



City Administrator's Report, 08/25/2015

The July 2015 Employee of the Month is Bill Davis. Below is his write-up:

Congratulations and a big thank you to Bill Davis for going above and beyond the call of his normal duties during the month of July 2015. Bill was the Public Works Park Crew's lead person for the 2015 Hayden Days event. Bill's experienced composure shined as he coordinated with Community Services to meet the needs of our Hayden Days vendors, visitors and performers. Bill's crew leadership was also on display as he coordinated staff duties (even into the middle of the night), making sure that our Hayden Days event didn't interfere with the quality of service provided in our other facilities. The premiere event for 2015 was Hayden Days and Bill's leadership was much-the-reason. Bill your service to the community is a great example for us all. Congratulations on your July 2015 designation as Employee of the Month.

This month we presented an Excellence in Service Team Award to Sherilyn Long, Jamie Gardipe, Jill Bowes, and Joyce Holst. Their recognition reads:

*Congratulations and our sincerest thank you to each of you for taking the time during a very busy construction and development season to revise the Community and Economic Development Department's multitudes of forms for the website update. This project was particularly intense as there are so many forms (42 in all) and every form is designed to obtain a large amount of information, much of it of legal, and also practical, relevance. Eleven of the forty two forms are designed to be interactive to better serve our customers and as such, were difficult and time-consuming to edit. **A big thank you to Sherilyn Long** for your work in standardizing the forms in a way that enhances the City's professionalism image and for the thought involved in ensuring consistency on each. This consistency allows the internal development review process to flow smoothly. Thank you also for taking the lead in ensuring that everyone had an opportunity to be involved and that the work was completed in full. **A heartfelt thank you to Jamie, Jill and Joyce** for taking time from the construction review process and projects that you were deeply enmeshed in to review, comment, or personally revise the forms--not always an easy thing to do given customer permitting demands paired with the attention-to-detail that this required. You all did a great job under pressure and your work is reflected in our new website as well as in the improved workflow and customer service. Thank you for this excellent work!*

We also presented an Individual Excellence in Service Award to Samantha Read.

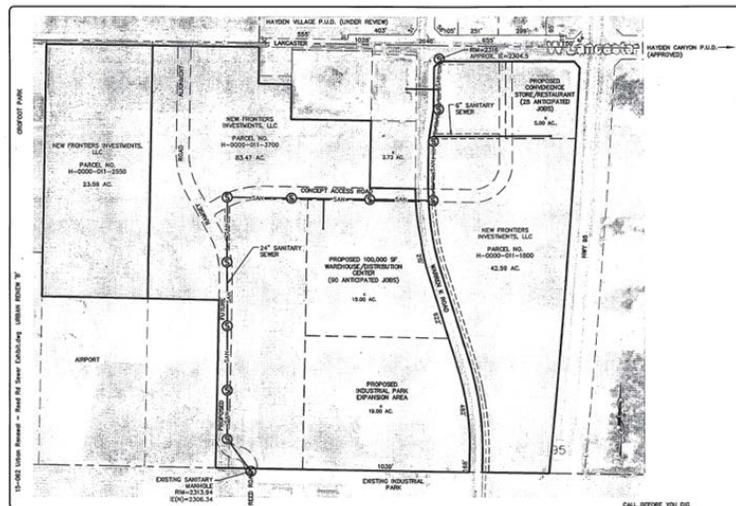
In addition to keeping the youth baseball program running smoothly, assisting with Hayden Days tasks, and conducting Zumba Kids Camp in July, Samantha was given the responsibility of managing the Hayden's Got Talent Show completely on her own. She secured judges and held auditions; picked the best acts and orchestrated the line-up; obtained the contestants' music and their information; and worked with the DJ to ensure the show would run smoothly, which it did! Hayden's Got Talent was a complete success due to Samantha's leadership, enthusiasm and dedication to quality. Congratulations, Samantha, for your commitment to excellence and a job well done!

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. The minor subdivision is nearing approval.



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 constructing 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 (this is under new ownership, so there may be some design changes), and Maple Grove, located south of Buckles Road, which has now been approved by City Council. 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. Applications have also been received for the Warren K. 6th Addition and a PUD

amendment to Avery Estates. There are six minor plats in process. There are additional large plats and minor plats that staff is awaiting receipt of.

At the August 17, 2015 Planning and Zoning Commission meeting, a SUP was approved for an expansion of the Shrine Club located on Lancaster Road. An application has now been submitted for a rezone to a property located on Wyoming Avenue. Fifty five pre-development meetings have been held with another sixteen meetings scheduled or held as an inquiry meeting. There are fifty one active commercial projects; items of interest are Peak Tennis expansion on Government Way, the new Maverick fueling and convenience store which is under construction at the northwest corner of Hayden Avenue and Highway 95, and Stir Hospitality, a new bar in the Hayden Creek Plaza. Building permits and site plans have been approved or are in process that may be of interest are: Brophy Vet Clinic next to Rustler's Roost, ABCD Daycare expansion on Robison and the new Rosenberger Showroom and Contractor's Office which can be viewed as you travel north on Highway 95 at its new location on Taryn Road.

The City is also working through a wide variety of code enforcement projects, many of which have obtained valid permits and/or are under construction. Weed complaints are also growing as concerns about fire concerns rise. Staff has close to one hundred enforcement complaints it is working through.

Car Wash and Barber Shop Properties:

A task order was recently approved by the City Council and the HURA Board to complete the following tasks:

- Demolition, haul, disposal of strip mall and residential buildings (including foundations)
- General site leveling and clean up
- Site weed control for all properties
- Phase 1 Environmental assessment
- Update to Voluntary Remediation Program application with IDEQ and coordination for subsurface remediation if needed

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 Design and Construction Project:

While JUB Engineers is working with the staff on the design of Hayden Avenue west of Kirkpatrick, to Huetter, the Hayden Urban Renewal Agency is interested in moving the construction of the recently designed Hayden Avenue Corridor Plan from Highway 95 east to Government Way, forward and is working on different concepts related to this. They are working through various funding scenarios. They are now looking at a financing

combination that involves LID/grant/HURA funds. As such, a meeting has been set up with JUB Engineering to discuss LID approaches further.

Commissioned Art:

The Artist has completed installation of the concrete footing and electrical installation for the Epiphany project. The cost of moving the power pole and light pole (blue arrows below) located along Government Way is expensive and staff is looking for alternatives that are more affordable. 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 sculpture “Dusk to Dawn” contract has been authorized, the artist has submitted his first invoice for materials, and work to install is preliminarily scheduled to begin in mid-October to November.



Architectural/Design Guidelines and Development Standards for the CBD:

A meeting is proposed for mid-September between the Hayden Urban Renewal Agency board and the City Council to discuss this project. The agenda preliminarily contains the following:

- Discuss a Community Center
- Discuss long term plans for the School District Property and City Hall Park.
- Discuss integration of housing into the Downtown, specifically in that area south of Honeysuckle Avenue

CDBG Grant Activity:

Work is currently underway on a City-supported grant for transportation infrastructure to a potential large industrial employer who is interested in consolidating operations and relocating to Hayden. We have asked Panhandle Area Council to take the lead on this project and are also working closely with Jobs Plus on this.

Public Works

Hayden Avenue, Kirkpatrick to Melrose Corridor Plan:

This project is on hold until Fall 2015.

Hayden Avenue, Huetter to Kirkpatrick Corridor Plan:

Staff is working with JUB to refine the corridor plan and accommodate the planned land uses along the corridor. Intersection controls are being investigated at Ramsey / Hayden and Atlas / Hayden. A City Council presentation will be developed in the October timeframe to present, discuss and receive Council feedback on the draft corridor plan.

Ramsey Road Extension:

Staff and DEA have continued meeting with land owners to understand how the various alignment alternatives affect development potential and street connectivity and to coordinate sanitary sewer installation with the ultimate alignment of Ramsey Road. Additionally, staff has prepared and submitted a briefing to 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.

2015 Road and Parking Lot Plan:

- *Preventative Maintenance – Thin HMA Overlays/Chip Seals:* POE Asphalt, has completed the 3/8" chip seal on Hayden Avenue as well as the 1/4" chip seals in Grouse Meadows and Stoddard Meadows. The 1" thin overlay on Ramsey Road from Orchard to Hayden was also paved on 8/21.



- *ADA Compliance:* This project will be held over until 2016. Instead Staff is working with a contractor to replace the ped ramp at the northwest corner Centa and Government Way and make miscellaneous curb repairs in various places around the City.
- *Bike Trail Seal:* Staff is planning a bike trail seal for the pathways in Stoddard Park. This seal activity will take place in September.
- *Prairie Avenue Roughness:* Staff has begun a small project in partnership with the City of Dalton Gardens to repair roughness along Prairie Avenue, east of Loch Haven. The project will grind the bumps and apply a 2" overlay.



Woodland Meadows LS Control Panel:

This new Multi-smart panel has now been installed and is in full operation.

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 9/8.

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.

Reed Road / Honeysuckle Ave Sewer Replacement:

This project was divided into 3 primary phases. Phase 1 is near Walmart / US-95, Phase 2 is Walmart to Reed on Honeysuckle and Phase 3 is Reed from Honeysuckle to north of Orchard. Because of lead time on valve delivery for force main valves near Walmart, the contractor started with Phase 2. Progress is now well into Phase 3. Force main replacement, gravity sewer upsize and water line installation have been installed for Phase 2 and most of Phase 3. Honeysuckle Avenue was paved back with half of its asphalt because some additional valving still needs to be installed near Honeysuckle and Reed. The work in Phase 1 is scheduled to begin a day or two following the Labor Day weekend.



Ramsey / Honeysuckle Intersection Improvements:

At the 8/11 City Council meeting, staff was given direction to proceed with final design of the 2-lane roundabout option and work closely and carefully with the adjacent landowners to minimize impacts. Staff has asked DEA for a scope of work for final design which will also include property appraisals. Staff will bring this agreement to City Council at the first meeting in September.

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.

US-95/Hayden Avenue Intersection:

Staff is working with the Idaho Transportation Department to explore the possibility of adding a dedicated eastbound right turn lane to assist in alleviating queuing at this approach. This would involve striping an additional lane, relocating puck sensors in the asphalt and realigning signal heads. Limited concrete sidewalk removal is also being

explored. Staff is also working with the owners of the strip mall near the intersection to mitigate access issues at their driveway.

City Clerk's Office and Human Resource Management

Following City Council approval on July 28, 2015, twenty-six boxes of records that no longer needed to be retained were destroyed during the first part of August.

The filing period for the upcoming City Election in November has begun and the notice has been published in the newspaper as required by Idaho state law. This year the City has 2 council seats as well as the Mayor's seat up for election. The filing period ends on Friday, September 4.

The Fall 2015 City Newsletter is currently being created with an anticipated mailing date of September 7.

Open Enrollment for medical, dental, AFLAC, and PEAK 1 ends at 5:00pm on Thursday, August 27, 2015 to allow time for processing enrollment forms. This is the first year that employees have had a choice between health benefit plans. Open Enrollment for NCPERS Voluntary Life Insurance begins on September 1, 2015. Anyone interested in participating in this program has until the 3rd week on November to enroll.

Community Services

A very busy, successful summer is winding down and will end under the stars with the showing of the movie "BIG HERO 6" in Hayden City Park on Thursday, August 27, at 7:50 p.m. (dusk)! This event gets more popular each year.

The youth baseball season ended the week of August 10 with fun, parent-kid games. Summer programs were very well attended with close to 500 participants in Skyhawks sports camps, sports leagues, Zumbatomic Camp, dance, swimming, gymnastics, and tennis lessons. As well, the summer concert series, Hayden Triathlon, Hayden Days, and National Night Out brought thousands of people into Hayden this summer.

The Hayden Days festival was held in City Park on July 24-25. A diversity of amazing entertainment, a variety of food and craft vendors, the Hayden Days parade, children's games, pony rides, the Hayden's Got Talent show and the NAPA car show were some of the main attractions. The Kelly Hughes Band drew the largest numbers to date on Friday night, and Men in the Making concluded the event on Saturday with excellent attendance. This is the second year that the Community Services Department team was in charge of the event. Much planning and preparation went into making the event a success, but it goes without saying that we couldn't have done it without all the help the Parks Division team provided. We also had many volunteers and would like to thank all who helped make this an outstanding, highly-attended event!

The lifeguards have done a great job keeping Honeysuckle Beach safe and controlled this summer. Substantial numbers of people utilized Honeysuckle Beach this summer due to the extremely hot, record-setting weather. With a reduced lifeguard staff, they stepped up and did a great job this season. Hayden lifeguards taught two sessions of swimming lessons to approximately 70 children, and we received much positive feedback from parents. The beach was no longer staffed as of August 18 due to lifeguards returning to college.

Currently, the Community Services Department is taking registrations for fall youth soccer and flag football. We're also gearing up for our fall adult sports and will be sending out information soon for open gym volleyball and coed volleyball. Special interest classes being offered this fall are adult/teen ballroom dance, youth dance, Zumbatomics, gymnastics, tennis/pickleball lessons, ice skating and hockey classes, and music lessons.

The Spokane to Sandpoint Relay was conducted on August 14-15. The relay went through Hayden and utilized Croffoot Park as a transition area; and although the route had to be revised due to construction, the event went very well. Princess Pedalfest was held at Croffoot Park on August 15 and was a big success its first year with 185 participants. Organizers said the park was a great venue, and the event ran smoothly.

The Hope 4.5K Run permit is in process and will be conducted at Finucane Park on Sunday, October 11. The Hayden Lake Marathon permit is also underway and is scheduled to be held on Saturday, October 17, starting at Honeysuckle Beach. Both of these permits should be on the September 8 agenda.

The Hayden Community Services Department Fall Activity Guide will be posted by August 28. Activity guides will also be distributed to Hayden Meadows Elementary, Atlas Elementary and Dalton Elementary on September 8.

Administrative Services

The FY2016 budget appropriations ordinance has been adopted, published and filed with the state. The new fiscal year begins October 1.

Kootenai County has released the final amount of personal property replacement money. The complete list received from the county for all taxing districts has been handed out to council. The \$17,709.62 total for Hayden becomes part of the property taxes to be levied for 2015.

Kootenai County has released the Final 2015 New Development roll. The complete list received from the county for all taxing districts has been handed out to council. Hayden's 2015 new development of \$26,484,907 will bring an additional \$34,055 in property tax

revenue. Hayden's 2015 annexation of \$322,944 will bring an additional \$415 in property tax revenue. Comparison to prior years:

TAX YEAR	New Construction	Land Use Changes	Annexation	Non-Residential	HB519	Pre-200x (prior year) Homes	URD Overlay	Total New Development Roll Value
2004 (final)	23,206,192	6,350,817		33,733		1,567,156		31,157,898
2008 (final)	15,440,870	13,609,126	193,108			8,904,633	(8,898,930)	29,248,807
2009 (amended)	10,241,262	8,544,482	1,684,014	25,670		9,944,398		30,439,826
2010 (final)	8,666,641	191,520	2,619,796	4,476,125		2,828,926		18,783,008
2011 (final)	7,271,996	361,099				3,054,731		10,687,826
2012 (final)	5,656,864	1,078,402				1,379,172		8,114,438
2013 (final)	7,692,210	317,905				2,239,355		10,249,470
2014 (final)	9,730,581	4,365,500	4,039,400	95,742		9,487,168		27,718,391
2015 (final)	21,181,308	2,674,782	322,994		74,250	2,554,567		26,807,901

NOTE: New for 2015, HB519 amends existing law relating to site improvements to provide that certain site improvements that are associated with land are exempt from property tax.

Kootenai County has released the 2015 Estimated Market Values. The complete list received from the county for all taxing districts has been handed out to council. Comparison to prior years:

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%
2015 (estimated)	944,248,401	3,109,162	12,102,697		959,460,260	4.8%

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.

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
\$5.00 late fees assessed:		
# of customers assessed	582	524
\$ late fees assessed	\$2,910	\$2,620
% of customers late fees	12%	11%
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	187	183
\$ balance in collection	\$117,494	\$95,812
% of customers	4%	4%
# customers in bankruptcy	6	10
\$ balances in bankruptcy	\$2,247	\$5,066
% of customers in bankruptcy	0.1%	0.2%