



## City Administrator's Report, 04/27/2015

We recognized several individuals and teams for their contributions this past month. The first one is an Individual Excellence in Service Award to Samantha Read. Sam's write-up for her recognition follows:

*During the month of March, the Community Services Department was very busy finishing up an extremely challenging 3<sup>rd</sup>-8<sup>th</sup> grade basketball program. This season Samantha completely assumed the responsibility for running the winter youth basketball program, and at times I'm sure she wondered why. It was the most demanding, intense and problematic basketball season to date, but Samantha handled it like a champ. She made coaches accountable for unacceptable behavior, found staff at the last minute, worked several weekends, handled upset parents and more. Sam did all this while adhering to policies, keeping her composure and resolving the many issues as they arose. I'm sure there were instances when she wondered what she had gotten herself into and why she ever took this position, but she did a great job! Thank you Samantha, your dedication, perseverance and commitment to excellence is greatly appreciated.*

We also handed out an Excellence in Service Team Award to Linda Port, Sandee McKinney, and Abbi Landis:

*Recently, Linda Port, Sandee McKinney, and Abbi Landis demonstrated the value of having people that work together effectively and efficiently as a team. One of their co-workers needed to be gone for almost a month. During that time Linda and Sandee took on many of her tasks, including fielding calls from customers, taking in payments, processing accounts payable statements, and responding to customer needs at the counter. Abbi reached back into the experience she had gained from working in that position before and took on processing and receipting payments during that time. Having this kind support allowed their co-worker to feel more comfortable about needing to be gone. You are all deserving of this award. Thank you, Linda, Sandee, and Abbi, for being such excellent examples for others to follow.*

An additional Excellence in Service Team Award was given to Michael Drobnock and Donna Phillips:

*This Excellence in Service and Teamwork Award is for Michael Drobnock and Donna Phillips for the business licensing software development. The online business licensing software development is now complete and the project is live,*

*thanks in very large part to the work over several years of Michael and Donna. When a determination was made that an online application and payment system would be desirable for the new business licensing program, Michael researched various software and found that for the functionality that we desired, there was little available and what was available was extremely expensive, well outside of what the City could afford. We then worked together as a team to hire a contractor and develop the data collection profile to be used in creating customized software. Donna then worked with the Secretary of State and Northern Lakes Fire District, securing database information, sorting through thousands of entries, and uploading the information--not once, but twice. Michael secured contracts and worked through testing of the Access Idaho payment component. The development of the software for the internal and external online programs was a long and rocky road in terms of trying to work with a programmer that didn't seem to understand the project, or customer service. Many times, Michael took the reins from him to ensure that the product quality was improved. Michael and Donna truly understood the project and showed a perseverance along with skill sets that are becoming more and more difficult to find in this world. This project also has the added benefit in that the online payment system will be used for other City programs in the near future. The Business Licensing software will still have bumps, but with your time, energy and diligence Donna and Michael, we are much more likely to have a success story than the failure that we anticipated for some time. Thank you both.*

An Excellence in Service and Teamwork Award was also presented to Sherri Gombos, Linda Port, Sandee McKinney, Sherilyn Overstreet, Jennifer Arrotta, Samantha Read, and Christi Cooper:

*A huge "thank you" goes to Sherri Gombos, Linda Port, Sandee McKinney, Sherilyn Overstreet, Jennifer Arrotta, Samantha Read, and Christi Cooper for their assistance with and support in covering the telephone calls, processing mail, responding to visitor requests, and providing reception coverage for the City Clerk/HR Department. Your willingness to help out allowed one co-worker to attend valuable workshops that have expanded her knowledge in areas that are beneficial to her as well as the City. Your support also allowed another co-worker to take some unanticipated emergency time off, knowing that you were all there to keep things moving smoothly during the absence. You exemplify what it means to be part of a team. We are fortunate to have you here and appreciate all that you do in support of the City of Hayden team!!*

Finally, an Excellence in Service and Teamwork Award was given to Samantha Read and Jennifer Arrotta with the following write-up:

*During the month of March, the Community Services Department was tremendously busy with the largest amount of registrations taken for spring youth and adult programs to date. Approximately 800 participants signed up for youth and adult sports leagues, youth and adult dance classes, and many other recreational activities. About 725 children were divided into 63 soccer teams and 16 volleyball teams, and several evening meetings for parents and coaches were conducted. Jennifer and Samantha were diligent and steadfast in their efforts to*

*make all of this happen while also providing friendly, outstanding customer service even in the midst of intense, demanding days. Thank you, Jennifer and Samantha, for exhibiting true teamwork, great attitudes, and a high level of dedication while delivering excellent programs and services to the Hayden community!*

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

## **Community and Economic Development**

### Permit Activity:

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. Our new building inspector/plan reviewer has been begun work and you will see him at the side of Larry Stark, who is providing on-the-job training for him.

### Hayden Avenue Construction Project:

HURA is interested in moving the construction of Hayden Avenue, from Highway 95 east to Government Way, forward and is working on different concepts related to this. They have requested a project cost estimate that includes recycled- in-place asphalt and are working through various funding scenarios.

### 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. Asbestos remediation has been completed. The City and HURA recently signed an agreement that allows for the City to complete the demolition work on this project. Demolition is scheduled for April 29, 2015. The Agency is working with the Department of Environmental Quality in a quest to have a finding of No Further Action on the subject property and in this process has found that in addition to the car wash contaminants, a fueling station was located on this property.





*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)

#### *Sewer in the H-6 Basin:*

HURA has recently received a request for funding assistance for provision of sewer in the industrially zoned areas south of Lancaster Road. The Urban Renewal Agency is interested in supporting this concept through tax increment financing agreement so long as the infrastructure is designed, located and sized to serve a large portion of the service area. Discussions to this end will continue with the developer who has requested the funding.

#### *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.

#### *Public Art Sculpture:*

Staff is working on developing a contract with the Artist for this project which is to be placed at the Hayden Public Library. Additionally, staff is meeting with utility providers to discuss movement of utilities which may impede the view of the project once complete.

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 has assembled 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:

This project is underway. Utility locates have been requested. Geotechnical data will be collected over the next two weeks and topographic surveying will begin late during the week of 4/27.

Broadmoore Picnic Structure:

Bids will be solicited for this project during the week of 4/27. It is anticipated that the project will complete construction near the end of June. Staff has coordinated the addition of electrical outlets and lighting to the plans using the power supply from the irrigation well station to the east of the new structure.

HURA Public Parking Lot:

As can be seen on-site, this project is about ½ complete. As of 4/27, the next major phase of work is landscaping which will last approximately 3 weeks. A change order is forthcoming to address the removal and replacement of unsuitable subsurface materials and miscellaneous other items including the dragonfly bases. The project is currently ahead of schedule approximately one week.

### 2015 Road and Parking Lot Plan:

- *Preventative Maintenance – Thin HMA Overlays/Chip Seals:* 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.
- *Cut-out Patching:* Staff is identifying cut-out patching locations and will begin patching shortly after striping and pavement marking installation followed by completion of manhole cover reset and patching.

### Woodland Meadows LS Control Panel:

This panel has been delivered and staff will be coordinating with HARSB for installation.

### 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 received the final memo with FAA concurrence on the reduction of the Runway 24 RPZ due to the infeasibility of a precision approach. The County has indicated that they are going to update the ALP to reflect this change. Staff has worked through scope amendments with David Evans and Associates, Inc who is coordinating with LHTAC to formalize the amendments and resume work on the project.

2015 Arbor Day Celebration Planning:

Over 600 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 has come to completion on this project and the project has been advertised for bid. Staff and attorneys are currently working on finalizing interagency agreements. Bids are scheduled to be opened on 5/19 at 11:30 am at City Hall. A mandatory pre-bid conference is scheduled for 5/7 at 11:00 am at City Hall. The project is expected to be complete near the end of October.

Ramsey / Honeysuckle Intersection Improvements:

Topographic surveying has been completed and traffic analysis is nearly finished. Our design consultant David Evans and Associates, Inc. is currently working to produce scaled conceptual drawings of each alternative for communicating their magnitude of impact. A City Council workshop will be arranged to discuss the project with the Council.

Stoddard Park:

With Chomper Café up and running staff is finalizing some remaining landscaping along with hydro-seeding and researching options for a play structure. Staff is planning to bring playground options to City Council and also discuss the Council's thoughts on adding electrical and lighting to the north picnic shelter along with parking lot lighting.



### H-7/H-10 Sewer Basin Analysis:

This planning effort has been placed on hold until the cap fee issues are resolved.

### Honeysuckle Beach Lift Station Improvements:

The Hayden Lake Recreational Water and Sewer District is nearing the end of making planned improvements to their lift station located in the City's parking lot at Honeysuckle Beach. The District is installing a split face masonry wall as part of their improvements which have already improved the quality of aesthetics near the launch.

### Public Works Property Purchase:

The City has purchased 5 acres of property along Dakota Avenue just west of Ramsey Road. This property is the planned new location for the combined street and parks crew maintenance shops. The site will house the entire City's public works fleet and may include a sewer lift station (H-6) if feasible. The City will also store materials on-site such as anti-skid materials and various construction items. The next phase of this project will be to retain an architect and engineer to assist with developing the site plan. Staff has goals of installing a first phase of improvements on the site yet this year.

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

The Spring/Summer 2015 City Newsletter is currently being assembled with a projected mailing date of May 1. The newsletter is delivered to over 9000 mailboxes – Resident, Business and Hayden PO Boxes – and has become a periodical that people look forward to. If there is any information you would like to see in upcoming newsletters please let us know as soon as possible.

Within the next few months a locking bulletin board will be purchased and installed in the City Hall lobby to house meeting agendas and other important City announcements. Installing this board in the lobby area will help communicate information to individuals that do not come into the main lobby and instead, go directly to Recreation or upstairs for services.

Door-to-Door Solicitation activities have picked up with the nice weather. To date we have 2 companies, Senske and ARM Security, with a total of 7 solicitors registered.

Open Meeting Law training with Commissions has been scheduled with each commission. The training will be new to those individuals just appointed to a commission and annual refresher for those individuals that have been serving on a commission for more than a year.

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. The new website

The 8-month seasonal parks position has been filled and recruitment for lifeguard recruitment for the 2015 summer swimming season is underway. Also open for recruitment is a Recreation Services Intern for the Community Services Department.

Department Directors will be reviewing performance review mechanisms over the next few months as part of a project to update the tools used for evaluating employee performance. The current form was developed and has been in use since 2007.

## **Community Services**

Currently, youth soccer, youth volleyball, and women's basketball seasons are all underway with great participation numbers again this season. As well, planning for the Hayden Kite Festival, Hayden Summer Concert Series and Hayden Days are well underway.

More than 650 kids including kids from Rathdrum and Spirit Lake and started soccer games on Saturday, April 11. Our 3-6 year-olds are playing at Atlas Elementary, and the U8-U14's play at Croffoot Park. Youth volleyball continues to go well. Practices are held on Mondays and Tuesdays, and matches are played on Wednesday evenings.

The Women's Basketball league has four teams this season. This league runs on Monday & Wednesday evenings at Atlas Elementary. Games began on Monday, April 6, and the season ends with a tournament on Wednesday, May 6.

Adult ballroom dance classes and open gym volleyball continue to draw good participation. Youth dance classes began on April 7 & 8 at the Hayden KinderCenter with 24 participants. Gymnastics is continues to do well, and pickleball is really picking up and has had 38 participants thus far.

Lifeguard applications are still being taken and interviews will be conducted in early May. There are six lifeguards returning from 2014, so only a couple more lifeguards are needed this summer. Lifeguard training and testing will begin in mid-May. Honeysuckle Beach is tentatively scheduled to open Saturday, June 13.

The Hayden Kite Festival is being conducted on Saturday, April 25, at Broadmoore Park from 12:00-2:30 p.m. A special thank you goes to STCU and the Hayden Chamber of Commerce for all their support of this event! Flyers for the Hayden Kite Festival were delivered to schools and businesses on April 14 & 15. An overview of the event will be provided next month.

The Pitch, Hit & Run baseball competition is being run this year in conjunction with Hayden Little League's fundraiser on Saturday, May 16. We expect a huge turnout for this competition, which will run from 9:00 a.m.-2:30 p.m. (approximately). We will also be running the PHR softball competition on Saturday, May 16, at Finucane Park after the boy's competition.

The Summer Concert Series line-up is almost finished. Concerts will be held on Thursdays from 6:00-8:30 p.m. beginning July 2. Thus far, the following bands have been scheduled:

- July 2 – Coeur d’Alene Big Band (Big Band Swing Orchestra)
- July 9 – TBD
- July 16 – TBD
- July 23 – No Concert during week of Hayden Days
- July 30 – Spectrum (Classic Rock & Roll)
- August 6 – Strictly Country (Country Rock)
- August 13 – David Raitt & the Baja Boogie Band (Rhythm & Blues)
- August 20 – Swing Street Big Band (Big Band Swing Orchestra)

### Administrative Services

Kootenai County has released the Final net Market Values for the 2014 tax year. This is the ultimate value on which property taxes were billed this past year. The complete list received from the county for all taxing districts has been handed out to council.

TAX YEAR	Real & Personal Property Value	Sub-Missed Real & Personal Value	Operating Property Value	Personal Prop Exemption Value W/O Op Prop	Final Net Taxable Value	% Increase or -Decrease from Prior Yr
2003 (final)	432,958,448	4,809,688	13,432,959		451,201,095	n/a
2007 (final)	1,126,742,643	10,121,531	12,874,276		1,149,738,450	154.8%
2008 (final)	1,077,307,998	17,802,498	13,468,827		1,108,579,323	-3.6%
2009 (final)	976,040,332	6,577,438	13,972,443		996,590,213	-10.1%
2010 (final)	875,107,824	11,022,108	14,745,878		900,875,810	-9.6%
2011 (final)	818,785,272	11,679,464	14,044,737		844,509,473	-6.3%
2012 (final)	771,526,847	7,705,389	13,100,139		792,332,375	-6.2%
2013 (final)	810,835,838	1,788,235	13,228,908	11,015,889	836,868,870	5.6%
2014 (final)	897,119,956	6,010,419	12,102,697		915,233,072	9.4%
<i>Real &amp; Personal Property Value includes land with or without attached dwellings and equipment, used to generate an income.</i>						
<i>Sub-Missed Real &amp; Personal Value is persoal property that was not included in the annual roll.</i>						
<i>Operating Property Value is property that contains utility or railroad or is used to maintain a public utility, railroad, or private railcar fleet.</i>						
<i>The Final Net Market Value is the ultimate value on which property taxes were billed for our district during the past year. Preliminary value information for next year provided in July.</i>						

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 have been distributed to council members.

The FY2015 2<sup>nd</sup> Quarter Treasurer Statement is on the April 28 consent calendar for approval and will be published in the CDA Press April 29 in accordance with Idaho statute.

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

\$5.00 late fees assessed:

# of customers assessed	629	559
\$ late fees assessed	\$5,980	\$4,580
% of customers late fees	13%	12%

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	184	180
\$ balance in collection	\$108,110	\$90,341
% of customers	4%	4%

# customers in bankruptcy	6	10
\$ balances in bankruptcy	\$2,247	\$5,066
% of customers in bankruptcy	0.1%	0.2%