



City Administrator's Report, 07/28/2015

This month we presented an Excellence in Service Team Award to Ron Reno, Bill Davis, Michael Drobnock, Jennifer Arrotta, Samantha Read, and Larry Stark. Their recognition reads:

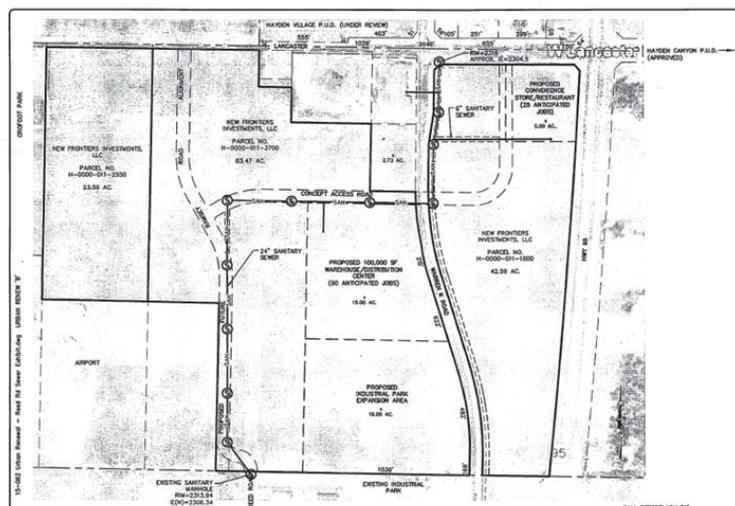
Getting the Community Services Department set up for the summer intern was challenging to say the least. The copier, storage cabinet, and several filing cabinets had to be emptied and moved, established work spaces had to be restructured, and a new work space had to be added. Jennifer and Samantha emptied cabinets and packed supplies. Ron and Bill moved the copier and cabinets, rearranged the current work spaces, and creatively pieced together a new one. Michael set up the computer with monitors and Larry fine-tuned the work space after it was put into place. Every person involved worked together to restructure the Community Services Department office and have the area ready by the time our intern arrived. Thank you all for your fantastic team effort in completing this complex undertaking! What a great job!

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

Community and Economic Development

Sewer in the H-6 Basin:

An Owner Participation Agreement was recently signed with Hayden Village, LLC (now owned by Aspen Homes) and New Frontiers, LCC authorizing reimbursement for public sewer infrastructure totaling \$430,000.00. Design work on the sewer has begun and applications have been made for a minor subdivision, with two commercial/industrial projects in the planning stages.



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 now under construction of the public infrastructure; 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 and has been through a Public Hearing with the Planning and Zoning Commission in mid-July. Carrington Meadows, an eighty acre development, has received an extension into September. The staff has inquired into status on Carrington and is awaiting formal response. There are seven active minor plats. Sixty pre-development meetings have been scheduled or held. There are approximately forty six active commercial projects. The building permits and site plans have been approved for Maverick Convenience Store, Stancraft showroom, and Peak Fitness expansion, among others. The City is also working through a wide variety of code enforcement projects and has had some success with the old BC detailing business, a difficult code enforcement case involving multiple misdemeanor citations and Recycled Cycles, with illegal construction of a second story.

Car Wash and Barber Shop Properties:

The purchase has been finalized and the three properties are now owned by HURA—nearly an acre in total that has been assembled together. Solicitations will be sought for an appropriate proposal for the entire property.

The City staff will be bringing forward a task order for asbestos remediation and demolition of the structures on the nail salon site.

The Agency is working with the Department of Environmental Quality (DEQ) 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 has been located on this



property. DEQ and Chevron have been unable to provide closure documents for the former fueling station. As such, further work will need to be done. As soon as the ESA is complete, the next step will be to submit this, along with the Phase II for the car wash property, and the application to enroll in the Voluntary Cleanup Program with DEQ.

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. They are now looking at a financing combination that involves LID/grant/HURA funds.

Commissioned Art:

The Artist has been on-site working on preparing the concrete footing and electrical installation for the project. Additionally, staff has had numerous meetings with utility providers to discuss movement of utilities which may impede the view of the project once complete. The dragonfly “Dusk to Dawn” contract has been authorized and will be installed in mid-October to November.

Architectural/Design Guidelines and Development Standards for the CBD:

The June 2nd stakeholder meetings and public open house for this project were very well attended. Next steps are in discussion and will involve Winter and Company moving forward with the following:

- Refining two opportunity site diagrams and renderings--one for the car wash property and one for City Hall Park.
- Completing the Economic White Paper
- Developing the Action Plan Handbook, which assembles open house materials into a booklet with summary text that explains the graphic materials
- Developing design standards texts and graphic to insert into existing code. This will include design concepts showing repurposed buildings and also examples of what to do as well as what not to do in terms of design.

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:

Preliminary results on intersection traffic analysis are being reviewed and property impacts from the Transportation Plan street section are being quantified. Staff is exploring changes to the street section to reduce property impacts

Ramsey Road Extension:

Staff and DEA have begun meeting with land owners to understand how the various alignment alternatives affect development potential and street connectivity. Additionally, staff is preparing a briefing for FHWA and will be meeting with them to solidify the appropriate environmental documentation for this phase of the project. Following the FHWA meeting, staff will be coordinating an agency review meeting to help DEA address various environmental issues of concern to agencies. Michelle Anderson of Anderson Environmental is the lead environmental planner as a sub-consultant to DEA.

Broadmoore Picnic Structure:

James Construction has completed this project with the exception of final installation of the light fixtures which are on back order. The new shelter also includes electrical outlets and serving surfaces for picnics. All of the electrical outlets and motion sensor lighting are on an override timer that deactivates when the park closes. As can be seen below, staff

has placed four of our new picnic tables in the shelter. Many neighbors have stopped to compliment the City on the addition to the park and express appreciation for the work being performed in Broadmoore. The shelter is now available for event reservations through the Community Services Department.



HURA Public Parking Lot:

This project is complete and in service.

2015 Road and Parking Lot Plan:

- *Preventative Maintenance – Thin HMA Overlays/Chip Seals:* POE Asphalt, Inc is scheduled to begin work in Hayden during the week of 8/3. The most recent schedule shows starting with the 3/8” chip seal on Hayden Avenue then moving to Grouse Meadows and finally Stoddard Meadows. The 1” thin overlay on Ramsey Road from Orchard to Hayden will take place later in August.
- *ADA Compliance:* Staff is planning to reduce the size of this project to meet additional paving needs on the Honeysuckle-Reed Sewer Project. More information will come as plans are further developed.
- *Parking Lots:* The 2016 budget will include a proposal for a first phase of parking lot improvements at Honeysuckle Beach. Staff is planning to propose some re-grading along with pavement and curb replacements. In addition, various sidewalk installations may be recommended. Staff has recently refreshed the striping and pavement markings at the beach parking lot.
- *Cut-out Patching:* Staff has completed the cut-out patching and crack sealing to prepare for the chip seals and overlays for 2015. Plans to chip seal Strawberry Fields and Broadmoore subdivisions in 2016 (1/4” chips) are beginning to be formulated. Staff will continue with general repairs on streets throughout the summer.

Woodland Meadows LS Control Panel:

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

Reed Road / Honeysuckle Ave Sewer Replacement:

This project is currently underway. The project schedule has been fairly dynamic due to the lead time on pipe and bypass pump availability. However, the project is a bit ahead of overall schedule. Staff has authorized some Saturday work to help minimize the closure time for Honeysuckle Avenue. A photo of the trench conveyor and sewer bypass process is shown below.



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 has received a final review copy of the revised standard drawings and plans to present to Council for approval on 8/25.

Ramsey / Honeysuckle Intersection Improvements:

On July 9th, the City held a public open house to collect public feedback on the final two intersection alternatives (two-lane roundabout vs. 5/3 lane signal). A total of 55 people attended the meeting based on the sign-in sheet. 36 people filled out comment forms. Findings from the open house are as follows:

- a) A total of 67% of 36 respondents felt that a roundabout would be the best solution for this intersection.
- b) A total of 25% of 36 respondents felt that a traffic signal would be the best solution for this intersection
- c) A total of 8% of 36 respondents were neutral on whether a roundabout or traffic signal would be the best solution for this intersection
- d) 6 respondents recommended minimization of landscaping in the center of a roundabout for better visibility
- e) 7 respondents recommended reducing landscaping project-wide (installing less than shown in the concept diagrams)
- f) 9 respondents recommended lower the speed limit on Ramsey
- g) 6 respondents recommended disallowing truck traffic on Ramsey
- h) 6 respondents recommended having a pedestrian friendly solution for the intersection
- i) A number of other miscellaneous comments were received

Staff is preparing discussion materials for the first City Council meeting in August.

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.

H-7/H-10 Sewer Basin Analysis:

This planning effort has been placed on hold until the cap fee issues are resolved. However, staff is in the beginning stages of coordinating an LID in the area to construct the H-7 lift station, force main, and various gravity lines. A Council presentation will be developed as this plan is developed.

City Clerk's Office and Human Resource Management

Effective July 1, 2015, the Open Meeting Law statutes, along with the Ethics in Government and the Public Writings sections of Idaho Code that are related to transparency in government were moved under Title 74. This gave us the perfect opportunity to rework and update the Request for Public Records form. The new form has been implemented and placed on the City's website for the public's convenience.

The Records Retention Schedule update for 2015 resolution and a record for destruction resolution have come forward to council on July 28, 2015. Upon approval, 26 boxes of records will be destroyed during the first part of August.

The City Clerk's Office and HR Department staff have been reviewing and updating website pages associated with department services. We will continue to look for ways to enhance the appearance of the website while maintaining the easiest access possible for our user.

Preparation for the upcoming City Election in November has begun. AIC has distributed the Campaign Finance and Election Manuals to the cities along with the electronic campaign finance reporting forms. This year the City has 2 council seats as well as the Mayor's seat up for election. Campaign packets will be available beginning August 21 from the Clerk's Office and the filling period will be August 24 thru September 4.

In conjunction with the upcoming implementation of the new City of Hayden website, all departments have been updating information and forms. As revisions are being made, the City Staff has been proactively working to communicate that City of Hayden does not discriminate by including a statement that the "City of Hayden provides services to its citizen without regard to race, religion, color, sex, age, national origin or disability" on updated documents.

Open Enrollment for medical, dental, AFLAC, and PEAK 1 starts July 27, 2015 and ends at 5:00pm on Thursday, August 27, 2015 to allow time for process. This is the first year that employees will have a choice between health benefit plans. An important meeting to review plan options has been scheduled for July 28, 2015. The voluntary benefit representatives will be here on Wednesday, August 12th, at 8:30am to address any changes in existing programs and talk about any new programs they have to offer.

Recruitment is underway for a Building Permit Technician to replace an employee that is planning to retire. The first review of applications occurred July 21st and applications will continue to be accepted until the position is filled.

Community Services

There is so much happening in Hayden this summer - nine Skyhawks sports camps, youth baseball, swimming lessons, tennis and pickleball lessons, Zumba Kids, community events and much more!

Games for the Hayden Summer Youth Baseball league began on Monday, July 6. Games are held Monday-Thursday evenings at Croffoot Park and will continue through August 12.

Tennis and pickleball participation is going pretty well this summer with about 45 participants thus far. Skyhawks sports camps have really picked up this year. The volleyball camp was full with 28 kids, the soccer camp had 21, flag football had 18, and cheerleading camp had 12. There are still five camps to be held this summer, and the numbers are looking good for those as well.

The Summer Concert Series began on Thursday, July 2. This summer the Coeur D'Alene Art Association is featuring various exhibitors each week during the concerts. These two venues complement each other very well, so concert goers are enjoying great music, wonderful art and delicious food. The concert series has a variety of great bands and draws hundreds to Hayden on Thursday evenings.

The lifeguards continue to keep Honeysuckle Beach safe and under control. The lifeguards are currently teaching swimming lessons to approximately 40 children. There will be one more session with two sets of swimming lessons the first two weeks of August, and there are almost 25 kids registered at this time.

The Hayden Triathlon was managed and conducted by Tony Koch and the Viking Booster Club & Education Foundation. It was the fifth year for the event, and it was full with 310 participants. It was very successful and looks to continue to be an extremely popular event conducted in Hayden!

The Hayden Days celebration was held in City Park on July 24-25. Great entertainment, a wide variety of food and mixed-goods vendors, the Hayden Days parade, children's games, pony rides, and NAPA car show were some of the activities and attractions that brought lots of people to this event. The main events were The Kelly Hughes Band on Friday from 6:30 9:00 p.m. and Men in the Making from 6:30-9:00 p.m. on Saturday. Another crowd-pleaser is the "Hayden's Got Talent" Show which took place on Saturday from 2:30 4:30 p.m. This year's Hayden Days celebration was the best attended in my years with the city.

There are a few special events being held in August:

- National Night Out conducted by the Kootenai County Sherriff's Office & Target on Tuesday, August 4, 4:00-8:00 p.m. @ Hayden City Park
- Spokane to Sandpoint Relay on August 14-15 from 9:00 p.m.-3:00 a.m. @ Croffoot Park
- Princess Pedalfest on August 15 from 6:00 a.m.-5:00 p.m. @ Croffoot Park
- City of Hayden Movie Night featuring "Big Hero 6" – Thursday, August 27 at 7:50 p.m. @ Hayden City Park

Fall registration for youth soccer and flag football begins Monday, July 27, and we are currently working on the fall activity guide, which will be available online by August 31 and delivered to schools the first week of September.

Administrative Services

Council has held 3 budget workshops, and the budget was tentatively adopted on July 14. Notice of the budget hearing will be published in the CDA Press on July 28 and August 4. The public hearing / appropriations ordinance adoption will be on August 11.

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

Draws on the DEQ loan to pay HARSB for the City's share of the wastewater treatment plant facility upgrades currently total \$5,367,474.21. The DEQ had authorized a loan total of \$8,777,754 for phase I of the project. The loan will be repaid from sewer user revenues after Phase I is completed and the loan is closed out.

After 10 years of service to the City of Hayden, Linda Port has expressed her intention to retire on July 31. Laura Humphreys, currently through Humanix, will be training with Linda through July 31. An employee/council lunch picnic will be held at noon on Friday, July 31, to celebrate Linda's retirement.

Utility Billing:

Total customers:	<u>Current</u>	<u>1 Yr Ago</u>
# of customers billed	4,701	4,630
\$ customers billed	\$388,986	\$349,112
\$20.00 late fees assessed:		
# of customers assessed	264	278
\$ late fees assessed	\$5,280	\$5,560
% of customers late fees	1%	1%
30-day late notices:		
# late notices sent	49	51
\$ late notices sent	\$15,747	\$14,636
% of customers	1%	1%
Collection agency activity:		
# accounts in collection	194	184
\$ balance in collection	\$119,822	\$94,616
% of customers	4%	4%
# customers in bankruptcy	6	10
\$ balances in bankruptcy	\$2,247	\$5,066
% of customers in bankruptcy	0.1%	0.2%