



City Administrator's Report, 01/26/2015

We are pleased to announce that the Employee of the Year for 2014 is Larry Stark. Larry's write up for this recognition follows:

Larry Stark is the City of Hayden's Employee of the Year. Larry has been a valuable asset to the City of Hayden. Some years ago, he left his many years of construction work in the private sector to work within the public realm. Doing this, Larry brought a vast reservoir of knowledge to his job as a building inspector and plan reviewer. Larry arrives every day with a smile on his face and a light joke, a great story or when you are really lucky, a zucchini, to offer to you. Our contractors enjoy working with Larry and so do his co-workers. In addition to his great personality and hard work, we benefit from his carpentry skills and no-nonsense fix-it skills. In the past year, Larry has stepped to the plate even when not specifically asked to--responding to the demands placed on him with a great attitude and willingness to go the extra mile in terms of dedication to the needs of the City. Larry, we appreciate you and this year want you to know that you have done the work that clearly makes you the City of Hayden's Employee of the Year. P.S. Don't let this go to your head and start slacking, we need you!

The Employee of the Month for December 2014 is Wade Holecek. His citation is below:

A much well-deserved congratulations to Wade Holecek for being designated as the December 2014 Employee of the Month. During the month of December, Wade was instrumental in, and provided outstanding service during the organization and implementation of our new snow removal system, coordinating contractor needs for the Chomper Café tenant improvements at Stoddard Park, handling the crew coordination and overseeing clean-up efforts of "certain leaky sewer pipes," and generally doing a great job with a great attitude. Wade is often the guy working in the background, making sure everyone has what they need to do a great job for the City. Wade is very easy to be around and his positive demeanor makes working with him a pleasure. Thank you Wade for your continued outstanding service that shined extra bright during the month of December.

We also recognized several of our employees with Team Excellence in Service Awards. The first one was presented to Abbi Landis, Jennifer Arrotta, Samantha Read, Sherri Gombos, Sherilyn Overstreet, and Michael Drobnock. Their citation follows:

This award is well-deserved. Abbi, Jennifer, Samantha, Sherri, Sherilyn, and Michael pulled together as a team to make the December 2014 Holiday Social a memorable moment for all who attended. Knowing that she was about to go on an extended leave, Abbi started planning and making the reservations back in August of 2014. Abbi wasn't sure if she would be back in time for the celebration so she prepared the invitations too. Jennifer and Sherri helped get the invitations out to everyone while Jennifer and Samantha helped gather the RSVPs for a head count of those planning to attend. Abbi was back to work in time to select and print off the words for the carols so everyone could sing them together. Despite his busy end-of-year update schedule, Michael took some time to show Abbi how to download and capture the music for the carols. Thank you to Abbi, Jennifer, Samantha, Sherri, Sherilyn, and Michael for demonstrating the importance of and the positive result that comes from working together as a team. We appreciate all of you!!!

A second Team Excellence in Service Award was presented to Jennifer Arrotta, Samantha Read, Ron Reno, Bill Davis, Dan Hall, Wade Holecek, Kevin Selzler, Mike Cross, Eric Thurman, Jamie Conery, Joe Coulter, Arnie Rathbun, Abbi Landis, Jamie Gardipe, Donna Phillips, and Michael Drobnock. Please read their write-up that follows:

Running two events within three weeks of each other is a big undertaking in itself, and when the weather doesn't cooperate, it brings even more challenges.

Although cold and damp, the Veterans Day Parade and Ceremony was very successful; and as usual, the employees didn't let the less-than-desirable weather affect their commitment to running a wonderful event. It is their dedication and enthusiasm that make the Veterans Day parade and ceremony memorable and special for those in attendance.

For the past couple years, the weather has been a huge obstacle for the Hayden Lights Parade and Christmas Tree Lighting Ceremony. This year, the torrential downpour and near flooding throughout the day of the event caused much concern. Signage had to be posted and reposted and trailer set-up had to be delayed until after the rain stopped which meant the sound system couldn't be set up until immediately before the event. Even with many more things that made for a bit of a hectic, stressful day of preparation, all the staff involved didn't let the rain dampen their spirit of teamwork or their commitment to excellence, and the event was greatly enjoyed by all.

Many thanks and congratulations to all of these employees for exhibiting an extraordinary group effort and once again bringing top-quality special events to the Hayden community!

Hayden is very fortunate to have employees that are committed to staying healthy. This year, 13 people participated in the Healthy Holiday Challenge. Honored for their efforts

were: Kristine Rose, Abbi Landis, Jamie Gardipe, Jill Bowes, Sherri Gombos, Samantha Read, Ron Reno, Donna Phillips, Linda Port, Sandee McKinney, Suzie Cano, Vicki Rutherford, and Connie Krueger, and Sherilyn Overstreet.

I know you will all join me in expressing our appreciation to Larry, Wade, and to all of our team for their hard work and dedication. 2014 was a banner year for the city and it can all be attributed to a great staff of professionals working behind the scenes.

Information Technology Services

Information systems has completed major infrastructure projects in the previous two quarters which continue moving the City forward with regards to better stability of systems, reduced costs of future maintenance, and keeping down time to the absolute minimum with all of these items working together, supported by the City of Hayden's employees, to serve the public faster and more efficiently.

The switch over to fiber optic for the City's phone system went smoothly and incurred less than twenty minutes downtime during the cut-over of service. Our vendor Intermax gave us the correct information to make the switch as easy as possible and also covered infrastructure transition expenses saving the City, and ultimately the tax payers the costs involved. We were able to use the phone system purchased in 2012 rather than having to upgrade, and all missing calling features work properly now. All this was done with a yearly cost savings of about ten percent over the City's previous vendor.

The City's servers were moved into a separate rack from the network infrastructure, cabling, and power was organized and tested for adherence to standards. Some physical servers were virtualized further saving power and cooling costs. Servers actually needed less cooling due to the new physical layout of the server room with the system being able to be set 4 degrees higher for the same cooling effect. This will be an ongoing savings in electrical power costs. The City's domain was upgraded to a newer version supporting the client workstations more effectively, which in turn makes the employees able to serve the public better and with less hiccups.

Business Licensing is ready to go Live with only two things needed to be done to integrate with Access Idaho, the online payment provider. This will allow businesses to complete the application online at home or wherever access to a PC is available, at City Hall either electronically or via paper form, and also be able to pay online securely through the State of Idaho's payment provider. Community and Economic Development worked hard to make sure that the online application process is user friendly while still collecting the information that the City Ordinance requires a business to provide.

During the turn of the calendar to 2015, Information Systems updated the accounting software with new tax tables and features released from our vendor Vadim. These updates have fixed errors and added functionality especially with regards to Utility Billing. A new version of the City's GIS software has been released, and will offer features that will allow more interactive collection and presentation of data with the goal of more data being able to be easily used to answer public questions and document the City's data sets with easier to understand maps.

Work on the City's new website is well underway with the overall design concept nearly finalized. The next stage will be making sure the information is presented in an easy to find manner for the citizens and public at large, so that the website becomes a resource that can be used easily by all and reflects the spirit of the Hayden community. Of course, City Hall is still open and serving the public as usual, but having an online resource accessible 24/7 will be a great help to those who have quick and simple questions and prefer to access it at home or on a tablet or phone.

Community and Economic Development

Permit Activity:

Staff is working on the end of year permit report and will be providing this information after the first of the new year.

Hayden's City Center—Strategic Community and Economic Development Project:

- *Miscellaneous Land Acquisitions:* The Hayden Urban Renewal Agency has budgeted additional funds for strategic property acquisitions in the coming fiscal year and staff is working now on a variety of land acquisitions. Environmental assessment has been completed on the car wash property located on the northwest corner of Hayden Avenue and Government Way. The purchase has been finalized and the property is now owned by HURA. HURA has requested that the City take on project management responsibilities for the building demolition and site remediation and is preparing draft agreements to this affect.
- *Architectural/Design Guidelines and Development Standards for the CBD:* Winter and Company, a firm from Colorado was selected as the preferred consultant for this project. On November 17th and 18th, the firm came to Hayden for a two day preliminary assessment to prepare for the upcoming design charrette. The charrette is now scheduled for February. The HURA Board is working diligently on approach, advocating for an analytical, market based project.

Public Art Sculpture:

The Commission has completed the first phase of the Call to Artists and has narrowed the pool of candidates to five artists, who have prepared their maquettes and presented their project to the Arts Commission. The art is now on display at the Hayden Public Library in an effort to solicit public comment. This is the project timeline—the highlighted item represents the next step we will be engaged in:

- September 10, 2014, Wednesday: Jamie will present Café filled out with RFP information to the Arts Commission for final comments and changes before going live. Will also go over timeline questions and pick deadlines.
- September 23, 2014, Monday: Master meeting agenda for all of the below special meetings of the Arts Commission will be created and posted by Joyce and Jamie.

- September 23, 2014: Café goes live after final changes.
- October 8, 2014, Wednesday at 2:30 p.m.: Discuss Jury process at **Regular Meeting of the Arts Commission**.
- October 14, 2014, Tuesday: Connie goes to City Council for update on timelines and easements.
- November 4, 2014: Submissions of proposals from Artists--due by 4:00 p.m.
- November 5, 2014: Begin Jury process.
- November 12, 2014: **Regular Meeting of the Arts Commission at 2:30 p.m.** to discuss Jury Process and narrow down final pool to 5 applicants.
- November 13, 2014: Notice given by Jamie to short-listed artists via Café and information provided on final submission requirements. Send email to artists not selected.
- December 17, 2014: **Special Meeting of the Arts Commission at 2:30 p.m.;** Finalists present proposals and scaled drawings or mock-ups to the Arts Commission.
- December 18, 2014: Jamie will prepare flyers, presentation, voting box, and voting directions. Notice of vote will be sent to Coeur d'Alene Press to post December 23.
- December 23, 2014: Arts Commission will present finalists to City Council and begin the vote.
- December 24, 2014: Flyers regarding proposals posted by Jamie at Peak, the Public Library, and on the City of Hayden website. Presentation of artists will be set up at City Hall by Joyce and Jamie. Voting box and directions prepared by Jamie. The general public will be allowed a voting and comment window through 5:00 p.m. on January 6, 2015 at City Hall.
- Votes tabulated by Jamie—due by 11:00 a.m. January 7, 2015.
- January 7, 2015: Arts Commission takes public comments into consideration and makes final selection.
- January 13, 2015: Approval by City Council. Nancy Sue Wallace to present to the City Council at 5:00 p.m.
- January 2015: Approval by the Hayden Urban Renewal Agency (January 20th). Nancy Sue Wallace to present to the HURA Board.
- January 2015: Library Board of Directors Approval (January 21st).
- January 2015: Hire surveyor to develop legal description.
- Late January 2015: Letters to Artists, selected and non-selected, prepared by Connie and mailed by Jamie.
- On-site pre-construction meeting to determine easement and contract needs of all parties. Attendees will be: Connie Krueger, overall project manager; Sean Hoisington, site preparation and utility coordination manager; Michael Horswill, the selected Artist; John Hartung, Hayden Library; Gary Retter, Peak Health and Wellness; Scott Platts, Avista; Larry Stark, Building Inspector; and Jeremy Russell, JUB as project surveyor.
- January 2015: HURA attorney prepares a Construction Management Agreement between the Hayden Urban Renewal Agency and the City of Hayden; finalizes drafts of access agreements.
- February 2015: Contract with Artist drafted by HURA attorney and signed by Artist.
- February 2015: City selects contractor from roster and prepares draft of contract for site preparation.

- February 24, 2015: City Council approves Construction Management Agreement; contract with site preparation contractor, lease and access agreements. Council packet materials are due by 5:00 p.m. on February 18, 2015.
- March 2015: Contract with Artist and Construction Management Agreement are signed by the Hayden Urban Renewal Agency.
- Spring 2015 (6 weeks): Contractor working under the direction of the City completes site preparation.
- Spring/Summer 2015: Installation begins.
- Late Summer/Early Fall 2015: Installation completed and artwork dedicated.
- Late Summer/Early Fall 2015: Landscaping elements (if used) planted and irrigation systems installed at this time.

Ramsey Road, Huetter Road, Land Use, and Airport Long-Range Planning:

A recent meeting was held with the County Commissioners and staff, the FAA, TO Engineers and others related to the Airport Master Plan. At the meeting, the City clearly stated its needs in relation to the airport master plan. The City staff has had follow-up discussions with TO Engineers who has indicated that they have received a feasibility grant from the FAA to work on a variety of issues including zoning compatibility. TO has also reported to the City that the results of an FAA analysis on the instrument approach on Ramsey are nearing completion. At a recent Airport Advisory Board meeting, TO Engineers also indicated that the ongoing Wildlife Hazard Assessment will “cross the fence” into the adjacent jurisdictions in terms of impacts on land use and zoning and may result in a Wildlife Hazard Management Plan.

Code Amendment Update:

This project started as a set of minor amendments to the subdivision code and stormwater regulations and has extended this to become a very comprehensive set of amendments to varying titles of the Hayden City Code, including, but not limited to, zoning, street, development, parking and stormwater standards. This also involves a thorough re-work of the subdivision and Central Business District standards. Public hearings have been held on the amendments by both the Planning and Zoning Commission and the City Council and the City Council has approved the amendments. Staff is now working on an ordinance to bring to the City Council for adoption at their January 13th meeting. The ordinance is complete and all materials are prepared for the Council meeting of January 27th.

Public Works

HURA Public Parking Lot:

Staff is getting these bid documents ready to bid in February. These improvements, funded by HURA, will be replacing the current gravel lot north of City Hall. Staff will provide contract administration and construction observation. Construction is anticipated to begin in the spring of 2015.

2015 Road and Parking Lot Plan:

- *Preventative Maintenance – Thin HMA Overlays:* Staff is planning to develop a commercially bid thin overlay contract for select locations in 2015. This contract is scheduled to be let in February 2015. Additionally, staff will be focused in 2015 on cut-out patching and crack sealing.
- *Preventative Maintenance – TRMSS:* Staff will be watching the performance of this year's TRMSS test and planning to apply more by contract in 2015. Staff anticipates focusing on the remainder of Grouse Meadows, Stoddard Meadows and Strawberry Fields depending on prices and pavement management system recommendations. Staff is looking for partnering opportunities with Dalton Gardens again this year for economy of scale.
- *Parking Lots:* The Hayden Lake Recreational Water and Sewer District indicated that the work at Honeysuckle Beach on their lift station may come very late in the fall or even next year. Staff is planning to hold off on the pavement seal and restriping of this lot until after their work is complete.

ADA Compliance:

Staff is will be using the winter months to prepare a contract for bidding ramp replacements. Staff plans to bid the reconstruction of 25-30 ramp replacements. Staff is also planning to repair some broken concrete and include some curb revisions on two subdivision entry islands (Strawberry Fields and Broadmoore).

Hayden Avenue, Kirkpatrick to Melrose Corridor Plan:

Following City Council adoption of this plan on 11/25/14, Staff is now is pursuing coordination on one property acquisition to provide treatment area and storm storage for the drainage along the corridor.

Hayden Avenue, Huetter to Kirkpatrick Corridor Plan:

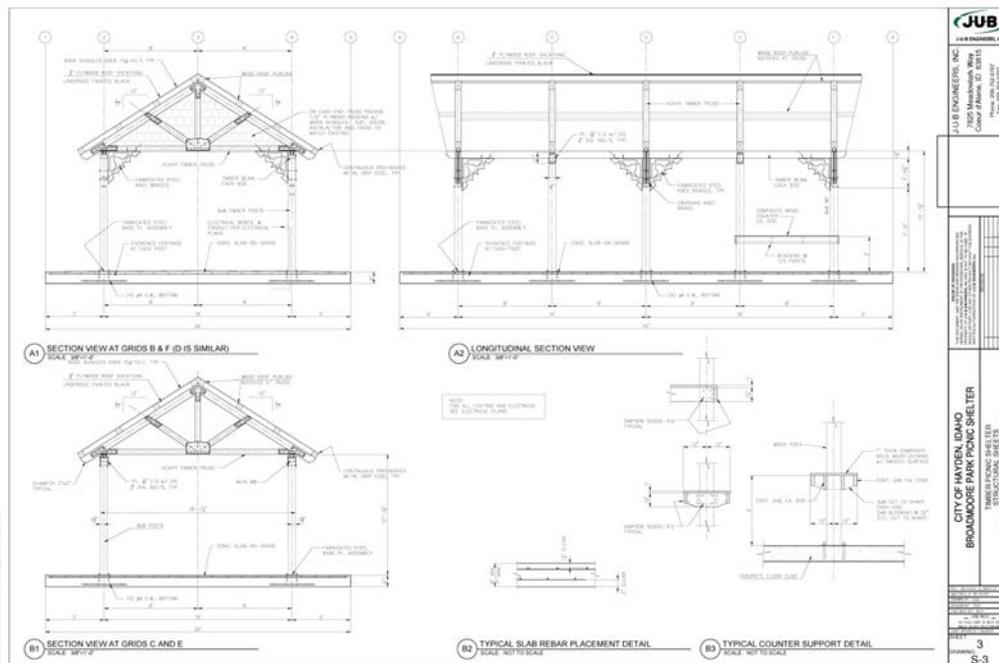
As with the first phase of the Hayden Avenue Corridor Plan, this project is planned to be a 30% design for use in giving direction on frontage improvement plans to developers. Additionally, staff plans to use the plan to apply for federal funding on strategic projects along the corridor, including the future Hayden / Atlas traffic signal. Staff has initiated the scoping process with JUB Engineers, Inc.

Woodland Meadows LS Control Panel:

This panel has been ordered and staff has asked for product "submittals" prior to delivery. Once the submittals have been reviewed and found acceptable, the panel will be shipped to HARSB who will install it in cooperation with City staff.

Broadmoore Picnic Structure:

Staff is working through the final changes to these plans and is planning a February bid on the structure and associated concrete work. An excerpt from the draft plans is shown below.



Stoddard Park:

The contractor for Chomper Café has begun making tenant improvements to the Stoddard House. These improvements include a reconfiguration of the power supply to the City’s parking area lighting system. He is also installing a small house expansion, replacing the rear porch, to house the dishwashing area.

Reed Road / Honeysuckle Ave Sewer Replacement:

The design process continues on this project which is scheduled for this upcoming summer. Honeysuckle Road between US-95 and Reed Road (in front of Walmart) will be significantly disrupted during construction activities. Staff is working with the consultant on the traffic control planning and will be contacting Walmart in the next month or so to continue coordination. The project also extends from Honeysuckle, north on Reed to just past Orchard Avenue. The entire width of Reed will be replaced along the route.

Ramsey Road Extension:

This project continues to be on hold pending a feasibility analysis for the precision approach as directed by the FAA.

Ramsey / Honeysuckle Traffic Signal:

Staff has initiated the design scoping process with David Evans and Associates, Inc. The initial phase will include a brief conceptual analysis which will evaluate multiple intersection congestion mitigation alternatives (e.g. signal vs. roundabout, multi-lanes, actuation system, etc.) A phase 1 scope will be brought to Council at the 2/10/15 Council meeting.

H-7/H-10 Sewer Basin Analysis:

Staff has been working with our consultant to make several proposed adjustments to our sewer master plan that will allow potential developers more efficient short term access to the City's sewer system. These potential changes will be brought forth to City Council in the next month or so for consideration and potential adoption.

Sewer Manhole Inserts:

During this past snow storm staff experienced some issues with the inserts lifting the lids slightly and interfering with snow plow operations. These issues made it necessary for staff to remove a few of the inserts until some of the manhole rims could be lowered during paving season. The inserts will then be reinstalled.

Arbor Day Planning:

The Parks, Recreation and Forestry Commission had their initial discussion of the 2015 Arbor Day event to be held again in City Park. Staff has already been recruiting volunteers and beginning to formulate the plan for this year's event.

City Clerk's Office and Human Resource Management

In December, the Clerk's Office begins preparing the renewal notices for the liquors licenses. Letters are sent out the first week of January. In response to the ones we sent out this year, we have already received 3 responses. One license renewal was complete and the new license has been issued. The other two just need to provide the copy of their state and county licenses when they receive them and they are ready to be issued. The City has 33 active liquor licenses.

The City Clerk Office continues to see an improvement in paid parking tickets since the City began sending them to collections. Our 2014 Annual Report reflects the following:

Breakdown of Parking Tickets for Calendar Year 2014

Tickets paid within 30 days	93	\$1,270	53%
Tickets paid with 60 days	23	\$580	13%
Tickets waived/voided	30	\$770	17%
Tickets sent to collections	30	\$800	17%
Tickets paid through collections	6	\$160	2%
Total Tickets Issued	176	\$3,335	100%

For a number of years, a goal of the Clerk's Office has been to create procedure manuals for the positions in the department that can help the team cover a position if someone is out of the office. Sherilyn Overstreet recently covered the front reception and other support duties for Abbi Landis while Abbi was on an extended leave. During that time, Sherilyn took the notes from her training and created a procedure manual for the Administrative Assistant/Deputy Clerk's position. In addition to writing up procedures for completing specific tasks, she included screen shots of the locations where information can be found. The manual is about 85% complete. The manual covers the duties related to the Front Receptionist and the City Administrator's Administrative Assistant as well as some of those related to the Deputy City Clerk's portion of the job. Having documentation on how to fulfill the variety of roles and duties associated with this position will prove to be a valuable asset to the City for years to come.

The large format document scanner has already seen some use and saved valuable staff time by allowing staff to scan large documents for records requests onsite. We have begun scanning the commercial building plans as they are pulled for records requests and anticipate making some significant strides in this area over the next few months. With respect to the other aspects of records management, research is continually occurring to find more efficient and accurate ways to manage the city's records.

The City of Hayden is small team that always seems to pull off the impossible. We have set the goal every year of having 100 percent of our employees and council members complete the ICRMP Discount Training Program on-line training modules since we started pursuing the discount. This year, every staff member and council member completed their training requirements. **The progress dash board now reflects 100 percent. CONGRATULATIONS!!** We did it!!!

Recruitment for a Building Inspector/Plans Examiner is underway. Candidates are being encouraged to submit their application information by February 11, 2015. The recruitment will not close until suitable applicant has been identified.

Administrative Services

A quarterly Hayden Senior Center payment was on the bills for payment this month. The required financial reports prior to payment have been submitted, and along with the most recent newsletter have been distributed to council members.

The Annual Road and Street Financial Report for fiscal year ending September 30, 2014, was remitted to the Idaho State Controller's office by the December 31 deadline and published in the CDA Press on January 5 in accordance with Idaho statute.

The FY2015 1st Quarter Treasurer Statement is on the January 27 consent calendar for approval and will be published in the CDA Press before the January 30 deadline in accordance with Idaho statute.

Magnuson McHugh & Co has finished their fieldwork for the financial audit of fiscal year 2014. The final report should be received sometime in the next few weeks.

Utility Billing:

Total customers:	<u>Current</u>	<u>1 Yr Ago</u>
# of customers billed	4,671	4,602
\$ customers billed	\$351,455	\$313,343

\$20.00 late fees assessed:

# of customers assessed	276	266
\$ late fees assessed	\$5,520	\$5,320
% of customers late fees	6%	6%

30-day late notices:

# late notices sent	70	70
\$ late notices sent	\$16,701	\$20,104
% of customers	1%	2%

Collection agency activity:

# accounts in collection	193	182
\$ balance in collection	\$110,535	\$90,639
% of customers	4%	4%

# customers in bankruptcy	7	9
\$ balances in bankruptcy	\$3,851	\$4,645
% of customers in bankruptcy	0.1%	0.2%

Community Services

The New Year is here, and the Community Services Department has been extremely busy getting 2015 programs up and running.

Women's 4's Volleyball league registration ended on December 30 with 34 teams in five divisions, which is the maximum number of teams. Because we don't have enough space, four teams weren't able to participate. Dalton Elementary is used for this program and matches run from 9:00 a.m.-9:45 p.m. every Sunday till March 1. This is one of our more popular programs and fills up every year!

Registration for 3rd-8th grade elementary basketball also ended on December 30 with almost 300 kids signed up to play, which is up quite a bit from last year. We were successful in getting the 7th/8th grade division off the ground this year! Practices for the 31 teams began on Monday, January 12. Games will begin on Saturday, January 31, and will finish on Saturday, March 21. Games are mainly played on Saturdays at Atlas and Dalton Elementary schools with practices being held at Atlas, Dalton, and Hayden Meadows Elementary schools on weeknights.

Youth tap and ballet classes have 32 children ages 3-9 years and began Tuesday, January 6, and Wednesday, January 7. Adult ballroom dance was extremely popular this session with 36 participants. The new Pickleball program has 12 players, and registration for gymnastics, ice skating and hockey lessons, piano lessons, cross-country ski classes and fitness classes continue to be taken.

The Wellness Committee's Healthy Holiday Challenge was conducted from November 24-January 4 and included Holiday Bingo and the "12 Days of Fitness." Sixteen employees participated, and 14 completed the challenges and/or activities with seven losing weight, two maintaining their weight and five with minimal weight gain. This is quite an accomplishment, since statistics show that the average weight GAIN during the holidays is 7-10 pounds. All those who finished also earned points towards the Wellness Program. Great job to those who finished the challenges and bonus activities!!

The event season is quickly approaching. Meetings have begun and details are getting worked out for the Hayden Kite Festival, which is tentatively scheduled for Saturday, April 25; for the Summer Concert Series running on Thursdays from July 2 through August 20 and for the "Movie in the Park" finale on August 27. As well, Hayden Days planning will begin in early February.