



City Administrator's Report, 11/24/2015

The October 2015 Employee of the Month is Sherri Gombos. Below is her write-up:

Webster's dictionary defines teamwork as "work done by several associates with each doing a part but all subordinating personal prominence to the efficiency of the whole." The City of Hayden is fortunate to have a staff who believes in teamwork. One such recent example is Sherri Gombos. Sherri has graciously offered to assist Donna with the quality control on converting the sewer craze data from the current excel spreadsheet into the database. As she has been working through primarily residential parcels, she has been cross checking those parcels in the spreadsheet with more current information both in Vadim and reports from the Idaho State Division of Building Safety Plumbing Division. For example, for the residential parcels that have new building permits, she is cross checking and adding the date of the issued plumbing permits (connection of the sewer) and their new sewer utility accounts as well as amount of flow. This is also great because, in the process, she is cross training on this valuable tool for the City. Thank you, Sherri, for working beyond your own job to contribute to the "efficiency of the whole".

We also recognized two groups of staff members for Excellence in Service, Team awards. The first one was awarded to Ron Reno, Bill Davis, Cassidy McCoy, and Dan Hall. Their citation reads as follows:

Thanks to Ron Reno, Bill Davis, Cassidy McCoy and Dan Hall, the citizens of Strawberry Fields can more easily find their way home at night. The Strawberry Fields HOA had asked that the City add a street light to the corner of Prairie Avenue and Courcelles Parkway to help drivers better identify the intersection in low light conditions. Our parks crew coordinated with Avista Utilities to trench, install conduits, and replace underground piping so a new luminaire could be installed. The crew did a thorough job on this special project which was completed successfully and with excellent efficiency. Thank you, gentlemen, for your much appreciated efforts to help this neighborhood.

The next award was given to Jamie Conery, Eric Thurman, and Joe Coulter. Their write-up says:

A big thank you and much deserved recognition goes to Jamie Conery, Eric Thurman and Joe Coulter for fabrication of two new truck-mounted de-icer systems. The city's aging de-icing systems were full of corrosion and deteriorating to the point of failure. Jamie, Eric and Joe worked together to design and fabricate stainless steel systems that enhanced durability and corrosion resistance, while simplifying the systems to reduce potential for failure. Commercially-supplied systems cost over twice the amount of Hayden's new systems. The systems this team fabricated bring a cost savings to the community that is upwards of \$5000 each. Thank you gentlemen for completing this special project, and ensuring our snow removal crews have years of reliability with our de-icing systems. Your efforts are much appreciated.

I know you will all join me in expressing our appreciation to Sherri and to our entire staff for their hard work this past month. We are fortunate to have such committed professionals looking out for and taking care of the city's business.

Community and Economic Development

Commissioned Art:

The dedication and ribbon-cutting for Epiphany were held on November 20th. This event was well-attended and quite a celebration of public art.

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

Car Wash and Barber Shop Properties:

The buildings have been demolished and applications have been submitted to IDEQ for the Voluntary Remediation and Brownfield Remediation Programs. Next steps are as follows:

- General site leveling and clean up
- Subsurface remediation

Architectural/Design Guidelines and Development Standards for the CBD:

The City Council and Hayden Urban Renewal Agency board members met on November 10th at 4:00 p.m. to discuss this project and will follow it with a second joint meeting in December.

CDBG Grant Activity:

The City received one response to the Request for Proposals for grant administration services to assist with implementation of an overall grant support strategy and will begin

working toward contract development. 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 Council, Community and Economic Development and Public Works 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. Information regarding preliminary LID numbers has been relayed to property owners and the City has now met with select property owners to discuss an all-property owner meeting the first week of December.

Fee Schedule Update:

Community and Economic Development staff has completed drafting in-depth fee schedule update and it now is in administrative review. 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.

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:

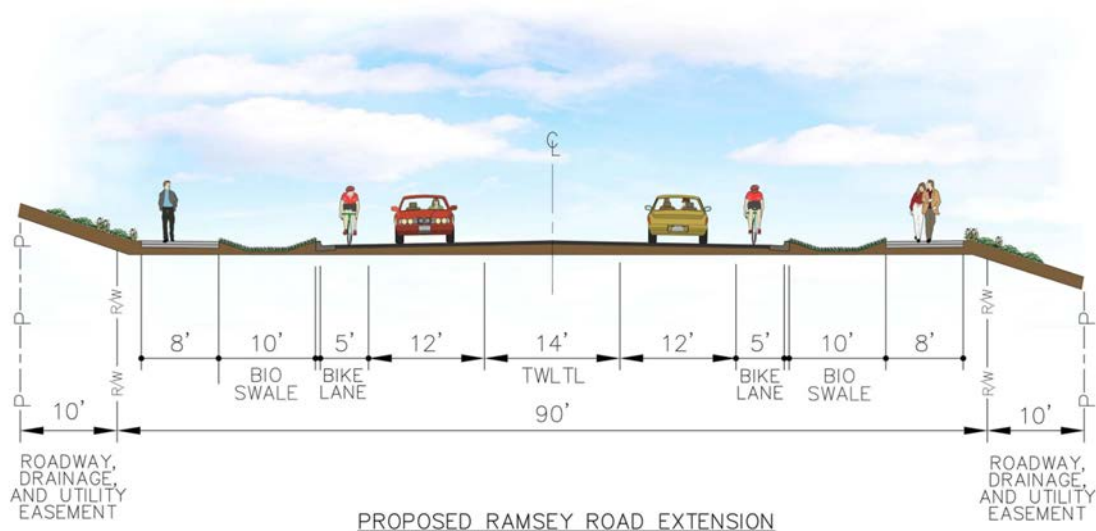
A City Council workshop was held on 11/10 with Council authorization to proceed with sharing the corridor concept at a public open house in January. This open house is tentatively scheduled for the week of 1/11/16, potentially being held on 11/14 from 4 to 7 PM in the City Council Chambers.

Hayden Construction Standards:

This project is complete and the new standard drawings were adopted by the City Council on 11/10/15 along with adoption of the 2015 ISPWC.

Ramsey Road Extension:

Staff and DEA held a public open house on 11/19/15 to display graphics depicting the proposed Ramsey Road alignment and communicate other project information. The open house was well attended and many comments were received. In the near future, Staff will be negotiating (in coordination with LHTAC) the additional services agreement that will cover the costs for the Environmental Evaluation (with associated sub-consulting support) and related public involvement activities. Early in the springs of 2016, shortly after Concept Approval from FHWA and ITD, Staff will negotiate the final design agreement, again in association with LHTAC. Property acquisition is expected to begin in the fall of 2016.



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 Centa and Government Way.

Reed Road / Honeysuckle Ave Sewer Replacement:

Roadside cleanup and hydro-seeding is underway and the project punch-list is being developed and addressed as of the week of 10/16. The contractor is having difficulty getting final acceptance of the water line and still needs to complete various video inspections on the downstream gravity sewer. Change Order #3 is on the 11/24 City Council Agenda. A final close-out change order will be forthcoming upon final payment once punch-list items are complete.

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.

Ramsey / Honeysuckle Intersection Improvements:

The preliminary design for this project is complete and the preliminary design review was held on 11/10/15. DEA is currently making plan changes based on that review and concurrently preparing ROW acquisition displays to assist the City staff in acquiring the property and easements for the project. The City will be in contact with land owners as soon as possible to work through land purchases. Additionally, on 11/4/15, the City participated in a joint meeting with HARSB and HLID to begin planning utility replacements as part of the project.

US-95/Hayden Avenue Intersection:

Staff coordinated with the Idaho Transportation Department to add a dedicated eastbound right turn lane to assist in alleviating queuing at this approach. This involved striping an additional lane, relocating puck sensors in the asphalt and realigning signal heads. Limited concrete sidewalk removal was also provided by ITD. Coordination with Maverick's contractor went well and with the exception of the puck sensors, the project is complete. Staff is also working with the owners of the strip mall near the intersection to mitigate access issues at their driveway.

Community Services

The Veterans Day Ceremony was held on Wednesday, November 11, at Hayden City Hall PFC Robert J. Gordon Veterans Memorial Plaza and was well-attended. The event received great coverage by the Spokesman Review and the Coeur d'Alene Press. Thank-you letters are being sent to all who participated and helped make the event a success. Once again, the Veterans Commission is to be commended for all their hard work in making this event so outstanding. We were greatly honored to have Robert Shoeman, US Navy Mineman 2nd Class, selected as the 2015 Distinguished Veteran! As well, Mike Baker, Retired CIA Covert Operative, delivered a very moving speech. Everyone involved in the program is to be commended. Thank you also to the Mayor and City Council for all of their support.

Currently, the Community Services Department is getting ready for the Hayden Lights Parade & Christmas Tree Lighting Ceremony scheduled for Saturday, December 5. The parade starts at 5:00 p.m. with the Christmas Tree Lighting Ceremony immediately following the parade. Flyers will be sent home with students at Winton, Atlas, Dalton, & Hayden Meadows Elementary Schools before Thanksgiving break. Special thanks to P1FCU, Super 1, and Boy Scout Troop 226 for their generous support of this event. Thus far, everything is running according to schedule.

The K-2nd grade basketball programs, adult volleyball, and adult dance are all running smoothly. Due to the holiday and the school's policy, no programs will be conducted during the week of Thanksgiving.

Open gym volleyball continues to draw between 20-30 participants each week. There will be no open gym volleyball over the holidays on the following dates: November 27, December 25, and January 1.

Registration for 3rd-6th grade youth basketball, women's 4's volleyball, and adult/youth dance begins Monday, November 30, and will be taken until December 30. All of these programs will begin in January.

The Wellness Committee is conducting their annual Healthy Holiday Challenge for city staff. It began Monday, November 23, is a six-week challenge with three options, and employees can participate in one, two or all three. It's a great way to stay fit, make healthy choices and maintain weight through the holidays, as well as being a lot of fun!

The Winter 2015 Hayden Community Services Activity Guide is finished and now available on the city's website. It was delivered to schools on Wednesday, November 18 and Thursday, November 19.

City Clerk's Office and Human Resource Management

The next newsletter will be sent out in January. If there is any information you would like to see in the newsletters, please let Abbi Landis know.

There will be a Public Open House at City Hall on January 6, 2016 from 1:30pm – 3:30pm in honor of Mayor McIntire's 16 years of service as Hayden's Mayor. Please RSVP to Abbi Landis by December 23 if you plan to attend so we have a count of attendees and can plan accordingly.

ICRMP Premium Discount Program Training is underway. Approximately 45 percent of the City's current employees have completed the training modules. The first required in-house training was conducted this month starting with the All Employee Meeting on November 19, 2015. This year, we are required to do 2 in-house driving discussion meetings and 1 in-house harassment policy review meeting. All required on-line and in-house training modules must be completed by January 31, 2016.

All active employees and elected officials completed the required ICRMP training for the Premium Discount Program by the deadline last year and the City met the goal of 100 percent participation. Thanks to our committed staff and elected officials, the City of Hayden saved over \$2,000 on its insurance premium due at the beginning of this fiscal year. We would like to meet that goal of 100 percent again this year. Anyone that has not completed training and cannot remember a password and/or user name for ICRMP can contact Human Resources or e-mail ICRMP for assistance.

Open Enrollment for NCPERS Voluntary Life Insurance closes this month. Anyone interested in signing up should contact Human Resources as soon as possible for an enrollment form. All new participant enrollment forms must be processed before November 30, 2015.

Interviews are getting 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

With payday falling on Friday of Thanksgiving week, paychecks and automatic deposit slips will be ready and available on Wednesday, November 25.

The independent audit of fiscal year 2015 by Magnuson McHugh CPAs began late October with transaction testing, and is scheduled to resume fieldwork in early January. The Finance Department staff is busy preparing the long list of required schedules and documentation to be completed before fieldwork begins.

Draws on the DEQ loan paid to HARSB for the City's share of the wastewater treatment plant facility upgrades currently total \$6,605,641.00. 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.

Utility Billing:

<i>Total customers:</i>	<u>Current</u>	<u>1 Year Ago</u>
Total Number of Customers Billed	4,716	4,661
Total Amount Customers Billed	\$389,812	\$350,876

\$20.00 late fees assessed:

Total Number of Customers Assessed	280	254
Total Amount of Late Fees Assessed	\$5,600	\$5,080
Percentage of Customers with Late Fees	6%	5%

30-day late notices:

Total Number of Late Notices Sent	79	70
Total Amount of Late Notices Sent	\$21,397	\$15,664
Percentage of Customers Late	2%	2%

Collection agency activity:

Total Number of Accounts in Collection	188	194
Total Balance Amount in Collection	\$122,959	\$106,413
Percentage of Customers in Collection	4%	4%
Total Number of Customers in Bankruptcy	7	7