



## **City Administrator's Report, 05/26/2015**

The Employee of the Month for April 2015 is Donna Phillips. Following is her write-up:

*A much deserved thank you and congratulations to Donna Phillips for being designated as the April 2015 Employee of the month. One of the premiere events of the year for the City is becoming the Arbor Day Celebration. As project manager of this outstanding event, Donna organized over 60 staff and volunteers to provide fun learning opportunities for over 700 students. With the growth of the event come opportunities for improved efficiencies. Donna continues to improve the cost effectiveness of the celebration demonstrated by nearly cutting the cost per student in half between 2014 and 2015. Further, all of the schools involved in 2015 have already requested involvement in 2016. Other new participants including schools, nurseries, and the US Forest Service have asked to be involved next year. All this testifies of a well-run, fun and healthy event that is producing community enhancing results. Thank you, Donna for leading this great project and providing an enriching day for all involved.*

I know you will all join me in expressing our appreciation to Donna for all her hard work. We are fortunate to have so many great team members working for the City of Hayden.

### **Information Technology**

The focus for Information Technology has mainly been on loading content and testing the City of Hayden's new website which will go live in the next two to three weeks. Making sure the information is easy to update and is laid out logically behind the scenes in addition to being easy to find on the public facing side has been the two primary concerns that our Webmaster and I.T. Manager are continuing to address. The business licensing program website that Community and Economic Development commissioned is fully live with over half of the business owners opting to procure their license fully online, both application and payment, through Access Idaho's payment system. CED is to be commended for offering the easiest way possible to apply and pay for a business license for owners who are busy with their businesses.

The remainder of the tasks have been typically varied including workstation updates, mail server maintenance, replacing failed components, updating yearly licensing, and general user support. Planning for the next infrastructure update that will occur this summer and will be fully integrated when the City's new website goes live. This will involve mapping, tracing, and the reworking of the core network similar to what was done with the City's

servers last year. Documenting and cleaning up cabling makes possible future troubleshooting easier, quicker, and minimizes both overall cost and downtime.

## **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. Forty three pre-development meetings have been held. There are approximately forty active commercial projects. The Buckles-Wyoming annexation was recently approved and staff is working through annexation agreement approvals. There are several new minor plats. Three Special Use Permits are pending. The City is also working through a wide variety of code enforcement projects, some of which are long-standing and will take substantial time and involvement to resolve. The City's business licensing program is active now and the first round of applications has been received. Word is out on the program and applicants are now contacting the City seeking their Business License.

### 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.

### Sewer in the H-6 Basin:

HURA has recently approved 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 (TIF) agreement so long as the infrastructure is designed, located and sized to serve a large portion of the service area. A TIF agreement to implement this is being drafted.

### 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 and demolition of the structures on site has been completed. 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 Hayden Urban Renewal Agency, in partnership with the City of Hayden, has hired an urban design firm, Winter and Company, to create a plan to aid in the redevelopment of the City of Hayden's Central Business District. To begin early implementation of this project, the City recently redrafted the downtown design standards from rigorous requirements into design objectives, allowing flexibility and creativity in how they are achieved, and thereby opening the downtown with more immediacy to development opportunities. The Urban Renewal Agency is now working on the next phase of this project, the Urban Design and Economic Opportunity Plan, which is focused on the following:

- A design framework for the City of Hayden's Central Business District, establishing various sub-areas in the downtown core. These subareas are proposed to be created to recognize that some portions of the downtown may vary from each other in terms of design standards as well as the uses that will likely be attracted. This design framework will also identify investment areas where public or private developers may be interested in furthering the sub-area concepts. Bicycle and pedestrian amenities and connectivity will be a focus as will street frontage and landscaping amenities. Gateways and out of district connectivity, such as that from Honeysuckle Road to the City's beachfront property on Hayden Lake will also be emphasized as will the use of public space on City and Urban Renewal Agency owned properties.
- A survey of various peer communities in the United States who have experience economic success in revitalizing their community. This survey provides information from each community on livability, placemaking, jobs, housing, and policy features which have contributed to this.
- An economic analysis focused on Hayden specific population and housing changes for various age demographics, Kootenai County migration trends and aggregate income, and national millennial and retirement location preferences, along with national suburban office trends.

The Hayden Urban Renewal Agency and City of Hayden will be hosting a Public Open House on Tuesday, June 2nd at 5:30 p.m. -7:00 p.m. to receive feedback and community input. At this meeting, Winter and Company will present preliminary design concepts, peer communities case studies, the economics white paper and the design framework map.

The City will also be posting up-to-date information on the City's Facebook page.

*HURA Parking Lot Project:* The construction project is largely complete. This is a parking facility that will ultimately provide parking for many of our downtown businesses and events. The next step is entering into a contract for commissioned art.

This project has been designed with innovative mulching and rain garden components and will be used as a living example when working with the

development community of options related to alternative stormwater design that are now available under the City's recently amended codes. Signage explaining the project will be installed.



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 being performed by JUB Engineers, Inc. and is about 50% complete on the topographic field work as of 5/18. Traffic data was completed the week of 5/11 and video counts are expected to be completed shortly and followed by traffic analysis. Geotechnical field work is complete and a draft report is expected by the end of May. Both JUB and the City have received many calls from interested property owners about the nature of the project. Staff is considering the development of a mailing that further explains the nature of the project (beyond what was explained in the letter sent out requesting access for survey activities) being for planning and frontage development purposes and not necessarily a single construction project.

Broadmoore Picnic Structure:

This project is funded by parks impact fees. Two bids were opened for this project on 5/15. The apparent low bidder was James Construction, LLC. The project includes

sidewalk connecting the street to the picnic shelter, a concrete slab for the picnic shelter, the superstructure to match the existing restroom enclosure and the installation of electrical components to supply power for outlets and lighting. The electrical supply will be from the existing irrigation well system. A recommendation for awarding the contract is on the 5/26 City Council agenda.

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.

HURA Public Parking Lot:

This project is on schedule. The parking lot paving took place on 5/22 with striping scheduled to follow immediately after (weather dependent). Luminaire installation is scheduled near the end of the week of 5/25. The lot will be opened for the Memorial Day celebration but then closed again for final punch list items and installation of luminaires.



2015 Road and Parking Lot Plan:

- *Preventative Maintenance – Thin HMA Overlays/Chip Seals:* Contract documents are complete and the project was advertised on 5/13 and 5/20. A pre-bid meeting

was held on 5/21. Bids are due on 5/28. This project will apply ¼" chip seal to Grouse Meadows and Stoddard Meadows; a 3/8" chip seal to Hayden Avenue, US-95 to Huetter; and apply a 1" thin overlay to Ramsey Road from Orchard to Hayden. Dalton Gardens and Hayden partnered in this bid process.

- *ADA Compliance:* Staff has initiated coordination with a contractor to install ped ramp replacements in the Sunview Meadows and Emerald Oaks subdivisions. To be cost efficient, the project will be utilizing staff to perform demolition and the contractor will install the new ramps. Staff will be working on a location by location basis to plan each ramp configuration with the contractor. It should be noted that this project is solely for the upgrade of ramps to meet ADA requirements.
- *Parking Lots:* Now that the HLRWSD lift station upgrade is complete and the new masonry wall was installed to house the station, staff is planning improvements to the parking lot. The 2016 budget will include a proposal for a first phase of parking lot improvements. Staff is planning to propose some re-grading along with pavement and curb replacements. In addition, various sidewalk installations may be recommended. Staff is only refreshing the striping and pavement markings for 2015.
- *Cut-out Patching:* Staff has begun cut-out patching to prepare for the chip seals and overlays. Staff will also begin prep for the 2016 chip seals planned for Strawberry Fields and Broadmoore subdivisions and various other locations in the City. Crack sealing will begin later into June and the beginning of July.

#### Woodland Meadows LS Control Panel:

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

#### Hayden Construction Standards:

JUB Engineers, Inc. is nearing the completion of this project to update Hayden's standard drawings. The roadway typical sections from the 2013 Transportation Plan were brought over to be part of the drawing set and many additional standard drawings were added. Staff expects a final review copy of the standard drawings early in the week of 5/25.

#### 2015 Arbor Day Celebration:

This celebration was held on 4/30. Donna Phillips organized over 60 staff and volunteers to provide fun learning opportunities for over 700 students for this year's Arbor Day celebration. All of the schools involved in 2015 have already requested involvement in 2016. Other new participants including schools, nurseries, and the US Forest Service have asked to be involved next year. This was the largest Arbor Day event yet and very well received by the community.



#### Reed Road / Honeysuckle Ave Sewer Replacement:

Six bids were opened for this project on May 19th with MDM Construction, Inc. being the apparent low bidder. The project's estimated cost was approximately \$1.5M and the low bid was about \$1.0M. Staff has placed a request for City Council to award the project to MDM Construction on the 5/26 agenda. HARSB and HLID both partnered with the City on this project. HARSB will be replacing a significant portion of the 15" force main (the same pipe that failed near Maple and Honeysuckle) and HLID will be installing new water lines. A public notice / informational sheet is planned to be sent out after Council award of the contract.

#### Ramsey / Honeysuckle Intersection Improvements:

A City Council workshop is scheduled for 5/26 on this project to present traffic analysis findings and footprint impacts for each of the planned alternatives, and to recommend one or two preferred alternatives. An addendum to the engineering services is also being requested by City Council to cover additional traffic analysis and public involvement activities. After the workshop, staff would like to visit with affected private property owners to discuss individual impacts that would be realized from the installation of preferred alternatives. An agreement to develop the final plans, specifications and estimates will follow the selection of a final preferred alternative. HARSB, HLID and multiple utility companies will be invited to participate in a 2016 construction project. The funding for this project will be circulation impact fees.

#### Stoddard Park:

Staff is researching options for a play structure to be installed in the northwest corner of the park where the boulder scramble was planned. Staff will be recommending that two

play structures be used for the park. 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.

Honeysuckle Beach Lift Station Improvements:

The Hayden Lake Recreational Water and Sewer District has completed this project. The District installed a split face masonry wall as part of their improvements which have greatly improved the quality of aesthetics near the launch. The new masonry wall also included a slide in portable restroom enclosure.

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. Staff has contacted one of the architects on our prequalification roster for a draft scope of work and cost estimate for completing a commercial sight plan and first phase of improvements. 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 has been mailed to all residents and businesses within the city limits. We have received positive feedback and numerous questions about articles/topics in the newsletter. The Fall 2015 Newsletter is tentatively scheduled to be distributed September 1st.

Records for destruction are being reviewed with an anticipated date for destruction of early July. We are anticipating about 20 boxes to be destroyed. A list of these records will be coming before Council on June 23.

A locking bulletin board has been purchased and will be 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.

Open Meeting Law training with Commissions is underway 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 recruitment for Lifeguards for the 2015 summer swimming season is drawing to a close and training is underway in preparation for the opening of Honeysuckle Beach.

Interviews are scheduled for the Recreation Services Intern for the Community Services Department for the summer internship.

Department Directors are in the process of reviewing performance mechanisms as part of a project to update the tools used for evaluating employee performance. The current form was developed in and has been in use since 2007.

## **Community Services**

Currently, the Community Services Department is taking registrations for summer youth baseball, Skyhawks youth sports camps, youth dance, Zumba Kids Camp, and other summer programs, as well as many field and park reservations.

The Pitch, Hit & Run boys' baseball competition was held on Saturday, May 16, at Croffoot Park from 9:00 a.m.-2:30 p.m., and the girls' softball competition was conducted on Sunday, May 17 from 11:00 a.m.-12:00 p.m. at Finucane Park. Both were very successful! Approximately 175 kids between the ages of 7-14 years from Hayden, Coeur d'Alene, Post Falls and Rathdrum participated in the boys and girls local competitions. Many thanks go to Hayden Little League and KGSA for coordinating with us to run the program. The sectional competition will be held on Sunday, May 31, from 1:30-4:00 p.m. at Croffoot Park. Details and results from this competition will be included in the June department update. In 2014, we had six kids from our sectional competition advance to the Team Championship at Safeco Field! We're very hopeful for another good year.

Open Gym Volleyball ended on May 8. There were approximately 500 participants this season. Adult/Teen Ballroom Dance ended April 29 and was extremely popular this year with about 70 participants. Both programs will begin again in the fall.

Six lifeguards have returned from 2014 are in preseason training with their skills testing scheduled for Saturday, May 30, at the Kroc Center. We are hoping to hire one or two more lifeguards before by the end of May. Honeysuckle Beach is tentatively scheduled to be open on Saturday, June 13, if the weather cooperates.

There are some tournaments being run at Finucane this season. KGSA had their end-of-season tournament May 15-17, the Lakeland Softball tournament was held May 23-24, and North Idaho Extreme will be conducting a softball tournament during the weekend of May 29-31.

The Memorial Day ceremonies were held on Monday, May 25. Approximately 75 people attended the Wreath-Laying Ceremony that was held at 10:00 a.m. at Honeysuckle Beach, and about 250 people attended the Remembrance Ceremony at 11:00 a.m. at Hayden City Hall PFC Robert J. Gordon Veterans Memorial. Thank you to the Mayor and City Council for their wonderful support.

Hayden's Got Talent auditions will be held on Saturday, June 13, at Hayden City Park from 1:00-4:30 p.m. We are still taking applications and are hoping for another great turnout.

Hayden Days planning is well underway and will be held Friday, July 24, and Saturday, July 25. The Hayden Days parade will be held on Saturday, July 25, at 10:00 a.m. The theme this year is “Celebrating 60-Then & Now” and “Military Appreciation.” We hope the Mayor and City Council will be able to participate again this year! The Kelly Hughes Band is playing on Friday night, the pancake breakfast and parade will be conducted on Saturday morning, and the “Hayden’s Got Talent” show will be held on Saturday from 3:00-5:00 p.m. All of this great entertainment is expected to draw large numbers. The Summer Concert Series line-up is almost complete and includes the following entertainment thus far:

- July 2: Coeur d'Alene Big Band (Big Band Swing Orchestra)
- July 9: Keith & The Hankers (Country/Country Rock)
- July 16: Barry Aiken & Northpoint (Salsa, Latin Rhythms)
- July 23: No Concert due to Hayden Days on July 24-25
- July 30: Spectrum (Classic Rock 'n Roll)
- August 6: Strictly Country (Classic to Current Country)
- August 13: David Raitt & the Baja Boogie Band (Rhythm & Blues)
- August 20: Swing Street Big Band (Big Band Swing Orchestra)

In conjunction with the summer concerts series, the Coeur d’Alene Art Association is featuring an artist each week beginning at 5:00 p.m. in Hayden City Park. The summer event series will end under the stars with a City of Hayden Movie Night in the park featuring “Big Hero 6” on August 27. These events are sure to attract a great amount of people into downtown Hayden.

The Hayden Triathlon event planning is going really well, and race director Tony Koch reported that they are on schedule. It looks like it is going to be great event for the City and the Viking Booster Foundation.

The Community Services Department summer activity guide is scheduled to be posted on the City of Hayden website and distributed to Hayden schools by Wednesday, May 27.

## **Administrative Services**

The first council workshop for staff to present and council to discuss the FY2016 budget will be held after the regular council meeting on June 23. Tentative adoption of the budget is scheduled for the July 14 meeting, and the public hearing will be on August 11. For Idaho cities in FY2016, the AIC is projecting a 5% increase in sales tax revenue, a 31% increase in highway revenue, and 2% increase in liquor revenue. The maximum 3% property tax increase for Hayden amounts to \$35,710.

Draws on the DEQ loan to pay HARSB for the City’s share of the wastewater treatment plant facility upgrades currently total \$3,227,992. This City of Hayden share has also been paid to HARSB, and the loan will be repaid from sewer user revenues after Phase I is completed and the loan is closed out

Utility Billing:

| Total customers:                | <u>Current</u> | <u>1 Yr Ago</u> |
|---------------------------------|----------------|-----------------|
| # of customers billed           | 4,690          | 4,611           |
| \$ customers billed             | \$388,304      | \$348,167       |
| <br>\$20.00 late fees assessed: |                |                 |
| # of customers assessed         | 217            | 227             |
| \$ late fees assessed           | \$4,340        | \$4,540         |
| % of customers late fees        | 5%             | 5%              |
| <br>30-day late notices:        |                |                 |
| # late notices sent             | 60             | 65              |
| \$ late notices sent            | \$16,712       | \$13,754        |
| % of customers                  | 1%             | 1%              |
| <br>Collection agency activity: |                |                 |
| # accounts in collection        | 193            | 184             |
| \$ balance in collection        | \$117,863      | \$94,159        |
| % of customers                  | 4%             | 4%              |
| <br># customers in bankruptcy   | <br>6          | <br>10          |
| \$ balances in bankruptcy       | \$2,247        | \$5,066         |
| % of customers in bankruptcy    | 0.1%           | 0.2%            |