

## City Administrator's Report, 02/24/2015

We are pleased to announce that the Employee of the Month for February 2015 is Sherri Gombos. Sherri's write up for this recognition follows:

*With our limited depth of staff, each city department feels the pinch when one of our team members is out unexpectedly for a length of time. Such was the case in the Finance Department in the middle of January. Sewer utility accounts needed to have late fees assessed or reversed, known address changes made, then bills calculated, printed, burst apart, and prepared for mailing. In addition, bank withdrawals for the hundreds of customers on automatic payment needed to be initiated and reconciled. Armed with her co-worker's very detailed notes, Sherri volunteered to get this done (much to the relief of the remaining staff members). She read the notes in advance, practiced it all in Vadim's "test" module, then the day came to do it for real. At the end of that day, bills were ready for mailing the next business day and Sherri was still smiling. With your "can do" attitude and going above, beyond, and outside the scope of your job description, thank you and congratulations Sherri – you are employee of the month for January 2015.*

We also awarded Abbi Landis with an Excellence in Service Award. Her citation is below:

*During a recent staffing challenge in the Finance Department, Abbi Landis showed her commitment to providing outstanding customer service to the public and her co-workers. Abbi's experience from the time she had spent working in the Finance Department proved valuable to helping the team keep the wheels moving forward. She was able to field calls and take customer payments for that department, allowing Sherri Gombos, who normally does the cash receipting, to give her full attention to reviewing a co-worker notes and running over 6,000 sewer bills for the first time with no previous training on that task. Abbi also helped the department burst those bills and get them ready to go to the post office. Thank you, Abbi, for pitching in and lending a hand in a time of need. Your willing support and positive attitude during this time are deeply appreciated by all!*

I know you will all join me in expressing our appreciation to Sherri, Abbi, and to all of our team for their hard work and dedication.

## Community and Economic Development

### Permit Activity:

The total valuation for 2014 projects increased in 2014 to over double that of 2013, with a total valuation of \$47 million. This is triple the 2011 valuations. With the early on-set of spring weather, staffing shortages, and a more robust economy, we are already starting to feel the burst of activity that will likely characterize the 2015 construction season. It should be noted that subdivision activity is increasing with several subdivisions moving to final plat approval and new applications being submitted for plats with lot numbers ranging from two lots to several hundred lots. Interviews for the Building Inspector/Plan Reviewer position will begin this week.

### Strategic Planning—Community and Economic Development Projects:

*Car Wash and Barber Shop Properties:* The purchase has been finalized and the properties are now owned by HURA. Due to the immediate need to abate unsafe condition in the structures on the property, HURA is hiring a firm to oversee project management and site remediation and will be contracting for these services shortly.

*HURA Parking Lot Project.* The design for this project was completed and approved last year and is advertised to bid this week. Staff worked last week with the lighting engineers to evaluate and make revisions to lighting levels to ensure a feeling of safety for users. This is a parking facility that will ultimately provide parking for many of our downtown businesses and events. As such, nighttime safety will be key to its success and the success of our downtown businesses.



*Architectural/Design Guidelines and Development Standards for the CBD:* The HURA Board has been working to re-craft approach and is now focused on creation a strategic planning document that will guide marketing and investment. The Board and staff have worked diligently with the consultants to arrive at a revised scope of work for the first tasks. Because re-scoping has taken time, the second site visit is likely to occur in April.

## Comper Café

The contractor is finishing work on this project and a soft opening is anticipated in mid-March. Staff recently met with Sarah Baker, the café owner, to review photos gathered by our Historic Commission that depict farming practices and tools as well as the families that lived on the Rathdrum Prairie. This element of the café project was designed to provide a venue for the important work of our Historic Commission and most importantly



to strengthen the tie to Hayden's heritage while building a sense of place. Sarah will be using the photos in various locations inside of the restaurant. Interpretive signage with the photos incorporated will also be installed in varying locations on the site. Community excitement for this project continues to grow. Sarah has been contacted to cater some of the events that will be occurring in the barn and silo areas this summer. Additionally, the Comper Café website is now active.

## Code Amendment Update:

The code amendments have been published and are in use. The Community and Economic Development Director is now working with the Planning and Zoning Commission on the next set of amendments, which will be focused on landscaping, setbacks, and other items.

## Public Art Sculpture:

There will be a joint City Council/Arts Commission workshop scheduled for March 24, 2015 to discuss Epiphany and other projects of interest that the Arts Commission would like to discuss

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

TO Engineers and County Airport staff stated that they have been directed by the FAA to amend the Airport Layout Plan to place Huetter Road back into the long-standing and adopted alignment. TO Engineers has released a draft Technical Memorandum for the Runway 24 Approach Runway Protection Zone that provides information on existing instrument flight procedures, runway wind coverage, FAA design standards, and instrument approach feasibility to Runway 24. It appears that the conclusions of the study will allow for a smaller RPZ, with a diminished impact to the Ramsey Road location and adjacent properties and structures.

Figure 2 below depicts the recommended future Runway 24 RPZ configuration. Dimensions of the recommend RPZ are as follows: length of 1,700 feet long, an inner width of 1,000 feet, an outer width of 1,510 feet and a total area of 48.978 acres.

**FIGURE 2: RUNWAY 24 APPROACH RPZS (NOT LOWER THAN ¼ STATUTE MILE)**





## Public Works

### Hayden Avenue, Kirkpatrick to Melrose Corridor Plan:

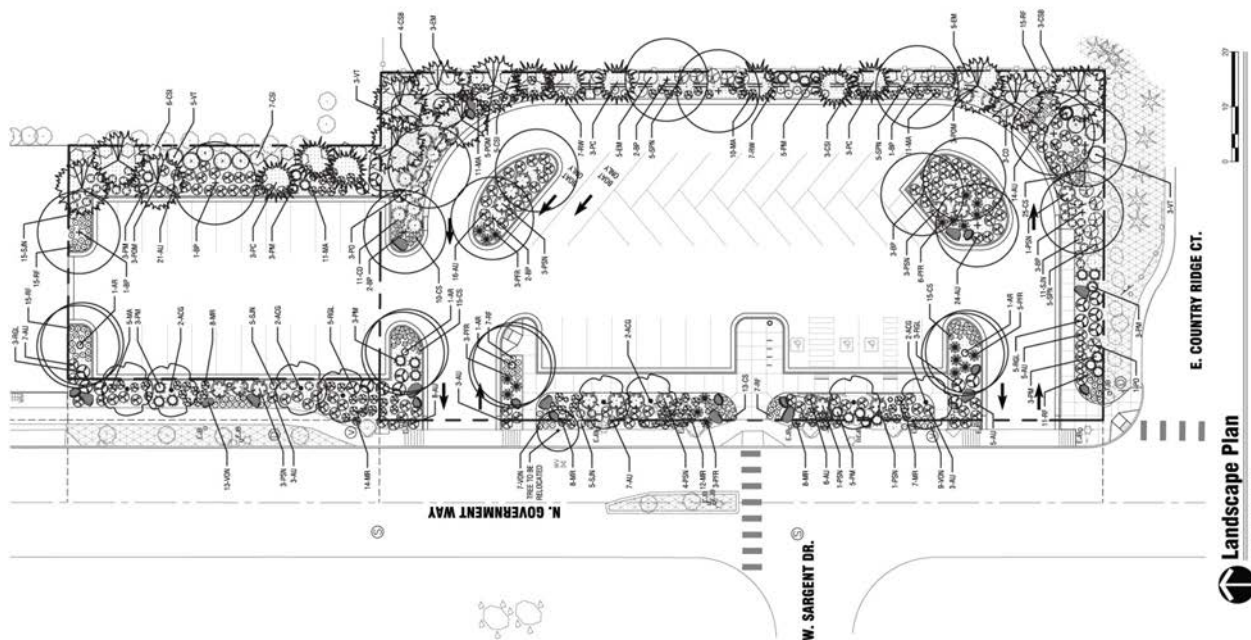
Following City Council adoption of this plan on 11/25/14, Staff is now pursuing coordination on one property acquisition to provide treatment area and storm storage for the drainage along the corridor. Staff has also asked JUB Engineers to develop a cost estimate for full installation of the project in case outside funding becomes available.

### 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. A draft scope of work has been received and is currently being reviewed by staff.

### HURA Public Parking Lot:

This project is advertising on 2/23/15 and 3/2/15 with a non-mandatory pre-bid walk-thru on 3/2/15 at 1:30 PM on site. Bids open on 3/10/15 at 10:00 am in City Hall. An excerpt from the parking lot plan is shown below.



### 2015 Road and Parking Lot Plan:

- *Preventative Maintenance* – Thin HMA Staff is developing a commercially bid thin overlay contract for select locations in 2015. This contract is scheduled to be let in March 2015. Additionally, staff will be focused in 2015 on cut-out patching and

crack sealing. The cut-out patching hot mix supply contract is ready and will be bid the week of February 23<sup>rd</sup>.

- *Preventative Maintenance – TRMSS:* After tracking the performance of this project over the winter, Staff has noticed that even though the TRMSS appears to be sealing the pavement, it loses its rich blackness which was one of the hoped benefits of this product. As a result, staff is planning to implement a ¼” chip seal program in the residential areas originally planned for TRMSS. Using ¼” chips will seal the asphalt and apply a thin armoring coat. The cover seal sprayed over the chips will also lose its blackness but the slight additional cost for the chips will assist in prolonging the pavement live. Staff is preparing a bid doc for spring.
- *Parking Lots:* Staff is planning to hold off on the pavement seal and restriping of Honeysuckle Beach parking lot until after the HLRWSD work is complete. As part of their project, the district has agreed to install a split faced masonry wall to replace the previous chain-link fence around the lift station.

#### ADA Compliance:

Staff is 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). The entry island curb revision configurations are not yet developed.

#### Woodland Meadows LS Control Panel:

Submittals have been approved and the panel is now being fabricated. HARSB and the City’s staff will install the panel.

#### Broadmoore Picnic Structure:

Staff is working through the final changes to these plans and is planning a March bid on the structure and associated concrete work.

#### HURA Public Parking Lot:

Staff has initiated a project using JUB Engineers to supplement and refine our current standard drawing system. This will also include combining the 2013 typical roadway section drawings into the City’s standard drawing system. Staff will present this information to Council for adoption as it nears completion.

#### 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.

Stoddard Park:

The contractor for Chomper Café is nearing the completion of installing tenant improvements to the Stoddard House. As shown in the image below, the Chomper Café sign has been installed.



Reed Road / Honeysuckle Ave Sewer Replacement:

The design process continues on this project which is scheduled for construction this upcoming summer (2015). 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 shortly 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:

The County has indicated that the precision approach to Runway 24, shown in the airport layout plan, is not feasible. This determination significantly reduces the size of the eastern RPZ, opening the door for the Ramsey Road Extension alignment to proceed without a limiting influence on the airport. Staff has contacted David Evans and Associates, Inc. to develop a contract amendment and re-start the concept design / NEPA phase of the project. DEA's design agreement has been on-hold for a few years as these issues have been discussed. The City was awarded about \$700,000 in Federal funding to develop construction and ROW acquisition plans. A portion of the construction funding has been set-aside in the ITD statewide transportation improvement program.

### Ramsey / Honeysuckle Intersection Improvements:

The Phase 1 agreement for this project is being presented to City Council on 2/24/15. This concept level scope includes traffic analysis for multiple intersection configurations along with footprint analysis to determine right-of-way needs. Phase 2 will include the development of final construction plans and bid documents.

### 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. A workshop is scheduled for 2/24/15 to explore the possibility of an LID for limited improvements in this basin.

### Arbor Day Planning:

The Parks, Recreation and Forestry Commission has continued discussion of the 2015 Arbor Day event to be held again in City Park. Staff has developed the program for the day activities and is actively recruiting volunteers. PRF Commission members have volunteered to take part in holding the event.

## **City Clerk's Office and Human Resource Management**

Liquor license renewals for 2015 have been coming in at a steady pace. Out of 33 active licenses, we have processed 13 with 5 more pending receipt of State and/or County License.

Web pages associated with both departments are being reviewed, updated, and in some cases, redesigned in preparation for the implementation of the new website.

Screening of applications has started for the Building Inspector/Plans Examiner position. Interviews will be taking place in the next few weeks. The recruitment for the 8-month seasonal parks position will begin this week. Lifeguard recruitment for the 2015 summer swimming season will begin next week.

## **Administrative Services**

By council resolution and effective with the March 2015 utility billing, sewer user bi-monthly rates will increase from \$57.72 bi-monthly to \$63.50 bi-monthly. The increase was noted on the bills sent out in January.

Draws on the DEQ loan to pay HARSB for the City's share of the wastewater treatment plant facility upgrades currently total \$1,043,322.99. This is repaid from sewer user revenues.



Idaho's 2014 Legislature passed House Bill 560 (now Idaho Code 67-450E). This bill came about due to legislative concerns regarding the public's ability to access financial information related to local governments and special districts in Idaho. Failure to comply with this new reporting requirement could result in penalties up to \$5,000 and the inability to receive state revenue sharing funds and increases in property taxes. Staff has completed the registry process for 2015 with the Idaho State Local Governing Entities Central Registry, and uploaded the required financial information; this included the FY2015 adopted budget, the FY2013 audit report, and FY2014 budget to actual comparison. Current information will be uploaded as it becomes available.

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
\$5.00 late fees assessed:		
# of customers assessed	641	526
\$ late fees assessed	\$3,205	\$2,630
% of customers late fees	14%	11%
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**

Recreation:

Currently, the Community Services Department is taking registration for the following programs: youth soccer, youth volleyball, coed volleyball and women's basketball. Registration for these programs ends in March.

The Women's 4's Volleyball league will continue through February 15 and end with five end-of-season tournaments being held @ Dalton Elementary on February 22 & March 1. The season went very well! We are midway through youth basketball, and the season seems moving along. Games end Saturday, March 21.

Youth dance lessons are still popular. The current session has 32 children ranging in ages from 3-9 years of age. The dance recital will be held on Friday, March 20, @ Hayden Meadows. Adult dance lessons have been expanded to include Wednesday evenings, and there have been more than 50 participants in dance since November.

Youth gymnastics had nine participants in January/February. Registration is ongoing for this program and working with the Flip Factory continues to be successful. Zumba® Kids is growing in popularity and has had more than 25 participants thus far. Open Gym Volleyball continues to be well attended with almost 400 participants thus far this season. Pickleball began in January, has had 11 participants so far and is gaining momentum.

The Hayden Community Services Spring Activity Guide will be on the website by March 1 and will also be disseminated to schools the first week of March. A newsletter went out on February 17 to our email database through Constant Contact informing our customers of current programs, as well as announcing the date the activity guide will be available for a comprehensive list of programs and services being offered this spring.

#### Community Events:

The City of Hayden, along with the Hayden Chamber of Commerce and STCU, will be conducting the 9th Annual Kite Festival on Saturday, April 25, from 12:00-2:30 p.m. at Broadmoore Park. This has proven to be a wonderful partnership, and the event is becoming more popular each year.

The Hayden Veterans Commission is currently planning for the City's annual Memorial Day ceremonies. On Monday, May 25, the Wreath-Laying Ceremony will be held at 10:00 a.m. at Honeysuckle Beach, and the Memorial Day Remembrance Ceremony will be held at Hayden City Hall at 11:00 a.m.

Planning for Hayden Days began on February 12. Hayden Days will be conducted on Friday, July 24 & Saturday, July 25. Updates will be forthcoming.