



## City Administrator's Report, 01/13/2015

The Employee of the Month for November 2014 is Sherri Gombos. Her citation follows:

*Sherri started her position as Account Technician in the Finance Department almost a year ago, and has made a very positive impact. She arrives in enough time to ensure that her window is open and ready to serve customers at 8am sharp. Her cheerful attitude puts a smile on the faces of the customers who have come to know her. Sherri's departmental co-workers appreciate her speed and accuracy, enabling current information to be readily available on accounts payable and utility accounts. One of her best implemented ideas was the information board, which has been appreciated by customers. With the recent extended leave of the front reception person, and only part-time coverage of the desk by a temporary replacement, Sherri did double duty answering the phones and providing service to walk-in customers, even during her heaviest receipting times, with no complaints. With a heartfelt thank you for all you contribute to the team. Congratulations, Sherri – you are employee of the month for November 2014.*

I know you will all join me in expressing our appreciation to Sherri and to all of our team for their hard work and dedication.

## Community and Economic Development

### Permit Activity:

Staff is working on the end of year permit report and will be providing this information after the first of the new year.

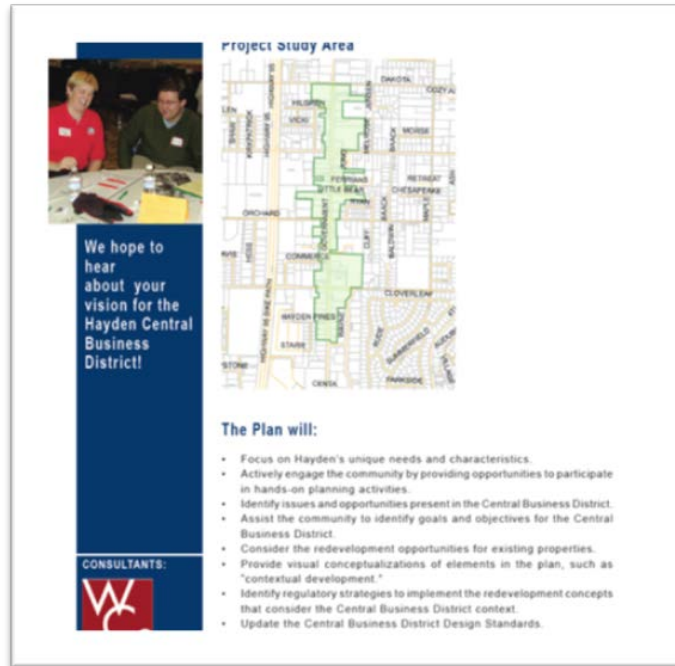
### Hayden's City Center—Strategic Community and Economic Development Project:

- *Miscellaneous Land Acquisitions:* The Hayden Urban Renewal Agency has budgeted additional funds for strategic property acquisitions in the coming fiscal year and staff is working now on a variety of land acquisitions. Environmental assessment has been completed on the car wash property located on the northwest corner of Hayden Avenue and Government Way. The purchase has been finalized and the property is now owned by HURA. HURA has requested that the City take on project management responsibilities for the building demolition and site remediation.

- *9582 North Government Way Parking Lot Project.* The work on this project is nearing completion. The licensing agreement for the use of the right-of-way has been finalized for all parties involved and the City Council has approved it. A parking agreement is the last step to be completed on this project.



- *Architectural/Design Guidelines and Development Standards for the CBD:* Winter and Company, a firm from Colorado was selected as the preferred consultant for this project. On November 17th and 18th, the firm came to Hayden for a two day preliminary assessment to prepare for the upcoming design charrette. The charrette is now scheduled for February. The HURA Board is working diligently on approach, advocating for an analytical, market based project.



*Public Art Sculpture:*

The Commission has completed the first phase of the Call to Artists and has narrowed the pool of candidates to five artists, who have prepared their maquettes and presented their project to the Arts Commission. The art is now on display at the Hayden Public Library in an effort to solicit public comment. This is the project timeline—the highlighted item represents the next step we will be engaged in:

- September 10, 2014, Wednesday: Jamie will present CaFE filled out with RFP information to the Arts Commission for final comments and changes before going live. Will also go over timeline questions and pick deadlines.
- September 23, 2014, Monday: Master meeting agenda for all of the below special meetings of the Arts Commission will be created and posted by Joyce and Jamie.
- September 23, 2014: CaFE goes live after final changes.
- October 8, 2014, Wednesday at 2:30 p.m.: Discuss Jury process at Regular Meeting of the Arts Commission.
- October 14, 2014, Tuesday: Connie goes to City Council for update on timelines and easements.
- November 4, 2014: Submissions of proposals from Artists--due by 4:00 p.m.
- November 5, 2014: Begin Jury process.

- November 12, 2014: Regular Meeting of the Arts Commission at 2:30 p.m. to discuss Jury Process and narrow down final pool to 5 applicants.
- November 13, 2014: Notice given by Jamie to short-listed artists via CaFE and information provided on final submission requirements. Send email to artists not selected.
- December 17, 2014: Special Meeting of the Arts Commission at 2:30 p.m.; Finalists present proposals and scaled drawings or mock-ups to the Arts Commission.
- December 18, 2014: Jamie will prepare flyers, presentation, voting box, and voting directions. Notice of vote will be sent to Coeur d'Alene Press to post December 23.
- December 23, 2014: Arts Commission will present finalists to City Council and begin the vote.
- December 24, 2014: Flyers regarding proposals posted by Jamie at Peak, the Public Library, and on the City of Hayden website. Presentation of artists will be set up at City Hall by Joyce and Jamie. Voting box and directions prepared by Jamie. The general public will be allowed a voting and comment window through 5:00 p.m. on January 6, 2015 at City Hall.
- Votes tabulated by Jamie—due by 11:00 a.m. January 7, 2015.
- January 7, 2015: Special Meeting of the Arts Commission at 2:30 p.m.; Arts Commission takes public comments into consideration and makes final selection. Recommend to City Council and provide materials to Vicki by 5 p.m. same day.
- January 13, 2015: Approval by City Council. Nancy Sue Wallace to present to the City Council at 5:00 p.m.
- January 2015: Approval by the Hayden Urban Renewal Agency. Nancy Sue Wallace to present to the HURA Board.
- January 2015: Hire surveyor to develop legal description.
- January 2015: HURA attorney prepares a Construction Management Agreement between the Hayden Urban Renewal Agency and the City of Hayden; finalizes drafts of access agreements.
- January 2015: Library Board of Directors Approval.
- Late January 2015: Letters to Artists, selected and non-selected, prepared by Connie and mailed by Jamie.
- February 2015: Contract with Artist drafted by HURA attorney and signed by Artist.
- February 2015: City selects contractor from roster and prepares draft of contract for site preparation.
- February 24, 2015: City Council approves Construction Management Agreement; contract with site preparation contractor, lease and access agreements. Council packet materials are due by 5:00 p.m. on February 18, 2015.

- March 2015: Contract with Artist and Construction Management Agreement are signed by the Hayden Urban Renewal Agency.
- Spring 2015 (6 weeks): Contractor working under the direction of the City completes site preparation.
- Spring/Summer 2015: Installation begins.
- Late Summer/Early Fall 2015: Installation completed and artwork dedicated.
- Late Summer/Early Fall 2015: Landscaping elements (if used) planted and irrigation systems installed at this time.

Ramsey Road, Huetter Road, Land Use, and Airport Long-Range Planning:

A recent meeting was held with the County Commissioners and staff, the FAA, TO Engineers and others related to the Airport Master Plan. At the meeting, the City clearly stated its needs in relation to the airport master plan. The City will be having follow up discussion with the FAA to ensure that items are being discussed at the meeting are followed through with.

Code Amendment Update:

This project started as a set of minor amendments to the subdivision code and stormwater regulations and has extended this to become a very comprehensive set of amendments to varying titles of the Hayden City Code, including, but not limited to, zoning, street, development, parking and stormwater standards. This also involves a thorough re-work of the subdivision and Central Business District standards. Public hearings have been held on the amendments by both the Planning and Zoning Commission and the City Council and the City Council has approved the amendments. Staff is now working on an ordinance to bring to the City Council for adoption at their January 13th meeting.

**Public Works**

HURA Public Parking Lot:

Staff has received the final bid docs on the HURA public parking lot improvements which are scheduled to be put out to bid in February. These improvements, funded by HURA, will be replacing the current gravel lot north of City Hall. Staff will provide contract administration and construction observation. Construction is anticipated to begin in the spring of 2015.

2015 Road and Parking Lot Plan:

- *Preventative Maintenance – Thin HMA Overlays:* Staff is planning to develop a commercially bid thin overlay contract for select locations in 2015. This contract is scheduled to be let in February 2015. Additionally, staff will be focused in 2015 on cut-out patching and crack sealing.

- *Preventative Maintenance – TRMSS:* Staff will be watching the performance of this year's TRMSS test and planning to apply more by contract in 2015. Staff anticipates focusing on the remainder of Grouse Meadows, Stoddard Meadows and Strawberry Fields depending on prices and pavement management system recommendations.
- *Parking Lots:* The Hayden Lake Recreational Water and Sewer District indicated that the work at Honeysuckle Beach on their lift station may come very late in the fall or even next year. Staff is planning to hold off on the pavement seal and restriping of this lot until after their work is complete.

*ADA Compliance:*

Staff is will be using the winter months to prepare a contract for bidding ramp replacements. Staff plans to bid the reconstruction of 25-30 ramp replacements. Staff is also planning to repair some broken concrete and include some curb revisions on two subdivision entry islands (Strawberry Fields and Broadmoore).

*Broadmoore Picnic Structure:*

Staff is working through the final changes to these plans and is planning a late winter bid on the structure and associated concrete work.

*Hayden Avenue, Kirkpatrick to Melrose Corridor Plan:*

Following City Council adoption of this plan on 11/25/14, Staff is now is pursuing coordination on one property acquisition to provide treatment area and storm storage for the drainage along the corridor.

*Hayden Avenue, Huetter to Kirkpatrick Corridor Plan:*

As with the first phase of the Hayden Avenue Corridor Plan, this project is planned to be a 30% design for use in giving direction on frontage improvement plans to developers. Additionally, staff plans to use the plan to apply for federal funding on strategic projects along the corridor, including the future Hayden / Atlas traffic signal. Staff has initiated the scoping process with JUB Engineers, Inc

*Woodland Meadows LS Control Panel:*

Staff will have a purchase agreement for replacement / upgrade of this control panel on the 1/13/15 City Council agenda. The existing control system PLC along with back-up emergency pump activation control, have recently failed causing a sewer back-up into an adjacent home. The panel replacement will include a Multitrode PLC which will enhance communication with the sewage treatment plant. The emergency back-up system activation has been repaired.

Reed Road / Honeysuckle Ave Sewer Replacement:

The flow test held in the early morning of 12/9 confirmed that the final stretch of pipe prior to entering the H-2 Lift Station has in-place capacity comparable to the design capacity. These results have simplified the design and construction costs in this location and will also simplify traffic control. Additionally, HARSB is partnering on this design to plan for the replacement of a force main parallel to the City's gravity upsizing. Part of the HARSB force main being replaced crosses US-95 in a casing.

Ramsey Road Extension:

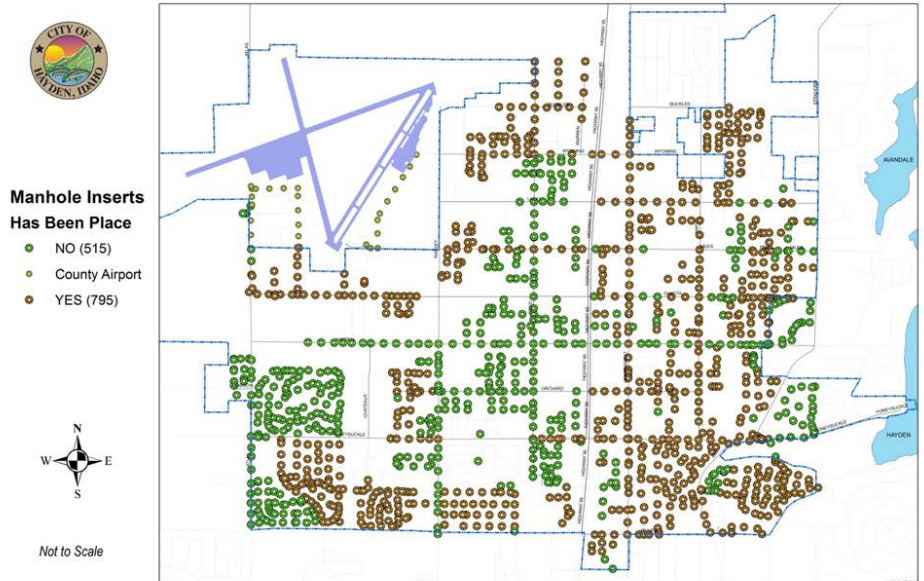
Based on an optimistic outlook from the most recent FAA/County/Locals meeting, Staff has asked David Evans and Associates, Inc. to begin preparing a supplemental agreement to bring their frozen (for 2 yrs) contract up to date and continue working on the Concept Report and NEPA document for the Ramsey alignment. KMPO has notified both LHTAC and DEA of the same and will be working with Hayden to make Ramsey a successful project. It is anticipated that a supplemental agreement will be on a February Council meeting agenda.

Ramsey / Honeysuckle Traffic Signal:

Staff has initiated the design scoping process with David Evans and Associates, Inc. The initial phase will include a brief conceptual analysis which will evaluate multiple intersection congestion mitigation alternatives (e.g. signal vs. roundabout, multi-lanes, actuation system, etc.) A phase 1 scope will be brought to Council at the 1/27/15 Council meeting.

Sewer Manhole Inserts:

Staff has installed 795 manhole inserts to-date and is planning to purchase over 500 more. The inserts help to minimize the flow of surface storm water into our sewer system so it doesn't end up being treated at the HARSB treatment plant.



Arbor Day Planning:

The Parks, Recreation and Forestry Commission had their initial discussion of the 2015 Arbor Day event to be held again in City Park. Staff has already been recruiting volunteers and beginning to formulate the plan for this year's event

## **City Clerk's Office and Human Resource Management**

The Clerk's Office is moving forward again with the Large Format Project. In researching quality requirements for electronic copies, we have found out that the State Archivist is no longer taking commercial building plans. They have decided that they will only documents that they believe have historic value. Under state code, commercial plans are considered permanent records. This does not negate the need for the large format scanning project, however. Our City Attorney has confirmed for us that we can maintain our records electronically and, once the plans have been scanned, we are able to dispose of paper copies.

Other projects underway in the Clerk's Office include the annual renewal letters for 36 liquor licenses. These are scheduled to be sent out on January 5th. Current licenses expire on February 28, 2015. The Spring Newsletter is currently being created and is anticipated distributed around March 1, 2015. The annual update of the retention schedule is underway and anticipated to come forward to City Council in February. Following the update, the Clerk's Office will begin pulling records that have reached their date for destruction. We anticipate bringing the resolution forward for consideration in March of 2015.

The Clerk's Office has been reviewing public records request forms and is currently working with our City Attorney to create a new form that is more user-friendly.

Employees are currently completing their ICRMP on-line training modules for the ICRMP Premium Discount Program. We are scheduled to complete two in-house discussion sessions on driving in January. So far, only 60 percent of the participants have completed their training. Participants need to have their training completed by January 31, 2015 for the City to qualify for the discount.

## **Administrative Services**

Kootenai County has released the certified levy rates for tax year 2014. Hayden's final 2014 levy rate is \$1.285808, the levy rate for 2013 was \$1.345251, 2012 was \$1.369633. The 2014 levy rates for all cities in Kootenai County are:

- Spirit Lake           \$6.649093
- Coeur d'Alene       \$6.464524
- Rathdrum            \$5.667148
- Post Falls           \$5.550563
- Huetter              \$5.925123
- Worley               \$4.742904
- Harrison             \$4.027493
- Athol                 \$3.633493
- Fernan Lake         \$1.360621
- Hayden              \$1.285808

- Hayden Lake      \$0.752184
- Dalton Garden    \$0.518313
- Hauser Lake        \$0.577325

The Annual Road and Street Financial Report for fiscal year ending September 30, 2014, is on the 12/23/14 council agenda for approval, and will be remitted to the Idaho State Controller's office by the deadline. Idaho statute requires that the certification be made by the 31st of December of each year for the preceding fiscal budget year, and be published once as a legal notice between January 1st and 15th. Failure to make certification, publish, or making false statements results in strict penalties and withholding of highway-user revenues.

Utility Billing:

Total customers:	<u>Current</u>	<u>1 Yr Ago</u>
# of customers billed	4,656	4,591
\$ customers billed	\$350,601	\$312,771
\$5.00 late fees assessed:		
# of customers assessed	703	572
\$ late fees assessed	\$3,515	\$2,860
% of customers late fees	15%	12%
30-day late notices:		
# late notices sent	70	70
\$ late notices sent	\$15,664	\$20,104
% of customers	2%	2%
Collection agency activity:		
# accounts in collection	185	180
\$ balance in collection	\$103,437	\$88,032
% of customers	4%	4%
# customers in bankruptcy	7	43
\$ balances in bankruptcy	\$3,851	\$24,702
% of customers in bankruptcy	0.2%	0.9%

**Community Services**

The Community Services Department is winding down its fall programs, getting caught up from a busy season and preparing for its two big winter programs (women's volleyball and 3rd-8th grade basketball) before the New Year begins. The Winter 2014 15 Activity Guides are now available, located on the city website and were distributed to schools



before Thanksgiving break. Hard copies of the guide are also available at the Community Services Department.

The PreK-2nd grade basketball programs that began on November 1 ended on Saturday, December 13. The Adult Coed 6's Volleyball league ended with its tournament on December 4, and open gym volleyball continues to have between 20-25 players each week. There will be no open gym volleyball over the Christmas & New Year's holiday breaks.

Registration for 3rd-8th grade youth basketball, women's 4's volleyball, youth/adult dance, youth racquet skills and youth-adult pickleball will be taken throughout the month of December, with programs beginning in January. As well, registration is ongoing for Peak punch cards, Zumba® Kids and youth/adult gymnastics.

The Hayden Lights Parade and Christmas Tree Lighting Ceremony were a huge success with hundreds of people in attendance, which was great considering the extremely rainy weather earlier in the day. Thanks to Mayor and City Council for participating in the event. As well, many thanks go to all the employees, businesses, and organizations for supporting this event and making it possible.