



City Administrator's Report, 03/24/2015

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

Congratulations to Jamie Conery for being recognized as the February 2015 Employee of the Month! Jamie led the process of designing and fabricating a paving screed that connects to one of the City's loader buckets, substantially reducing crew efforts in light-duty paving operations while at the same time improving the product in the field. The time and effort Jamie invested in this project will save the City money and make our in-field paving operations more efficient. Jamie's design and metal fabrication skills are utilized often in the Public Works Department and this particular project exemplifies the innovative spirit of our team and further demonstrates the ingenuity that keeps costs low while delivering quality products and services. Thank you, Jamie, for your leadership on this important project.

We also handed out an Excellence in Service Team Award to Kevin Selzler, Jamie Conery, Eric Thurman, Mike Cross, Arnie Rathbun, and Joe Coulter. Their citation is below:



Congratulations to Kevin Selzler, Jamie Conery, Eric Thurman, Mike Cross, Arnie Rathbun and Joe Coulter for demonstrating outstanding team efforts in planning and fabricating the paving screed for minor patching projects. Each member of the street crew contributed to this project with design input, running for parts, helping with cutting, welding, grinding and assembly. This project exemplifies the innovative thinking that keeps our street maintenance costs low, minimizes impacts on the public and maximizes the quality of our services. Thank you, men, for your outstanding team work and continued efforts in providing quality service to the City. You are very much appreciated.

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

Community and Economic Development

Permit Activity:

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. Some specific subdivisions are Gianna Estates, located on Robison Avenue, which is entering into final plat approval; Hayden Village, located north of Lancaster Road, with nearly 300 single family residential lots and a large land area provided for multi-family residential housing, which is applying for PUD/preliminary plat approval; and Maple Grove, located south of Buckles Road, which is applying for preliminary plat approval. Interviews for the Building Inspector/Plan Reviewer position have been completed and the follow up reference checking process has started for the likely candidates.

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. HURA has entered into an agreement with Northern Lakes Fire district to conduct training exercises at the barbershop. The Agency has also entered into an agreement for asbestos remediation.

HURA Parking Lot Project: The bid of Coeur d'Alene Paving has been formally approved by the Urban Renewal Agency. Work will begin prior to the end of the month and alternative arrangements for staff parking during construction are being developed. This is a parking facility that will ultimately provide parking for many of our downtown businesses and events.



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 now scheduled for the beginning of June with the following schedule:

June 1

- Consultants arrive (travel day)

June 2

- Stakeholder Meetings, early morning, noon, late afternoon
- Evening public meeting
 - Review of framework map
 - Review of opportunity sites
 - Peer communities, lessons learned

Day 3

- Assemble and refine information
- Meet with HURA Board to discuss refined information

Day 3 or Day 4

- Consultants leave (travel day)

Comper Café

The contractor is finishing work on this project and a soft opening is anticipated the first of April. Staff recently met with Sarah Baker, the café owner, to deliver the final set of 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 Chomper 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 are focused on landscaping, setbacks, and other items. These will be brought to the City Council for review and possible approval after public hearings tentatively scheduled for the first part of May.

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. The Airport is assembling a stakeholder committee comprised of representatives from the region to begin work on the Airport Sustainability Plan. Dick Panabaker and Connie Krueger will represent the City as this planning process moves forward.

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:

The scope and labor estimate from JUB Engineers is planned to be included on the 4/14 City Council agenda. 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

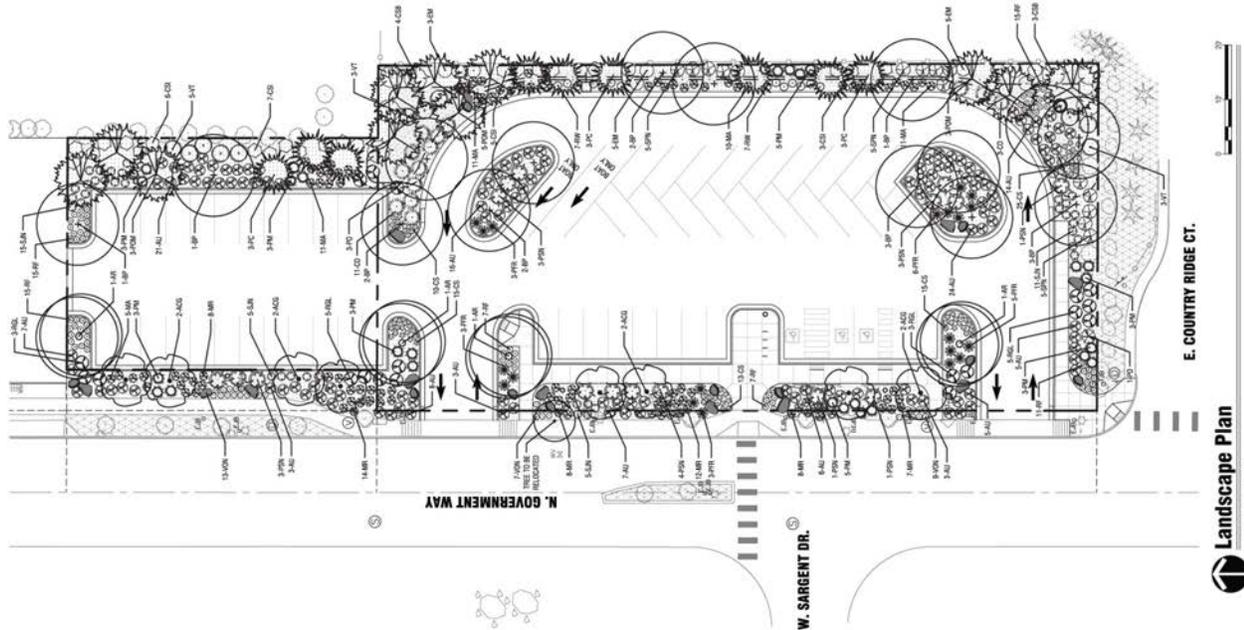
Broadmoore Picnic Structure:

Staff is working through the final changes to these plans and is planning a March bid on the structure and associated concrete work. Staff is coordinating with an electrical engineer to add lighting and electrical outlets to the structure.

HURA Public Parking Lot:

The public bid opening for this project occurred on 3/10 where the City received five bids. An apparent low bidder has been determined and a bid award and construction

agreement approval is planned for the 3/24 City Council meeting. A tentative pre-construction conference is planned for 3/25 and actual work is planned to begin on 3/30.



2015 Road and Parking Lot Plan:

- Staff is coordinating with the City of Dalton Gardens in development of a combined contract that will include both chip seal and thin overlays components. Hayden is planning to apply ¼ inch chips to the remainder of Grouse Meadows (that portion not treated last summer with TRMSS) and all of Stoddard Meadows. Staff also is planning a 3/8 inch chip seal on Hayden Avenue from US-95 to Huetter Road. Finally a thin asphalt overlay is being planned on Ramsey Road from Orchard to Hayden. A combined venture between the two cities is intended to promote economy of scale overall.
- *ADA Compliance:* Staff is preparing 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.
- *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.
- *2015 Asphalt Supply Bid:* Staff conducted a semi-formal bid process and received 3 bids. Knife River was the low bid. A supply agreement is anticipated to be included on the 4/14 Council agenda.

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.

Hayden Construction Standards:

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.

Ramsey Road Extension:

Staff has kicked off a scope amendment and planning to continue development of the project concept. The scope amendment process involves a review time with ITD, LHTAC and the City so the project is likely to be re-started in around two months.

2015 Arbor Day Celebration Planning:

Over 400 attendees are expected for this year's event which will take place (rain or shine) 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. Many area schools and home school organizations are planning to participate.

Reed Road / Honeysuckle Ave Sewer Replacement:

The design process continues on this project which is scheduled for construction this upcoming summer (2015). Final plan revisions are underway and comments have been received back from DEQ. Both HARSB and HLID have infrastructure components in the plan set. Cooperative agreements are now being developed to address payment and cost sharing with the other agencies. Honeysuckle Ave 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 / Honeysuckle Intersection Improvements:

This project is now underway. Staff has coordinated with DEA to send out notices to property owners and renters regarding survey activities. Survey field activities will begin later in the week of 3/23. Traffic counting took place the week of 3/16. Traffic analysis of alternatives will begin in about two weeks.

Stoddard Park:

The contractor for Chomper Café is nearing the completion of installing tenant improvements to the Stoddard House. Final installation of appliances is happening early in the week of 3/23 and final inspections later in the week.



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. This planning effort is somewhat dependent on the current sewer cap fee discussion, and as such, has been placed on hold until the cap fee issues are resolved.

City Clerk's Office and Human Resource Management

The large format document project has been moving forward. To minimize staff time required and costs, the Clerk's Office has been scanning building plans as they have been pulled for records requests and eliminating the need for handling a file more than once.

As we enter the spring season, the records from the end of the last fiscal year have been coming in to the Clerk's Office from departments. This precipitates the need to make space for those records in the archives by pulling archived records that no longer need to be retained. The Clerk's Office is currently disseminating destruction lists to departments for review and confirmation that they do not have any need to retain those records beyond the required period. A resolution for destruction is anticipated to come forward in May.

All liquor license renewals for 2015 have been completed. For the past calendar year, City of Hayden notaries provided the following service:

| <u>2014 Notary Log Report</u> | |
|-------------------------------|-----|
| City Business Related.... | 73 |
| Resident | 77 |
| Non Resident | 79 |
| Total..... | 458 |

*Each notary takes an **average of 3 minutes**; the total amount of time spent on notaries for 2014 was **23 hours**.*

As part of the website redesign, the City Clerk’s Office and HR Department staff is reviewing and updating website pages associated with department services.

Screening of applications and interviews for the Building Inspector/Plans Examiner position are underway this month. The 8-month seasonal parks position has been filled and recruitment for lifeguard recruitment for the 2015 summer swimming season is underway.

Human Resources has been researching performance review mechanism as part of a project to update the tools supervisors use for evaluating employee performance. The current form was developed in and has been in use since 2007.

Community Services

Registration for youth soccer and youth volleyball ended on March 13, but we are continuing to fill the some openings. The youth volleyball parents and coaches meetings were held on March 17, and the Youth Soccer parents and coaches meetings were conducted on March 19, 24 & 26.

The Youth Soccer league has 18 Mini-Kicker teams (3-4 year olds), 18 Micro-Kicker teams (5 & 6 year olds), four U8Girls teams, eight U8 Boys teams, six U-10 teams, five U12 teams, and two U14 teams! This gives us a total of 61 teams and more than 550 kids. Spring youth soccer games begin Saturday, April 11. As well, we will interleague with Rathdrum and Spirit Lake in the U12 & U14 divisions.

Youth Volleyball for 7-14 year-olds has 16 teams and three divisions, the most teams we’ve had to date. Practices begin on Monday, March 23 for 1st-3rd & 6th-8th grade divisions and on Tuesday, March 24 for the 4th-5th grade division. By expanding the program to include Tuesdays, we don’t have any children on waiting lists, which was our

goal. The program now runs on Monday, Tuesday and Wednesday nights at Dalton Elementary and continues to be popular every year.

This session of Youth Dance ended Friday, March 20 with a fun recital. The next youth dance session begins the week of April 7. Gymnastics, Zumba Kids, and pickleball continue to be very successful. We will also be offering bike maintenance, knitting and self-defense classes this spring.

Registration is now being taken for adult coed 6's volleyball and women's basketball. Since October, open gym volleyball has drawn almost 500 participants and adult dance has had about 55 participants.

Lifeguards Update: Six of the eight lifeguards from 2015 will be returning this season. We will need to hire two or three more guards and positions have been posted. Training will begin early May.

A number of special events will be conducted throughout the next few months, and the Community Services Department has been assisting organizations through the permit process. Here are some upcoming events:

- The Hayden Kite Festival is being conducted with STCU & the Hayden Chamber of Commerce on Saturday, April 25, from 12:00-2:30 p.m. @ Broadmoore Park.
- Memorial Day Ceremony, Monday, May 25 @ Hayden City Hall. John & Stacey Holley will be the guest speakers.
- Hayden Summer Concert Series & Cd'A Arts Association—Thursdays, July 2-August 20. No concert during the week of Hayden Days.
- The Hayden Triathlon will be held on Saturday, July 11, and starts @ 7:00 a.m. @ Honeysuckle Beach.
- Hayden Days will be held on Friday, July 24 and Saturday, July 25 @ Hayden City Park.
- Hayden Days Parade – Saturday, July 25, 10:00 a.m.
- Night Out America – Tuesday, August 4, @ Hayden City Park, sponsored by Kootenai County Sheriff's Department.
- Spokane to Sandpoint Relay – August 14-15, 9:00pm-3:00am at Croffoot Park
- Hayden Movie in the Park – Thursday, August 27, showing Big Hero 6 @ Hayden City Park at dusk (approximately 7:50 pm)

The 2015 Spring Activity Guide is now available on the City of Hayden website and was delivered to Hayden Elementary schools the first week of March

Administrative Services

By council resolution and effective with the March 2015 utility billing, sewer user bi-monthly rates increased 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 \$1,697,029. This will be repaid from sewer user revenues after Phase I is completed and the loan is closed out.

The FY2014 Magnuson McHugh audit report will be presented at today's meeting, several months earlier than was presented last year.

The budget hearing on the FY2016 budget will be established by council at today's meeting and sent to Kootenai County before the April 30 deadline. Staff recommends the first meeting of August for the hearing, consistent with prior years.

Utility Billing:

| Total customers: | <u>Current</u> | <u>1 Yr Ago</u> |
|-----------------------|----------------|-----------------|
| # of customers billed | 4,680 | 4,608 |
| \$ customers billed | \$387,424 | \$347,983 |

\$20.00 late fees assessed:

| | | |
|--------------------------|---------|---------|
| # of customers assessed | 299 | 229 |
| \$ late fees assessed | \$5,980 | \$4,580 |
| % of customers late fees | 6% | 5% |

30-day late notices:

| | | |
|----------------------|----------|----------|
| # late notices sent | 98 | 70 |
| \$ late notices sent | \$32,567 | \$17,387 |
| % of customers | 2% | 2% |

Collection agency activity:

| | | |
|--------------------------|-----------|----------|
| # accounts in collection | 186 | 183 |
| \$ balance in collection | \$109,843 | \$91,480 |
| % of customers | 4% | 4% |

| | | |
|------------------------------|---------|---------|
| # customers in bankruptcy | 6 | 9 |
| \$ balances in bankruptcy | \$2,247 | \$4,645 |
| % of customers in bankruptcy | 0.1% | 0.2% |

Information Technology

Information Technology at the City of Hayden has finished working with Community and Economic Development to complete testing and rollout of the online component of the business licensing program. The website is ready to go live with online payment through *Access Idaho*, as well as provisions for paper forms and person-to-person payment

collection methods. The City hopes the public will find the convenience of completing the application form online to be a time saver for the busy business owners in Hayden.

Progress on the update to the city's website is also progressing forward with the main objective being user-friendly to citizens while helping them find the information they need more quickly with less clicking. The website is optimized for any style of devices from PC to Tablet to Smartphone. All information from the old website is being updated and made easier to understand and find.

New infrastructure updates will be deployed in the coming months as older technological equipment nears end-of-life and end-of-support. Main upgrades are scheduled usually following a 5 year plan as this ensures that we have no downtime servicing the citizens of Hayden's requests. Equipment that still can be used, but is out of warranty, will be transferred to less mission critical roles and used as secondary backup. We continually ensure that any purchase made for new equipment is necessary to the continued effective functioning of city technology infrastructure with the goal of serving the public more efficiently.