by persons made in the regular course and scope of their business or any communication made by a membership organization solely to members of such organization and their families;
- (iv) Any communication which refers to any candidate only as part of the popular name of a bill or statute; or
- (v) A communication which constitutes an expenditure or an independent expenditure under Idaho Code Title 67, Chapter 66—Idaho Code 67-6602(f).

The city clerk must provide to those responsible for electioneering communications the C-8—
Report of Electioneering Communication.

Penalties for Violation

Idaho Code 67-6625A provides that any candidate, political committee or other person/entity failing to file campaign finance disclosure reports by the appropriate deadline will be fined \$50 per day until the report is filed.

- The city clerk may waive penalties if it is determined that the late filing was not willful;
- However, fines must be imposed if the report is not filed within five days of receiving written notice from the city clerk.

Idaho Code 67-6625 provides that:

- Violations of other provisions of the Sunshine Law may be punished by a civil fine of up to \$250 for an individual and up to \$2,500 for a group or entity.
- Knowing and willful violation is a misdemeanor, and may include imprisonment for up to six months in addition to the above fines.

Inspection and Examination by the City Clerk

The city clerk is required by the Sunshine Law to inspect each report within two days after filing. The city clerk must immediately notify any candidate, political committee chairman or other person/entity required to file a report who (1) fails to file a report by the deadline or (2) files a report which does not conform to law. The city clerk must also notify the candidate, committee chairman or other person/entity when a written complaint is filed alleging that a report does not conform to law or has not been filed. The city clerk is required to examine all filed reports within three months after the election to determine whether the reports conform to law. The city clerk is empowered to require any person to answer in writing and under oath questions concerning the source of any contribution—Idaho Code 67-6615 and 67-6616.

Citizen Complaints

Any registered voter has the right to file a written complaint with the city clerk if he/she has reason to believe that a person, group or entity has violated the Sunshine Law. Complaints must be filed on form L-5, which is provided on the following page. The city clerk will thoroughly investigate all such complaints—Idaho Code 67-6615 and 67-6623(d).

Report of Alleged Violation of Sunshine Law Title 67, Chapter 66, Idaho Code

Item 1: Identification of Reporting Person

1. Name: _____
(Last Name) (First Name) (Middle Name)
2. Home Address: _____
(Number and Street)
- _____
- (City) (County) (State) (Zip Code)

Item 2: Identification of Person Alleged to Have Violated the Act

1. Name: _____
(Last Name) (First Name) (Middle Name)
2. Home Address: _____
(Number and Street)
- _____
- (City) (County) (State) (Zip Code)

Item 3: Witnesses or Other Persons Who May Have Knowledge of the Alleged Violation

- A. 1. Name: _____
(Last Name) (First Name) (Middle Name)
2. Home Address: _____
(Number and Street)
- _____
- (City) (County) (State) (Zip Code)

3. Other Descriptive Information:

- (a) _____
- (b) _____
- (c) _____

- B. 1. Name: _____
(Last Name) (First Name) (Middle Name)
2. Home Address: _____
(Number and Street)
- _____
- (City) (County) (State) (Zip Code)

3. Other Descriptive Information:

- (a) _____
- (b) _____
- (c) _____

Certifying a Political Treasurer

What persons and groups are required to certify a political treasurer?

All candidates for mayor and city council, as well as all political committees formed to support or oppose one or more candidate(s) or ballot measure(s).

When must the political treasurer be certified?

The treasurer must be certified before an individual becomes a candidate for city office, or prior to the time an organization becomes a political committee.

No contribution shall be received or expenditure made by or on behalf of a candidate or political committee until a political treasurer is certified—Idaho Code 67-6603(c).

Who may serve as a political treasurer?

Any individual registered to vote in Idaho may serve as a political treasurer.

A candidate may serve as his/her own political treasurer.

An individual may serve as the political treasurer for more than one candidate or political committee—Idaho Code 67-6603.

How is a political treasurer certified?

The political treasurer is certified when a candidate or political committee chairman files the Appointment and Certification of Political Treasurer (C-1) form.

The C-1 form is available on request from and must be filed with the city clerk.

The candidate/committee chairman and political treasurer are required to sign the form.

What procedures must be followed in the event a political treasurer resigns, is removed or dies?

The candidate or political committee chairman must certify a new political treasurer *immediately* with the city clerk's office using the C-1 form.

No contribution may be received or expenditure made until a new political treasurer has been certified—Idaho Code 67-6603(c)(1).

Duties of a Political Treasurer

- (1) Keep detailed accounts, *current within not more than seven days after the date of receiving contributions or making expenditures*—Idaho Code 67-6604(a).
- (2) Keep a detailed record of accounts for at least one year after the date of the election or one year after filing of the last Campaign Financial Disclosure Report, whichever is later—Idaho Code 67-6604(c).
- (3) File the required Campaign Financial Disclosure Reports in a timely manner, reporting all required information.
- (4) Obtain and report the name and address, and contribution amount, of any person or entity contributing a total of more than \$50 in one or more contributions during the calendar year—Idaho Code 67-6612(1).
- (5) Transmit to the State Controller for deposit in the public school fund any anonymous contribution of more than \$50—Idaho Code 67-6610(b).
- (6) Obtain and report the name and address of any person or entity who is paid \$25 or more by the candidate/political committee, with the amount and purpose of the expenditure. For expenditures of \$25 or more, obtain a receipt or canceled check or an accurate copy thereof—Idaho Code 67-6612(2).
- (7) Clearly indicate on all public political advertising—including signs, billboards, radio and television ads, fliers, brochures, etc. —the candidate or political committee that paid for the advertisement—Idaho Code 67-6614A.

Example: John Smith is running for city council and has brochures printed to distribute to citizens. His brochures contain the notation: “Paid for by John Smith for City Council, Joe Greene Political Treasurer,” to comply with the regulation that all political advertising clearly state the source responsible for the ad.

Exceptions: Certain items are exempt from this requirement, specifically: campaign buttons, bumper strips, pins, pens, and similar small items upon which the attribution cannot be conveniently printed.

- (8) Notify the city clerk in writing of any contribution of \$1,000 or more (including monetary and in-kind contributions and loans, from any source including the candidate) received by the political treasurer in the period after the 16th day before the election to 48 hours before the election. The notification must be made within 48 hours after receipt of the contribution— Idaho Code 67-6607(c).

Please note: contributions and loans from any source other than the candidate are limited to \$1,000 per contributor. There is no dollar limit on personal contributions and loans from the candidate to their own campaign.

Example: Joe Greene, political treasurer for John Smith’s campaign, receives a \$1,000 contribution from ABC Political Fund on Monday, October 28, 2013.

Greene is required to notify the city clerk on form C-5 within 48 hours of receipt of the contribution.

The political treasurer also reports the \$1,000 contribution on the 30-Day Post-General Report.

What is a Contribution to a Candidate or Political Committee? Idaho Code 67-6602(c)

Contributions include:

- Any advance, conveyance, forgiveness of indebtedness, deposit, distribution, loan, payment, gift, pledge, subscription or transfer of money or anything of value in support of or in opposition to any candidate, political committee or measure;
- Any contract, agreement, promise or other obligation, whether or not legally enforceable, to make a contribution;
- Personal funds or property of a candidate or members of their household expended or transferred in support of the person's campaign; and
- Rendering of personal and professional services for less than full consideration—these “in-kind” contributions are reported at fair market value.

Contributions do not include:

- Ordinary home hospitality,
- Services performed by part-time volunteer campaign workers or advisors, and
- Incidental expenses of less than \$25 personally paid for by any volunteer campaign worker.

Reporting Contributions

A political treasurer must report all contributions received during the reporting period

- (1) The number and total amount of all contributions of \$50 or less.
- (2) The name and address of each person contributing over \$50 during the calendar year in one or more contributions, the amount of the contribution, and the date the contribution was received by the political treasurer (not the date on the check).
- (3) Keep detailed accounts of contributions received from each contributor:

Contributions must be calculated on a per-election basis because the contribution limit is \$1,000 per election (excluding personal contributions from the candidate), and

Contributions must also be calculated on a calendar year basis because all contributions totaling more than \$50 during the calendar year must be reported separately with the name and address of the contributor, date and amount.

- (4) The treasurer must report personal funds of a candidate contributed or loaned to their campaign.
- (5) The political treasurer is also responsible for reporting pledged contributions: any promise or pledge to give money or anything of value to a candidate or political committee even if the promise or pledge is not legally enforceable.

Reporting In-Kind Contributions & Expenditures

A political treasurer must report all in-kind contributions and expenditures during the reporting period. In-kind contributions are goods or services, other than money, that have monetary value. When a person/entity provides goods or services to a candidate or political committee for less than fair market value, this is considered an in-kind contribution. The amount of the contribution is reported at fair market value on Schedule C of the C-2 form.

- (1) The treasurer must report the name and address of the person/entity making the in-kind contribution, the amount contributed during the reporting period and total contributions for the calendar year-to-date; and
- (2) The name and address of the person or business that provided the goods or services must be reported, as well as the purpose of the transaction.

Reporting Loans

A political treasurer must report loans on Schedule D of the C-2 form.

- (1) The name and mailing address of all lenders.
- (2) Previous balance of loans at the end of the last reporting period.
- (3) The amount of each loan received during the reporting period.
- (4) Interest accrued during the reporting period.
- (5) Repayment of loans during the reporting period.
- (6) Balance outstanding at the end of the reporting period.

Definition of Expenditure **Idaho Code 67-6602(h)**

Expenditures include:

- Any payment, contribution, subscription, distribution, loan, advance, deposit, or gift of money or anything of value; and
- A contract, promise, or agreement, whether or not legally enforceable, to make an expenditure.

Reporting Expenditures

A political treasurer must report all expenditures made during the reporting period by or on behalf of the candidate/committee.

- (1) The number and total amount of all expenditures less than \$25.
- (2) The name and address of each person or entity receiving an expenditure of \$25 or more, along with the purpose of the expenditure.
- (3) The treasurer must report pledged expenditures: any agreement or promise to make payment by or on behalf of a candidate or political committee even if the agreement or promise is not legally enforceable.
- (4) The treasurer is also responsible for reporting personal payment of expenses by a candidate, but this does not include payment of the candidate filing fee.

Frequent Problems in Reporting

Lack of communication between political treasurer and candidate. The law requires detailed accounts, current within not more than seven days after the date a contribution was received or an expenditure made.

Information required is not complete. Examples:

- Date:** The month is listed, but not the day—or the report lists no date.
Name: M. Smith (just an initial for first name), Mr. Smith (no first name), John (no surname).
Address: John Smith, Boise (address must include mailing address *and* city).
Purpose: Not given.

Notification of new political treasurer. The candidate/committee has a new political treasurer—however, the city clerk has not been notified of the change. This is a violation of the law. It also means the wrong person is receiving communications from the city clerk and those using the city clerk’s mail/email list.

Reports are illegible. Extremely small type or print is often illegible when sent by fax.

Attempts to fax unsuccessful. Attempts to fax a report are unsuccessful due to a busy fax line on the day the report is due.

Notices disregarded. The lack of attention by political treasurers to notices sent to them by the city clerk’s office requesting additional information or corrections.

Source of contribution not accurate. The individual delivering the contribution check is listed as the contributor rather than the entity issuing the check. For example, a real estate agent delivers a check from Idaho Realtors PAC, but the political treasurer lists the agent as the source of the contribution.

Incorrect posting of returned contributions or refunds. A returned contribution or refund is listed on the wrong schedule. For example:

XYZ Phone Service refunds a deposit to the candidate. This should be shown as a *negative expenditure* in the amount of the refund on Schedule B and not as a contribution to the candidate on Schedule A.

Candidate John Smith returns a check to a donor listed on a previous report. This should be shown as a *negative contribution* on Schedule A and not as an expenditure on Schedule B.

Inadequate disclosure of credit card transactions or reimbursement to candidate. Itemization with complete information does not accompany entries showing payment to credit card company or reimbursement to candidate.

Contribution Limits

Contributions must be aggregated on *a per election basis* when monitoring contribution limits.

Contributions from the candidate.

Unlike other types of contributions, those made from the candidate's personal funds to his/her own campaign are not subject to any dollar limits, but must be reported.

A candidate's spouse and other family members are subject to contribution limits.

In-kind contributions.

Contributions other than money are deemed to have monetary value equivalent to the fair market value of the contribution.

Goods or services furnished at less than fair market value for the purpose of assisting any candidate or political committee are deemed an in-kind contribution.

In-kind contributions are reported at fair market value and count toward any applicable contribution limit.

Loans.

Loans are treated as a type of contribution—an unpaid loan, when added to other contributions from the same donor, may not exceed the contribution limit.

Repayment of the loan reduces the amount of the contribution.

A loan exceeding the contribution limit from any person/entity other than the candidate is unlawful, even if the candidate intends to repay the entire amount.

Volunteers.

Ordinary home hospitality and incidental expenses not in excess of \$25 paid for by any volunteer campaign worker are not considered contributions.

Contribution Limits for Idaho City Elections

Idaho Code 67-6610A

Aggregate Monetary & In-Kind Contributions From	To Candidate for Mayor or Council or Committee Organized on Candidate's Behalf	To Committee Formed to Support or Oppose City Ballot Measure(s)	To a Political Action Committee
Individual (*other than candidate)	\$1,000 **Per Election	No Limits	No Limits
Corporation, Political Action Committee or Other Entity	\$1,000 **Per Election	No Limits	No Limits

* A candidate's contributions to his/her own campaign are not subject to contribution limits.

** Since there are no primaries in Idaho city elections, the limit on total contributions to a candidate per general election is \$1,000.

2013 Deadlines for Filing Campaign Finance Disclosure Reports

Tuesday, November 5, 2013 General City Election

<u>Type of Report</u>	<u>Period Report Covers</u>	<u>Date Report is Due</u>
October 10 Pre-General	Date of Certification of Treas.- Sept. 30, 2013	October 10, 2013
7-Day Pre-General	October 1 – 20, 2013	October 29, 2013
48-Hour Notice	October 21 – November 2, 2013	Within 48 hours after receipt of \$1,000 or more contribution
30-Day Post-General	October 21 – November 15, 2013	December 5, 2013
Annual (2013)	November 16 – December 31, 2013	January 31, 2014

Postmarks

The city clerk will accept the postmark as the date of receipt for reports, except for the 7-Day Pre-General report, which must be received by 5:00 p.m. on October 29, 2013.

Electronic Submission of Reports

Completed and signed reports may be filed by faxing or emailing to the city clerk.

What period does my first report cover and when is it due?

For a new candidate or new political committee, the first report covers the period from the date the political treasurer was certified through the last day of the reporting period in which certification occurred. This report must be filed on the first due date after certification.

Example: A candidate certifies a political treasurer on June 1, 2013. The first report would cover the period from June 1, 2013 through September 30, 2013 and would be due October 10, 2013.

How does the replacement of a political treasurer affect the reporting requirements?

For a candidate or political committee replacing a political treasurer in the middle of a reporting period, the first report for the new treasurer covers the period from the first day of the reporting period through the last day of the reporting period in which certification occurred.

Example: A candidate replaces their political treasurer by certifying a new treasurer with the city clerk on October 15, 2013. The first report for the new treasurer would cover the period from October 1 through October 20, 2013 and would be due October 29, 2013.

Disclosure for Independent Expenditures, Nonbusiness Entities & Electioneering Communication

These reports are *typically not filed* by a political treasurer of a candidate/committee.
Forms are available from and should be filed with the city clerk.

Form	Who Files It	What It Contains	When It's Due
C-4 Statement of Independent Expenditures	Each person* making independent expenditures totaling more than \$100 in support of or in opposition to any one candidate, political committee or measure, shall file a statement of the expenditure(s) with the city clerk.	Name & address of person/entity paid for goods or services in excess of \$50; the candidate or measure that was the subject of the expenditure; the amount, date & purpose of each expenditure and the total sum of all expenditures.	Not less than 7 days prior to the general election (October 29, 2013) and 30 days after the general election (December 5, 2013)—Idaho Code 67-6611.
C-7 48-Hour Notice of Independent Expenditures	Any person* making independent expenditures totaling \$1,000 or more during the period after the 16 th day before, but more than 48 hours before the election (Oct. 21 to Nov. 2, 2013) is required to report to the city clerk.	Name & address of person/entity paid for goods or services in excess of \$50; the candidate or measure that was the subject of the expenditure; the amount, date & purpose of each expenditure; and the total sum of all expenditures.	The report must be filed within 48 hours of the expenditure that exceeds the \$1,000 threshold—Idaho Code 67-6611.
C-6 Statement by a Nonbusiness Entity	Any nonbusiness entity,** domiciled in the State of Idaho, which makes expenditures in an amount exceeding \$1,000 in any calendar year for the purpose of supporting or opposing one or more candidates or measures shall file a statement with the city clerk.	Name & address of nonbusiness entity; name & address of its principal officer or directors; name & address of each person*/entity paying more than \$500 to the nonbusiness entity during either of the prior 2 calendar years or is obligated to pay more than \$500 in the current year.	Within 30 days of exceeding the \$1,000 threshold—Idaho Code 67-6606.
C-8 Report of Electioneering Communication	Any person* conducting or transmitting electioneering communication as defined in Idaho Code 67-6602(f) costing more than \$100. Additionally, any person* who spends \$1,000 or more for electioneering communication shall report within 48 hours to the city clerk.	The name and address of the person/entity responsible for the electioneering communication; expenditures and contributions for the electioneering communication.	Not less than 7 days prior to the general election (Oct. 29, 2013) and 30 days after the general election (Dec. 5, 2013). Additionally, within 48 hours if costs incurred are \$1,000 or more—I.C. 67-6630.

Nonbusiness entities making independent expenditures are required to file the C-4 Statement of Independent Expenditures with the city clerk. A nonbusiness entity making over \$100 in independent expenditures is required to file a C-4, even if the entity has not yet exceeded the \$1,000 reporting threshold required for filing a C-6 Statement by a Nonbusiness Entity. Nonbusiness entities are also required to comply with the 48-hour disclosure requirements for independent expenditures of \$1,000 or more.

* Person, as defined in Idaho Code 67-6602(o) includes: an individual, corporation, association, firm, partnership, committee, political party, club or other organization or group of persons.

** Nonbusiness entity does not include a political committee with a certified political treasurer who is already filing campaign disclosure reports.

Frequently Asked Questions

1. Can a political treasurer accept corporate or union contributions?

Yes. The Sunshine Law allows corporations, unions, and other entities to contribute money, goods or services to candidates and political committees.

2. Is there a limit on the maximum amount that a candidate can receive from a single contributor?

Yes. Each individual, corporation, political action committee, or other recognized legal entity may contribute up to \$1,000 to a candidate for mayor or council per election—Idaho Code 67-6610A.

3. Is there a limit on the amount of personal funds a candidate may contribute to their own campaign?

No. The limits set forth in Idaho Code 67-6610A do not apply to a candidate's personal funds.

4. Does the \$1,000 contribution limit apply to contributions from a spouse or other family members?

Yes. The candidate's spouse, children and other family members may each contribute up to \$1,000 per election.

5. Do in-kind contributions count toward the contribution limit?

Yes. Contributions of goods or services are reported at fair market value and count toward the contribution limit, along with cash contributions and loans—Idaho Code 67-6610A.

6. Are candidates required to report the amount of their personal funds contributed or loaned to their campaign?

Yes. All personal funds of the candidate contributed or loaned to their campaign must be reported. However, it is not necessary to report personal funds expended to pay the candidate filing fee—Idaho Code 67-6602(c) and 67-6612.

7. If our political action committee pays for printing costs for a candidate, how should this be reported on our committee's report and on the candidate's report?

On Schedule B of the C-2 form, the political action committee must provide the name and mailing address of the printing business, along with the date, amount and purpose of the expenditure, as well as the candidate(s) benefiting from the expenditure.

The candidate reports the in-kind contribution on Schedule C of the C-2 form, including: the date of the transaction; the name and address of the PAC is listed as the contributor; the name and address of the printing business is listed as the recipient of the expenditure; the amount of the transaction; and the purpose for which the expenditure was made.

8. How do “in-kind” contributions affect figures for contributions received and expenditures made?

In-kind contributions are reported separately from money contributions and expenditures, so they do not affect the actual cash balance.

9. If the candidate purchases office supplies, meals, gas, etc. with their personal funds, may they be reimbursed from campaign funds?

Yes. The transaction should be shown as follows:

(1) On Schedule C (In-Kind Contributions & Expenditures) of the C-2 form, enter the date of the transaction, the candidate’s name and address under contributor, the amount spent, the name and address of the business under expenditure, and the purpose of the expense.

(2) When the campaign reimburses the candidate, this is reported on Schedule B (Itemized Expenditures) of the C-2 form. The candidate’s name and address are listed as the recipient, along with the date, the purpose and the amount.

10. How are credit card transactions reported?

Credit card purchases are considered debt to the campaign and are reported on Schedule E (Credit Cards & Debt) of the C-2 form. The report includes:

- The name and address of the creditor,
- The previous balance of debt at the end of the last reporting period,
- The amount of new debt incurred during the current reporting period,
- Repayment of debt during the current reporting period, and
- Debt outstanding at the end of the reporting period.

Each creditor listed in Schedule E must have an accompanying Schedule E-1 listing each credit card transaction, including:

- The date,
- The name and address of the business from which the goods or services were purchased,
- The purpose of the expenditure, and
- The amount of the expenditure.

11. If a political treasurer is unable to balance a report, what should be done?

File the report on a timely basis noting that an amendment will be forthcoming. Filing a report late is a violation of the law.

12. Does a Campaign Financial Disclosure Report (C-2 form) need to be filed if there have been no contributions or expenditures in the reporting period?

Yes. The law requires the treasurer to file the summary page (page 1) of the C-2 form disclosing that no contributions or expenditures occurred during the reporting period—Idaho Code 67-6609.

13. Does the 48-Hour Notice requirement pertain to contributions of a candidate's personal funds and in-kind contributions?

Yes. This requirement applies to all types of contributions, including in-kind contributions, loans, and contributions/loans from the candidate's personal funds. Political action committees making last minute in-kind contributions have an obligation to notify affected candidates immediately in order that a timely 48-hour notice may be filed by the candidates.

14. What date of receipt should be entered for a contribution: the date on the check or the date the treasurer received the contribution?

The date the treasurer received the contribution.

15. Can Campaign Financial Disclosure Reports be sent to the city clerk by fax or email?

Yes, the completed and signed reports may be sent to the city clerk by fax or email. The treasurer is responsible for making sure the reports arrive at the office of the city clerk by the filing deadline—Idaho Code 67-6607(e).

16. Can computer printouts be used in lieu of the C-2 itemized contribution and expenditure schedules?

Yes. Campaign records may be kept on computer and campaign reports generated from them. If you plan to use computer-generated reports in lieu of the C-2 itemized contribution and expenditure schedules, submit a sample copy to the city clerk's office for approval.

Treasurers should follow these guidelines for computer reports:

- ✓ Approximately the same format used in C-2 Schedules A and B.
- ✓ Clearly label all data.
- ✓ Reports must provide a calendar year-to-date amount for each contributor.
- ✓ The font must be *at least 10 point*.

17. Can a candidate or political committee transfer assets for the purpose of earning interest?

Yes. The interest proceeds earned from the investment are listed as a contribution from the investment. For example: money is transferred out of campaign funds into a certificate of deposit. That transaction should not be shown on the campaign report since the money is still considered part of the committee's assets. The type of account the money is in is not relevant to these reports. When interest is earned, it is reported as a contribution from the investment and any service charges are reported as expenditures.

18. Are there any restrictions on the use of campaign funds?

Yes. Campaign funds may be used to defray any ordinary and necessary expenses incurred in association with a person's duties in holding public office. However, it is unlawful for campaign funds to be converted to any personal use—i.e. any commitment, obligation, or expense of a person that would exist irrespective of the candidate's election campaign or a successful candidate's duties as an officeholder. The law prohibits use of campaign funds for:

- Home mortgage, rent or utility payments;
- Clothing purchases except for items of minimal value such as campaign shirts or hats;
- Non-campaign or non-officeholder related automobile expenses;
- Country club memberships;
- Vacations or other non-campaign related trips;
- Tuition payments;
- Admission to sporting events, concerts, theater or other entertainment not associated with an election campaign;
- Dues, fees and other payments to a health club or recreational facility; and
- Meals, groceries or other food expenses, except for tickets to meals that the candidate attends solely for the purpose of enhancing the candidacy of another person or meal expenses which are incurred as part of a campaign activity or as part of a function that is related to the candidate's or officeholder's responsibilities.

Excess campaign funds may be transferred to any organization that is exempt from taxation as a bona fide nonprofit charitable, civic, religious, fraternal, patriotic or veterans organization, volunteer fire department, rescue squad, school booster group, or parent-teacher organization—Idaho Code 67-6610C.

19. May I have an extension on the due date to file a report?

No. The law does not grant the city clerk the authority to give extensions. It is recommended that the candidate or chairman of a political committee file the report on behalf of the treasurer.

20. When and under what circumstances can the candidate/committee discontinue reporting?

All candidates/committees may discontinue reporting only when a zero balance is reported on Line 6 of the Summary Page of the C-2 form and no further contributions or expenditures are anticipated. No candidate/committee may terminate reporting prior to an election in which it is involved. The termination report is filed on the C-2 form by checking “Yes” next to the question “Is this a Termination Report?” on the Summary Page.

Appendix A: Examples of Completed Campaign Financial Disclosure Forms

Blank campaign disclosure forms can be obtained from the City Clerk's office.

Completing the Campaign Financial Disclosure (C-2) Form: Summary Page

1. Section I:

- a) Enter the name and contact information for the candidate or political committee, including the name of the political committee chairperson, in the fields provided.
- b) Enter the name and contact information for the Political Treasurer in the fields provided.
- c) If the mailing address of the candidate or political committee has changed since the filing of the last report, check the appropriate change of address box.

2. Section II.

- a) Check the appropriate box to indicate if this report is an original filing or an amendment to a previously filed report.
- b) Enter the beginning and ending dates of the reporting period on the line "This report is for the period from ____ through ____." Check the box to indicate whether the report is the October 10 Pre-General, 7-Day Pre-General, 30-Day Post-General or Annual Report.
- c) If this is the last report that will be filed by the candidate or political committee, check the "Yes" box next to the question "Is this a Termination Report?"

3. Section III.

- a) Check this box ONLY if the candidate/committee received NO CONTRIBUTIONS and made NO EXPENDITURES during this reporting period.

4. Section IV.

- a) Line 1, Column I: Leave this space blank.
- b) Line 1, Column II: Enter the amount of Cash on Hand on January 1 of the current calendar year. If this is your first report, this amount will be \$0. The same amount is entered on Line 1, Column II for all reports filed this calendar year.
- c) Line 2, Column I: Enter the amount from Line 6, Column I of your last report. If this is your first report, this amount is \$0.
- d) Line 2, Column II: Leave this space blank.
- e) Line 3, Column I: Enter the amount for "Total Contributions" from Line 5 of the Detailed Summary page of this report. If you marked the checkbox in Section III of this page, this amount will be \$0.
- f) Line 3, Column II: Add the Total Contributions amount from Line 3, Column II of your last report to the Total Contributions amount on Line 3, Column I of this report.
- g) Line 4, Column I: Add the Beginning Cash Balance amount on Line 2, Column I of this report with the Total Contributions amount from Line 3, Column I of this report.
- h) Line 4, Column II: Add the Cash on Hand January 1 This Calendar Year amount on Line I, Column II of this report with the Total Contributions amount from Line 3, Column II of this report.
- i) Line 5, Column I: Enter the Total Expenditures amount from Line 11 of the Detailed Summary page of this report. If you marked the checkbox in Section III of the Summary Page, this amount will be \$0.
- j) Line 5, Column II: Add the Total Expenditures amount on Line 5, Column II of the last report with the Total Expenditures amount listed on Line 5, Column I of this report.
- k) Line 6, Columns I & 2: Subtract the Total Expenditures amount on Line 5 of this report from the Subtotal on Line 4 of this report. The Ending Cash Balance in Columns I and II must match.
- l) Line 7, Column I: Enter the Total Outstanding Balance at close of this period from Line 18 of the Detailed Summary page of this report.

5. Section V:

- a) Enter the name of the Political Treasurer completing the report.
- b) The Political Treasurer must sign the report.



**CAMPAIGN FINANCIAL DISCLOSURE REPORT
SUMMARY PAGE
(Please Print or Type)**

C-2
Rev. 5/11

Section I

Name of Candidate or Political Committee and Chairperson John Doe		Office Sought (if candidate) City Council	District (if any) N/A
Mailing Address 1820 Lucky Lane	City and Zip Anytown, ID 83211	Home Phone (208) 888-2000	Work Phone (208) 888-8800
Name of Political Treasurer Donna Doe			
Mailing Address 1820 Lucky Lane	City and Zip Anytown, ID 83211	Home Phone (208) 888-2000	Work Phone

Change of address for: Candidate or Political Committee Political Treasurer

Section II

TYPE OF REPORT

This filing is an: Original Amendment
This report is for the period from 10 / 1 / 13 through 10 / 20 / 13.

- October 10 Pre-General Report
 Annual Report

- 7 Day Pre-General Report 30 Day Post-General Report

Is this a Termination Report: Yes No

Section III

STATEMENT OF NO CONTRIBUTIONS OR EXPENDITURES

Directions: If you had no contributions or expenditures during this reporting period, check the box next to the statement below and sign this report. Be sure to carry forward the appropriate "Calendar Year to Date" figures in Column II, Section IV.

I hereby certify that I have received no contributions and have made no expenditures during this reporting period.

Section IV

SUMMARY

To reach your Calendar Year to Date figure: Add this report's Column I figures to the Column II figures of your previous report (except on line 6).

	COLUMN I This Period	COLUMN II Calendar Year to Date
Line 1: Cash on Hand January 1, This Calendar Year*	\$ XXXXXX	\$ 0.00
Line 2: Enter Beginning Cash Balance**	\$ 300.00	\$ XXXXXX
Line 3: Total Contributions (Enter amount from line 5, page 2)	\$ 12,005.00	\$ 14,336.00
Line 4: Subtotal (Add lines 1, 2 and 3)	\$ 12,305.00	\$ 14,336.00
Line 5: Total Expenditures (Enter amount from line 11, page 2)	\$ 6,392.47	\$ 8,423.47
Line 6: Enter Ending Cash Balance (Subtract line 5 from line 4)	\$ 5,912.53	\$ 5,912.53
Line 7: Outstanding Debt to Date (Enter amount from line 18, page 2)	\$ 16,818.93	

*This same figure should be entered on line 1 of all reports filed this calendar year.

**This is the figure on line 6 of the last Campaign Financial Disclosure Report filed. If this is your first report, this amount is 0.

Note: The closing cash balance for the current reporting period appears on the next report as the beginning cash on hand.

Section V

Return This Report To:

City Clerk

I, Donna Doe, hereby certify that the information in this
Name of Political Treasurer
report is a true, complete and correct Campaign Financial Disclosure Report as required by law.

Signature of Political Treasurer

Completing the Campaign Financial Disclosure (C-2) Form: Detailed Summary Page

Enter the Name of the Candidate/Political Committee in the field at the top of the page.

Contributions

- 1) Enter the total number of contributors of \$50 or less from this reporting period and the total dollar amount of contributions of \$50 or less from this reporting period. In this example, the candidate received 35 contributions of \$50 or less during the reporting period totaling \$1,100.
- 2) Add the total amounts from all Schedule A pages filed with this report and enter the grand total on Line 2.
- 3) Add the total In-Kind Contribution amounts from all Schedule C pages filed with this report and enter the grand total on Line 3.
- 4) Add the Loans Received total from all Schedule D pages filed with this report and enter the grand total on Line 4.
- 5) Add the amounts for Unitemized Contributions, Itemized Contributions, In-Kind Contributions and Loans on Lines 1 through 4.

Expenditures

- 6) Enter the total number of expenditures of less than \$25 from this reporting period and the total dollar amount of expenditures of less than \$25 from this reporting period. In this example, the candidate made 12 unitemized expenditures of less than \$25 during the reporting period totaling \$160.
- 7) Add the total amounts from all Schedule B pages filed with this report and enter the grand total on Line 7.
- 8) Add the total In-Kind Expenditure amounts from all Schedule C pages filed with this report and enter the grand total on Line 8.
- 9) Add the Loan Repayments amounts from all Schedule D pages filed with this report and enter the grand total on Line 9.
- 10) Add the Debt Repayments amounts from all Schedule E pages filed with this report and enter the grand total on Line 10.
- 11) Add the amounts for Unitemized Expenditures, Itemized Expenditures, In-Kind Expenditures, Loan Repayments and Credit Card and Debt Repayments on Lines 6 through 10.

Loans, Credit Cards & Debt

- 12) Enter the Total Outstanding Balance amount from Line 18 of the Detailed Summary page of your last report.
- 13) Add the Received Total and Interest Total from all the Schedule D pages filed with this report and enter the grand total on Line 13.
- 14) Add the Incurred Debt Total from all Schedule E pages filed with this report and enter the grand total on Line 14.
- 15) Add the amounts for Outstanding Balance from previous reporting period, New Loans received during this reporting period, and New Credit Card and Debt incurred during this reporting period on Lines 12, 13 and 14 of this page.
- 16) The Loan Repayment total listed on Line 9 of this page must also be entered on Line 16.
- 17) The Credit Card and Debt Repayment total listed on Line 10 of this page must also be entered on Line 17.
- 18) Subtract the Loan Repayment amount on Line 16 of this page and the Credit Card and Debt Repayment amount on Line 17 of this page from the Subtotal on Line 15 of this page.

Pledged Contributions

- 19) Enter the total number of contributors pledging \$50 or less from this reporting period and the amount of these pledged contributions from this reporting period on Line 19.
- 20) Add the Total Pledged Contributions from all Schedule F pages filed with this report and enter the grand total on Line 20,
- 21) Add the amounts for unitemized pledged contributions and the itemized pledged contributions from this reporting period.

DETAILED SUMMARY

Name of Candidate or Committee: John Doe

		Total This Period
Contributions		
①	Unitemized Contributions (\$50 and less) # of Contributors <u>35</u>	+ \$ 1,100.00
②	Itemized Contributions (Total of all Schedule A sheets)	+ \$ 3,887.03
③	In-Kind Contributions (Total of all Contribution amounts from Schedule C sheets)	+ \$ 1,017.97
④	Loans (Total of all New Loan amounts from Schedule D sheets)	+ \$ 6,000.00
⑤	Total Contributions (Transfer this figure to page 1, Section IV, Line 3)	= \$ 12,005.00

Expenditures		
⑥	Unitemized Expenditures (Less than \$25) # of Expenditures <u>12</u>	+ \$ 160.00
⑦	Itemized Expenditures (Total of all Schedule B sheets)	+ \$ 1,372.00
⑧	In-Kind Expenditures (Total of all Expenditure amounts from Schedule C sheets)	+ \$ 1,017.97
⑨	Loan Repayments (Total of all Loan Repayment amounts from Schedule D sheets)	+ \$ 1,192.50
⑩	Credit Card and Debt Repayments (Total of all Repayment amounts from Schedule E sheets)	+ \$ 2,650.00
⑪	Total Expenditures (Transfer this figure to page 1, Section IV, Line 5)	= \$ 6,392.47

Loans, Credit Cards and Debt		
⑫	Outstanding Balance from previous reporting period	+ \$ 3,536.43
⑬	New Loans received during this reporting period (Total of all New Loan amounts plus Accrued Interest from Schedule D sheets)	+ \$ 6,042.50
⑭	New Credit Card and Debt incurred this reporting period (Total of all New Incurred Debt amounts from Schedule E sheets)	+ \$ 11,082.50
⑮	Subtotal	= \$ 20,661.43
⑯	Repayments of Loans made during this reporting period (Total of all Loan Repayment amounts from Schedule D sheets)	- \$ 1,192.50
⑰	Repayments of Credit Card and Debt this reporting period (Total of all Debt Repayment amounts from Schedule E sheets)	- \$ 2,650.00
⑱	Total Outstanding Balance at close of this period (Transfer this figure to page 1, Section IV, Line 7)	= \$ 16,818.93

Pledged Contributions		
⑲	Unitemized Pledged Contributions (\$50 and less) # of Pledges <u>0</u>	+ \$ 0.00
⑳	Itemized Pledged Contributions this Period (Total of all Schedule F sheets)	+ \$ 500.00
㉑	Total Pledged Contributions this period	= \$ 500.00

Completing the Campaign Financial Disclosure (C-2) Form

Schedule A: Itemized Contributions

At the top of the schedule, enter the name of the candidate/political committee. Also provide the page number and the total number of Schedule A pages filed.

Any contributor who gives a total of more than \$50 during the calendar year to the candidate/political committee must be reported on Schedule A—this includes monetary contributions, in-kind contributions and loans.

Enter the appropriate information, including:

- a) The date the contribution was received (MM/DD/YY).
- b) The full name and mailing address of the contributor.
- c) The amount of the contribution.
- d) The total amount of monetary contributions, in-kind contributions and loans from that contributor received during the current calendar year.

On the bottom of the page, total the contributions from the current reporting period listed on this page. The grand total of itemized contributions received this period from all the Schedule A pages filed with this report is shown on Line 2 of the Detailed Summary page.

Example 1: Individual Contribution Limit. Donna Doe, the candidate's spouse, previously contributed \$500 to her husband's campaign. With her contribution of \$500 this reporting period, she has reached the contribution limit and is unable to contribute any more to her husband's campaign.

Example 2: Itemization of Contributions. Tim White made an unitemized contribution in the previous reporting period of \$20. His \$35 contribution made this reporting period must be listed on Schedule A because the total of the two contributions exceeds the \$50 threshold for the calendar year.

Example 3: Contribution Limits for PACs. Contributions from political action committees, corporations, and other recognized legal entities are subject to the \$1,000 per election limit. North Idaho PAC made a contribution of \$50 during the previous reporting period that was reported as an unitemized contribution. The \$950 contribution this reporting period from North Idaho PAC means that the PAC has reached the maximum contribution level for this election.

SCHEDULE A
ITEMIZED CONTRIBUTIONS
of more than Fifty Dollars (\$50.00) this period

Name of Candidate or Committee: John Doe

Date Received	Full Name, Mailing Address and Zip Code of Contributor	Cash or Check
10 / 1 / 13	1. Donna Doe 1820 Lucky Lane Anytown, ID 83211	\$ 500.00 \$ 1,000.00 Calendar Year-To-Date
10 / 2 / 13	2. Ann Smith PO Box 12 Anytown, ID 83211	\$ 100.00 \$ 100.00 Calendar Year-To-Date
10 / 5 / 13	3. Ann Smith PO Box 12 Anytown ID 83211	\$ 10.00 \$ 110.00 Calendar Year-To-Date
10 / 6 / 13	4. Dave Black Route 1, Box 40 Lewis AZ 85501	\$ 100.00 \$ 100.00 Calendar Year-To-Date
10 / 10 / 13	5. William Bonney HCR 2 Anytown, ID 83211	\$ 200.00 \$ 200.00 Calendar Year-To-Date
10 / 11 / 13	6. Earl Parrott General Delivery Anytown, ID 83211	\$ 100.00 \$ 100.00 Calendar Year-To-Date
10 / 12 / 13	7. Tim White 413 3rd West Anytown, ID 83211	\$ 35.00 \$ 55.00 Calendar Year-To-Date
10 / 12 / 13	8. Jeff Jones 2735 Apple Street Anytown, ID 83211	\$ 156.00 \$ 200.00 Calendar Year-To-Date
10 / 14 / 13	9. Samantha Doe 45035 Villa Rancho Coastown, CA 99950	\$ 500.00 \$ 500.00 Calendar Year-To-Date
10 / 15 / 13	10. North Idaho PAC 7711 South E Street Fairmonth, ID 83280	\$ 950.00 \$ 1,000.00 Calendar Year-To-Date
Total This Page:		\$ 2,651.00

Transfer the combined total of all Schedule A pages to the Detailed Summary on page 2 line 2.

Completing the Campaign Financial Disclosure (C-2) Form

Schedule A: Itemized Contributions

At the top of the schedule, enter the name of the candidate/political committee. Also provide the page number and the total number of Schedule A pages filed.

Any contributor who gives a total of more than \$50 during the calendar year to the candidate/political committee must be reported on Schedule A—this includes monetary contributions, in-kind contributions and loans.

Enter the appropriate information, including:

- a) The date the contribution was received (MM/DD/YY).
- b) The full name and mailing address of the contributor.
- c) The amount of the contribution.
- d) The total amount of monetary contributions, in-kind contributions and loans from that contributor received during the current calendar year-to-date.

On the bottom of the page, total the contributions from the current reporting period listed on this page. The grand total of itemized contributions received this period from all the Schedule A pages filed with this report is shown on Line 2 of the Detailed Summary page.

Example 1: Calculating Contribution Limits. HOW Employees React PAC made an in-kind contribution to the candidate this reporting period of \$698.97, which is reported on Schedule C: In-Kind Contributions and Expenditures. The PAC also made a monetary contribution this reporting period of \$301.03 that is reported on Schedule A. The Calendar Year-to-Date total amount listed on Schedule A is the total of both contributions.

SCHEDULE A
ITEMIZED CONTRIBUTIONS
of more than Fifty Dollars (\$50.00) this period

Name of Candidate or Committee: John Doe

Date Received	Full Name, Mailing Address and Zip Code of Contributor	Cash or Check
10 / 16 / 13	1. Mary Jones 1111 Vista Ave Anytown, ID 83211	\$ 200.00 \$ 200.00 Calendar Year-To-Date
10 / 17 / 13	2. Glen Taylor 845 E 22nd St Mountain Cloud, ID 83200	\$ 100.00 \$ 100.00 Calendar Year-To-Date
10 / 18 / 13	3. Edgar Wilson PO Box 576 Anytown, ID 83211	\$ 250.00 \$ 250.00 Calendar Year-To-Date
10 / 19 / 13	4. HOW Employees React PAC PO Box 33 Washington DC 21111	\$ 301.03 \$ 1,000.00 Calendar Year-To-Date
10 / 20 / 13	5. Thomas Kershaw Wilder Lane Plainview, ID 83400	\$ 385.00 \$ 385.00 Calendar Year-To-Date
/ /	6.	\$ _____ \$ _____ Calendar Year-To-Date
/ /	7.	\$ _____ \$ _____ Calendar Year-To-Date
/ /	8.	\$ _____ \$ _____ Calendar Year-To-Date
/ /	9.	\$ _____ \$ _____ Calendar Year-To-Date
/ /	10.	\$ _____ \$ _____ Calendar Year-To-Date
Total This Page:		\$ 1,236.03

Transfer the combined total of all Schedule A pages to the Detailed Summary on page 2 line 2.

Completing the Campaign Financial Disclosure (C-2) Form

Schedule B: Itemized Expenditures

At the top of the schedule, enter the name of the candidate/political committee. Also provide the page number and the total number of Schedule B pages filed.

Any expenditures of \$25 or more must be reported as an itemized expenditure on Schedule B.

Enter the appropriate information, including:

- a) The date the expenditure was made (MM/DD/YY).
- b) The full name and mailing address of the recipient of the expenditure—the person or business that was paid for the goods or services.
- c) The purpose of the expenditure, identified by the specific purpose code.
- d) The amount of the expenditure.

On the bottom of the page, total the expenditures listed on this page. The grand total of itemized expenditures made this reporting period from all the Schedule B pages filed with this report is shown on Line 7 of the Detailed Summary page.

Example 1: Obtaining Receipts/Cancelled Checks. The Treasurer must receive a receipt or cancelled check for every expenditure of \$25 or more. Receipts and cancelled checks are not required to be provided with Schedule B reports, they are kept by the Treasurer in case there are any questions concerning an expenditure. The candidate received secretarial services from Terrific Temps. Since the cost of the service was over \$25 it is reported on Schedule B and the treasurer must maintain the receipt for payment or cancelled check.

Example 2: Auto Expenses. The candidate was reimbursed from campaign funds for personal payment of travel expenses. The actual cost should be reported—however, if this cannot be readily ascertained, the cost of travel by car may be estimated at 56.5 cents per mile.

Example 3: In-Kind Contribution to Other Candidates. The candidate, John Doe, paid for a coordinated candidate brochure with two other candidates, Katie Brown and Amanda Smith. John Doe paid for the full cost of the brochures without being reimbursed from the other candidates. John Doe lists the expenditure on Schedule B, with the printing company as the recipient and lists the names of the candidates benefitting from the expenditure. The purpose codes reflect both a contribution to the candidates (Purpose Code C) and printing of brochures (Purpose Code L). Katie Brown and Amanda Smith are required to show the in-kind contribution on Schedule C of their Campaign Financial Disclosure Reports, listing John Doe as the contributor and the printing company as the recipient of the expenditure.

SCHEDULE B ITEMIZED EXPENDITURES

Twenty-Five Dollars (\$25.00) or more this period

Name of Candidate or Committee: John Doe

Purpose Codes

- | | |
|--|---|
| A All Travel Expenses (Airfare, Fuel, Lodging & Mileage) | N Newspaper & Other Periodical Advertising |
| B Broadcast Advertising (Radio, TV & Internet) | O Other Advertising (Yard Signs, Buttons, etc.) |
| C Contributions to Candidates & PAC's | P Postage |
| D Donations & Gifts | S Surveys & Polls |
| E Event Expenses | T Tickets (Events) |
| F Food & Refreshments | U Utilities |
| G General Operational Expenses | W Wages, Salaries, Benefits & Bonuses |
| L Literature, Brochures, Printing | Y Petition Circulators |
| M Management Services | Z Preparation & Production of Advertising |

Date Spent	Full Name, Mailing Address and Zip Code of Recipient	Purpose Code	Cash or Check
10 / 1 / 13	1. Western Research Box 42 Anytown, ID 83211	S	\$ 700.00
10 / 8 / 13	2. Terrific Temps 800 Brown Ave. Anytown, ID 83211	W	\$ 75.00
10 / 14 / 13	3. John Doe 1820 Lucky Lane Anytown, ID 83211	A	\$ 97.00
10 / 18 / 13	4. Smart Printing (In-Kind to Katie Brown & Amanda Smith) 1930 Level Way Anytown, ID 83211	C,L	\$ 500.00
/ /	5.		\$
/ /	6.		\$
/ /	7.		\$
/ /	8.		\$
/ /	9.		\$
/ /	10.		\$
Total This Page:			\$ 1,372.00

Transfer the combined total of all Schedule B pages to the Detailed Summary on page 2 line 7.

Completing the Campaign Financial Disclosure (C-2) Form

Schedule C: In-Kind Contributions and Expenditures

At the top of the schedule, enter the name of the candidate/political committee. Also provide the page number and the total number of Schedule C pages filed.

Each in-kind contribution and expenditure has two parts: a contribution entry and an expenditure entry. For the contribution part, enter the following information in the appropriate fields.

- a) The date the in-kind contribution was made (MM/DD/YY).
- b) The full name and mailing address of the contributor.
- c) The amount of the in-kind contribution, valued at fair market value.
- d) The total amount of monetary contributions, in-kind contributions and loans from that contributor received during the current calendar year-to-date.

For the expenditure part, enter the following information in the appropriate fields.

- a) The full name and mailing address of the recipient of the expenditure—the person or business that was paid for the goods or services.
- c) The amount of the expenditure, which matches the amount of the contribution.
- d) The purpose of the expenditure, identified by the specific purpose code.

On the bottom of the page, total the expenditure amounts and the contribution amounts. These must be equal. The total in-kind expenditures from all the Schedule C pages filed with this report is listed on the Detailed Summary page on Line 8. The total in-kind contributions from all the Schedule C pages filed with this report is listed on the Detailed Summary page on Line 3.

Example 1: Out-of-Pocket. The candidate's son, Donald Doe, personally paid for fuel and was not reimbursed from the campaign. This is reported as an in-kind contribution.

Example 2: Fair Market Value, Actual Cost. Bill Smith purchased yard signs from Signs by Design for the candidate and was not reimbursed by the campaign for the purchase. This is considered an in-kind contribution and is reported on Schedule C. Bill Smith is listed as the contributor and Signs by Design is listed as the recipient of the expenditure. The amount listed for both the contribution and expenditure is the fair market value of the signs—the actual cost paid to Signs by Design.

Example 3: Fair Market Value, Estimated Cost. HOW Employees React PAC paid for a survey conducted by Best Results for the candidate and was not reimbursed by the campaign. This is considered an in-kind contribution and is reported on Schedule C. HOW Employees React PAC is listed as the contributor and Best Results is listed as the recipient of the expenditure. The amount listed for both the contribution and expenditure is the fair market value of the survey, i.e. the amount that the candidate would have paid for a comparable survey.

SCHEDULE C
IN-KIND CONTRIBUTIONS and EXPENDITURES

Name of Candidate or Committee: John Doe

Purpose Codes

- | | |
|--|---|
| A All Travel Expenses (Airfare, Fuel, Lodging & Mileage) | N Newspaper & Other Periodical Advertising |
| B Broadcast Advertising (Radio, TV & Internet) | O Other Advertising (Yard Signs, Buttons, etc.) |
| C Contributions to Candidates & PAC's | P Postage |
| D Donations & Gifts | S Surveys & Polls |
| E Event Expenses | T Tickets (Events) |
| F Food & Refreshments | U Utilities |
| G General Operational Expenses | W Wages, Salaries, Benefits & Bonuses |
| L Literature, Brochures, Printing | Y Petition Circulators |
| M Management Services | Z Preparation & Production of Advertising |

1.	10 / 3 / 13	Contributor Name, Mailing Address and Zip Code Donald Doe 1830 Lucky Lane Anytown, ID 83211	\$ 69.00 \$ 69.00 Calendar Year-To-Date
		Expenditure Name, Mailing Address and Zip Code Western Fuel 120 Main St. Anytown, ID 83211	\$ 69.00 Purpose Code A
2.	10 / 8 / 13	Contributor Name, Mailing Address and Zip Code Bill Smith PO Box 27 Anytown, ID 83211	\$ 250.00 \$ 250.00 Calendar Year-To-Date
		Expenditure Name, Mailing Address and Zip Code Signs by Design PO Box 53 Anytown, ID 83211	\$ 250.00 Purpose Code O
3.	10 / 15 / 13	Contributor Name, Mailing Address and Zip Code HOW Employees React PAC PO Box 33 Washington DC 21111	\$ 698.97 \$ 698.97 Calendar Year-To-Date
		Expenditure Name, Mailing Address and Zip Code Best Results 1600 W. 1100 N. Olympia, WA 98504	\$ 698.97 Purpose Code S
4.	_ / _ / _	Contributor Name, Mailing Address and Zip Code	\$ _____ \$ _____ Calendar Year-To-Date
		Expenditure Name, Mailing Address and Zip Code	\$ _____ Purpose Code
		Expenditure Total: (Transfer the combined total of all Expenditures on Schedule C pages to the Detailed Summary, page 2 line 8)	\$ 1,017.97
		Contributor Total: (Transfer the combined total of all Contributors on Schedule C pages to the Detailed Summary, page 2 line 3)	\$ 1,017.97

Completing the Campaign Financial Disclosure (C-2) Form — Schedule D: Loans

At the top of the schedule, enter the name of the candidate/political committee.

Enter the following information in the appropriate fields.

- a) The name and mailing address of the lender.
- b) The previous balance of the loan listed at the end of the last reporting period. If this is the first loan from this lender, this amount is \$0. If the lender was listed on the last report, this figure will be transferred from the Balance Outstanding at End of Reporting Period column from the last report.
- c) The dates (MM/DD/YY) and amounts of the new loans received during this reporting period.
- d) The amount of interest accrued on the loan during this reporting period.
- e) The dates (MM/DD/YY) and amounts of any loan repayments made during this reporting period.
- f) To calculate the Balance Outstanding at End of Report Period, add the Previous Balance, New Loan Amounts, and Interest Accrued. From that amount subtract Repayments of Loans and that is the outstanding balance.

To complete the Schedule D page, follow these instructions.

Add the amounts in the "Previous Balance of Loan at the End of the Last Reporting Period" column and put the total in the "Previous Total" box.

Add the amounts in the "New Loan Amount Received During this Reporting Period" column and put the total in the "Received Total" box.

Add the amounts in the "Interest Accrued During this Reporting Period" column and put the total in the "Interest Total" box.

Add the amounts in the "Repayments of Loan During this Reporting Period" column and put the total in the "Repayments Total" box.

Add the amounts in the "Balance Outstanding at the End of this Reporting Period" column and put the total in the "Ending Balance Total" box.

Sum the "Received Total" amounts from all Schedule D pages in the current report and enter the grand total on the Detailed Summary page on Line 4.

Sum the "Repayments Total" amounts from all Schedule D pages in the current report and enter the grand total on the Detailed Summary page on Lines 9 and 16.

Sum the "Received Total" and "Interest Total" from all Schedule D pages in the current report and enter the grand total on Line 13 of the Detailed Summary page.

Example 1: Reporting of Loans. The candidate obtained a \$1,000 loan from 1st USA Bank. At the end of the reporting period interest had accrued in the amount of \$42.50. The candidate paid \$192.50 to the bank, which included the accrued interest.

Example 2: Candidate Loan to Campaign. The candidate has loaned his campaign \$5,000 and so John Doe is listed as the lender, with the date of the loan and the amount.

SCHEDULE D - LOANS

Name of Candidate or Committee: **John Doe**

Each Lender to your campaign should be listed separately. Each time a loan is received or you loan money to the campaign, it must be listed as a separate item. Each new loan from any Lender must be listed as a new item from that Lender. You may have the same Lender listed more than once. Except for a candidate making a loan to his or her own campaign, loans from any Lender cannot exceed contribution limits laid out in Section 67-6610A, Idaho Code, even if it is repaid in full.

Any loan(s) with a balance(s) appearing on the last report must be listed below with the amount in the Previous Balance column. Any new loan amounts should be listed in the New Loan column. Any interest accrued should be listed in the Interest Accrued column. If a payment was made on the loan, list it in the Repayments column. Note: Any loan that was repaid in full in a previous reporting period does not need to be listed. The Outstanding Balance column is the Previous Balance plus new loans and accrued interest less any repayments.

Name, Mailing Address and Zip Code of Lender (Candidate, Individual or Business)	Previous Balance of loan at the end of the last reporting period	New Loan amount received during this reporting period	Interest accrued during this reporting period	Repayments of Loan during this reporting period	Balance outstanding at the end of this reporting period
1. 1st USA Bank PO Box 123 Anytown, ID 83211	0.00	Date: <u>10 / 1 / 13</u> Amount: \$ <u>1,000.00</u>	42.50	Date: <u>10 / 18 / 13</u> Amount: \$ <u>192.50</u>	850.00
2. John Doe 1820 Lucky Lane Anytown, ID 83211	0.00	Date: <u>10 / 2 / 13</u> Amount: \$ <u>5,000.00</u>	0.00	Date: <u>10 / 19 / 13</u> Amount: \$ <u>1,000.00</u>	4,000.00
3.		Date: <u> / / </u> Amount: \$ <u> </u>		Date: <u> / / </u> Amount: \$ <u> </u>	
4.		Date: <u> / / </u> Amount: \$ <u> </u>		Date: <u> / / </u> Amount: \$ <u> </u>	
5.		Date: <u> / / </u> Amount: \$ <u> </u>		Date: <u> / / </u> Amount: \$ <u> </u>	
6.		Date: <u> / / </u> Amount: \$ <u> </u>		Date: <u> / / </u> Amount: \$ <u> </u>	
7.		Date: <u> / / </u> Amount: \$ <u> </u>		Date: <u> / / </u> Amount: \$ <u> </u>	
	Previous	Received	Interest	Repayments	Ending Balance

Previous Total: \$ 0.00

Received Total: \$ 6,000.00
(Transfer the combined total of all received loans to the Detailed Summary, page 2 line 4)

Interest Total: \$ 42.50

Repayments Total: \$ 1,192.50
(Transfer the combined total of all loan repayments to the Detailed Summary, page 2 line 9 & 16)

Ending Balance Total: \$ 4,850.00

(NOTE: Transfer the combined total of all Accrued Interest and Received Loans to the Detailed Summary, page 2 line 13)

Completing the Campaign Financial Disclosure (C-2) Form — Schedule E: Credit Cards & Debt

Schedule E reports incurred expenses that have not yet been paid by the campaign, including credit card purchases. Each creditor listed in the Schedule E must have an accompanying Schedule E-1, listing each individual transaction.

To complete Schedule E, enter the following information in the appropriate fields.

- a) Name of the candidate or political committee submitting the report.
- b) Name and mailing address of creditor.
- c) The previous balance of debt listed at the end of the last reporting period, which is taken from the "Balance Outstanding at the End of this Reporting Period" column from Schedule E of the last report. If this is the first expenditure or debt incurred from this creditor, this amount will be \$0.
- d) The date (MM/DD/YY) the new debt amount was incurred and the amount incurred in this reporting period, including any accrued interest.
- e) The date (MM/DD/YY) and amount of any repayments of debt made during this reporting period.
- f) To calculate the amount for "Balance Outstanding at the End of this Reporting Period," add amounts for the Previous Balance and New Debt, then subtract Repayments of Debt.

To complete the Schedule E page, follow these instructions.

- a) Add the amounts in the Previous Balance column and place the total in the box labeled "Previous Total."
- b) Add the amounts in the New Debt column and place the total in the box labeled "Incurred Total."
- c) Add the amounts in the Repayments of Debt column and place the total in the box labeled "Repayments Total."
- d) Add the amounts in the Balance Outstanding column and place the total in the box labeled "Ending Balance Total."

Sum the Incurred Total from all Schedule E pages filed with this report and enter the grand total on Line 14 of the Detailed Summary page.

Sum the Repayments Total from all Schedule E pages filed with this report and enter the grand total on Lines 10 and 17 of the Detailed Summary page.

Example 1: Candidate Credit Card Debt. The candidate has repaid \$900 owing on his Mastercard, and has incurred \$832.50 of new debt this reporting period.

Example 2: Debt for Advertisements. The candidate purchased \$7,000 of radio ads from Media Associates this period—however, payment has not yet been made, so the amount is reported in Schedule E.

Example 3: Skyline Aviation. The previous balance for Skyline Aviation was \$1,000 and \$1,500 in additional debt was incurred this reporting period. The campaign repaid \$1,000, leaving a balance outstanding of \$1,500.

Example 4: Walker Agency. The candidate has an outstanding balance of \$1,000 from the Walker Agency for radio ads, and the campaign repaid \$500 of this amount during this reporting period. In a separate transaction, \$750 in new debt was incurred this reporting period. Because these are separate transactions there should be two entries on Schedule E for the Walker Agency.

Entry 1: The Walker Agency is shown with a Previous Balance of \$1,000. The \$500 repayment is listed in the Repayments of Debt column. The outstanding balance for this transaction is \$500.

Entry 2: The Walker Agency is listed as the creditor with a previous balance of \$0. The \$750 incurred amount is listed in the New Debt column, and the Outstanding Balance for this transaction is \$750.

SCHEDULE E - CREDIT CARDS and DEBT

Name of Candidate or Committee: **John Doe**

Each incurred expense not yet paid (i.e. credit card purchases and debt) should be listed on a separate line. Each time you make purchases with a credit card or incur debt, it is considered to be a separate item. However, you will maintain a single item for each credit card and add purchases to that item. Each Creditor listed below with a New Debt amount must have a Schedule E-1 accompanying it. The Schedule E-1 lists where and when the debt was incurred.

Credit Cards are considered debt to the campaign. Regardless of whether the credit card is repaid when the statement is received, all credit card transactions will appear on Schedule E and E-1. However, only Repayments of Debt during this reporting period appear in the Expenditure Section of the Detailed Summary Page.

Any creditor(s) with a balance(s) appearing on the last report must be listed below with the amount in the Previous Balance column. Any new debt should be listed in the New Debt column, including any accrued interest. If a payment was made on the debt, list it in the Repayments column. Note: Any debt that was repaid in full in a previous reporting period does not need to be listed. The Outstanding Balance column is the Previous Balance plus New Debt less any Repayments of Debt.

Name, Mailing Address and Zip Code of Creditor (Candidate, Individual or Business)	Previous Balance of debt at the end of the last reporting period	New Debt amount incurred during this reporting period	Repayments of Debt during this reporting period	Balance outstanding at the end of this reporting period
1. Mastercard Inc. Box 6000 Williams, DE 01234	900.00	Date: <u>10 / 4 / 13</u> Amount: <u>\$ 832.50</u>	Date: <u>10 / 15 / 13</u> Amount: <u>\$ 900.00</u>	832.50
2. Media Associates 800 Maple Ave. Anytown, ID 83211	636.43	Date: <u>10 / 7 / 13</u> Amount: <u>\$ 7,000.00</u>	Date: <u> / / </u> Amount: <u>\$ </u>	7,636.43
3. Skyline Aviation 100 Main St. Everytown, ID 83210	1,000.00	Date: <u>10 / 9 / 13</u> Amount: <u>\$ 1,500.00</u>	Date: <u>10 / 19 / 13</u> Amount: <u>\$ 1,000.00</u>	1,500.00
4. Walker Agency 200 S. 9th Anytown, ID 83211	1,000.00	Date: <u> / / </u> Amount: <u>\$ </u>	Date: <u>10 / 12 / 13</u> Amount: <u>\$ 500.00</u>	500.00
5. Walker Agency 200 S. 9th Anytown, ID 83211	0.00	Date: <u>10 / 13 / 13</u> Amount: <u>\$ 750.00</u>	Date: <u> / / </u> Amount: <u>\$ </u>	750.00
6. Sam Smith 2015 Dover Dr. Anytown, ID 83211	0.00	Date: <u>10 / 15 / 13</u> Amount: <u>\$ 1,000.00</u>	Date: <u>10 / 18 / 13</u> Amount: <u>\$ 250.00</u>	750.00
	Previous	Incurred	Repayments	Ending Balance

Previous Total: **\$ 3,536.43**

Incurred Total:

(Transfer the combined total of all incurred debt to the Detailed Summary, page 2 line 14)

\$ 11,082.50

Repayments Total:

(Transfer the combined total of all debt repayments to the Detailed Summary, page 2 line 10 & 17)

\$ 2,650.00

Ending Balance Total: **\$ 11,968.93**

Completing the Campaign Financial Disclosure (C-2) Form

Schedule E-1: Credit Card & Debt Itemization

Each debt listed on Schedule E must have a Schedule E-1 attached, which provides details about each specific transaction. The total on each page must equal the New Loan amount for the creditor on Schedule E.

At the top of Schedule E-1, enter the following information in the appropriate fields.

- a) The name of the candidate or political committee submitting the report.
- b) The name of the creditor from Schedule E.
- c) Provide the page number and the total number of Schedule E-1 pages filed.

For each debt incurred, enter the following information in the appropriate fields.

- a) The date the debt was incurred.
- b) The name and mailing address of the person or business that provided the goods or services.
- c) The purpose code identifying the purpose of the transaction.
- d) The amount incurred in the particular transaction.

Sum the amounts listed and enter the total in the "Total This Page" box at the bottom of the page.

SCHEDULE E-1 - CREDIT CARD and DEBT ITEMIZATION

Name of Candidate or Committee: **John Doe**

Name of Creditor from Schedule E: **Mastercard Inc.**

Each Creditor listed on Schedule E with a New Debt amount must have a Schedule E-1 accompanying it. The Schedule E-1 lists where and when the debt was incurred.

Purpose Codes

- | | |
|--|---|
| A All Travel Expenses (Airfare, Fuel, Lodging & Mileage) | N Newspaper & Other Periodical Advertising |
| B Broadcast Advertising (Radio, TV & Internet) | O Other Advertising (Yard Signs, Buttons, etc.) |
| C Contributions to Candidates & PAC's | P Postage |
| D Donations & Gifts | S Surveys & Polls |
| E Event Expenses | T Tickets (Events) |
| F Food & Refreshments | U Utilities |
| G General Operational Expenses | W Wages, Salaries, Benefits & Bonuses |
| I Interest Accrued & Finance Charges | Y Petition Circulators |
| L Literature, Brochures, Printing | Z Preparation & Production of Advertising |
| M Management Services | |

Date Incurred	Full Name, Mailing Address and Zip Code of Expenditure	Purpose Code	Amount
10 / 1 / 13 ____/____/____	1. Computers for You 101 Main St. Anytown, ID 83211	G	\$ 632.50 _____
10 / 2 / 13 ____/____/____	2. Smart Printing 1930 Level Way Anytown, ID 83211	L	\$ 200.00 _____
____/____/____	3.		\$ _____
____/____/____	4.		\$ _____
____/____/____	5.		\$ _____
____/____/____	6.		\$ _____
____/____/____	7.		\$ _____
____/____/____	8.		\$ _____
____/____/____	9.		\$ _____
Total This Page:			\$ 832.50

The total of itemization for this creditor should equal the new loan amount listed on Schedule E for this creditor.

SCHEDULE E-1 - CREDIT CARD and DEBT ITEMIZATION

Name of Candidate or Committee: **John Doe**

Name of Creditor from Schedule E: **Media Associates**

Each Creditor listed on Schedule E with a New Debt amount must have a Schedule E-1 accompanying it. The Schedule E-1 lists where and when the debt was incurred.

Purpose Codes

- | | |
|--|---|
| A All Travel Expenses (Airfare, Fuel, Lodging & Mileage) | N Newspaper & Other Periodical Advertising |
| B Broadcast Advertising (Radio, TV & Internet) | O Other Advertising (Yard Signs, Buttons, etc.) |
| C Contributions to Candidates & PAC's | P Postage |
| D Donations & Gifts | S Surveys & Polls |
| E Event Expenses | T Tickets (Events) |
| F Food & Refreshments | U Utilities |
| G General Operational Expenses | W Wages, Salaries, Benefits & Bonuses |
| I Interest Accrued & Finance Charges | Y Petition Circulators |
| L Literature, Brochures, Printing | Z Preparation & Production of Advertising |
| M Management Services | |

Date Incurred	Full Name, Mailing Address and Zip Code of Expenditure	Purpose Code	Amount
10 / 7 / 13 ____/____/____	1. Media Associates 800 Maple Ave. Anytown, ID 83211	B	\$ 7,000.00
____/____/____	2.		\$ _____
____/____/____	3.		\$ _____
____/____/____	4.		\$ _____
____/____/____	5.		\$ _____
____/____/____	6.		\$ _____
____/____/____	7.		\$ _____
____/____/____	8.		\$ _____
____/____/____	9.		\$ _____
Total This Page:			\$ 7,000.00

The total of itemization for this creditor should equal the new loan amount listed on Schedule E for this creditor.

SCHEDULE E-1 - CREDIT CARD and DEBT ITEMIZATION

Name of Candidate or Committee: **John Doe**

Name of Creditor from Schedule E: **Skyline Aviation**

Each Creditor listed on Schedule E with a New Debt amount must have a Schedule E-1 accompanying it. The Schedule E-1 lists where and when the debt was incurred.

Purpose Codes

- | | |
|--|---|
| A All Travel Expenses (Airfare, Fuel, Lodging & Mileage) | N Newspaper & Other Periodical Advertising |
| B Broadcast Advertising (Radio, TV & Internet) | O Other Advertising (Yard Signs, Buttons, etc.) |
| C Contributions to Candidates & PAC's | P Postage |
| D Donations & Gifts | S Surveys & Polls |
| E Event Expenses | T Tickets (Events) |
| F Food & Refreshments | U Utilities |
| G General Operational Expenses | W Wages, Salaries, Benefits & Bonuses |
| I Interest Accrued & Finance Charges | Y Petition Circulators |
| L Literature, Brochures, Printing | Z Preparation & Production of Advertising |
| M Management Services | |

Date Incurred	Full Name, Mailing Address and Zip Code of Expenditure	Purpose Code	Amount
10 / 9 / 13 ____/____/____	1. Skyline Aviation 100 Main St. Everytown, ID 83210	A	\$ 1,500.00
____/____/____	2.		\$ _____
____/____/____	3.		\$ _____
____/____/____	4.		\$ _____
____/____/____	5.		\$ _____
____/____/____	6.		\$ _____
____/____/____	7.		\$ _____
____/____/____	8.		\$ _____
____/____/____	9.		\$ _____
Total This Page:			\$ 1,500.00

The total of itemization for this creditor should equal the new loan amount listed on Schedule E for this creditor.

SCHEDULE E-1 - CREDIT CARD and DEBT ITEMIZATION

Name of Candidate or Committee: **John Doe**

Name of Creditor from Schedule E: **Walker Agency**

Each Creditor listed on Schedule E with a New Debt amount must have a Schedule E-1 accompanying it. The Schedule E-1 lists where and when the debt was incurred.

Purpose Codes

- | | |
|--|---|
| A All Travel Expenses (Airfare, Fuel, Lodging & Mileage) | N Newspaper & Other Periodical Advertising |
| B Broadcast Advertising (Radio, TV & Internet) | O Other Advertising (Yard Signs, Buttons, etc.) |
| C Contributions to Candidates & PAC's | P Postage |
| D Donations & Gifts | S Surveys & Polls |
| E Event Expenses | T Tickets (Events) |
| F Food & Refreshments | U Utilities |
| G General Operational Expenses | W Wages, Salaries, Benefits & Bonuses |
| I Interest Accrued & Finance Charges | Y Petition Circulators |
| L Literature, Brochures, Printing | Z Preparation & Production of Advertising |
| M Management Services | |

Date Incurred	Full Name, Mailing Address and Zip Code of Expenditure	Purpose Code	Amount
10 / 13 / 13 ____/____/____	1. Walker Agency 200 S. 9th Anytown, ID 83211	B	\$ 750.00 _____
____/____/____	2.		\$ _____
____/____/____	3.		\$ _____
____/____/____	4.		\$ _____
____/____/____	5.		\$ _____
____/____/____	6.		\$ _____
____/____/____	7.		\$ _____
____/____/____	8.		\$ _____
____/____/____	9.		\$ _____
Total This Page:			\$ 750.00

The total of itemization for this creditor should equal the new loan amount listed on Schedule E for this creditor.

SCHEDULE E-1 - CREDIT CARD and DEBT ITEMIZATION

Name of Candidate or Committee: **John Doe**

Name of Creditor from Schedule E: **Sam Smith**

Each Creditor listed on Schedule E with a New Debt amount must have a Schedule E-1 accompanying it. The Schedule E-1 lists where and when the debt was incurred.

Purpose Codes

- | | |
|--|---|
| A All Travel Expenses (Airfare, Fuel, Lodging & Mileage) | N Newspaper & Other Periodical Advertising |
| B Broadcast Advertising (Radio, TV & Internet) | O Other Advertising (Yard Signs, Buttons, etc.) |
| C Contributions to Candidates & PAC's | P Postage |
| D Donations & Gifts | S Surveys & Polls |
| E Event Expenses | T Tickets (Events) |
| F Food & Refreshments | U Utilities |
| G General Operational Expenses | W Wages, Salaries, Benefits & Bonuses |
| I Interest Accrued & Finance Charges | Y Petition Circulators |
| L Literature, Brochures, Printing | Z Preparation & Production of Advertising |
| M Management Services | |

Date Incurred	Full Name, Mailing Address and Zip Code of Expenditure	Purpose Code	Amount
10 / 15 / 13 ____/____/____	1. Sam Smith 2015 Dover Dr. Anytown, ID 83211	M	\$ 1,000.00
____/____/____	2.		\$ _____
____/____/____	3.		\$ _____
____/____/____	4.		\$ _____
____/____/____	5.		\$ _____
____/____/____	6.		\$ _____
____/____/____	7.		\$ _____
____/____/____	8.		\$ _____
____/____/____	9.		\$ _____
Total This Page:			\$ 1,000.00

The total of itemization for this creditor should equal the new loan amount listed on Schedule E for this creditor.

Completing the Campaign Financial Disclosure (C-2) Form

Schedule F: Pledged Contributions but Not Yet Received

If you were promised and agreed to accept a contribution during this reporting period, but have not actually received the money, goods or services offered by the end of the reporting period, this pledged contribution must be reported on Schedule F.

At the top of Schedule F, enter the following information in the appropriate fields.

- a) The name of the candidate or political committee submitting the report.
- b) The page number of this sheet and the total number of Schedule F pages filed.

For each pledged contribution, enter the following information in the appropriate fields.

- a) The date the contribution was pledged (MM/DD/YY).
- b) The name and mailing address of the contributor.
- c) The amount of the pledged contribution.

Add the amounts listed in the contributions column and enter the total in the box labeled "Total Amount of Pledged Contributions."

Total the pledged contributions from all Schedule F sheets filed and enter the grand total on Line 20 of the Detailed Summary page.

SCHEDULE F
PLEDGED CONTRIBUTIONS BUT NOT YET RECEIVED

Name of Candidate or Committee: John Doe

Directions: Complete this schedule if you were promised and agreed to accept a contribution during this reporting period but have not actually received the money, goods or services offered before the end of the reporting period. Do not include these entries on Schedule A until you actually receive the contribution.

Date Pledged	Full Name, Mailing Address and Zip Code of Contributor	Amount Pledged
10 / 5 / 13	1. Margaret Smith PO Box 154 Anytown, ID 83211	500.00
/ /	2.	
/ /	3.	
/ /	4.	
/ /	5.	
/ /	6.	
/ /	7.	
/ /	8.	
/ /	9.	
/ /	10.	
/ /	11.	

Total Amount of Pledged Contributions: \$ 500.00

Transfer the combined total of all Schedule F pages to the Detailed Summary on page 2 line 20.

Appendix B: Idaho Sunshine Law—Idaho Code Title 67, Chapter 66

Please note that the text of the code sections below has been conformed to the requirements applying specifically to city elections: all references to primary elections have been removed, the city clerk has been named in place of the Secretary of State, and sections dealing with lobbyist disclosure are omitted.

50-420. Application of campaign reporting law to elections in certain cities.

The provisions of sections 67-6601 through 67-6616 and 67-6623 through 67-6630, Idaho Code, are hereby made applicable to all elections for mayor, councilman and citywide measures, including citywide recalls, in cities of five thousand (5,000) or more population, except that the city clerk shall stand in place of the secretary of state, and the city attorney shall stand in place of the attorney general.

67-6601. Purpose of act.

The purpose of this act is:

- (a) To promote public confidence in government; and
- (b) To promote openness in government and avoiding secrecy by those giving financial support to state election campaigns and those promoting or opposing legislation or attempting to influence executive or administrative actions for compensation at the state level.

67-6602. Definitions.

As used in this chapter, the following terms have the following meanings:

(a) "Candidate" means an individual who has taken affirmative action to seek nomination or election to public office. An individual shall be deemed to have taken affirmative action to seek such nomination or election to public office when he first:

- (1) Receives contributions or makes expenditures or reserves space or facilities with intent to promote his candidacy for office; or
- (2) Announces publicly or files for office.
- (3) For purposes of this chapter, an incumbent shall be presumed to be a candidate in the subsequent election for his or her office. Contributions received by an incumbent candidate shall not be in excess of the prescribed contribution limits for the subsequent election by which the incumbent candidate's name would first appear on the ballot. An incumbent shall no longer be a candidate for his or her office after the deadline for the filing of a declaration of candidacy to first appear on the ballot for that office has expired.

(b) "Compensation" includes any advance, conveyance, forgiveness of indebtedness, deposit, distribution, loan, payment, gift, pledge or transfer of money or anything of value, and any contract, agreement, promise or other obligation, whether or not legally enforceable, to do any of the foregoing, for services rendered or to be rendered, but does not include reimbursement of expenses if such reimbursement does not exceed the amount actually expended for such expenses and is substantiated by an itemization of such expenses.

(c) "Contribution" includes any advance, conveyance, forgiveness of indebtedness, deposit, distribution, loan, payment, gift, pledge, subscription or transfer of money or anything of value, and any contract, agreement, promise or other obligation, whether or not legally enforceable, to make a contribution, in support of or in opposition to any candidate, political committee or measure. Such term also includes personal funds or other property of a candidate or members of his household expended or transferred to cover expenditures incurred in support of such candidate but does not include personal funds used to pay the candidate filing fee. Such term also includes the rendering of personal and professional services for less than full consideration, but does not include ordinary home hospitality or the rendering of "part-time" personal services of the sort commonly performed by volunteer campaign workers or advisors or incidental expenses not in excess of twenty-five dollars (\$25.00) personally paid for by any volunteer campaign worker. "Part-time" services for the purposes of this definition, means services in addition to regular full-time employment, or, in the case of an unemployed person or persons engaged in part-time employment, services rendered without compensation or reimbursement of expenses from any source other than the candidate or political committee for whom such services are rendered. For the purposes of this act, contributions, other than money or its equivalent shall be deemed to have a money value equivalent to the fair market value of the contribution.

(d) "Election" means any general, special or primary election.

(e) "Election campaign" means any campaign in support of or in opposition to a candidate for election to public office and any campaign in support of, or in opposition to, a measure.

(f) (1) "Electioneering communication" means any communication broadcast by television or radio, printed in a newspaper or on a billboard, directly mailed or delivered by hand to personal residences, or telephone calls made to personal residences, or otherwise distributed that:

(i) Unambiguously refers to any candidate; and

(ii) Is broadcasted, printed, mailed, delivered, made or distributed within...sixty (60) days before a general election; and

(iii) Is broadcasted to, printed in a newspaper, distributed to, mailed to or delivered by hand to, telephone calls made to, or otherwise distributed to an audience that includes members of the electorate for such public office.

(2) "Electioneering communication" does not include:

(i) Any news articles, editorial endorsements, opinion or commentary, writings, or letter to the editor printed in a newspaper, magazine, or other periodical not owned or controlled by a candidate or political party;

(ii) Any editorial endorsements or opinions aired by a broadcast facility not owned or controlled by a candidate or political party;

(iii) Any communication by persons made in the regular course and scope of their business or any communication made by a membership organization solely to members of such organization and their families;

(iv) Any communication which refers to any candidate only as part of the popular name of a bill or statute;

(v) A communication which constitutes an expenditure or an independent expenditure under this chapter.

Subsection (g) provides a definition of “executive official” that is not relevant to campaign finance disclosure.

(h) "Expenditure" includes any payment, contribution, subscription, distribution, loan, advance, deposit, or gift of money or anything of value, and includes a contract, promise, or agreement, whether or not legally enforceable, to make an expenditure. The term "expenditure" also includes a promise to pay, a payment or a transfer of anything of value in exchange for goods, services, property, facilities or anything of value for the purpose of assisting, benefiting or honoring any public official or candidate, or assisting in furthering or opposing any election campaign.

(i) "Independent expenditure" means any expenditure by a person for a communication expressly advocating the election, passage or defeat of a clearly identified candidate or measure that is not made with the cooperation or with the prior consent of, or in consultation with, or at the consent of, or in consultation with, or at the request of a suggestion of, a candidate or any agent or authorized committee of the candidate or political committee supporting or opposing a measure. As used in this subsection, "expressly advocating" means any communication containing a message advocating election, passage or defeat including, but not limited to, the name of the candidate or measure, or expression such as "vote for," "elect," "support," "cast your ballot for," "vote against," "defeat" or "reject."

Subsections (j), (k) and (l) provide definitions for “lobby,” “lobbyist,” and “lobbyist’s employer,” and are not relevant to campaign finance disclosure.

(m) "Measure" means any proposal, to be voted statewide, submitted to the people for their approval or rejection at an election, including any initiative, referendum, recall election for statewide or legislative district offices, or revision of or amendment to the state constitution. An initiative or referendum proposal shall be deemed a measure when the attorney general reviews it and gives it a ballot title. A recall shall be deemed a measure upon approval of the recall petition as to form pursuant to section 34-1704, Idaho Code.

(n) "Nonbusiness entity" means any group (of two (2) or more individuals), corporation, association, firm, partnership, committee, club or other organization which:

(1) Does not have as its principal purpose the conduct of business activities for profit; and

(2) Received during the preceding calendar year contributions, gifts or membership fees, which in the aggregate exceeded ten percent (10%) of its total receipts for such year.

(o) "Person" means an individual, corporation, association, firm, partnership, committee, political party, club or other organization or group of persons.

(p) "Political committee" means:

(1) Any person specifically designated to support or oppose any candidate or measure; or

(2) Any person who receives contributions and makes expenditures in an amount exceeding five hundred dollars (\$500) in any calendar year for the purpose of supporting or opposing one (1) or more candidates or measures. Any entity registered with the federal election commission shall not be considered a political committee for purposes of this chapter.

(3) A county, district or regional committee of a recognized political party shall not be considered a political committee for the purposes of this chapter unless such party committee has expenditures exceeding five thousand dollars (\$5,000) in a calendar year.

(q) "Political treasurer" means an individual appointed by a candidate or political committee as provided in section 67-6603, Idaho Code.

(r) "Public office" means any state office or position, state senator, state representative, and judge of the district court that is filled by election.

67-6603. Appointment of political treasurer.

(a) Each candidate and political committee shall appoint a political treasurer and certify the full name and complete address of the political treasurer to the City Clerk. A political treasurer so appointed shall be a registered elector of this state. An individual may be appointed and serve as political treasurer for a candidate and a political committee or two (2) or more candidates or political committees. A candidate may appoint himself his own political treasurer.

(b) A candidate or political committee may remove his or its political treasurer. In case of the death, resignation or removal of his or its political treasurer before compliance with all obligations of a political treasurer under this act, such candidate or political committee shall appoint a successor and certify the name and address of the successor in the manner provided in the case of an original appointment.

(c) No contribution shall be received or expenditure made by or on behalf of a candidate or political committee:

(1) until the candidate or political committee appoints a political treasurer and certifies the name and address of the political treasurer to the City Clerk, or in the event of a vacancy in the office of political treasurer, has certified the name and address of the successor as provided therein [therein]; and

(2) unless the contribution is received or expenditure made by or through the political treasurer for the candidate or political committee.

67-6604. Accounts of political treasurer.

(a) The political treasurer for each candidate or political committee shall keep detailed accounts, current within not more than seven (7) days after the date of receiving the contribution or making an expenditure, of all contributions received and all expenditures made by or on behalf of the candidate or political committee that are required to be set forth in a statement filed under this act.

(b) Accounts kept by the political treasurer for a candidate or political committee may be inspected, before the election to which the accounts refer, by the City Clerk, or his agent or employee, who is making an investigation pursuant to section 67-6615[, Idaho Code].

(c) Accounts kept by a political treasurer shall be preserved by him for at least one (1) year after the date of the election to which the accounts refer or at least one (1) year after the date the last supplemental statement is filed under section 67-6609, [Idaho Code,] whichever is later.

67-6605. Contributions obtained by a political committee.

Contributions shall not be obtained for a political committee by use of coercion or physical force, by making a contribution a condition of employment or membership, or by using or threatening to use job discrimination or financial reprisals. A political committee may solicit or obtain contributions from individuals as provided in chapter 26, title 44, Idaho Code, or as provided in section 44-2004, Idaho Code. A violation of the provisions of this section shall be punished as provided in subsection (b) of section 67-6625, Idaho Code.

67-6606. Expenditures by nonbusiness entity.

(1) Any nonbusiness entity, domiciled in the state of Idaho, which makes expenditures in an amount exceeding one thousand dollars (\$1,000) in any calendar year for the purpose of supporting or opposing one (1) or more candidates or measures shall file a statement with the City Clerk. The statement shall include:

(a) The name and address of the nonbusiness entity and the name and address of its principal officer or directors.

(b) The name and address of each person whose fees, dues, payments or other consideration paid to such nonbusiness entity during either of the prior two (2) calendar years has exceeded five hundred dollars (\$500) or who is obligated to or has agreed to pay fees, dues, payments

or other consideration exceeding five hundred dollars (\$500) to such entity during the current year.

(2) This statement shall be filed within thirty (30) days of when the one thousand dollar (\$1,000) threshold mentioned in subsection (1) of this section is exceeded.

67-6607. Reports of contributions and expenditures.

(a) The political treasurer for each candidate and the political treasurer of each political committee shall file with the City Clerk:

Subsection (a), paragraphs (1) and (2) provide reporting requirements for primary elections and are not relevant to municipal elections.

(3) For all political committees supporting or opposing measures, a statement of all contributions received and all expenditures or encumbrances made by or on behalf of the measure or any candidate or made by or against the measure or any candidate shall be filed on the same dates provided in paragraphs...(4), (5) and (6) of this subsection;

(4) Not later than October 10 immediately preceding a general election in which the candidate or political committee is involved, a statement of all contributions received and all expenditures or encumbrances made by or on behalf of the candidate or political committee...to and including September 30;

(5) Not more than fourteen (14) days and not less than seven (7) days before the date of a general election in which the candidate or political committee is involved, a statement of all contributions received and all expenditures or encumbrances made by or on behalf of the candidate or political committee since and including October 1 and to and including the sixteenth day before the general election, together with a cumulative statement showing all such contributions and expenditures or encumbrances to and including the sixteenth day before the general election; and

(6) Not more than thirty (30) days after the date of a general election in which the candidate or political committee is involved, a statement of all contributions received and all expenditures or encumbrances made by or on behalf of the candidate or political committee to cover the period since the fifteenth day before the general election to and including the tenth day after the general election.

(b) For the first report under this section the reporting period shall cover the period beginning with the first contribution, expenditure, or encumbrance.

(c) Notwithstanding any other reports required under this section, the political treasurer for each candidate and any political committee supporting or opposing a measure shall notify the City Clerk, in writing, of any contribution of one thousand dollars (\$1,000) or more, received by the political treasurer after the sixteenth day before, but more than forty-eight (48) hours before, any ...general election. This notification shall be made within forty-eight (48) hours after the receipt

of such contribution and shall include the name of the candidate or measure, the identification of the contributor, and the date of receipt and amount of the contribution. The notification shall be in addition to the reporting of these contributions in the postelection report.

(d) For all reports required pursuant to this section the City Clerk shall accept the date of a postmark as the date of receipt except for the seven (7) day preelection reports which must be received by no later than 5:00 p.m. on the seventh day preceding the...general election.

(e) Any reports required to be filed under the provisions of this section may also be filed by means of an electronic facsimile transmission machine and may be filed by other electronic means as approved by the City Clerk.

67-6608. Disposition of unexpended balances.

(a) If a statement filed under paragraph (3) of subsection (a) of section 67-6607, Idaho Code, pertaining to post-general election reports or under paragraph (6) of subsection (a) of section 67-6607, Idaho Code, shows an unexpended balance of contributions or an expenditure deficit, the political treasurer for the candidate for nonstatewide office or political committee or measure shall continue to file annual reports on January 31, to cover the period since the end of the last report period, to and including the last day of the month preceding the month in which the report is filed. ...Such reports shall be filed until the account shows no unexpended balance of contributions or expenditure deficit.

The second sentence of subsection (a) above refers to reporting by candidates for statewide office and is not relevant to municipal elections. Subsection (b) refers to reporting for candidates winning nomination at primary elections and is not relevant to municipal elections.

(c) A political committee which is organized after an election shall file reports required by subsection (a) of this section.

Subsection (d) refers to reporting by candidates defeated in primary elections and is not relevant to municipal elections.

67-6609. Statement as to no contribution or expenditure.

If no contribution is received or expenditure made by or on behalf of a candidate or political committee during a period described in section 67-6607 or 67-6608, [Idaho Code,] the political treasurer for the candidate or political committee shall file with the City Clerk, at the time required by such section of this act for the period, a statement to that effect.

67-6610. Contribution in excess of fifty dollars.

(a) Any person who contributes more than fifty dollars (\$50.00) (including one or more smaller contributions which aggregate more than fifty dollars (\$50.00) in any one calendar year) to a candidate or political committee shall accompany the contribution with a statement of his full name and complete address.

(b) If a political treasurer is offered or receives a payment or contribution of more than fifty dollars (\$50.00), or which together with prior contributions from the same person during that calendar year exceeds fifty dollars (\$50.00), and there is no statement of the full name and complete address of the person making the contribution, the contribution shall be returned to the contributor if his identity can be ascertained. If the contributor's identity cannot be ascertained, the contribution shall be transmitted immediately by the political treasurer who received it to the state controller for deposit in the public school fund.

67-6610A. Limitations on contributions.

(1) Except as provided in subsection (2) of this section, aggregate contributions for a...general election made by a corporation, political committee, other recognized legal entity or an individual, other than the candidate, to a candidate for the state legislature, and political committees organized on the candidate's behalf shall be limited to an amount not to exceed one thousand dollars (\$1,000) for the...general election...

The concluding text of subsection (1), as well as subsections (2) and (3) of this section are irrelevant to municipal elections and are not included.

(4) Recall elections, for purposes of this section, shall be treated the same as general elections for contribution limits.

(5) Contributions other than money or its equivalent are deemed to have a monetary value equivalent to the fair market value of the contribution. Services or property or rights furnished at less than their fair market value for the purpose of assisting any candidate or political committee are deemed a contribution. A contribution of this kind shall be reported as an in-kind contribution at its fair market value and counts toward any applicable contribution limit of the contributor. Contributions shall not include the personal services of volunteers.

(6) The contribution limits for the state legislature shall apply to judicial district offices, city offices and county offices regulated by this chapter.

(7) For the purposes of contribution limits, the following apply:

(a) A contribution by a political committee with funds that have all been contributed by one (1) person who exercises exclusive control over the distribution of the funds of the political committee is a contribution by the controlling person.

(b) All contributions made by a person or political committee whose contribution or expenditure activity is financed, maintained or controlled by a trade association, labor union or collective bargaining organization shall be considered a contribution from such trade association, labor union or collective bargaining organization.

(c) Two (2) or more entities are treated as a single entity if the entities:

- (i) Share the majority of members on their board of directors;
- (ii) Share two (2) or more officers;
- (iii) Are owned or controlled by the same majority shareholder or shareholders or persons;
- (iv) Are in a parent-subsidary relationship; or
- (v) Have bylaws so stating.

(8) The provisions of this section are hereby declared to be severable and if any provision of this section or the application of such provision to any person or circumstance is declared invalid for any reason, such declaration shall not affect the validity of the remaining portions of this section.

67-6610B. Retiring debt.

If a political committee organized on behalf of a candidate has unpaid debt at the end of the reporting periods specified in section...67-6607(a)(6), Idaho Code, then the committee may accept additional contributions to retire such unpaid debt, provided the contributions do not exceed the applicable contribution limits prescribed.

For the purposes of this section "unpaid debt" means any unpaid monetary obligation incurred by the political committee as listed on the reports filed through the postelection report period minus any cash balance reported on the postelection report. Outstanding loans are considered a type of "unpaid debt."

67-6610C. Use of contributed amounts for certain purposes.

- (1) Permitted uses. A contribution accepted by a candidate may be used by the candidate:
 - (a) For expenditures in connection with the campaign for public office of the candidate;
 - (b) For ordinary and necessary expenses incurred in connection with duties of the individual as a holder of public office;
 - (c) For contributions to an organization described in section 170(c) of the Internal Revenue Code of 1986;
 - (d) For transfers, without limitation, to a national, state or local committee of a political party;
 - (e) For donations to state and local candidates subject to the provisions of state law; or
 - (f) For any other lawful purpose unless prohibited by subsection (2) of this section.

(2) Prohibited use.

(a) In general. A contribution shall not be converted by any person to personal use.

(b) Conversion. For the purposes of subsection (2)(a) of this section, a contribution shall be considered to be converted to personal use if the contribution is used to fulfill any commitment, obligation or expense of a person that would exist irrespective of the candidate's election campaign or individual's duties as a holder of public office, including:

(i) A home mortgage, rent or utility payment;

(ii) A clothing purchase except for items of de minimis value such as campaign shirts or hats;

(iii) A noncampaign or nonofficeholder related automobile expense;

(iv) A country club membership;

(v) A vacation or other noncampaign-related trip;

(vi) A tuition payment;

(vii) Admission to a sporting event, concert, theater or other form of entertainment not associated with an election campaign;

(viii) Dues, fees and other payments to a health club or recreational facility; and

(ix) Meals, groceries or other food expense, except for tickets to meals that the candidate attends solely for the purpose of enhancing the candidacy of another person or meal expenses which are incurred as part of a campaign activity or as part of a function that is related to the candidate's or officeholder's responsibilities.

67-6611. Independent expenditures.

(1) Each person who makes independent expenditures in an aggregate amount exceeding one hundred dollars (\$100) in support of or in opposition to any one (1) candidate, political committee or measure, shall file a statement of the expenditure with the City Clerk.

(2) Statements shall be filed with the City Clerk, not less than seven (7) days prior to the...general election and thirty (30) days after the...general election.

(3) The statement shall contain the following information: (a) the name and address of any person to whom an expenditure in excess of fifty dollars (\$50.00) has been made by any such person in support of or in opposition to any such candidate or issue during the reporting period, together with the amount, date and purpose of each such expenditure; and (b) the total sum of all expenditures made in support of or in opposition to any such candidate or measure.

(4) In addition to the requirements set forth in subsections (1) and (2) of this section, each person who makes independent expenditures in an aggregate amount of one thousand dollars (\$1,000) or more after the sixteenth day before, but more than forty-eight (48) hours before, any...general election, shall file a written statement of the expenditure with the City Clerk not more than forty-eight (48) hours from the time of such expenditure. The statement shall include the information required in subsection (3) of this section.

67-6612. Contents of reports.

(a) A statement filed under sections 67-6607, 67-6608 or 67-6610, Idaho Code, shall set forth:

(1) Under contributions, a list of all the contributions received, including funds or property of the candidate used to cover expenditures. The statement shall list the full name and complete address of each person who contributed an aggregate amount of more than fifty dollars (\$50.00), and the amount contributed by that person. The statement may list as a single item the total amount of contributions of fifty dollars (\$50.00) or less each obtained in similar fashion.

(2) Under expenditures the name and address of each person to whom an expenditure was made in the amount of twenty-five dollars (\$25.00) or more, and the amount, date, and purpose of each such expenditure. Each expenditure in the amount of twenty-five dollars (\$25.00) or more shall be vouched for by a receipt or cancelled check or an accurate copy thereof. The statement may list as a single item the total amount of expenditures less than twenty-five dollars (\$25.00) without showing the exact amount of or vouching for each such expenditure. Anything of value paid for or contributed by any person shall be listed both as an expenditure and as a contribution.

67-6613. Commercial reporting.

Each newspaper, periodical, broadcasting station, direct mailing company, printer and advertising agency which accepts expenditures from a political treasurer shall keep a current record (available to the public) listing the amounts paid and the obligations incurred by each candidate, political committee or political treasurer to such newspaper, periodical, broadcasting station, direct mailing company, printer or advertising agency.

67-6614. Identification of source of contributions and expenditures.

No contribution shall be made and no expenditure shall be incurred, directly or indirectly, in a fictitious name, anonymously, or by one (1) person through an agent, relative or other person in such a manner as to conceal the identity of the source of the contribution.

67-6614A. Publication or distribution of political statements.

Whenever any person makes an expenditure for the purpose of financing communications expressly advocating the election, approval or defeat of a candidate or measure through any

broadcasting station, newspaper, magazine, outdoor advertising facility, direct mailing, or any other type of general public political advertising, the person responsible for such communication shall be clearly indicated on such communication.

67-6615. Inspection by City Clerk.

The City Clerk shall inspect each statement filed in his office under this act within two (2) days after the date it is filed. He shall notify a person required to file a statement under this act immediately if:

- (a) it appears that the person has failed to file a statement as required by law or that a statement filed by the person does not conform to law; or
- (b) a written complaint is filed with the City Clerk by any registered voter alleging that a statement filed with the City Clerk does not conform to law or to the truth or that a person has failed to file a statement required by law.

67-6616. Examination of statements.

Within three (3) months after the date of each election, the City Clerk shall examine such statement filed with his office under this act; and referring to the election, to determine whether the statement conforms to law. Such examinations shall include a comparison of reports and statements received by the City Clerk pursuant to sections 67-6607--67-6609, 67-6611, 67-6614[, Idaho Code]. The City Clerk may require any person to answer in writing and under oath or affirmation any question within the knowledge of that person concerning the source of any contribution.

Idaho Code 67-6617 through 67-6622 deal with registration and reporting requirements for lobbyists; the sections are not relevant to municipal elections and are not included in this manual.

67-6623. Duties of City Clerk.

The City Clerk is charged with enforcement of the provisions of this act, and in addition to duties otherwise prescribed herein, it shall be his duty:

- (a) To prescribe forms for statements and other information required to be filed by this act, and to furnish such forms and instruction manual to persons required to file such statements and information;
- (b) To make statements and other information filed with him available for public inspection and copying during regular office hours, and to make copying facilities available at a charge not to exceed actual cost;
- (c) To preserve such statements and other information for a period of four (4) years from date of receipt;

(d) To make investigations with respect to statements filed under the provisions of this act, and with respect to alleged failures to file any statement required under the provisions of this act, and upon complaint by any person with respect to alleged violations of any part of this act;

(e) To report suspected violations of law to the appropriate law enforcement authorities;

(f) To prescribe and publish rules in accordance with the provisions of chapter 52, title 67, Idaho Code, and to take such other actions as may be appropriate to carry out the provisions of this act;

(g) To prescribe methods of the filing of reports by electronic means.

67-6624. Statements to be certified.

All statements required to be filed with the City Clerk under this act shall be signed and certified as true and correct by the person required to file the same.

67-6625. Violations — Civil fine — Misdemeanor penalty — Prosecution — Limitation — Venue.

(a) Any person who violates the provisions of section 67-6603 through 67-6614A,...67-6624, 67-6629 or 67-6630, Idaho Code, shall be liable for a civil fine not to exceed two hundred fifty dollars (\$250) if an individual, and not more than two thousand five hundred dollars (\$2,500) if a person other than an individual. The burden of proof for such civil liability shall be met by showing a preponderance of the evidence.

(b) Any person who violates section 67-6605,...Idaho Code, and any person who knowingly and willfully violates section 67-6603 through 67-6614A,...67-6624, 67-6629 or 67-6630, Idaho Code, is guilty of a misdemeanor and, upon conviction, in addition to the fines set forth in subsection (a) of this section, may be imprisoned for not more than six (6) months or be both fined and imprisoned.

(c) The attorney general or the appropriate prosecuting attorney may prosecute any violations of this act.

(d) Prosecution for violation of this act must be commenced within two (2) years after the date on which the violation occurred.

(e) Venue for prosecution under the provisions of this chapter shall be in the county of residence of the defendant if the defendant is a resident of the state of Idaho, otherwise venue shall be in Ada county.

67-6625A. Late filing of statement or report — Fees.

If any person fails to file a report or statement on or before a specified date, he shall be liable in an amount of fifty dollars (\$50.00) per day after the deadline until the statement or report is filed, to the City Clerk. Liability need not be enforced by the City Clerk if on an impartial basis he determines that the late filing was not willful and that enforcement of the liability will not further the purposes of the act, except that no liability shall be waived if a statement or report is not filed within five (5) days after receiving written notice of the filing requirement from the City Clerk.

The remedy provided in this section is cumulative and does not exclude any other remedy or penalty prescribed in section 67-6625, Idaho Code.

67-6626. Injunctions.

The district courts of this state shall have original jurisdiction to issue injunctions to enforce the provisions of this act upon application by any citizen of this state or by the City Clerk. The court may in its discretion require the citizen plaintiff to file a written complaint with the City Clerk prior to seeking injunctive relief. A successful plaintiff is entitled to be reimbursed for reasonable costs of litigation, including reasonable attorney's fees by the person or persons named defendant in said injunctive action. A successful defendant is entitled to be reimbursed for reasonable costs of litigation, including reasonable attorney's fees if the court determines that plaintiff's action was without substantial merit.

67-6627. Severability.

If any provisions of this act or its application to any person or circumstance is held invalid, the remainder of the act, or the application of the provision to other persons or circumstances is not affected.

67-6628. Construction.

The provisions of this act are to be liberally construed to effectuate the policies and purposes of this act. In the event of conflict between the provisions of this act and any other act, the provisions of this act shall govern.

67-6629. Persuasive poll concerning candidate must identify person or entity paying for poll.

(1) If a person, candidate, political party or political committee requests or compensates a person to:

(a) Conduct or cause to be conducted a persuasive poll by telephone concerning a candidate;
or

(b) Produce automated or computerized messages by telephone to conduct a persuasive poll concerning a candidate.

The person conducting the poll shall, at the end of the poll, disclose the name and telephone number of the person, candidate, political party or political committee that requested or compensated the person for the poll.

(2) As used in this section, "persuasive poll" means the canvassing of persons, by means other than an established method of scientific sampling, by asking questions or other information concerning a candidate which is designed to provide information that is designed to advocate the election, approval or defeat of a candidate or measure. The term does not include a poll that is conducted only to measure the public's opinion about or reaction to an issue, fact or theme.

(3) A violation of the provisions of this section shall be punishable as provided in section 67-6625, Idaho Code.

67-6630. Electioneering communications — Statements.

(1) Any person who conducts or transmits any electioneering communication shall be required to file a statement on a form provided by the City Clerk. Contents of the statement shall include the amount spent on such communications, the name and address of the person, and the names and addresses of any persons who contribute fifty dollars (\$50.00) or more to any person described in this section.

(2) Any person that incurs costs in excess of one hundred dollars (\$100) when making an electioneering communication shall file a statement in accordance with the time limits established by section 67-6611(2), Idaho Code.

(3) In addition to the requirements of subsection (2) of this section, any person that incurs costs of one thousand dollars (\$1,000) or more when making an electioneering communication shall file a statement as provided in subsection (1) of this section within forty-eight (48) hours of incurring the costs for such communication.



April 17, 2014

Mayor Jonas and City Councilors
City of Ketchum
Ketchum, Idaho

Mayor Jonas and City Councilors:

Draft Fiscal Year 2014-15 Budget Objectives

Introduction/History:

Each year the Mayor and City Council hold a workshop in March to discuss and consider the Objectives that should be the focus of the budget for the coming year.

Current Report:

The City held its annual budget objectives setting workshop on Monday, March 31, 2014. After listening to presentations from the respective department heads and the Planning and Zoning Commission, it discussed the major objectives of each Councilmember and the Mayor. Through a consensus process, the Mayor and City Council arrived at the attached draft Objectives to guide the preparation of the upcoming Fiscal Year 2014-15 budget. The public is invited to comment on these draft Objectives at the regular council meetings on April 21st and May 19th. Once that input is received by the Mayor and City Council, they will determine which Objectives to adopt at its regular meeting on June 2nd. These will then be incorporated into the draft budget which the City Administrator will submit to the Mayor no later than June 27th and then forward to full Council no later than July 2nd. Thereafter, there are budget workshops planned, if needed on July 9th, 10th, and 16th.

Financial Requirement/Impact:

There are known fiscal impacts known at this time.

Recommendation:

I respectfully recommend that the Mayor and City Council invite the public to comment on the draft Fiscal Year 2014-15 Objectives at their regularly scheduled meetings on April 21st and May 19th.

Suggested Motion:

No motion required at this time.

Sincerely,

Ray Silver, Interim City Administrator

DRAFT FISCAL YEAR 2014-15 BUDGET OBJECTIVES

ADOPTED BY THE CITY COUNCIL ON 3-31-14

- 1. ADOPT A BALANCED GENERAL FUND BUDGET FOR FISCAL YEAR 2014-15**
- 2. INITIATE PLANNING PROCESS FOR CONSTRUCTION OF A CITY HALL, AND /OR FIRE STATION AND POLICE STATION**
- 3. EVALUATE AND CONSIDER UTILIZATION OF A MULTI-DEPARTMENTAL CODE ENFORCEMENT STAFF**
- 4. BEGIN WORK ON ADOPTING AND IMPLEMENTING ENVIRONMENTAL INITIATIVES SUCH AS WATER CONSERVATION, ENERGY CONSERVATION AND NATURAL RESOURCES**
- 5. RESTRUCTURE ECONOMIC NON-GOVERNMENT ORGANIZATIONS TO MORE EFFECTIVELY USE AND COORDINATE RESOURCES**
- 6. UPDATE THE ZONING CODE AND MAKE IT CONSISTENT WITH THE COMPREHENSIVE PLAN**
- 7. PURSUE FIRE SERVICES COORDINATION/CONSOLIDATION WITH WOOD RIVER AND RESCUE AND SUN VALLEY WHERE POSSIBLE**
- 8. MAXIMIZE THE UTILIZATION OF AVAILABLE SOCIAL MEDIA THROUGH THE CITY'S COMMUNICATIONS PROGRAM**

City of Ketchum, Idaho

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



April 15, 2014

Mayor Jonas and City Councilors
City of Ketchum
Ketchum, Idaho

Mayor Jonas and City Councilors:

Ketchum Springs Water Distribution System Conversion Rebate Program

Introduction/History

The Ketchum Springs Water (KSW) system was a private water system acquired by the City in the 1980's. The system included water wells, water rights, and a distribution system. The distribution system was constructed primarily from wood and steel pipe and often buried less than 6 feet deep, which causes the system to be prone to maintenance issues (water main breaks) and disruption in water service. The KSW distribution system is primarily in the downtown core area with lines in Lewis Rd. and Saddle Rd & Spur Ln.

Due to the excessive maintenance costs and operational dysfunctions of the KSW distribution system it is in the City's best interest to phase out the use of the system and abandon the system in its entirety. In a majority of the KSW distribution system locations a newer and more reliable Ketchum City Water main is nearby and can be easily accessed. In the downtown core area a KSW main is often located in the back alley to a property and a Ketchum City Water main is located in the frontage road.

Current Report

In 2009 the City began offering up to \$1,000 rebates to water customers towards their construction costs for converting their private water service off the Ketchum Springs Water system and onto the newer and more reliable Ketchum City Water System. The City typically targets portions of the KSW to abandon that either, A) requires a lot of maintenance, or B) areas where only a few private services remain off the KSW line. This way the City can abandon sections at a time of the KSW line. To date the City has abandoned approximately 2,400 linear feet of the KSW system. Approximately 24,000 linear feet of KSW line is still in service. Customers on the KSW system may have experienced water shut-offs for maintenance (water main break repairs) and therefore appreciate the Water Department's request to supply their water service off the newer water main.

Customers contract directly with a contractor to perform the work to change their water service off the KSW system and onto the Ketchum City water system. The City provides a water meter and horn or vault for the property owner's contractor

to install. City personnel inspect the private water service line to ensure it complies with the requirements of Ketchum City Code Chapter 13.08. Rebates are provided to customers after construction and inspection has been completed.

Financial Requirement/Impact

The City budgets \$12,000 per year for rebates and water meters for flat-rate customers converting off the KSW system. The Water Department limits the number of rebates offered each year to stay within the annual budget.

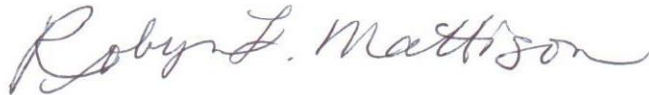
Recommendation

I respectfully recommend acceptance of Resolution 14-011 which provides up to a \$1,000 rebate to water customers converting their water service off the Ketchum Springs Water System.

Recommended Motion:

“I move to approve Resolution 14-011 establishing a One Thousand Dollar (\$1,000) rebate to water customers converting their water service off the Ketchum Springs Water System”.

Sincerely,

A handwritten signature in cursive script that reads "Robyn L. Mattison".

Robyn L. Mattison, P.E.
Public Works Director/City Engineer

Attachment- Resolution 14-011

RESOLUTION 14-011

A RESOLUTION OF THE CITY COUNCIL OF CITY OF KETCHUM, IDAHO ESTABLISHING A REBATE PROGRAM FOR CUSTOMERS CONVERTING OFF THE KETCHUM SPRINGS WATER SYSTEM TO THE KETCHUM CITY WATER SYSTEM

WHEREAS, the Ketchum Springs Water distribution system is an old water system acquired by the City in the 1980's; and

WHEREAS, the Ketchum Springs Water distribution system was not appropriately constructed in various locations and therefore prone to water main breaks and operational dysfunctions; and

WHEREAS, the City of Ketchum finds it is in the best interest of the City and its residents to discontinue the use of the Ketchum Springs Water distribution system within the City; and

WHEREAS, the City of Ketchum has been offering a rebate to encourage water customers who are served off the Ketchum Springs Water distribution system to connect into the newer Ketchum City Water main; and

WHEREAS, the City of Ketchum finds that providing a rebate to convert to the City Water system is in the best interest of the City and its residents in order to eventually discontinue the Ketchum Springs Water distribution system in the City.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF KETCHUM, IDAHO, AS FOLLOWS:

CONVERSION REBATE PROGRAM. Existing water customers are offered up to a \$1,000 (one thousand dollars) rebate from the City towards the new conversion of a private water service line or private fire service line from the Ketchum Springs Water system to the Ketchum City Water system. New water services shall meet the requirements of Ketchum City Code Chapter 13.08. The property owner is responsible for all construction costs associated with the conversion. If applicable, the City will provide a water meter and water meter horn or vault for installation by the property owner's contractor. To apply for the rebate property owners must notify the Ketchum Water Department prior to construction. No rebates will be paid for conversions done without prior approval from the Water Department. Payment will be made after construction has been completed and inspected by City personnel.

This Resolution will be in full force and effect upon its adoption this 21st (twenty-first) day of April, 2014.

Nina Jonas, Mayor

ATTEST:

Sandra Cady, CMC
City Treasurer/Clerk

APPROVED AS TO FORM AND
CONTENT.


City Attorney



**SPECIAL BUDGET WORKSHOP OF
THE KETCHUM CITY COUNCIL
Monday, March 31, 2014 at 11:00 a.m.
Ketchum City Hall, Ketchum, Idaho**

Present: Mayor Nina Jonas
Council President Michael David
Councilor Anne Corrock
Councilor Baird Gourlay
Councilor Jim Slanetz

Also Present: Interim City Administrator Ray Silver
City Attorney Stephanie Bonney
P&Z Co-Chair Rich Fabiano
P&Z Co-Chair Deborah Burns
Fire Chief Mike Elle
Parks and Recreation Director Jen Smith
Public Works Director/City Engineer Robyn Mattison
Street Superintendent Brian Christiansen
Police Chief Steve Harkins
City Treasurer/Clerk Sandra Cady
Deputy Treasurer/Clerk Patricia Bennett
Special Project Manager Lisa Enourato
(Minutes written by S. Cady)

1. The meeting was called to order by Mayor Nina Jonas at 11:15 am.

2. Overview by Mayor Nina Jonas

Mayor Jonas outlined the September 2014 process once the new City Administrator was on board
Visioning>Mission>Goals>Objective>Action Plan>Budget.

3. Purpose

Interim City Administrator Ray Silvers stated that the purpose of this meeting was to determine City Council goals and objectives for guiding development of the FY2014/15 Budget.

In FY2013-14 the City Council adopted 6 Budget Objectives:

1. Maintain the General Fund Balance as close as possible to 17 percent of the operating revenues.
Status of Objective: The General Fund Balance is estimated to finish FY2013-14 at 17.4% of operating revenues, or \$918,962.
2. Appropriate \$70k from the General Fund Balance to provide support to the Blaine County Housing Authority from the General Fund.
Status of Objective: \$63k was included in the Non-Departmental Division of the General Fund for the Housing Authority. The remaining \$7k has been appropriated from available funds in the In-Lieu Community Housing Fund.
3. Develop a Cost of Living adjustment for Full-Time Staff.
Status of Objective: A 2% Cost of Living (COLA) increase has been included in the budget for all Full-Time Employees.
4. Appropriate necessary funding from the General Fund balance to provide ongoing support for development of a final design for the BLM/River Park Project.
Status of Objective: \$71,155 was included in the Non-Departmental Division of the General Fund for the BLM/River Park Final Design Project.
5. Appropriate \$75,000 from the General Fund Balance to provide professional services in the Planning Division.
Status of Objective: \$75,000 was included in the Community and Economic Development Division of the General Fund for Professional Services should they be needed.

6. Appropriate necessary funding in the Fire and Rescue and Ambulance Services Funds to cover new personnel expenses:
Status of Objective: \$3,828 was included in the Fire and Rescue Fund and \$33,712 was included in the Ambulance Services Fund to cover new personnel expenses for a total adjustment of \$37,550.

4. Outcome.

Interim City Administrator Ray Silvers explained the outcome of the meeting will result in the City Council's knowledge of the budget opportunities and challenges and taking ownership of the budget.

5. Establishing an "Objective".

Facilitator Will Pryor defined what an Objective is.

6. Department Head Presentation of Goals.

Each Department head was allotted 15 minutes to explain what their department does, what their major priorities are and to what extent they are adequately funded to meet their service level.

7. P&Z Commission Presentation of Goals.

Co-Chair Deborah Burns presented the goals of P&Z:

1. Communications (CIP, Quarterly Meetings, Annual Meetings.)
2. Zoning Code Update
3. Staff Increase
4. Enforcement Increase
5. More Proactive Planning

8. Mayor and City Council Presentation of Goals.

Councilor Corrock goals:

- Enforcement-Multi Departmental Enforcement Officer
- City Hall Campus-including Police & Fire
- New Project – Long Term Costs – Operational & Maintenance
- LOT – Consideration of all uses

Councilor Gourlay goals:

- Balance Budget
- Restructure the Non-Governmental Organizations-NGO's (Sun Valley Economic Dev., KCDC, WREP)
- Skier Count back up to over 400,000 – Initiative
- Environmental Program "Green" Ketchum: Water/Solar
- Pursue Fire Consolidation with Sun Valley
- City Hall

Councilor Slanetz goals:

- Fire Co-op: Wood River & Sun Valley Collaboration
- Update Codes
- Community Campus/Fire
- Follow up on Warm Springs Hot Springs – research water source
- Environmental Initiative

Council President David goals:

- City Hall/Community Campus Planning
- Environmental Initiatives
- Multi Mobile Initiative
- Get on cutting edge of Social Media – Commitment to younger people.
- Transportation Master Plan including Parking

- Review Staffing needs

Mayor Jonas goals:

- Two Year Balanced Budget Plan
- Maintain 17% Budget
- City Investments
- LOT Slush Fund for Open Space Acquisition
- Community Housing Funding
- Business in LI2
- All Department Enforcement
- Invest in Energy & Water Security

9. Prioritization.

1. Balanced Budget FY14-15:

Adopt a Balanced General Fund Budget for Fiscal Year 2014-15

2. Civic Community Campus/City Hall:

Initiate planning process for Construction of a Civic Center to incorporate a City Hall, Fire Station and Police Station.

3. Enforcement-All Departments:

Evaluate and consider utilization of a Multi-Departmental Code Enforcement Staff.

4. Environmental Initiatives:

Begin work on adopting and implementing environmental initiatives such as Water Conservation, Energy Conservation and Natural Resources.

5. Restructure Economic NGO's:

Restructure Economic Non-Government Organizations to more effectively use and coordinate resources.

6. Update Codes:

Update the Zoning Code and make it consistent with the Comprehensive Plan.

7. Fire Collaboration:

Pursue Fire Services coordination/consolidation with Sun Valley where possible.

8. Social Media:

Maximize the utilization of available Social Media through the City's Communications Program.

10. Tentative Approval of FY2014-15 Goals.

City Council stated that the City Administrator should be in charge of providing updates on objectives to the City Council.

City Council wanted the following put on the April 21st Agenda:

"Addressing Department needs within a Balanced Budget for FY14-15".

11. Adjournment.

Councilor Baird Gourlay moved to adjourn at 2:18 pm. Council President David seconded the motion, and it passed unanimously.

ATTEST:

Nina Jonas,
Mayor

Sandra E. Cady, CMC
City Clerk



Recorded

REGULAR KETCHUM CITY COUNCIL MEETING
Monday, April 7, 2014 at 5:30 p.m.
Ketchum City Hall, Ketchum, Idaho

Present: Mayor Nina Jonas
Council President Michael David
Councilor Anne Corrock
Councilor Baird Gourlay
Councilor Jim Slanetz

Also Present: Ketchum Interim City Administrator Ray Silver
Ketchum City Attorney Stephanie Bonney
Ketchum Director of Planning and Building Joyce Allgaier
Ketchum Street Superintendent Brian Christiansen
Ketchum Police Chief Steve Harkins
Ketchum Administrative Clerk Katie Carnduff

Nina Jonas called the meeting to order at 5:35 p.m.

1. Alcohol Awareness Proclamation – Mayor Jonas.

Chase Hutchinson and Jorge Vallego, Wood River High School Students and part of the organization Idaho Drug Free Youth discussed the importance of alcohol awareness and the problems and dangers associated with teenage alcohol use.

Mayor Nina Jonas proclaimed April Alcohol Awareness Month in Ketchum, Idaho.

2. Presentation on the Open Meeting Law – Stephanie Bonney, City Attorney.

Stephanie Bonney, City Attorney, made an informational presentation in regards to the Open Meeting Law, Ethics in Government and the Public Records Law.

Mickey Garcia asked for clarification regarding Mayor and Council and other officials meeting in social settings and also about serial meetings. Stephanie Bonney said they can meet socially, but cannot discuss anything that is specific to the government entity, just general items that would not come up before the City Council. Information gathering is okay as long as they do not deliberate about information they receive. Regarding serial meeting, councilors cannot avoid the open meeting law by going from person to person.

3. Comments from the Council

6:09:52 PM Councilor Baird Gourlay suggested the Council consider waiving the two hour parking in Warm Springs through May 1, 2014, with River Run shut down the Warm Springs parking lot is full. The two hour parking at Warm Springs is not necessary right now. Mayor Jonas suggesting keeping Picabo at two hours.

6:14:38 PM Councilor Anne Corrock said she had received good feedback from the public regarding starting the budget process so early.

4. Adoption of International Standards and Practices for design and construction of telecommunications. How this adoption applies to broadband and next steps for broadband implementation.

6:15:00 PM Sean Tajkowski introduced the Technical Reference Manual. There is no governing body in telecommunications there is just standards and best practices. One of the reasons to adopt standards and practices is make sure appropriate products are installed accordingly. These

standards and practices apply only to the City of Ketchum. The document is a live document and will be added to as needed.

Councilor Corrock clarified that this is specifically for the City's municipal buildings.

Councilor Jim Slanetz motioned to adopt resolution Number 14-010 adopting international standards and practices for design and construction of telecommunications, seconded by Baird Gourlay, passed unanimously.

Mayor Jonas asked how this would apply to broadband. Sean said there are quite a few resources available regarding how we invest in future proofing our facilities. Sean suggested in the future to consider having a discussion on the public's responsibility and the importance of good standards and practices within a facility. The carriers follow standards and practices, but once it is to a facility there is no one regulating it.

Jim Kuehn asked for information regarding the current Broadband situation in the City of Ketchum and how can the City help improve that. Sean said he met with the carriers in regards to infrastructure. He was impressed with the infrastructure in place, but the public is not yet ready for the increase in cost. From a technical standpoint Ketchum is sitting pretty well in terms of infrastructure. Cindy Forgeon, Kentwood Lodge, asked for an explanation of infrastructure. Sean answered that the backbones for broadband are here.

5. Communications from the Public

[6:40:20 PM](#) Gary Hoffman would like the City to implement Campaign Disclosure Laws even though the City is under 5,000 people and it is not required by law. He would also like the City Council to pass a resolution that no City funds will be spent in any way to directly or indirectly promote any candidate in a city election. Mr. Hoffman would like this to be placed on a future agenda for consideration.

[6:44:54 PM](#) Jon Duval, KCDC, would like to organize a workshop with the City Council and the KCDC Board. Council discussed possible dates and agreed to make a tentative date for May 20, 2014, at the KCDC's regular board meeting time.

Jon Duval has been contacted by Tobin Dixon, USDA in Twin Falls, in regards to a Rural Business Enterprise Grant. The grant is a max of about \$15,000, and is for equipment. Jon said they would use the grant towards a 3D printer and some communal computers for workshops. He will fill out the application, but it needs to come from the City.

4. Mountain Rides Update – Jason Miller, Mountain Rides Executive Director

[6:50:53 PM](#) Jason Miller, Mountain Rides Executive Director, presented an update which included data from Mountain Rides performance dashboard, which collects information on three key indicators: ridership, finances and safety. Jason discussed the ridership increases that Mountain Rides is experiencing, where the majority of expenses are coming from, capital projects Mountain Rides is currently working on and unmet needs. Mountain Rides is focusing on safety, they are relying on experts to audit them and make sure they are doing everything correctly, and continually working to adopt better policies and procedures to improve safety.

Mayor Jonas asked about a bus going to the Twin Falls Airport. Jason said that there are limitations, but it is a possibility.

Councilor Corrock asked about additional evening and late night routes. Jason said they do not have the funding for that at this time. Mayor Jonas asked if they would consider charging the customer for late night service. Jason said they have not had that discussion yet. It is difficult for them to give them a budget request yet, because they have to wait until they know the amount of federal funding they will be getting. Jason said they are experiencing a dip in federal funding, they will find out next week if they are going to recover any of that funding for next year.

Jason said there have been some changes made to the Transit Hub, the next step is to go to Planning Zoning. Mayor Jonas asked if they have changed the routing for the Hub. Jason said they have made some incremental changes in the last year, and they will continue to do so. Councilor Corrock asked for information regarding the economic benefit of the transportation hub.

Jason said the Bike and Pedestrian Master Plan will be adopted by the Blaine Regional Transportation Committee probably in June and then come to the City's and County. 5B Bike share will be launched in Ketchum this summer.

Sarah Michael, Mobility Manager for the District, said that Mountain Rides has received the I-way Leadership awards from the Idaho Transportation Department, Jason received a personal award and The Mountain Rides Vanpool Program also received an award. Jason has served the community well.

Gary Lipton requested information on how many people are dropped off at the Visitor Center and the Elephant's Perch.

Councilor Slanetz asked how they are planning for their capital improvements. Jason said it is dependent on Federal Funding. They have been planning a refurbish approach rather than a replacement approach on vehicles.

Councilor Corrock asked about strategic initiatives. Jason said the Board is working on more predictability in their funding to help with long term planning.

Councilor Corrock asked what Jason thought about the parking at Warm Springs. Jason said free parking is not the way to encourage more use of the bus system. The park and ride opportunity at the YMCA exists. Mountain Rides can look at supplementing that service. Right now there is half hour service from 7 a.m. to 9 p.m. Annie asked what he thinks about doing something from River Run the next two weeks. Jason said they need to stay true to the commitments they have made in terms of their schedule. Jason said he would discuss the issue with his board.

5. Sun Valley Marketing Alliance Quarterly Report and Preliminary Budget Request – Arlene Schieven, Sun Valley Marketing Alliance President and CMO.

7:32:03 PM Arlene Schieven, Sun Valley Marketing Alliance President and CMO, presented the Quarterly Report to the Council.

- Sales indicators are up about 3% from the same period last year.
- Combination sales are up 104% through the website.
- Room nights sold were up 8% in February.
- Website visits are up 51%.
- Social Media is up between 7-39%.
- SVMA brought some good writers into town, and the results have all been really positive.
- There will be a summer campaign from May – September
- Regional events campaign.
- Working to increase membership numbers. They have 301 members, they had 304 last year.
- There will also be a fall events campaign.

Arlene said SVMA is requesting to reduce the footprint of the visitor center; use of visitor centers is decreasing nationwide, and there is a trend towards servicing visitors in different ways. Current cost is \$9/visitor, US average is \$2.68/visitor, and recommended is \$2.50/visitor. The overall cost is about \$27,000 a year. The proposal is to reduce 1000 square feet to 200 square feet, which would save \$20,000 a year.

Arlene presented the Council the SVMA's preliminary request for funding. With the new funding from the Air Service LOT they will be able to go after new markets, including Denver and New

York. The core funding allows them to operate and covers everything outside the air service market. 100% of the new funds are invested in external marketing. The SVMA's first priority is building awareness and visitation for Sun Valley particularly in the winter. They will also be working on promoting the summer shoulder seasons, increasing niche marketing programs and driving people back to their website. SVMA's other activities include management of the Visitor Center, facilitation of the Ride Sun Valley Mountain Bike Festival and communications with stakeholders and members.

SVMA's proposed budget includes \$450,000 from Ketchum, 350,000 from Sun Valley. 225,000 from the Idaho travel council, 88,000 from membership dues, and miscellaneous revenue from partners in the event campaign and revenue from website bookings, the combined total is 1.1 million.

Amy Christiansen asked how the Sun Valley Marketing Alliance tracks the impact of the different marketing campaigns. Arlene said 80% of their marketing is digital so they are able to measure that to a certain extent. They track the people that come here and that are engaging online.

Councilor Slanetz asked about Vacation Roost, and how it is working. Arlene said they provide a call center and they work with the SVMA on outbound marketing. They are looking a new provider that includes air bookings.

Council President David wondered if there was a way to approach diversions to proactively market negative things. Arlene said it important to provide information to people, but doesn't think it could be a marketing tool.

Councilor Gourlay said the bus diversion service is an issue, they don't run very nice busses, and in order to run nicer busses it is going to cost money. They would need to have bus drivers on call to have quicker service. It essentially comes down to money. Marty Albertson, Sun Valley Marketing Alliance Chairman, said it was also important to get the airlines to participate in upgrading the busses.

Councilor Corrock asked if the SVMA was looking into doing something different with the Visitor Center. Arlene said they are not at this time.

Councilor Corrock asked how much of the funding from the City goes towards regional and external marketing. Arlene said it was both, but the priority for the core funding will be things they can't use the air service board money for.

Council President David applauded SVMA's efforts to reduce the Visitor Center costs.

Amy Christiansen asked what percentage of flights get diverted. Arlene said it was about 20%.

6. Recommendation to approve Street Maintenance Paint Bids – Brian Christiansen, Street Superintendent.

Brian Christiansen, Street Superintendent outlined the bids that were received.

Councilor Gourlay motioned to approve the bid from Idaho Traffic Safety in the amount of \$42,727.33 for street painting; Council President Michael David seconded the motion, the motion passed unanimously.

7. Recommendation to approve a Chip Seal Bid – Brian Christiansen, Street Superintendent.

Brian Christiansen, Street Superintendent, recommended that the City piggy back on the Madison County bid this year. Idaho Asphalt is the oil supplier, and the Street Department has used them for the last 8 years, they have done a good job.

Mayor Jonas would like to change the dates from 28, 29, and 30 of July to the 14, 15, and 16 of July. Those are the only 3 days that do not have events. Brian said chip sealing is recommended for July and August, it take 2 weeks to get the chips cleaned up so that they can paint. On the 14, 15, and 16 of July the street department has committed to sweeping for the county. The council can choose to do it after Labor Day, this is just the Street Department's recommendation. Brian said he would talk to Blaine County Road and Bridge and get some options of dates.

Interim City Administrator Ramon Silver suggested that next year staff work with the County so that the City gets the early dates in July, and the County gets the later dates in July.

Councilor Gourlay motioned to approve the bid from Idaho Asphalt in the amount of \$530.50 per ton for oil for chip sealing work, Councilor Slanetz seconded the motion, motion passed unanimously.

8. Consent Calendar

Councilor Corrock asked why the NBS bill was coming out of contingency instead of special events.

Councilor Gourlay motioned to approve the consent calendar, Council President David seconded the motion, the motion passed unanimously.

9. Executive Session

Councilor Gourlay motioned to go into Executive Session at 8:21 p.m. Council President David seconded the motion, roll call, Councilor Corrock yes; Councilor Gourlay yes; Council President David yes; Councilor Slanetz yes. Motion passed unanimously.

Councilor Gourlay motioned to come out of executive session at 8:30 p.m., Councilor Slanetz seconded the motion, the motioned passed unanimously.

10. Adjournment

Councilor Gourlay motioned to adjourn at 8:31 p.m., Council President David seconded the motion, motioned passed unanimously.

Nina Jonas
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
GENERAL FUND			
01-2171-2000 P/R TAXES PBL--STATE W/H			
STATE TAX COMMISSION	PR0418141	State Withholding Tax Pay Period: 4/18/2014	6,239.00
01-2171-4000 P/R TAXES PBL -- WORKERS COMP			
STATE INSURANCE FUND	9176428	Workmen's Comp	10,722.00
01-2171-9000 P/R DEDUC PBL--HEALTH INSURANC			
III-A	PR0418141	Health Ins - Family Pay Period: 4/18/2014	10,395.12
III-A	PR0418141	Health Ins - Employee Pay Period: 4/18/2014	17,640.00
III-A	PR0418141	Health Ins - Employee + Spouse Pay Period: 4/18/2014	223.16
III-A	PR0418141	Health Ins - Employee + Spouse Pay Period: 4/18/2014	16,814.16
III-A	PR0418141	Health Ins - Family Pay Period: 4/18/2014	526.10
III-A	PR0418141	Health Ins - Family Pay Period: 4/18/2014	25,987.80
III-A	PR0418141	Health Ins - Employee + 1 Chld Pay Period: 4/18/2014	40.05
III-A	PR0418141	Health Ins - Employee + 1 Chld Pay Period: 4/18/2014	3,495.90
III-A	PR0418141	Health Ins - Employee + 2 Chld Pay Period: 4/18/2014	82.96
III-A	PR0418141	Health Ins - Employee + 2 Chld Pay Period: 4/18/2014	7,222.08
III-A	PR0418141	Health Ins - Family Pay Period: 4/18/2014	157.83
III-A	PR0418141	Health Ins - Family Pay Period: 4/18/2014	7,796.34
III-A	PR0418141	Health Ins - Family Pay Period: 4/18/2014	105.22
01-2172-1000 P/R DEDUC PBL--AFLAC INSURANCE			
AFLAC	PR0418141	AFLAC After-Tax Pay Period: 4/18/2014	198.82
AFLAC	PR0418141	AFLAC Pre-Tax Pay Period: 4/18/2014	754.79
01-2172-2000 P/R DEDUC PBL--LIFE & L.T.DISB			
LifeMap Billing	PR0418141	Long Term Disability Pay Period: 4/18/2014	1,124.01
01-2172-3000 P/R DEDUC PBL--DELTA DENTAL			
DELTA DENTAL PLAN OF IDAH	PR0418141	Dental Insurance - 1 Child Pay Period: 4/18/2014	198.44
DELTA DENTAL PLAN OF IDAH	PR0418141	Dental Insurance - Employee Pay Period: 4/18/2014	823.84
DELTA DENTAL PLAN OF IDAH	PR0418141	Dental Insurance - Spouse Pay Period: 4/18/2014	148.56
DELTA DENTAL PLAN OF IDAH	PR0418141	Dental Insurance - Spouse Pay Period: 4/18/2014	565.40
DELTA DENTAL PLAN OF IDAH	PR0418141	Dental Insurance - Family Pay Period: 4/18/2014	647.08
DELTA DENTAL PLAN OF IDAH	PR0418141	Dental Insurance - Family Pay Period: 4/18/2014	959.20
DELTA DENTAL PLAN OF IDAH	PR0418141	Dental Insurance - 2+ Child Pay Period: 4/18/2014	61.14
DELTA DENTAL PLAN OF IDAH	PR0418141	Dental Insurance - 2+ Child Pay Period: 4/18/2014	108.64
DELTA DENTAL PLAN OF IDAH	PR0418141	Dental Insurance - 1 Child Pay Period: 4/18/2014	69.28
01-2173-3000 P/R DEDUC PBL--PEBSCO			
NATIONWIDE RETIREMENT SOL	PR0418141	Nationwide Fire - 0035424-001 Pay Period: 4/18/2014	1,184.82
NATIONWIDE RETIREMENT SOL	PR0418141	Nationwide - 0026904-001 Pay Period: 4/18/2014	716.63
01-2174-0000 P/R DEDUC PBL--GARNISHMENTS			
CHILD SUPPORT SERVICES	PR0418141	Child Support Pay Period: 4/18/2014	269.68
IDAHO STATE TAX COMMISSIO	PR0418141	Garnishments Pay Period: 4/18/2014	75.00
01-2175-0000 P/R DEDUC PBL--PIONEER FED.CR.			
PIONEER FEDERAL CREDIT UNI	PR0418141	Pioneer Federal Credit Union Pay Period: 4/18/2014	2,450.00
01-2175-8000 P/R DEDUC PBL--EMPLOYEE CAF-MD			
NBS-NATIONAL BENEFIT SERVI	PR0418141	125 Medical Savings Pay Period: 4/18/2014	1,052.55
01-2175-9000 P/R DEDUC PBL--EMPLOYEE CAF-DC			
NBS-NATIONAL BENEFIT SERVI	PR0418141	125 Dependant Care Pay Period: 4/18/2014	650.00
Total :			119,505.60

LEGISLATIVE & EXECUTIVE

Vendor Name	Invoice Number	Description	Net Invoice Amount
01-4110-2500 HEALTH INSURANCE-CITY			
STARLEY-LEAVITT INS. AGENC	032714	Administration & Consulting Fees	15.75
01-4110-2505 HEALTH REIMBURSEMENT ACCT(HRA)			
NBS-NATIONAL BENEFIT SERVI	CP-0115005	March HRA Claims	641.77
NBS-NATIONAL BENEFIT SERVI	CP-0115005	March HRA Claims	6.35
01-4110-2515 VISION REIMBURSEMENT ACCT(HRA)			
NBS-NATIONAL BENEFIT SERVI	CP-0115005	March HRA Claims	209.97
01-4110-3100 OFFICE SUPPLIES & POSTAGE			
BUSINESS AS USUAL	119081	Labels	6.95
MASON'S TROPHIES & GIFTS	69737	Gavel	42.75
US BANK	03/25/14	Computer Charger for Mayor	83.74
US BANK	03/25/14	Repair Frame for Mayor's Office	71.60
01-4110-3200 OPERATING SUPPLIES			
SUN VALLEY NATURAL SPRING	27669	Water Cooler & Bottles for Meeting Room	29.72
US BANK	03/25/14	Luncheon for Gary	275.20
01-4110-3600 COMPUTER SOFTWARE			
US BANK	03/25/14	Adobe Pro	31.79
01-4110-4200 PROFESSIONAL SERVICES			
EXPRESS PUBLISHING, INC.	2196-03/14	Acct. 2196	988.20
NBS-NATIONAL BENEFIT SERVI	449308	HRA Admin Fees	10.97
01-4110-4910 MYR/CNCL-TRAINING/TRAVEL/MTG			
US BANK	03/25/14	Nina Jonas - Meeting Expenses	71.68
01-4110-5100 TELEPHONE & COMMUNICATIONS			
COX COMMUNICATIONS	1240103601290	ACCT. 001 2401 036012901	80.77
Total LEGISLATIVE & EXECUTIVE:			2,399.73
ADMINISTRATIVE SERVICES			
01-4150-2500 HEALTH INSURANCE-CITY			
STARLEY-LEAVITT INS. AGENC	032714	Administration & Consulting Fees	22.95
01-4150-2505 HEALTH REIMBURSEMENT ACCT(HRA)			
NBS-NATIONAL BENEFIT SERVI	CP-0115005	March HRA Claims	748.36
NBS-NATIONAL BENEFIT SERVI	CP-0115005	March HRA Claims	201.95
01-4150-2760 EMPLOYEE HOUSING SUBSIDY			
LUKE BOYLE	041514	May Rent	1,500.00
01-4150-3100 OFFICE SUPPLIES & POSTAGE			
CHATEAU DRUG CENTER	1179307	Supplies	5.93
COPY & PRINT, L.L.C.	56815	Office Supplies	18.50
COPY & PRINT, L.L.C.	57302	Office Supplies	22.74
INTEGRATED TECHNOLOGIES	C20728	Copier Maintenance	50.00
SUN VALLEY NATURAL SPRING	27669	Water Cooler & Bottles for Meeting Room	29.72
US BANK	03/25/14	Gift for Peter Everett	21.55
US BANK	03/25/14	Air Service Board P.O. Box	42.00
US BANK	03/25/14	Ear Piece for Kathleen	15.58

Vendor Name	Invoice Number	Description	Net Invoice Amount
01-4150-4200 PROFESSIONAL SERVICES			
CASELLE, INC.	56568	CONTRACT SUPPORT	322.89
KETCHUM COMPUTERS, INC.	10164	Computer Maintenance	550.00
KETCHUM COMPUTERS, INC.	10165	Computer Maintenance	275.00
MURRAY, JO	790	Public Relation Services	4,938.40
NBS-NATIONAL BENEFIT SERVI	449308	HRA Admin Fees	21.25
PAULETTE PHLIPOT	1127	Photography	800.00
PAULETTE PHLIPOT	1128	Photography & Digital Files	200.00
US BANK	03/25/14	Constant Contact	61.75
US BANK	03/25/14	Photos for Woman of the Year	160.00
RED SKY PUBLIC RELATIONS	10139	Communications	3,000.00
QUIGLEY MAP STUDIO	2014-10	Ore Wagon Renovation	2,100.00
01-4150-4400 ADVERTISING & LEGAL PUBLICATIO			
EXPRESS PUBLISHING, INC.	2196-03/14	Acct. 2196	502.60
01-4150-4600 PROPERTY & LIABILITY INSURANCE			
ICRMP	03/26/14	Policy - 33A02097100113	44,002.33
01-4150-4900 PERSONNEL TRAINING/TRAVEL/MTG			
BEST WESTERN BLACKFOOT IN	262353	Lodging for Caselle Trainer	169.98
RIVERSIDE HOTEL	13765	Lodging for Patricia Bennett	285.00
RIVERSIDE HOTEL	13774	Lodging for Kathleen Schwartzberger	285.00
RIVERSIDE HOTEL	13776	Lodging for Katie Carnduff	285.00
UNITED OIL	759147	ACCT. 37266	52.04
US BANK	03/25/14	Sandy - Meeting Expenses	25.44
01-4150-4902 TRAINNG/TRVL/MTG-CITY ADM/ASST			
US BANK	03/25/14	Gary Marks - Meeting Expenses	72.20
US BANK	03/25/14	Cake for Gary's going away	27.55
01-4150-5100 TELEPHONE & COMMUNICATIONS			
CENTURY LINK	1295861575	ACCT. 74754376	71.45
CENTURY LINK	2087260034189	ACCT. L-208-726-0034 189M	906.31
CENTURY LINK	2087880257262	ACCT. L-208-788-0257 262M	390.04
SENTINEL FIRE & SECURITY, IN	177717	Quarterly Monitoring Fee	84.00
01-4150-5110 COMPUTER NETWORK			
KETCHUM COMPUTERS, INC.	10142	Computer Maintenance	2,285.00
01-4150-5200 UTILITIES			
City of Ketchum	1127-03/14	Acct. 1127	29.87
City of Ketchum	9997-03/14	Acct. 9997	662.93
CLEAR CREEK DISPOSAL	794970	ACCT. 951449	60.00
CLEAR CREEK DISPOSAL	796062	ACCT. 960	33.00
IDAHO POWER	2200749261-03	ACCT. 2200749261	1,823.30
INTERMOUNTAIN GAS	102495000014-	ACCT. 10249500-001-4	591.06
01-4150-5220 RECYCLING PROGRAM-ERC			
ENVIRONMENTAL RESOURCE C	033114	Community Services - Clean Sweep & RISE	2,500.00
01-4150-5900 REPAIR & MAINTENANCE-BUILDINGS			
ATKINSONS' MARKET	1856-03/14	ACCT. 1856	9.20
PH CONSTRUCTION	1075	Meeting Room Carpentry	230.00
01-4150-7400 OFFICE FURNITURE & EQUIPMENT			
US BANK	03/25/14	Network Drives	214.48

Vendor Name	Invoice Number	Description	Net Invoice Amount
Total ADMINISTRATIVE SERVICES:			70,706.35
LEGAL			
01-4160-4200 PROFESSIONAL SERVICES			
MOORE SMITH BUXTON & TUR	45973	1536-03 - General	11,230.95
MOORE SMITH BUXTON & TUR	45974	1536-03b - Additiona Billable - General	7,200.38
MOORE SMITH BUXTON & TUR	45978	1536-39 - RPP Application	2,757.88
MOORE SMITH BUXTON & TUR	45980	1536-44 BLM - Blue Canyon Land Exchange	204.75
MOORE SMITH BUXTON & TUR	45981	1536-46 Big Wood Golf Course - Water Rights	100.00
Total LEGAL:			21,493.96
COMMUNITY PLANNING/DEVELOPMENT			
01-4170-2500 HEALTH INSURANCE-CITY			
STARLEY-LEAVITT INS. AGENC	032714	Administration & Consulting Fees	36.90
01-4170-2515 VISION REIMBURSEMENT ACCT(HRA)			
NBS-NATIONAL BENEFIT SERVI	CP-0115005	March HRA Claims	420.98
01-4170-3100 OFFICE SUPPLIES & POSTAGE			
CHATEAU DRUG CENTER	1179307	Supplies	5.94
COPY & PRINT, L.L.C.	56815	Office Supplies	27.75
COPY & PRINT, L.L.C.	57302	Office Supplies	34.11
US BANK	03/25/14	Binder Dividers	37.48
01-4170-3200 OPERATING SUPPLIES			
US BANK	03/25/14	Joyce Breakfast	109.29
01-4170-4200 PROFESSIONAL SERVICES			
KETCHUM COMPUTERS, INC.	10168	Computer Maintenance	150.00
NBS-NATIONAL BENEFIT SERVI	449308	HRA Admin Fees	29.80
YASENAK, BARBARA	974	Office Coverage	102.00
01-4170-4266 PROFESSIONAL SERVICES-ECON DEV			
COPY CENTER	531	Copy & Printing Services	675.50
01-4170-4400 ADVERTISING & LEGAL PUBLICATIO			
EXPRESS PUBLISHING, INC.	2196-03/14	Acct. 2196	709.48
01-4170-4900 PERSONNEL TRAINING/TRAVEL/MTG			
US BANK	03/25/14	Lisa Horowitz Meeting Expenses	19.36
01-4170-4970 TRAINING/TRAVEL/MTG-P&Z COMM			
ATKINSONS' MARKET	1856-03/14	ACCT. 1856	41.37
Total COMMUNITY PLANNING/DEVELOPMENT:			2,399.96
CONTINGENCY			
01-4193-9930 GENERAL FUND OP. CONTINGENCY			
MURRAY, JO	791	R&PP Outreach	352.00
US BANK	03/25/14	R&PP Meeting Expenses	479.66
Total CONTINGENCY:			831.66

Vendor Name	Invoice Number	Description	Net Invoice Amount
CONTRACT FOR SERVICES			
01-4196-4200 PROF.SRVCS-BLM/RIVER PARK			
S2O DESIGN AND ENGINEERING	110232	Design Phase	914.25
S2O DESIGN AND ENGINEERING	110233	CLOMR	16,851.75
Total CONTRACT FOR SERVICES:			17,766.00
POLICE			
01-4210-4200 PROFESSIONAL SERVICES			
IDAHO STATE POLICE	03/25/14	Fingerprint Processing	83.00
Total POLICE:			83.00
BUILDING			
01-4240-2500 HEALTH INSURANCE-CITY			
STARLEY-LEAVITT INS. AGENC	032714	Administration & Consulting Fees	5.40
01-4240-2505 HEALTH REIMBURSEMENT ACCT(HRA)			
NBS-NATIONAL BENEFIT SERVI	CP-0115005	March HRA Claims	419.26
01-4240-3200 OPERATING SUPPLIES			
CHATEAU DRUG CENTER	1179307	Supplies	5.93
COPY & PRINT, L.L.C.	56815	Office Supplies	13.87
COPY & PRINT, L.L.C.	57302	Office Supplies	17.05
US BANK	03/25/14	Coffee	9.15
01-4240-4200 PROFESSIONAL SERVICES			
NBS-NATIONAL BENEFIT SERVI	449308	HRA Admin Fees	4.47
YASENAK, BARBARA	974	Office Coverage	102.00
Total BUILDING:			577.13
Total GENERAL FUND:			235,763.39
WAGON DAYS FUND			
WAGON DAYS EXPENDITURES			
02-4530-4200 PROFESSIONAL SERVICES			
SUN VALLEY EVENTS	498	Wagon Days Hours	750.00
SUN VALLEY EVENTS	498	Constant Contact	30.00
Total WAGON DAYS EXPENDITURES:			780.00
Total WAGON DAYS FUND:			780.00
STREET MAINTENANCE FUND			
STREET			
04-4310-2500 HEALTH INSURANCE-CITY			
STARLEY-LEAVITT INS. AGENC	032714	Administration & Consulting Fees	66.60
04-4310-2505 HEALTH REIMBURSEMENT ACCT(HRA)			
NBS-NATIONAL BENEFIT SERVI	CP-0115005	March HRA Claims	471.99
NBS-NATIONAL BENEFIT SERVI	CP-0115005	March HRA Claims	198.47

Vendor Name	Invoice Number	Description	Net Invoice Amount
04-4310-2515 VISION REIMBURSEMENT ACCT(HRA)			
NBS-NATIONAL BENEFIT SERVI	CP-0115005	March HRA Claims	89.99
04-4310-3200 OPERATING SUPPLIES			
D AND B SUPPLY	11044-04/06/14	ACCT. 11044	59.98
WAKE UP AND LIVE, INC.	1736	Street Dept. Breakfasts	282.33
04-4310-3400 MINOR EQUIPMENT			
FASTENAL COMPANY	IDJER45789	Parts & Supplies	271.63
FASTENAL COMPANY	IDJER47196	Supplies	473.13
FASTENAL COMPANY	IDJER47336	Supplies	29.24
04-4310-3500 MOTOR FUELS & LUBRICANTS			
UNITED OIL	759150	ACCT. 37269	1,370.80
UNITED OIL	760405	ACCT. 37269	1,646.95
04-4310-4200 PROFESSIONAL SERVICES			
EARTHWORKS, LLC	12504	Snow Hauling	1,537.50
EARTHWORKS, LLC	12538	Snow Hauling	4,612.50
EXPRESS PUBLISHING, INC.	2196-03/14	Acct. 2196	347.36
NBS-NATIONAL BENEFIT SERVI	449308	HRA Admin Fees	38.98
04-4310-4900 PERSONNEL TRAINING/TRAVEL/MTG			
DOMKE, RON	040714	Training Expenses	70.50
ERICKSON, JADE	040714	Training	70.50
LHTAC	T2-032014-13	T2 Center Classes	120.00
LHTAC	T2-040114-18	T2 Center Classes	240.00
SHULER, REED	040714	Training Expenses	18.00
SHULER, REED	040714	Training Expenses	18.00
VERGEL, DAMON	040714	Training Expenses	88.50
RAMM, JUSTIN	040714	Training Expenses	36.50
RAMM, JUSTIN	040714	Training Expenses	70.50
04-4310-5100 TELEPHONE & COMMUNICATIONS			
CENTURY LINK	1295861575	ACCT. 74754376	10.53
COX COMMUNICATIONS	1240120518270	ACCT. 001 2401 205182701	63.20
04-4310-5200 UTILITIES			
City of Ketchum	9993-03/14	Acct. 9993	181.44
City of Ketchum	9999-03/14	Acct. 9999	116.06
INTERMOUNTAIN GAS	102495000014-	ACCT. 10249500-001-4	560.36
INTERMOUNTAIN GAS	102495000014-	ACCT. 10249500-001-4	193.76
INTERMOUNTAIN GAS	119369000011-	ACCT. 11936900-001-1	203.82
04-4310-6000 REPAIR & MAINT--AUTOMOTIVE EQU			
RIVER RUN AUTO PARTS	6538-70883	Parts & Supplies	29.77
04-4310-6100 REPAIR & MAINT--MACHINERY & EQ			
A.C. HOUSTON LUMBER CO.	14-376842	Supplies	31.37
BARRY EQUIPMENT RENTAL	117589-1	Supplies	71.74
FASTENAL COMPANY	IDJER46278	Supplies	112.01
FASTENAL COMPANY	IDJER47492	Supplies	12.07
LES SCHWAB	11700140039	Tires	2,381.84
METROQUIP, INC.	22837	Credit	618.35-
METROQUIP, INC.	22946	Parts & Supplies	883.50
METROQUIP, INC.	22983	Parts & Supplies	51.89
METROQUIP, INC.	23053	Parts & Supplies	291.31

Vendor Name	Invoice Number	Description	Net Invoice Amount
METROQUIP, INC.	23080	Parts	198.15
METROQUIP, INC.	23101	Parts	20.88
RIVER RUN AUTO PARTS	6538-70897	Parts & Supplies	5.50
RIVER RUN AUTO PARTS	6538-70898	Parts & Supplies	8.99
US BANK	03/25/14	Bike Repairs	18.31
US BANK	03/25/14	Crack Sealer Parts	35.83
04-4310-6910 OTHER PURCHASED SERVICES			
AMERIPRIDE LINEN	2400309725	ACCT. 241076800	32.61
NORCO	13157662	ACCT. 53271	350.71
NORCO	13257915	ACCT. 53271	219.48
SENTINEL FIRE & SECURITY, IN	177718	Quarterly Monitoring Fee	84.00
SENTINEL FIRE & SECURITY, IN	177894	Quarterly Monitoring Fee	84.00
04-4310-6920 SIGNS & SIGNALIZATION			
ECONO SIGNS LLC	10-913722	Signage	239.40
ECONO SIGNS LLC	10-914013	Signage	310.60
FASTENAL COMPANY	IDJER47336	Supplies	63.20
NAPA AUTO PARTS	772390	Supplies	22.40
04-4310-6930 STREET LIGHTING			
IDAHO POWER	2200059315-03	ACCT. 2200059315	5.35
IDAHO POWER	2200506786-03	ACCT. 2200506786	27.20
IDAHO POWER	2201013857-03	ACCT. 2201013857	35.84
IDAHO POWER	2201174667-03	ACCT. 2201174667	9.00
IDAHO POWER	2202627564-03	ACCT. 2202627564	29.19
IDAHO POWER	2204535385-03	ACCT. 2204535385	164.90
IDAHO POWER	2205963446-03	ACCT. 2205963446	116.02
IDAHO POWER	2206773224-03	ACCT. 2206773224	12.56
INOVUS SOLAR, INC.	713	Street Lights	191.00
PLATT	B418410	Supplies	272.86
PLATT	B935524	Supplies	128.59
PLATT	B985030	Street Lights	42.30
PLATT	B985068	Street Lights	41.48
04-4310-6950 MAINTENANCE & IMPROVEMENTS			
FASTENAL COMPANY	IDJER47196	Supplies	270.62
US BANK	03/25/14	Nonslip Tape	143.00
WALKER SAND AND GRAVEL	14053	Road Materials	806.82
Total STREET:			20,712.46
Total STREET MAINTENANCE FUND:			20,712.46
STREET CAPITAL IMPROVEMENT FND			
STREET CIP EXPENDITURES			
05-4310-7600 STREET EQUIPMENT			
US BANK	03/25/14	Walk Saw	2,396.00
Total STREET CIP EXPENDITURES:			2,396.00
Total STREET CAPITAL IMPROVEMENT FND:			2,396.00
FIRE & RESCUE FUND			
FIRE & RESCUE			

Vendor Name	Invoice Number	Description	Net Invoice Amount
10-4230-2500 HEALTH INSURANCE-CITY			
STARLEY-LEAVITT INS. AGENC	032714	Administration & Consulting Fees	45.36
10-4230-2505 HEALTH REIMBURSEMENT ACCT(HRA)			
NBS-NATIONAL BENEFIT SERVI	CP-0115005	March HRA Claims	1,054.21
NBS-NATIONAL BENEFIT SERVI	CP-0115005	March HRA Claims	669.74
10-4230-2515 VISION REIMBURSEMENT ACCT(HRA)			
NBS-NATIONAL BENEFIT SERVI	CP-0115005	March HRA Claims	324.75
10-4230-3200 OPERATING SUPPLIES			
ALSCO - AMERICAN LINEN DIVI	LBO11136403	Cleaning Services	14.78
ALSCO - AMERICAN LINEN DIVI	LBO11140741	Cleaning Services	14.77
ATKINSONS' MARKET	1841-03/14	ACCT. 1841	28.63
BLUMENTHAL UNIFORMS AND	59409	Supplies	119.98
CHATEAU DRUG CENTER	1179307	Supplies	2.97
COPY & PRINT, L.L.C.	56815	Office Supplies	6.93
COPY & PRINT, L.L.C.	57302	Office Supplies	8.53
KETCHUM KITCHENS	7360	Grinder	15.00
RIVER RUN AUTO PARTS	6538-70801	Supplies	15.30
TG TECHNICAL SERVICES	7717	Supplies	190.00
UNITED STATES POSTAL SERVI	966-04/14	Postage Box Fee for 966	29.00
US BANK	03/25/14	Headset & Harddrive	48.81
US BANK	03/25/14	Name Badges	15.88
US BANK	03/25/14	Coffee	9.15
10-4230-3500 MOTOR FUELS & LUBRICANTS			
UNITED OIL	760403	ACCT. 37267	168.77
10-4230-4200 PROFESSIONAL SERVICES			
NBS-NATIONAL BENEFIT SERVI	449308	HRA Admin Fees	31.29
YASENAK, BARBARA	974	Office Coverage	51.00
SEAN TAJKOWSKI	KFD031314A	KFD Radio System backup power supply	100.00
10-4230-4900 PERSONNEL TRAINING/TRAVEL/MTG			
US BANK	03/25/14	Joint Fire Meeting Lunch	23.87
US BANK	03/25/14	Wildland Training Center - Pete Schwartz	250.00
WITTHAR, MIKE	040914	Training Expenses	53.25
10-4230-5100 TELEPHONE & COMMUNICATIONS			
GLOBALSTAR USA	5459077	ACCT. 1.10022032	21.22
US BANK	03/25/14	GMPCS - Annual Fee	201.14
10-4230-5900 REPAIR & MAINTENANCE-BUILDINGS			
BOUISS & ASSOCIATES, PA	15686	Professional Services	75.00
BROOKS WELDING	9688	Garage Door Repair	70.70
DAVIS EMBROIDERY	22474	Flags	92.67
10-4230-6000 REPAIR & MAINT--AUTOMOTOVE EQU			
CONSOLIDATED ELECTRICAL D	3755-552589	Supplies	51.59
Total FIRE & RESCUE:			3,804.29
Total FIRE & RESCUE FUND:			3,804.29
AMBULANCE SERVICE FUND			
AMBULANCE SERVICE			

Vendor Name	Invoice Number	Description	Net Invoice Amount
14-4260-2500 HEALTH INSURANCE-CITY			
STARLEY-LEAVITT INS. AGENC	032714	Administration & Consulting Fees	75.24
14-4260-2505 HEALTH REIMBURSEMENT ACCT(HRA)			
NBS-NATIONAL BENEFIT SERVI	CP-0115005	March HRA Claims	1,942.21
NBS-NATIONAL BENEFIT SERVI	CP-0115005	March HRA Claims	852.05
14-4260-2515 VISION REIMBURSEMENT ACCT(HRA)			
NBS-NATIONAL BENEFIT SERVI	CP-0115005	March HRA Claims	350.25
14-4260-3200 OPERATING SUPPLIES			
ALSCO - AMERICAN LINEN DIVI	LBO11136403	Cleaning Services	14.77
ALSCO - AMERICAN LINEN DIVI	LBO11140741	Cleaning Services	14.78
ATKINSONS' MARKET	1841-03/14	ACCT. 1841	28.63
BLUMENTHAL UNIFORMS AND	59409	Supplies	119.98
BOUNDTREE MEDICAL	81386521	Supplies	250.19
CHATEAU DRUG CENTER	1179307	Supplies	2.97
COPY & PRINT, L.L.C.	56815	Office Supplies	6.93
COPY & PRINT, L.L.C.	57302	Office Supplies	8.52
KETCHUM KITCHENS	7360	Grinder	14.99
MOORE MEDICAL CORPORATIO	82399840	Supplies	636.21
NORCO	13202796	ACCT. 54794	44.80
NORCO	13244677	ACCT. 54794	93.14
NORCO	13257823	ACCT. 52355	29.76
NORCO	13258771	ACCT. 54794	232.50
RIVER RUN AUTO PARTS	6538-70801	Supplies	15.30
UNITED STATES POSTAL SERVI	966-04/14	Postage Box Fee for 966	29.00
US BANK	03/25/14	Headset & Harddrive	48.81
US BANK	03/25/14	Name Badges	15.89
US BANK	03/25/14	Coffee	9.15
14-4260-3500 MOTOR FUELS & LUBRICANTS			
UNITED OIL	760403	ACCT. 37267	243.90
14-4260-4200 PROFESSIONAL SERVICES			
NBS-NATIONAL BENEFIT SERVI	449308	HRA Admin Fees	50.84
YASENAK, BARBARA	974	Office Coverage	51.00
SEAN TAJKOWSKI	KFD031314A	KFD Radio System backup power supply	100.00
14-4260-4900 PERSONNEL TRAINING/TRAVEL/MTG			
CHATEAU DRUG CENTER	1179498	Supplies	46.49
US BANK	03/25/14	Joint Fire Meeting Lunch	23.86
WITTHAR, MIKE	040914	Training Expenses	53.25
14-4260-5100 TELEPHONE & COMMUNICATIONS			
GLOBALSTAR USA	5459077	ACCT. 1.10022032	21.22
US BANK	03/25/14	GMPCS - Annual Fee	201.13
14-4260-5900 REPAIR & MAINTENANCE-BUILDINGS			
BOUISS & ASSOCIATES, PA	15686	Professional Services	75.00
DAVIS EMBROIDERY	22474	Flags	92.67
Total AMBULANCE SERVICE:			5,795.43
Total AMBULANCE SERVICE FUND:			5,795.43

Vendor Name	Invoice Number	Description	Net Invoice Amount
PARKS AND RECREATION FUND			
PARKS AND RECREATION			
18-4510-2500 HEALTH INSURANCE-CITY			
STARLEY-LEAVITT INS. AGENC	032714	Administration & Consulting Fees	60.75
18-4510-3100 OFFICE SUPPLIES & POSTAGE			
INTEGRATED TECHNOLOGIES	C20786	Copier Maintenance	98.69
OFFICE VALUE	457990-001	Supplies	30.52
OFFICE VALUE	468834-001	Supplies	33.78
18-4510-3200 OPERATING SUPPLIES			
A.C. HOUSTON LUMBER CO.	14-378283	Supplies	15.98
CHATEAU DRUG CENTER	1180284	Supplies	88.64
CHATEAU DRUG CENTER	1181684	Supplies	9.49
OFFICE VALUE	468834-002	Supplies	25.99
18-4510-3250 RECREATION SUPPLIES			
US BANK	03/25/14	Stop Watches	65.97
18-4510-3300 RESALE ITEMS-CONCESSION SUPPLY			
ATKINSONS' MARKET	1861-03/14	ACCT. 1861	11.18
SYSCO	603234545	Concession & Supplies	474.91
18-4510-3500 MOTOR FUELS & LUBRICANTS			
UNITED OIL	755395	ACCT. 37268	224.15
UNITED OIL	760404	ACCT. 37268	130.84
18-4510-4200 PROFESSIONAL SERVICES			
CLEAR CREEK LAND CO. LLC	9887	Mobile Storage Rent	70.00
KETCHUM COMPUTERS, INC.	10143	Computer Maintenance	255.00
NBS-NATIONAL BENEFIT SERVI	449308	HRA Admin Fees	31.78
18-4510-5100 TELEPHONE & COMMUNICATIONS			
CENTURY LINK	1295861575	ACCT. 74754376	3.57
STAUFFACHER, JUERG	041114	Cell Phone Reimbursement	150.00
ARMS, SHARON	040914	Cell Phone Reimbursement	150.00
18-4510-5200 UTILITIES			
City of Ketchum	1245-03/14	Acct. 1245	71.01
City of Ketchum	456-03/14	Acct. 456	29.85
City of Ketchum	532-03/14	Acct. 532	117.66
City of Ketchum	536-03/14	Acct. 536	268.65
City of Ketchum	560-03/14	Acct. 560	29.85
City of Ketchum	9991-03/14	Acct. 9991	120.06
City of Ketchum	9995-03/14	Acct. 9995	479.38
City of Ketchum	9996-03/14	Acct. 9996	100.86
INTERMOUNTAIN GAS	102495000014-	ACCT. 10249500-001-4	54.79
INTERMOUNTAIN GAS	102495000014-	ACCT. 10249500-001-4	61.60
INTERMOUNTAIN GAS	115345000018-	ACCT. 11534500-001-8	153.40
INTERMOUNTAIN GAS	807350253157-	Acct. 80735025-315-7	9.79
18-4510-6000 REPAIR & MAINT--AUTOMOTIVE EQU			
RIVER RUN AUTO PARTS	6538-70996	Parts & Supplies	21.50
18-4510-6950 MAINTENANCE & IMPROVEMENTS			
A.C. HOUSTON LUMBER CO.	14-379221	Supplies	15.19
CHATEAU DRUG CENTER	1182573	Supplies	5.68

Vendor Name	Invoice Number	Description	Net Invoice Amount
GREENUP	04/02/14	Tranah Can Liners	1,999.50
PIPECO, INC.	130242	Gloves	20.95
SHERWIN-WILLIAMS CO.	5649-8	Supplies	82.32
US BANK	03/25/14	Anti Slip take for 4th Street	234.66
US BANK	03/25/14	Paint for Benches	162.25
18-4510-9930 PARK & REC FUND OP.CONTINGENCY			
US BANK	03/25/14	Jen Smith - Meeting Expenses	14.02
Total PARKS AND RECREATION:			5,984.21
Total PARKS AND RECREATION FUND:			5,984.21
LOCAL OPTION SALES TAX FUND			
LOCAL OPTION SALES TAX			
22-4910-2500 HEALTH INSURANCE-CITY			
STARLEY-LEAVITT INS. AGENC	032714	Administration & Consulting Fees	9.90
22-4910-2505 HEALTH REIMBURSEMENT ACCT(HRA)			
NBS-NATIONAL BENEFIT SERVI	CP-0115005	March HRA Claims	258.20
NBS-NATIONAL BENEFIT SERVI	CP-0115005	March HRA Claims	26.31
22-4910-2515 VISION REIMBURSEMENT ACCT(HRA)			
NBS-NATIONAL BENEFIT SERVI	CP-0115005	March HRA Claims	59.99
22-4910-4200 PROFESSIONAL SERVICES			
NBS-NATIONAL BENEFIT SERVI	449308	HRA Admin Fees	7.83
22-4910-9930 LOT FUND OP. CONTINGENCY			
SUN VALLEY MARKETING ALLI	4608	Rent	1,500.00
Total LOCAL OPTION SALES TAX :			1,862.23
Total LOCAL OPTION SALES TAX FUND:			1,862.23
GO BOND DEBT SERVICE FUND			
GO BOND DEBT SRVICE EXP/TRNFRS			
40-4800-4200 PROF.SERVICES-PAYING AGENT			
ZIONS FIRST NATIONAL BANK	4899901-02/14	GO BONDS Administration Fee	500.00
Total GO BOND DEBT SRVICE EXP/TRNFRS:			500.00
Total GO BOND DEBT SERVICE FUND:			500.00
UNDERGROUNDING IMPROVEMENT FND			
UNDERGROUNDING EXPENDITURES			
UNDERGROUNDING			
50-4800-7179 5TH STREET UNDERGROUNDING			
IDAHO POWER COMPANY	27384457	5th Street Undergrounding	135,425.00
Total UNDERGROUNDING EXPENDITURES:			135,425.00
Total UNDERGROUNDING IMPROVEMENT FND:			135,425.00
WATER FUND			

Vendor Name	Invoice Number	Description	Net Invoice Amount
63-3400-6100 WATER CHARGES			
KIRK RIEDINGER	040814	Overpayment of Water & Sewer	415.48
Total :			415.48
WATER EXPENDITURES			
63-4340-2500 HEALTH INSURANCE-CITY			
STARLEY-LEAVITT INS. AGENC	032714	Administration & Consulting Fees	49.95
63-4340-2505 HEALTH REIMBURSEMENT ACCT(HRA)			
NBS-NATIONAL BENEFIT SERVI	CP-0115005	March HRA Claims	591.24
NBS-NATIONAL BENEFIT SERVI	CP-0115005	March HRA Claims	761.27
63-4340-2515 VISION REIMBURSEMENT ACCT(HRA)			
NBS-NATIONAL BENEFIT SERVI	CP-0115005	March HRA Claims	119.98
63-4340-3200 OPERATING SUPPLIES			
A.C. HOUSTON LUMBER CO.	14-378233	Supplies	10.09
AMERIPRIDE LINEN	2400310889	ACCT. 241076901	38.32
AMERIPRIDE LINEN	2400310890	ACCT. 241076900	71.46
CHATEAU DRUG CENTER	1182046	Supplies	33.22
UNIFIED OFFICE SERVICES	181072	Office Supplies	34.83
63-4340-3250 LABORATORY/ANALYSIS			
MAGIC VALLEY LABS, INC.	46920	Testing	56.00
63-4340-3500 MOTOR FUELS & LUBRICANTS			
UNITED OIL	760406	ACCT. 37270	53.51
UNITED OIL	760406	ACCT. 37270	112.46
UNITED OIL	760407	ACCT. 37271	666.73
63-4340-3800 CHEMICALS			
GEM STATE WELDERS SUPPLY,I	E238181	Chemicals	243.00
63-4340-4200 PROFESSIONAL SERVICES			
CASELLE, INC.	56568	CONTRACT SUPPORT	322.89
NBS-NATIONAL BENEFIT SERVI	449308	HRA Admin Fees	37.89
63-4340-4600 INSURANCE			
ICRMP	03/26/14	Policy - 33A02097100113	5,739.44
63-4340-4900 PERSONNEL TRAINING/TRAVEL/MTG			
RIVERSIDE HOTEL	13263	Lodging for Pat Cooley	194.00
RIVERSIDE HOTEL	13605	Lodging for Robyn Mattison	35.28
63-4340-5100 TELEPHONE & COMMUNICATIONS			
CENTURY LINK	1295861575	ACCT. 74754376	3.81
DATATEL	201551	Phone Repairs & Services	81.29
SENTINEL FIRE & SECURITY, IN	177590	Quarterly Monitoring Fee	40.80
63-4340-5200 UTILITIES			
IDAHO POWER	2203658592-03	ACCT. 2203658592	5,427.07
INTERMOUNTAIN GAS	102495000014-	ACCT. 10249500-001-4	35.11
INTERMOUNTAIN GAS	102495000014-	ACCT. 10249500-001-4	148.32

Vendor Name	Invoice Number	Description	Net Invoice Amount
63-4340-6000 REPAIR & MAINT-AUTO EQUIP			
NAPA AUTO PARTS	772945	Supplies	8.65
RIVER RUN AUTO PARTS	6538-70896	Parts & Supplies	62.58
RIVER RUN AUTO PARTS	6538-70930	Parts & Supplies	46.32
SAFETY-KLEEN CORP.	63042039	Solvent	244.38
63-4340-6100 REPAIR & MAINT-MACH & EQUIP			
A.C. HOUSTON LUMBER CO.	14-377722	Supplies	27.63
RIVER RUN AUTO PARTS	6538-70938	Parts & Supplies	69.90
SAWTOOTH WOOD PRODUCTS, I	83426	Supplies	155.70
WEBB LANDSCAPING	19314	Supplies	14.22
WEBB LANDSCAPING	19338	Seed	16.46
Total WATER EXPENDITURES:			15,553.80
Total WATER FUND:			15,969.28
WATER CAPITAL IMPROVEMENT FUND			
WATER CIP EXPENDITURES			
64-4340-7800 CONSTRUCTION			
LUNCEFORD EXCAVATION, INC.	5328	Excavation	500.00
Total WATER CIP EXPENDITURES:			500.00
Total WATER CAPITAL IMPROVEMENT FUND:			500.00
WASTEWATER FUND			
65-3400-7100 WASTEWATER CHARGES			
KIRK RIEDINGER	040814	Overpayment of Water & Sewer	56.23
Total :			56.23
WASTEWATER EXPENDITURES			
65-4350-2500 HEALTH INSURANCE-CITY			
STARLEY-LEAVITT INS. AGENC	032714	Administration & Consulting Fees	94.95
65-4350-2505 HEALTH REIMBURSEMENT ACCT(HRA)			
NBS-NATIONAL BENEFIT SERVI	CP-0115005	March HRA Claims	762.98
NBS-NATIONAL BENEFIT SERVI	CP-0115005	March HRA Claims	927.55
65-4350-2515 VISION REIMBURSEMENT ACCT(HRA)			
NBS-NATIONAL BENEFIT SERVI	CP-0115005	March HRA Claims	203.98
65-4350-3100 OFFICE SUPPLIES & POSTAGE			
COPY CENTER	531	Copy & Printing Services	156.00
FEDEX	261007791	Shipping	39.58
65-4350-3200 OPERATING SUPPLIES			
AMERIPRIDE LINEN	2400310888	ACCT. 241021000	103.43
AMERIPRIDE LINEN	2400310889	ACCT. 241076901	8.27
ENVIRONMENTAL RESOURCE A	713619	Supplies	1,143.41
NORTH CENTRAL LABORATORI	335947	Supplies	424.40
TREASURE VALLEY COFFEE IN	2160:03544575	Supplies	14.36

Vendor Name	Invoice Number	Description	Net Invoice Amount
UNIFIED OFFICE SERVICES	181072	Office Supplies	32.82
65-4350-3500 MOTOR FUELS & LUBRICANTS			
UNITED OIL	760406	ACCT. 37270	91.48
65-4350-3800 CHEMICALS			
SAFETY-KLEEN CORP.	63042038	Solvent	148.03
65-4350-4200 PROFESSIONAL SERVICES			
ANALYTICAL LABORATORIES, I	27417	Supplies	519.50
CASELLE, INC.	56568	CONTRACT SUPPORT	322.89
CURRENT DESIGN, LLC	1821	New VFD installation	1,765.92
MAGIC VALLEY LABS, INC.	46920	Testing	36.00
NBS-NATIONAL BENEFIT SERVI	449308	HRA Admin Fees	66.29
65-4350-4600 INSURANCE			
ICRMP	03/26/14	Policy - 33A02097100113	14,029.73
65-4350-4900 PERSONNEL TRAINING/TRAVEL/MTG			
RIVERSIDE HOTEL	13605	Lodging for Robyn Mattison	35.27
RIVERSIDE HOTEL	13615	Lodging for Mick Mummert	119.00
OXFORD SUITES BOISE	72102	Training Expenses - Teri Pierce	166.00
65-4350-5100 TELEPHONE & COMMUNICATIONS			
CENTURY LINK	1295861575	ACCT. 74754376	5.18
DATATEL	201551	Phone Repairs & Services	81.28
SENTINEL FIRE & SECURITY, IN	177590	Quarterly Monitoring Fee	40.80
65-4350-5200 UTILITIES			
IDAHO POWER	2202703357-03	ACCT. 2202703357	87.93
INTERMOUNTAIN GAS	102495000014-	ACCT. 10249500-001-4	139.78
INTERMOUNTAIN GAS	102495000014-	ACCT. 10249500-001-4	431.45
INTERMOUNTAIN GAS	102495000014-	ACCT. 10249500-001-4	107.15
INTERMOUNTAIN GAS	102495000014-	ACCT. 10249500-001-4	35.12
INTERMOUNTAIN GAS	102495000014-	ACCT. 10249500-001-4	197.79
65-4350-6000 REPAIR & MAINT-AUTO EQUIP			
LES SCHWAB	11700143272	Flat Repair	33.95
NAPA AUTO PARTS	772945	Supplies	8.64
RIVER RUN AUTO PARTS	6538-70896	Parts & Supplies	62.58
RIVER RUN AUTO PARTS	6538-70930	Parts & Supplies	46.31
65-4350-6100 REPAIR & MAINT-MACH & EQUIP			
CHATEAU DRUG CENTER	1182232	Supplies	24.69
COLUMBIA ELECTRIC SUPPLY	8819-529082	Supplies	5,878.79
HACH	8753300	Supplies	961.81
NEW YORK BLOWER COMPANY	3054792	Blower Fan Repair	551.14
65-4350-6900 COLLECTION SYSTEM SERVICES/CHA			
AMERIPRIDE LINEN	2400310888	ACCT. 241021000	18.26
DATATEL	201551	Phone Repairs & Services	28.68
INTERMOUNTAIN GAS	102495000014-	ACCT. 10249500-001-4	18.91
INTERMOUNTAIN GAS	102495000014-	ACCT. 10249500-001-4	12.40
MARIC SALES	12153	Leader Hose	101.42
NORTHERN TOOL & EQUIP. CO.	900813437	Supplies	83.43
RIVERSIDE HOTEL	13605	Lodging for Robyn Mattison	12.45
SAFETY-KLEEN CORP.	63042038	Solvent	26.12
SENTINEL FIRE & SECURITY, IN	177590	Quarterly Monitoring Fee	14.40

Vendor Name	Invoice Number	Description	Net Invoice Amount
TREASURE VALLEY COFFEE IN	2160:03544575	Supplies	2.54
UNIFIED OFFICE SERVICES	181072	Office Supplies	12.29
UNITED OIL	760406	ACCT. 37270	18.88
UNITED OIL	760406	ACCT. 37270	102.48
Total WASTEWATER EXPENDITURES:			30,358.49
Total WASTEWATER FUND:			30,414.72
WASTEWATER CAPITAL IMPROVE FND			
WASTEWATER CIP EXPENDITURES			
67-4350-7808 HEADWORKS PLANNING & DESIGN			
COPY CENTER	531	Copy & Printing Services	180.00
Total WASTEWATER CIP EXPENDITURES:			180.00
Total WASTEWATER CAPITAL IMPROVE FND:			180.00
Grand Totals:			460,087.01

Report Criteria:

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

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