



City Administrator's Report, 09/22/2015

The August 2015 Employee of the Month is Michael Drobnock. Below is his write-up:

Leadership is an often discussed quality many associate with those whose roles require them to be visibly out front and often the focus of attention. The most important leadership qualities, however, are those that require little fanfare and are expressed in the most effective ways behind the scenes. Michael displays these important qualities on a daily basis. The roll-out of the new City of Hayden website is another example of his dedication, attention to detail, pride in his work, and excellence in all he touches. Whether working with each department and their mountains of information, refining the aesthetics of the website while juggling various opinions and ideas, or establishing and enforcing expectations and standards with the contractor hired to build the website, Michael's leadership was THE key element. Michael lead the efforts of this important and very visible final product's successful rolled out seamlessly, while still maintaining all of the city's other important ongoing technology and communication needs. Michael, your leadership has had a great and positive impact on this team and community. Thank you for all you bring into our organization and for the great standard you are setting. We are fortunate to have you.

We also presented an Individual Excellence in Service Award to Sandee McKinney. Below is her citation:

Our beautiful brand new City of Hayden website did not magically appear overnight, but was a collaborative effort among many City employees over a period of many months. There is a tremendous amount of work that happened behind the scenes before the new website was rolled out. Working closely with Michael, Sandee did much of this work and put many hours into the project. As City webmaster, she continues to do a superb job in keeping the website current by reviewing pages and articles and letting fellow employees know if something needs to be revised, added or removed. Everyone appreciates that she also proofs postings before adding them to the website. Sandee, for all you have contributed to getting the new website running, and for all you continue to do to make the website a source of pride for the City, congratulations on receiving this Individual Excellence Award!

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

Community and Economic Development

Sewer in the H-6 Basin:

New Frontiers, LCC is moving forward in working with staff on the design of the large 24" sewer line that will serve commercial, residential and industrial development in the H-6 basin. The New Frontiers minor subdivision has received preliminary plat approval and is now working on final plat approval. This will create a lot for the new truck and car fueling station that will also house a car wash, strip mall and convenience store. Additionally, a boundary line adjustment has been filed to create a lot upon which a large warehousing operation will be located, bringing jobs and tax revenue to Hayden. This warehousing project that is the subject of the grant activity mentioned within this report.

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 located along Government Way is expensive and staff has searched for alternatives that are more affordable. In doing so, the overall cost of utility relocation has now been lowered by approximately 50%, at nearly \$20,000. Utility movement work will commence the first week of October.

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.

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. Specific subdivisions are Gianna Estates, located on Robison Avenue, which is now preparing for 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 (this is under new ownership and there are design changes underway), and Maple Grove, located south of Buckles Road, which has now been approved by City Council. The extension for Carrington Meadows, an eighty acre development, has expired. The applicant has thanked the City for the extensions while indicating that there is not an interested buyer. Applications have also been received for a rezone (suburban to residential) and subdivision on Wyoming Avenue. A PUD amendment to Avery Estates has also been applied for. There are two properties that have indicated a recent interest in annexation. There are seven minor plats in process. Residential building permit volumes are similar to year to date numbers in 2014. Sixty three pre-development meetings have been held. There are forty eight active commercial projects; items of interest are: Panera Bread, which will be constructed in the Prairie Shopping Center, Heritage Meats located at the northwest corner of Hayden Avenue and Government Way; and the relocation of the Stancraft showroom and the expansion of its manufacturing facilities on Dakota Avenue in Hayden.



Stancraft has also purchased the property to the west of its current landholding. When the entire site is built out, there will be twelve buildings, many of which will average 12,000 square feet in size.



The City is also working diligently to protect life & safety as well as community regulations through code enforcement. Some very important commercial cases such as tenant improvements with no building or mechanical permits, sites without site improvements, zoning concerns, construction of second stories and staircases without permits are among the many that are in resolution now.

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 Phase 1 Environmental Assessment is being worked on now. 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.

Additionally, weed control has been completed on the site and a pre-demolition asbestos survey has been completed for the strip mall and residence. Asbestos have been found in the popcorn ceiling texture of the commercial structure and the vinyl floor tile of the kitchen in concentrations requiring removal by trained technicians.

Architectural/Design Guidelines and Development Standards for the CBD:

A meeting was 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
- Discuss disposition plans for the northwest corner of Hayden Avenue and Government Way

A few of the Urban Renewal Agency board members were unable to attend on this date and the meeting will be rescheduled, likely in October.

CDBG Grant Activity:

The City Council recently approved staff to issue a Request for Proposals for grant administration services to assist with implementation of an overall grant support strategy that the City is working on collaboratively with Panhandle Area Council and Jobs Plus. This will be issued in the coming weeks. The first grant application is planned to be for a local access/connector road that will be located in the industrial zoned area south of Lancaster Road.

Huetter Area Sewer:



As discussed with Council, staff has met with JUB engineers and Hawley Troxell to begin contemplating the formulation of a local improvement district for the newly annexed properties in the Huetter Road area. The general service area is shown below.

Fee Schedule Update:

Community Development staff has been working on an in-depth fee schedule update. This update includes: identifying a variety of services or permit activities for which we do not currently collect fees or for which the fee does not cover the true breadth of the activity; ensuring consistency in collection of reimbursement for services by outside professionals such as attorneys and engineers; reformat of the fee schedule layout to provide further clarity for customers and staff; and elimination of fees that are no longer necessary due to the numerous code revision activities that have been undertaken to create a more development friendly environment, thereby eliminating the need for certain types of approvals.

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/November timeframe to present, discuss and receive Council feedback on the draft corridor plan.

Ramsey Road Extension:

Staff, DEA and, Anderson Environmental have met with FHWA and ITD who have directed that a brief Environmental Assessment (EA) be the level of documentation necessary for this project. Additionally, Staff and DEA will be presenting at the 9/22

KCATT meeting to solicit adjacent local agency input on the remaining alignment alternatives. Staff continues to meet with local property owners to help gather input to solidify the preferred alignment. A graphic showing the final alignment options is shown below (Alternative #3 appears to be solidifying as the preferred alignment at this point):



2015 Road and Parking Lot Plan:

- *Preventative Maintenance – Thin HMA Overlays/Chip Seals:* Staff is planning to coordinate again in 2016 with Dalton Gardens and possibly other local agencies for combining chip seal, fog seal and thin overlay quantities. Staff plans to finalize identification of 2016 candidate road sections by February 2016.
- *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 has completed a bike trail seal for the pathways in Stoddard Park.
- *Prairie Avenue Roughness:* Staff completed a small project in partnership with the City of Dalton Gardens to repair roughness along Prairie Avenue, east of Loch Haven. A photo of the work in progress is 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 11/10.

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:

As of 9/17 the Reed Road gravity sewer upsize and water line installation is complete and MDM is working to grade the subgrade and is scheduled to install ¾" base on 9/18 followed by paving late in the week of 9/21. The east casing extension and force-main replacement is underway and once Orchard Ave is open MDM will close the eastbound traffic on Honeysuckle in front of Walmart to complete that segment of force-main replacement and gravity sewer upsizing. This project should be substantially complete in approximately 4 weeks. A view of the east end of the 30" casing formerly housing the irrigation-quality force-main is shown below:



Ramsey / Honeysuckle Intersection Improvements:

Staff is finalizing scoping and cost negotiations with the consultant and plans to bring the final design agreement for this project to City Council at the 10/13 meeting.

H-7 LID Discussion:

Staff is in the beginning stages of investigating property owner desire for an LID in the area bounded by Prairie, Hayden, Huetter and Carrington to construct the H-7 lift station, force main, and possibly 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

The filing period for candidates that want to insure having their name printed on the ballot for the Tuesday, November 3rd election closed on Friday, September 4th. The individuals

that filed their Declaration of Candidacy include:

Mayor:

- Steven J. Griffitts

Council Seat 1:

- Tim Timmins
- Matthew Roetter

Council Seat 3:

- Roger D. Saterfiel

The deadline for a candidate to withdraw is September 18, 2015. Anyone interested in running that did not file by the September 4th deadline has until Tuesday, October 6th to file as a write-in candidate. Individuals that file as a write-in will not have their name on the ballot in November. Voters supporting a write-in candidate need to be aware that they must write the candidate's name on the ballot exactly as it appears on the Declaration of Candidacy to insure that the vote gets counted.

Open Enrollment for NCPERS Voluntary Life Insurance began on September 1, 2015. Anyone interested in participating in this program has until the 3rd week on November to enroll.

The Building Permit Technician position has been filled. Effective September 21, Michelle Cox will bring her years of permitting experience to the City Hayden to the Community and Economic Development team. Please stop by and say hello when you have a moment.

Last year, the City of Hayden's employees and elected officials achieved a goal we all hope to meet again this year. **Everyone completed the training program requirements** established by ICRMP for securing the discount to our insurance premium by February 1, 2015, and the City of Hayden saved over \$2,000 on the annual premium for the 2016 Fiscal year. The new program requirements are now available on- line. The new modules can be completed any time between now and February 1, 2016. To achieve the goal of 100% completion again this year, all of our employees and elected officials will need to complete their training modules by February 1, 2016.

Community Services

Since the last report, we finished the summer event series with the Movie Night in the Park featuring Big Hero Six. The smoky air didn't keep people away, and it was a great turnout! Approximately 175 people enjoyed lots of ice cream, a wonderful venue and a really fun movie. This continues to be a very popular event!

Fall youth soccer and flag football programs are underway. Flag football has about 130 participants and 10 teams. The mini/micro soccer programs have almost 250 kids and 32 teams, and the U8-U14 divisions have approximately 200 youth and 18 teams. For U12's & U 14's we have combined with Post Falls, Rathdrum, Spirit Lake and St. Maries for interleague play. Football and soccer games began on Saturday, September 12, and both seasons end on Saturday, October 24.

Kindergarten-2nd grade boys and girls basketball registration began on September 8 and will end on Friday, October 2. Practices begin October 19 and will run Monday-Friday at Atlas Elementary, and games will run on Saturdays beginning Saturday, November 7.

Registration for fall adult coed volleyball also started September 8 with league play scheduled to begin the third week in October. Also, open gym volleyball began on Friday, September 11.

Youth tap and ballet classes for children 3 years and up began Tuesday, September 8, and Wednesday, September 9. Youth dance had a great fall turnout with a total of 36 participants. The Hayden Youth Dance Fall Recital will conclude the program on Friday, November 20, at Hayden Meadows.

The NFL Punt, Pass and Kick was conducted on Saturday, September 19, and about 30 kids competed, which is a good turnout.

We continue to offer many special interest classes including piano/keyboard, adult/teen ballroom dance, Frontier Ice Arena skating and hockey, Zumba® Kids, and fitness and exercise.

There are still several permitted and city-run special events taking place this year, including:

- Oktoberfest @ Daanen's on September 26, 2015 from Noon-9:00 p.m. (permit yet to be approved)
- Hope 4.5K Fun Run – Sunday, October 11, Finucane Park, 8:00 a.m.-Noon. (permit yet to be approved)
- Hayden Lake Marathon – Saturday, October 17, Honeysuckle Beach, 7:00 a.m.-3:30 p.m. (permit yet to be approved)
- Veterans Day Ceremonies including the 2015 Distinguished Veteran Award presentation - Hayden City Hall, 11:00 a.m.
- Hayden Lights Parade and Christmas Tree Lighting Ceremony - Saturday, December 5, with the parade beginning at 5:00 p.m. proceeding south along Government way from Hayden Avenue to Honeysuckle Avenue. The Christmas Tree Lighting Ceremony begins immediately after the parade.

Administrative Services

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

Draws on the DEQ loan to pay HARSB for the City's share of the wastewater treatment plant facility upgrades currently total \$5,878,828.46. The DEQ 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.

The Magnuson McHugh FY2015 audit engagement letter is on the consent calendar for this council meeting. The fee for the audit has remained the same as the prior year, \$21,100. Entities that receive federal funds are subject to additional audit requirements called "single audits." The City requires this additional audit for FY2015 because of the DEQ loan, and the additional fee will be \$2,500. The auditors are scheduled for the last week of October and the first two weeks of January.

On September 21, Laura Humphreys was hired by the City to permanently assume the position of Utility Billing Clerk (replacing Linda Port).

Utility Billing:

Total customers:	<u>Current</u>	<u>1 Yr Ago</u>
# of customers billed	4,714	4,645
\$ customers billed	\$389,844	\$349,981
\$20.00 late fees assessed:		
# of customers assessed	312	265
\$ late fees assessed	\$6,240	\$5,300
% of customers late fees	7%	6%
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	190
\$ balance in collection	\$116,934	\$98,819
% of customers	4%	4%
# customers in bankruptcy	6	7
\$ balances in bankruptcy	\$2,247	\$3,851
% of customers in bankruptcy	0.1%	0.2%