



City Administrator's Report, 10/27/2015

The September 2015 Employee of the Month is Rory Lapka. Below is his write-up:

Congratulations, and thank you, to Rory Lapka who is recognized as the September Employee of the Month. In addition to his other duties, Rory has gone above and beyond the normal call of his job to attend training and engage in study to obtain certifications in residential plan review and inspections--all within six months of beginning work with the City of Hayden. Rory is demonstrating that he is an asset as he works intentionally with his co-workers to better understand the public sector and the work of a building inspector. With a degree in engineering and background in construction Rory is well suited to the task, but also has an enthusiasm and will to do the work of the City while maintaining a friendly persona that are distinguishing. Rory, thank you for your dedication to your education and training which is of benefit to the overall safety of our community.

I know you will all join me in expressing our appreciation to Rory and to our entire staff for their hard work.

Community and Economic Development

Commissioned Art:

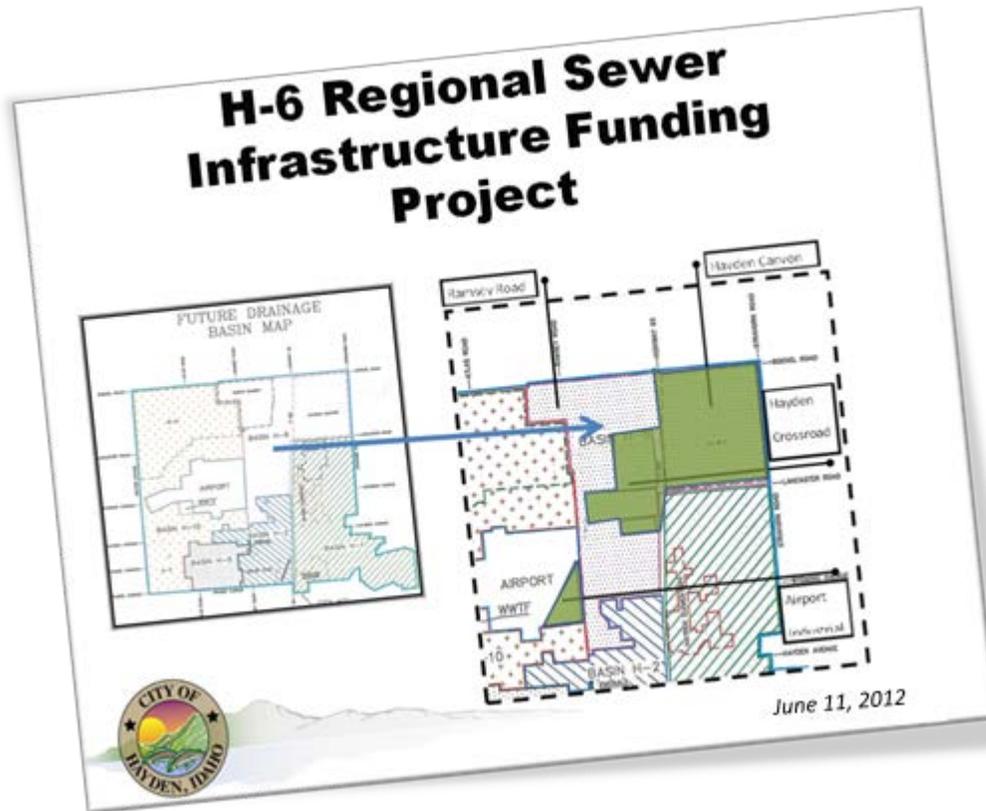
The artist of Epiphany will install the sculpture approved by the City Council the second week of November. The installation will be followed by a dedication ceremony on Friday, November 20th at 4:00 p.m. at the Hayden Library. At this dedication, we will watch Epiphany come to life at dusk and in doing so, honor the work of the artist, the Library, Peak Fitness, City Arts Commission, and staff.

The dragonfly sculpture "Dusk to Dawn" contract has been authorized and the artist has submitted his first invoice for materials. Work to install this project has yet to be scheduled.

Sewer in the H-6 Basin:

Community and Economic Development and Public Works staff have completed project funding, plat review, utility coordination work and design review of the New Frontiers 24" sewer line design that will serve commercial, residential and industrial development in the

H-6 basin while the New Frontiers minor subdivision is nearing final plat approval. This plat approval will create a lot at the southwest corner of Lancaster and Highway 95 which will be the future location of a new truck and car fueling station that will also house a car wash, strip mall and convenience store. Additionally, a site plan approval and footing and foundation permit have been issued for the \$9.5 million Odom distribution center on the west side of Warren Street. This new commercial development, which will also take advantage of this new public sewer infrastructure, will bring jobs and tax revenue to Hayden. This warehousing project is the subject of the grant and permitting activity mentioned within this report.



Permit Activity:

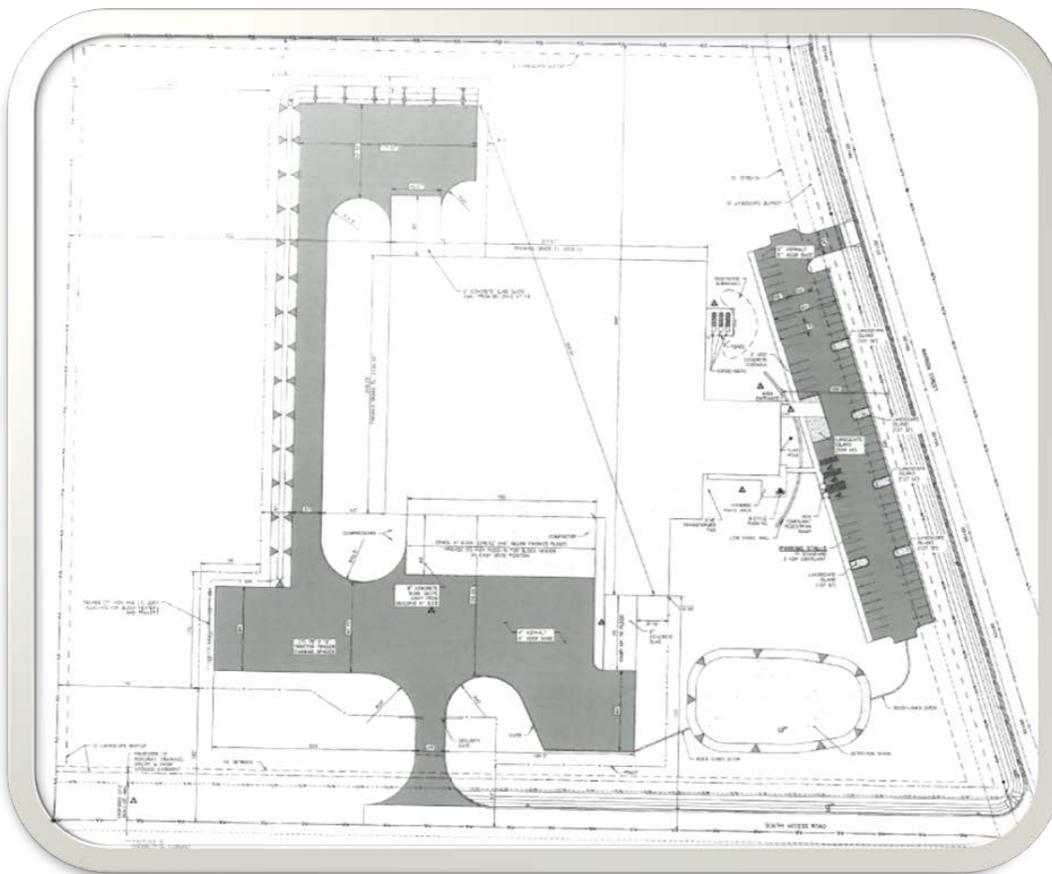
Several subdivisions are moving or have moved to final plat approval and new subdivision applications are being submitted. Houses are now under construction in Gianna Estates, located on Robison Avenue. Hayden Village located north of Lancaster Road and under new ownership, has submitted revisions to the initial PUD/preliminary plat application and is proposing 224 single family residential lots and three multi-family residential housing development sites containing 65 dwelling units in total over the three sites. Maple Grove (located in the Wyoming and Maple area),



with 38 single family residential lots, two open space lots and a lift station lot has received preliminary plat approval and is working through development of the Master Development Agreement prior to submitting for final plat approval. The Wyoming Place rezone (residential suburban to residential) and fifteen lot subdivision have received a recommendation to approve from the City Planning and Zoning Commission. Additionally, an amendment to Avery Estates (commercial to multi-family residential) has also been applied for. There are six minor plats in process.

Seventy one pre-development meetings have been held. There are fifty active commercial projects; items of interest are: R & R Ministorage located at 1985 W. Hayden Avenue, Flame and Cork Pizza located at Government Way and Orchard, Mountain West Bank remodel located on Prairie Avenue, and the construction of the 92,000 square foot Odom Distribution facility, located in the City's strategic planning industrial investment area north and east of the airport.

It should be noted that Odom took advantage of the City's new same day permitting process and on September 30th, the same day submitted their permit, the city gave approval of the site plan and footing and foundation. With their tight permitting timeline, this was a very desirable option that they chose to take advantage of.



* *Dale Birchell with Odom indicated that the permitting process with the City of Hayden was a much more positive experience in comparison to the process that they underwent in Spokane County with their large West Plains facility.*

Odom Distribution Center Features:

- *92,000 square feet*
- *\$ 9.5 million value*
- *Consolidates jobs from varying areas of the State in one location*
- *Tight project timelines (seeking permits in September, want to open in March), utilized Community and Economic Development's "Same Day Permitting Process"*
- *The project is benefitting from a tax increment finance agreement that will reimburse the developer over time for approximately \$400,000 in public sewer infrastructure*
- *Project wouldn't have happened without three years of strategic planning which incorporated creative thinking on how to break a \$10 million sewer puzzle down to a \$1.2 million solution*
 - *Remember this economic development strategy that was first introduced to the Hayden City Council in 2012—the City's worked for three years and have the solution in construction now!*
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Car Wash and Barber Shop Properties:

Removal by trained technicians of the asbestos that have been found in the popcorn ceiling texture of the commercial structure and the vinyl floor tile of the kitchen is underway and demolition will commence in the coming weeks. Next steps are as follows:

- General site leveling and clean up
- Subsurface remediation

Architectural/Design Guidelines and Development Standards for the CBD:

A few of the Urban Renewal Agency board members were unable to attend the prior proposed meeting dates and so a meeting is now scheduled for November 10th at 4:00 p.m. between the Hayden Urban Renewal Agency Board and the City Council to discuss this project.

CDBG Grant Activity:

The Request for Proposals for grant administration services to assist with implementation of an overall grant support strategy has been issued and we are now in the process of receiving responses. The first grant application is planned to be for a local access/connector road that will be located in the industrially zoned area south of Lancaster Road.

Huetter Area Sewer:

As discussed with City Council, Community and Economic Development and Public Works staff have 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. Information regarding preliminary LID numbers has been relayed to property owners and the city is awaiting feedback.

Fee Schedule Update:

Community and Economic Development staff has completed drafting 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. Community and Economic Development and Public Works staff have also jointly crafted revisions to the fee schedule to address the city's pretreatment regulations.

Code Enforcement:

The city is working diligently to protect life and safety as well as community regulations through code enforcement. Some very important commercial and residential cases are in resolution now.

Public Works

Hayden Avenue, Kirkpatrick to Melrose Corridor Plan:

Connie Krueger is working on a recent funding scenario for a portion of this project (between US-95 and Government Way).

Hayden Avenue, Huetter to Kirkpatrick Corridor Plan:

Staff is working with JUB to refine the corridor plan and accommodate the planned uses along the route. Intersection controls are being investigated at Ramsey / Hayden and Atlas / Hayden and are currently planned to be shown as roundabouts. A City Council presentation is being developed and is scheduled to be presented to City Council on November 10th ahead of a potential public open house.

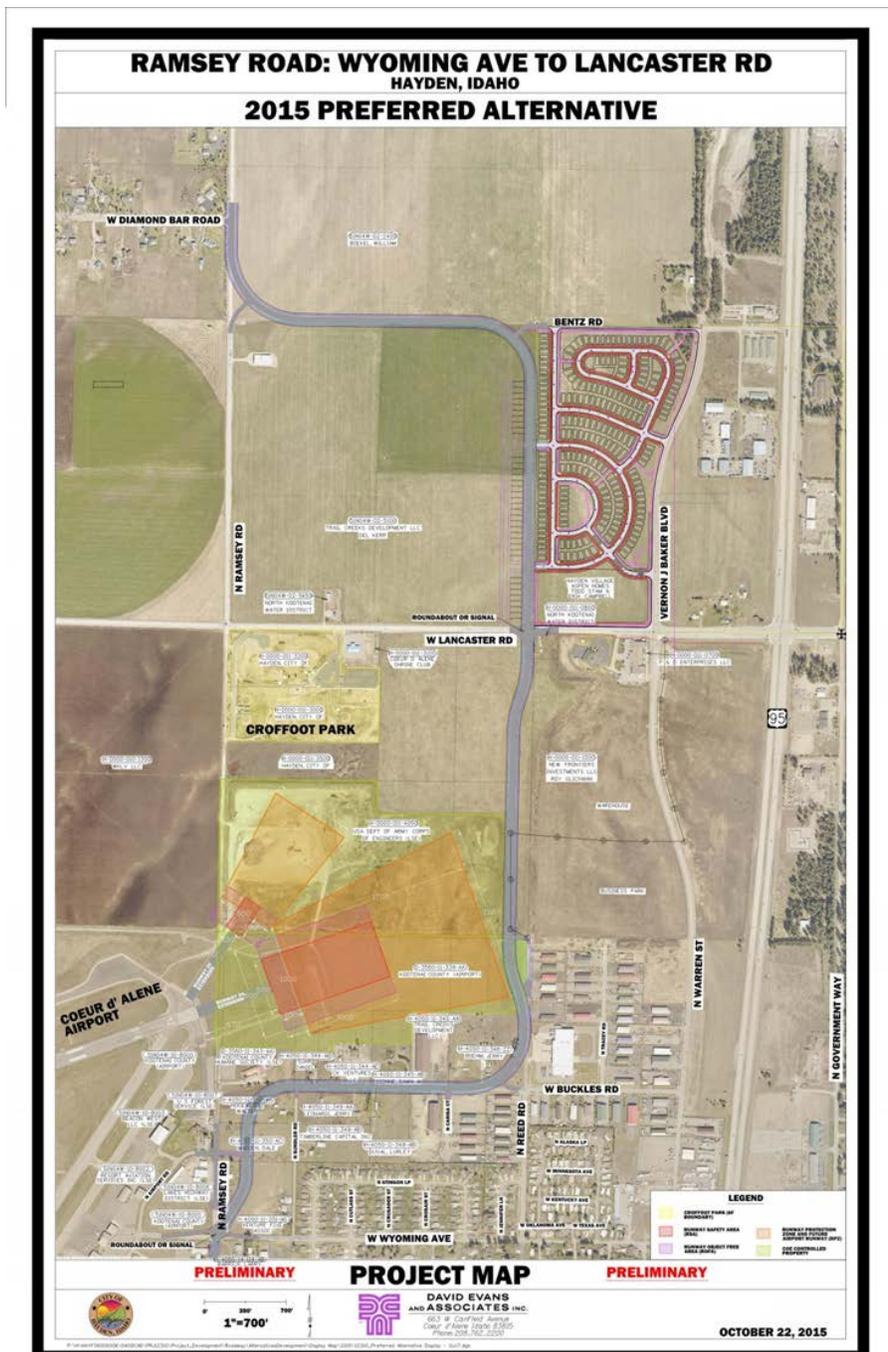
Hayden Construction Standards:

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 the City Council for approval on November 10th.

Ramsey Road Extension:

Staff and DEA presented the project status to City Council on October 22nd. Alternative #3 appears to be solidifying as the preferred alignment at this point (see this alignment depicted below). Staff and DEA will continue meeting with property owners along the corridor to communicate the ROW acquisition needs and receive feedback on the concept. Council authorized staff to proceed with a public open house on:



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. Staff is planning to include replacement of the pedestrian ramp and repair the drainage issues at the northwest corner of Centa and Government Way.

Reed Road / Honeysuckle Ave Sewer Replacement:

As of October 23, all piping (gravity sewer upsize, force main replacement and water line installation) has been installed. All piping has passed pressure testing and the water lines are still undergoing disinfection to pass cleanliness tests. All paving is anticipated to be complete by the end of October 23 and striping applied where applicable (shown below).

A few pavement surface/grade issues will need to be addressed after paving is complete with the major one being just west of the Walmart driveway on both east and west bound Honeysuckle. It is anticipated that with the exception of various short term, roadside traffic operations, that traffic will be back to normal by October 26th. Roadside cleanup and hydro-seeding will occur the week of October 26th.



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 the City Council and also discuss the City Council's thoughts on adding electrical and lighting to the north picnic shelter along with parking lot lighting.

Ramsey / Honeysuckle Intersection Improvements:

The city has initiated a contract with DEA to perform final design and identify final right-of-way needs. The city will be in contact with land owners as soon as possible to work through land purchases. This is a circulation impact fee funded project. The city will also coordinate with HARSB and HLID to include utility replacements as part of the project.

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 City 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. Coordination with Maverick's contractor is part of this planning process.

Information Technology Services

Information Technology Services has been rolling out several large projects, updating current infrastructure, and maintaining existing technology with the ultimate goal of providing better services to the citizens of Hayden.

The city's new and updated website went live the weekend of July 31 and can be viewed at www.cityofhaydenid.us. The new website offers easier navigation making it more convenient to find information for citizens and visitors alike. This project was a cooperative effort with the city's administration and various departments.

Our data backup system was migrated to a new and faster server at very minimal cost, due to the city's previous relationship with the vendor. Updates to the email spam filter were also completed this past quarter, as were some repairs to existing servers and consolidation of physical equipment to virtual machines which reduced capital purchase costs while saving money on cooling and power costs. We continue to find ways of stretching scarce dollars and other resources while improving effectiveness of service delivery.

To ensure that the public's credit card information is being protected to the best of our ability, certain measures have been undertaken by the city staff. As a course of these measures, the boat launch kiosk at Honeysuckle Beach passed a recent PCI compliance audit. We have implemented a new PCI Compliance Policy approved by the City Council

and have created and implemented PCI training for all impacted employees. This was another collaborative effort by Administrative Services and Information Technology Services. More on this is discussed under the Administrative Services section of this report.

The Electronic Communications Policy that all employees of the City of Hayden must adhere to was also updated in October clarifying the wording and expectations of technology usage at the city while also aligning the policy to the actual implementation used by Information Technology Services.

City Clerk's Office and Human Resource Management

The Fall 2015 City Newsletter has been mailed and delivered to over 9000 mail boxes in Hayden. The next newsletter will be sent out in December. If there is any information you would like to see in the newsletters, please let Abbi Landis know.

November 3rd is Election Day this year. Polls will be open from 8am to 8pm. Early voting has started at the Kootenai County Elections Office and will continue through October 30th at 5:00pm. Candidates running for office include: Steven Griffitts for Mayor, Tim Timmins and Mathew Roetter for Seat One, and Roger Saterfiel for Seat 3.

Open Enrollment for NCPERS Voluntary Life Insurance is underway. Anyone interested in participating in this program has until the 3rd week of November to enroll.

Recruitment is under way for a Building Official or Inspector/Plans Examiner. The level of the position filled will depend on the experience and qualifications of the applicants in the pool.

Administrative Services

A quarterly Hayden Senior Center payment was on the bills for payment October 13th. The required financial reports prior to payment have been submitted and distributed to council members.

The 2015 fiscal year came to an end on September 30, and we are one month into FY2016. The September 2015 budget reports handed out to council members this month are labeled as "unaudited." This is because, although the fiscal year counter has flipped over, there are some expenses paid and revenues received after September 30, 2015 that must be accrued via journal entries back into FY2015.

The FY2015 audit begins October 27th with preliminary testing, discussions, and planning. The auditors will return the first two weeks of January to do the fieldwork and report preparation.

The United States payment industry is transitioning to new credit card technology. Many consumers have already received a new credit card with a computer chip embedded in it. Starting October 1, 2015, if a chip card is presented to a merchant that has not adopted a

terminal that is certified for chip card acceptance, liability for counterfeit fraud shifts to that merchant. Production on the new terminals is behind, so we won't receive ours until November. But because we ordered before October 1, this particular liability will not shift to the City of Hayden.

Utility Billing:

<i>Total customers:</i>	<u>Current</u>	<u>1 Year Ago</u>
Total Number of Customers Billed	4,714	4,645
Total Amount Customers Billed	\$389,844	\$349,981

\$20.00 late fees assessed:

Total Number of Customers Assessed	312	265
Total Amount of Late Fees Assessed	\$6,240	\$5,300
Percentage of Customers with Late Fees	7%	6%

30-day late notices:

Total Number of Late Notices Sent	70	89
Total Amount of Late Notices Sent	\$24,524	\$23,085
Percentage of Customers Late	1%	2%

Collection agency activity:

Total Number of Accounts in Collection	186	190
Total Balance Amount in Collection	\$114,803	\$98,819
Percentage of Customers in Collection	4%	4%
Total Number of Customers in Bankruptcy	6	7
Total Balance Amount in Bankruptcy	\$2,247	\$3,851
Percentage of Customers in Bankruptcy	0.1%	0.2%

Community Services

The Hayden Community Services Department welcomed Ben Deremiah to its full-time staff on October 5. We are very excited to have him on our team!

Youth soccer and flag football leagues are winding down, and final games were played on Saturday, October 24th. For the most part, both seasons went very well.

Pre-K through 2nd-grade basketball leagues are underway. "Intro to Basketball" for Pre-K through Kindergarten boys and girls has 8 teams in two sessions. "Mini-Hoops," the 1st through 2nd grade league has 4 girls' teams and 8 boys' teams. All teams are full. Practices for 1st through 2nd

grade basketball began the week of October 19th. All games will begin on Saturday, November 7th.

We've had the City of Hayden Facebook page up and running for one year now! To date, we are up to 565 "likes". This has been an excellent avenue to get information to our customers.

Adult fall sports programs include a Coed 6's Recreational volleyball league and open gym volleyball. The Coed 6's volleyball league has six teams and began on Thursday, October 15th. Open gym volleyball is going strong and has about 20 to 25 participants each Friday.

We continue to take registrations for special interest classes including piano/keyboard, adult/teen ballroom dance, Frontier Ice Arena ice-skating and hockey, Zumba® Kids, pickleball and fitness/exercise.

The third annual Hope 4.5K Fun Run was conducted on Sunday, October 11th, and had approximately 100 participants. The third annual Hayden Lake Marathon was held on Saturday, October 17th. Approximately 410 people participated between the 10K, half, and full marathons. Both organizations were happy with the success of their events.

The first City of Hayden Night with the Spokane Chiefs this season is on Friday, November 20th vs Swift Current. If you would like to go, please call 209-1080 to reserve tickets.

The final City of Hayden Events for 2015 are below:

- Veterans Day Ceremonies, Wednesday, November 11th at 11:00 am. The 2015 Distinguished Veteran of the Year Robert Shoeman will be honored, and Mike Baker, Retired Covert CIA Operative will be the guest speaker.
- The Hayden Lights Parade, Saturday, December 5th at 5:00 pm with the Christmas Tree Lighting Ceremony immediately following the parade.

As in the past with these events, we're expecting excellent community attendance and hope you will all join us!