

AGENDA ITEM SUMMARY

DATE: 07/15/2013 **DEPT.:** Legislative/Administration **DEPT. HEAD SIGNATURE:** HD

SUBJECT:

Staff Reports: Customer Complaints regarding wastewater fee increase

AUTHORITY: ID Code _____ IAR _____ City Ordinance/Resolution 2013-41
(IF APPLICABLE)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

Hailey Resolution 2013-41, adopted May 20, 2013, increased wastewater rates effective April 25, 2013. Customers received their first increased bill in early June, for the arrears billing period April 25- May 25, and by now have received their second month increased bill.

The intent of the increase is to be short-term, with rates dropping down again in October. A public hearing on the rates for FY 2014 will be conducted along with the budget public hearing on August 19, 2013. At that same meeting, staff will have prepared a full discussion on water rates well.

Customers have lodged numerous complaints about the wastewater rates. The city clerk's office has handled busy phones and many questions about the wastewater rates. In addition, the administrator's office has responded to complaints such as the note attached which recently accompanied a utility payment.

A specific criticism from the public has been that once rates go up, they never go back down. Conversations that city staff has had with the public on this matter include the attached points:

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS:

The new wastewater rate was structured to increase revenue by \$34,000 per month. The five month period, May through September, will garner \$170,000 toward the \$333,000 engineering contract with HDR. Rates can go down in October because the remaining engineering of \$163,000 will be collected in 12 months instead of 5 months.

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IF APPLICABLE)

___ City Attorney	___ Clerk / Finance Director	___ Engineer	___ Building
___ Library	___ Planning	___ Fire Dept.	___
___ Safety Committee	___ P & Z Commission	___ Police	___
___ Streets	___ Public Works, Parks	___ Mayor	___

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD: Informational Report

ACTION OF THE CITY COUNCIL:

Date _____
City Clerk _____

FOLLOW-UP:

*Ord./Res./Agmt./Order Originals: *Additional/Exceptional Originals to: _____
Copies (all info.): Copies _____
Instrument # _____

City of Hailey Estimated Sewer Fee Schedule

Based on Final Design complete Feb, 2014 and bond election May, 2014

Fee	Current	5/1/13 - 9/30/13	FYE 14	FYE 15	FYE 16	FYE 17	FYE 18
Current Bond Fee	\$6.43	\$7.31	\$7.29	\$7.26	\$7.24	\$7.22	\$7.19
Fixed Base Rate	\$13.59	\$13.59	\$14.68	\$14.10	\$14.62	\$14.77	\$14.99
Rate/1,000 Gals	\$3.94	\$5.97	\$5.06	\$4.05	\$3.94	\$3.99	\$4.03
Cost for 6,000 Gals/Month	\$23.64	\$35.82	\$30.36	\$24.30	\$23.64	\$23.94	\$24.18
New Biosolids Facility Bond (Based on \$4million @3% & 20 years)	\$0.00	\$0.00	\$0.00	\$7.10	\$7.08	\$7.06	\$7.04
Monthly sewer bill	\$43.66	\$56.72	\$52.33	\$52.76	\$52.58	\$52.99	\$53.40

(Based on average 6,000
gals/month winter water use)



City Engineer Memo

To: Mayor Fritz Haemmerle
City Council Members

CC: Heather Dawson, City Administrator

From: Tom Hellen, City Engineer 

Date: 7/11/2013

Re: Wastewater Biosolids Project Update

Attached is a brief memo from HDR Engineering, Inc. updating the current progress on pilot testing of different vendor's equipment. Since this memo was issued HDR has been in contact with a fourth vendor, Schwing, for pilot testing. The testing protocol has been issued to city staff for review.

Sludge thickening and dewatering requires the use of a polymer in the process. To aid in determining the proper polymer we are asking the equipment vendors to supply their recommendations. In addition HDR has been in contact with a local (Twin Falls) polymer vendor who will be performing polymer tests in advance of the pilot testing to supply us with a second opinion on the proper polymer. This vendor has experience with the City of Meridian's dewatering operation.

At this time there are four citizens who have agreed to participate in the Ad Hoc committee. I will be establishing meetings during the pilot testing for their education on the process and to meet with HDR engineers to answer their questions about the project.

Separate information about the costs to date will be available at the council meeting.

To: Tom Hellen, City of Hailey	
From: HDR Engineering	Project: Solids Handling Improvements
CC:	
Date: July 9, 2013	Job No: 211869

RE: Pilot Testing Update

HDR Engineering is under contract with the City of Hailey to facilitate a dewatering pilot test. The dewatering pilot testing includes onsite testing of the manufacturers equipment with the City's existing sludge. The pilot testing will provide information including the estimated cake solids, percent capture, and polymer use that will be used in the equipment evaluation and in the detailed design of the full scale facility. Pilot testing also provides a platform for operator training and understanding of the operations and maintenance requirements. Based on the recommendation in the Preliminary Engineering Report to use a screw press for dewatering, three manufacturers are being pilot tested: FKC Screw Press, Huber Technologies, and PW Tech.

An information request was developed to obtain details from the manufacturers regarding pilot testing requirements, available dates, and full-scale installation references. As of July 2, 2013 all three identified manufacturers provided their information and HDR has begun contacting the reference facilities.

A draft pilot testing protocol has been developed. The protocol identifies the required testing for each day that the manufacturers are onsite and the metrics that will be used to review and evaluate the performance. Each manufacturer will be required to follow the protocol which will allow the testing results to be compared between each event.

The pilot testing dates that have been identified are:

- Week of July 22: FKC Screw Press
- Week of August 5: PW Tech
- End of August: Huber Technologies

115 MAIN STREET SOUTH, SUITE H
HAILEY, IDAHO 83333

(208) 788-4221
Fax: (208) 788-2924

July 3, 2013

Bill Bobbitt
President, Sawtooth Rangers
116 Glendale Road
Bellevue, ID 83313

Dear Bill,

Under the Arena Use Agreement between the City of Hailey and the Sawtooth Rangers, the Sawtooth Rangers are allowed use of the Arena through July 6, 2013 for specified uses. By this letter, the City of Hailey further allows these uses to include a horseshow to be conducted on Saturday, July 6, 2013. We also will allow, in advance of the horseshow, participants to board horses overnight within the arena pens, and horse owners and event participants may park their rigs and RV's on the arena grounds overnight to guard and care for the penned horses.

Please follow the instructions of the Hailey Fire Department regarding fire lanes and clear traffic flow for emergency response.

Thank you for bringing another event to Hailey! Please feel free to contact us if you have any further questions or concerns.

Sincerely,



Fritz X. Haemmerle

115 MAIN STREET SOUTH, SUITE H
HAILEY, IDAHO 83333

(208) 788-4221
Fax: (208) 788-2924

July 1, 2013

Mr. Richard Stopol
P O Box 1281
150 5th Ave S
Hailey, ID 83333

Dear Richard,

The city council members will be addressing the concerns raised in your letter of June 17, 2013. Please plan on attending the August 19, 2013 City Council meeting, which is the next scheduled discussion on water and wastewater rates.

The wastewater rate structure is based on the concept that winter water use is lower than summer water use, as it does not include irrigation. The impacts to the wastewater facility and each user's fair share of the plant operation costs is based off the flow into the treatment plant. The cost of the engineering study for improving our biosolids handling process was considered relevant to each customer's water use impact on biosolids operation. This effected the increase in the use rate per 1,000 gallons.

Your average winter water use is high at 22,000 gallons per month. If you are running water outside to prevent freezing, we are allowed to adjust your rate when you inform us of such. Please feel free to call Shellie Rubel at 788-4221 to discuss your water use.

As a side note, we have asked citizens to participate in an ad hoc committee to review the engineering work being done for both the need and design of a new biosolids handling facility. I invite you to become a member of that committee. Please contact Tom Hellen if you are interested.

Sincerely,



Fritz X. Haemmerle

RECEIVED
JUN 17 2013

Richard Stopol
Box 1281 Hailey
788-9693 720-7361

BY: FILE Mayor, CC, HO, TH

6/17/13

To the mayor and Hailey city council,

Regarding the sewer rate increase for the next five months....

I understand using more water increases my sewer rates. If I have four people living at my house and use 20000 gallons per month then I should pay more than my neighbor who lives alone and uses 6000 gallons per month.

It is unjust to charge revenue to pay for a new biosolids facility ENGINEERING STUDY based on water consumption rates.

I have one sewer hookup, my neighbor has one sewer hookup, we should be charged the same. That is fair.

If we need to upgrade the sewer facility, he needs the upgrade for one sewer connection the same as I do regardless of how much water is used.

Every sewer hookup in the city should pay the same for an ENGINEERING STUDY.

Bumping my bill \$50 per month for five months and then asking me to pass a sewer bond is an unlikely request unless each sewer connection pays the same. Based on the chart in the previous Our Town these fees are not equitable at all.

Please justify your reasoning to me.

Thank you,



Richard Stopol

115 MAIN STREET SOUTH, SUITE H
HAILEY, IDAHO 83333

(208) 788-4221
Fax: (208) 788-2924

July 3, 2013

William House
1020 Queen of the Hills Dr.
P O Box 181
Hailey, ID 83333

Dear Bill,

Water rates have not yet been adjusted by the city council. Your letter of June 5, 2013 will be made part of the record and included in the city council packet when rates are next discussed on August 19, 2013.

I appreciate that you recognize our need to be prepared for the effects of conjunctive administration of water rights and calls by senior water right holders.

Please feel free to contact me if you have any further questions or concerns.

Sincerely,



Fritz X. Haemmerle

6-5-13

Mayor Fritz Haemmerie
City Of Hailey
Hailey, Idaho 83333

RECEIVED
JUN 05 2013
BY: FILE TH, Mayor, CC, HD

Dear Mayor Haemmerie,

I read in the paper larger lots will be treated different than regular lots for water usage.

My lot is approx. one half acre which I water with a sprinkling system. I of course use more water than a lot half of my size. I pay for all the water we use. I also pay more in taxes and upkeep. What justification is there to charge me more than others for my water?

I have paid a penalty when the city replaced my water connection from a 1 inch down to less than five eights of an inch. I had to redo my sprinkling system which cost me a good sum. Your City engineer thinks one can water a smaller lot with the same size connection as a smaller one.

I am asking to be treated for water usage the same as others and ask you to review the new rules for raising water rates and stop penalizing us for a lot size.

I realize the city may have to raise rates if a water call is made by senior water rights.

Yours truly,

William U. House
William U. House
1020 Queen Of The Hills Dr
Hailey, Idaho 83333

115 MAIN STREET SOUTH, SUITE H
HAILEY, IDAHO 83333

(208) 788-4221
Fax: (208) 788-2924

July 3, 2013

Mr. Brian Burgess
P O Box 2004
3051 Shenandoah Dr
Hailey, ID 83333

Dear Brian,

We've reviewed your utility bill following our receipt of your note last month.

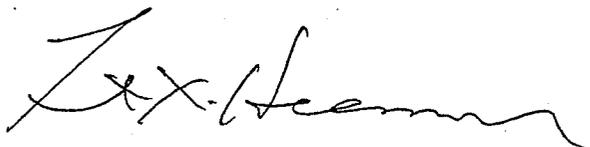
There is a simple explanation of why you were charged for an extra 1,000 gallons when your water use practices did not change.

Water meters are read monthly and read to the lower 1,000 gallon measurement. In your case, as you use 2,300 gallons in a month you are only charged for 2,000 gallons. Eventually the extra 300 gallons per month will add up to 1,000 gallons, and the meter then bills the excess on a single monthly billing.

The Mayor and City Council have not taken a raise since 2007, and no raise for the Mayor and Council is expected in the foreseeable future. City employees have received only a 1% salary increase since 2008. We are as careful in setting water rates as you are in your water use practices.

Please feel free if you have any further questions or concerns regarding this matter.

Sincerely,



Fritz X. Haemmerle

City of Hailey

Office Hours
9 A.M. to 5 P.M. Monday—Friday
Except Holidays

115 Main Street South (208) 788-4221
Suite H (208) 788-2924 Fax
Hailey, ID 83333

Please provide your up to date contact information:

Customer Phone(s): _____

Customer Email: _____

UTILITY BILL



1608 *****AUTO**5-DIGIT 83333
BRIAN BURGESS
PO BOX 2004
HAILEY, ID 83333-2004

6
6

Service Address:
3051 SHENANDOAH DR



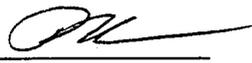
Billing Date
06/01/2013
Due Date
06/25/2013
Total Amt Due
50.54
Amount Paid
50.54
Account Number
9.00650.01

Amount Paid	Account Number
50.54	9.00650.01

How can you say I used 1000
gallons of water when last month
I haven't watered my yard at
all - I haven't even watered my car
I haven't even changed my sprinkler
system - I haven't used 1 drop
more than I normally do - Are
you going to continue to be
the biggest thorn in Blaine
County - Are you siding more
so you can pay for your RAISES -
That's not the honest government
anywhere in the world the world
especially Blaine County -
Are not going to water my yard
this year - I will mow the
weeds but my yard will
be a mess - Hailey County
officials have no morals to
speak of?

RECEIVED
JUN 10 2013
BY: FILE Meyer, CE, HD

AGENDA ITEM SUMMARY

DATE: 7/15/13 DEPARTMENT: PW - Streets DEPT. HEAD SIGNATURE: 

SUBJECT: ITD Grant Letters of Intent

AUTHORITY: ID Code _____ IAR _____ City Ordinance/Code _____
(IF APPLICABLE)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

ITD recently opened some new grant funding, Community Choices for Idaho, that bike and pedestrian projects are eligible for. The deadline for submitting letters of intent was July 15, 2013. These letters of intent do not obligate a final application but are required to be considered for final funding. A copy of the grant program and the 4 projects we submitted for are attached. Further discussions will be held to determine which, if any, of these projects we will submit a final application for. The School District has agreed to be a co-applicant on these projects.

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS: Caselle # _____
Budget Line Item # _____ YTD Line Item Balance \$ _____
Estimated Hours Spent to Date: _____ Estimated Completion Date: _____
Staff Contact: _____ Phone # _____
Comments: _____

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IF APPLICABLE)

- | | | |
|---|--|---|
| <input type="checkbox"/> City Administrator | <input type="checkbox"/> Library | <input type="checkbox"/> Benefits Committee |
| <input type="checkbox"/> City Attorney | <input type="checkbox"/> Mayor | <input type="checkbox"/> Streets |
| <input type="checkbox"/> City Clerk | <input type="checkbox"/> Planning | <input type="checkbox"/> Treasurer |
| <input type="checkbox"/> Building | <input type="checkbox"/> Police | _____ |
| <input type="checkbox"/> Engineer | <input type="checkbox"/> Public Works, Parks | _____ |
| <input type="checkbox"/> Fire Dept. | <input type="checkbox"/> P & Z Commission | _____ |

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

ADMINISTRATIVE COMMENTS/APPROVAL:

City Administrator _____ Dept. Head Attend Meeting (circle one) Yes No

ACTION OF THE CITY COUNCIL:

Date _____

City Clerk _____

FOLLOW-UP:

*Ord./Res./Agrmt./Order Originals: Record
Copies (all info.): _____
Instrument # _____

*Additional/Exceptional Originals to: _____
Copies (AIS only)

COMMUNITY CHOICES FOR IDAHO (COMMUNITY CHOICES)

MANAGEMENT TOOL BENEFITS

The following outlines benefits with the proposed Community Choices for Idaho Program

- Provides an annual process to solicit locally identified projects and potential funding opportunities.
- Enhances ITD's ability to leverage all funding sources for sponsored projects, including the Transportation Alternatives Program funding source.

PURPOSE

The purpose of the Community Choices for Idaho program is to advance ITD's strategic goals of Mobility, Safety, and Economic Opportunity while maximizing the use of federal funds.

ELIGIBILITY AND MAXIMUM FUNDING AVAILABLE

The following are eligible project sponsors/applicants:

- Local governments;
- Tribal governments;
- Regional transportation authorities
- Transit agencies;
- Natural resource or public land agencies;
- School districts, local education agencies, or schools;
- Any local or regional government entity with responsibility or oversight of transportation

Entities not included on the list above are encouraged to partner with an eligible project sponsor who is on the list. Additionally, applicants must have legal authority over the project impact area. For example, if the applicant is proposing an educational program at a school, the school has to be the local project sponsor/applicant. In some cases the legal authority requirement may be satisfied if the applicant can provide written documentation (i.e. letters, previous grant paperwork) that demonstrates an existing working relationship with the entity having legal authority and the entity having legal authority understands and agrees to the proposed activities.

The following eligible project types are classified into two categories: infrastructure and non-infrastructure with specified funding targets. ¹Projects within each category will be evaluated against each other. All projects are to be identified through a planning process that includes public involvement, needs analysis, and a project prioritization process which will be vetted in the project application process.

¹ The eligible project types will likely change as other funding sources are incorporated into the Community Choices approach.

INFRASTRUCTURE PROJECTS (70% - 90% OF TOTAL PROGRAM FUNDS)

- Planning, Design, and Construction of the following²:
 - On and off road trail facilities for pedestrians, bicyclists and non-motorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety related infrastructure and transportation projects to achieve compliance with the Americans for Disabilities Act, 1990;
 - infrastructure related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs; and
 - Boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.
- Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other non-motorized transportation users;
- Construction of turnouts, overlooks, and viewing areas;
- Inventory, control, or removal of outdoor advertising;
- Historic preservation and rehabilitation of historic transportation facilities;
- Vegetation management practices.
- Archaeological activities, relating to impacts from implementation of a transportation project eligible for federal transportation funds.
- Any environmental mitigation activity:
 - Address stormwater management, control, and water pollution prevention or abatement related to highway construction or due to highway runoff, or
 - Reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats.

NON-INFRASTRUCTURE (10% - 30% OF TOTAL PROGRAM FUNDS)

- Educational, enforcement, evaluation and encouragement projects for local Safe Routes to School programs which can include funding for a SRTS coordinator position³, bike/walk safety related education programs, walk/bike to school events, bicycle rodeos, educational material, etc. for grades K – 8.
- Planning related projects which can include complete street programs, area plans (including school areas), circulation studies, corridor management plan, corridor studies/investment plans, alternatives analysis, bicycle/pedestrian plans, etc.⁴ All plans must address active modes of transportation.

² Right-of-way is not an eligible project cost in order to maximize funds available for planning and engineering, as well as avoid project delays.

³ The SRTS Coordinator should continue to engage in the full spectrum of bicycle/pedestrian mobility activities contemplated by the program, including education, encouragement, engineering, evaluation, and enforcement.

⁴ This will require flexing funds to the Surface Transportation Program (STP) for these TAP related activities.

FUNDING ALLOCATIONS

The Community Choices Advisory Committee will identify the highest ranking projects within each category (up to the category funding allowances). TP staff will match those projects with various funding sources under the Community Choices umbrella, while considering federal restrictions and allowances. Those projects, with appropriate funding sources, will be submitted to the Idaho Transportation Board for review and consideration for programming into the ITIP.

The Community Choices umbrella includes both federal and state funds which are identified in the Funding Source section of this guide. The Funding Source section also describes funding limits and match requirements.

APPLICATION PROCESS

CALL FOR PROJECTS/ TECHNICAL ASSISTANCE

DTP division staff will release a call for projects utilizing the following communication mechanisms, as available:

- Existing ITD distribution lists
- Partner distribution lists/conferences
- Press release, through ITD communications office
- Conferences
- Social media (coordinated with ITD safety and communications staff)

TP division staff will also facilitate up to 3 webinars to explain the following requirements:

- Application process and schedule
- Federal aid project restrictions and requirements including match allowances

Information about how to identify projects and develop data in support of identified projects.

PRE-APPLICATION

Applicants will electronically submit a letter of intent outlining the project sponsor, project elements, and a preliminary cost estimate. TP division staff will review these letters for eligibility. If appropriate, TP division staff will schedule a site visit along with district staff (engineer and environmental planner) to evaluate project feasibility including constructability, environmental clearance, and appropriateness of cost estimates. TP division staff will also provide applicants with information related to federal aid processes, match requirements and standard project development processes. Eligible applicants and project types will be asked to proceed through the application process.

FULL APPLICATION

Eligible applicants/projects will be invited to electronically submit a full application including revised project elements based on input from the TP division staff and the site visit. This application, limited to 2 pages, will require a project name, project sponsor, cost estimates, and information pertinent to the selection criteria. Applicants are encouraged to attach additional project information if available, including site maps, letters of support, assessment of environmental concerns, cost estimates, etc.

EVALUATION PROCESS

Projects will be ranked by the Community Choices Advisory committee based on project need, benefits, and feasibility as detailed below:

NEEDS

To demonstrate need, an applicant must identify the goals or opportunities the project will address, the alternative solutions considered, how the solution will address the goal or opportunity, and that the proposed project/activity is the community supported preferred solution. Goals or opportunities can include eliminating a gap in a transportation network, removing barriers to active transportation mobility, addressing an existing unsafe condition, etc. The applicant can demonstrate the extent of need by the number of goals or opportunities the project/activity addresses and by the number of stakeholder interests engaged in identifying the preferred solution, etc.

BENEFITS

To demonstrate benefits, an applicant should identify how their project/activity addresses one or more of the following items:

Mobility – Preserves or expands access to key destinations within the community (i.e. schools, health care, jobs, shopping, and recreation) for populations that have limited transportation options (i.e. elderly, school children, environmental justice communities, mobility impaired, and/or populations with limited access to fresh foods). The applicant can demonstrate the extent of benefit by noting the anticipated number of target populations likely to be affected and the destinations that will have new or improved access.

Safety – Improves safety within the local mobility system by addressing transportation or environmental hazards. The applicant can demonstrate the extent of benefit by noting the anticipated reduction in crashes, traveler discomfort, and/or adverse health impacts.

Economic Opportunity – Results in a percent net increase in long term employment opportunities and/or will positively impact an investment opportunity in the affected community. The applicant can demonstrate the extent of benefit by noting the anticipated number and type of jobs that will be retained or introduced.

Additional consideration will be given to projects that have applicability statewide by resulting in guidelines, procedures, research, data that can be used in other areas of the state. The applicant can demonstrate the extent of benefit by identifying anticipated results from the project/activity that can be used in other areas of the state.

FEASIBILITY

To demonstrate feasibility, the applicant should provide evidence that project meets the following criteria:

Stakeholder Support – Demonstrated by support letters from impacted stakeholders (i.e. adjacent property owners, target population groups, etc.)

Project Sustainability – Demonstrated by a long term plan for reducing the amount of federal funds the project/activity will require over time.

Financial Commitment – Documented by a local match commitment letter highlighting local match/contribution.

Technical Feasibility – Demonstrated by providing a detailed project development schedule, a detailed project budget, and attendance at a Local Highway Technical Advisory Council or ITD sponsored grant or project development workshop.

FUNDING SOURCES

The following are available funding sources under the Community Choices umbrella. Eligibility criteria related to specific funding sources are included in this section.

TRANSPORTATION ALTERNATIVES PROGRAM (TAP)⁵

The TAP is a federal funding source, subject to all federal aid project requirements, that allocates funding to the following 3 categories, the third category of which is administered under the Community Choices umbrella:

1. Recreational Trails Program (RTP) – this is administered by Idaho Department Parks and Recreation
2. Transportation Management Area (TMA) – this includes all communities in the Boise Urbanized Area and is administered by COMPASS
3. State Allocated
 - o Urban – includes those areas with populations between 5,000 and 200,000
 - o Rural – includes those areas with populations less than 5,000
 - o Anywhere – no restrictions on where the funding is spent

TAP Projects shall be limited to a maximum of \$500,000 in federal transportation funding. In addition, the minimum local match required is 7.34%.

PROGRAM ADMINISTRATION

PROJECT MANAGEMENT

The ITD districts will manage infrastructure related projects on the state highway system. The Local Highway Technical Assistance Council (LHTAC) will assist in the management of infrastructure projects that are not located on the state highway system. The ITD Division of Transportation Performance (DTP) Program Development team (PD team) will manage non-infrastructure related projects in coordination with the ITD district planner. Projects located within a Metropolitan Planning Organization (MPO) boundary must be reviewed and approved by the respective MPO, and in some cases the MPO will require that projects within their boundaries be identified in their planning processes. During the application process, district staff will be asked to review infrastructure projects for feasibility, constructability, and appropriateness of cost estimates.

Infrastructure projects typically have 3 distinct phases including design (PE)⁶, right-of-way, and construction which usually need to be programmed in separate years. Right-of-way will not be considered an eligible project cost. Projects should be completed within 3 years and adhere to a milestone schedule defined in the state and local agreement.

⁵ At present, the funding source for this program is TAP. However, it is anticipated that the Community Choices umbrella will eventually access the full range of funding sources administered by the Transportation Performance Division including but not limited to Congestion Mitigation Air Quality (CMAQ), federal transit formula funds, and the ADA Pedestrian Curb Ramp Program.

⁶ Design includes concept development and environmental clearance.

Due to the large number of projects competing for limited funding, projects that are in the year their construction funds are programmed in the Community Choices for Idaho Program shall not be allowed to delay into a later fiscal year. A one-year delay exception may be granted by the project manager for projects that have most of the development completed and are close to contracting and/or schedule allowances have already been coordinated with the ITD project manager. The project sponsor shall be notified when a project has been removed from or delayed in the program.

If a project is removed from the Community Choices Program, the sponsoring agency is responsible for all costs incurred and must reimburse the federal government for any federal-aid funding received by the agency. To compete for future federal-aid funding, sponsors of projects removed from the program may re-apply.

A project will be subject to loss of funds, if it is determined by the project manager that it is not proceeding appropriately (i.e. failure to meet milestones, exceeds estimated project costs by 10% or more). Those funds will then be allocated to other successful applicants to address acceptable cost overruns. In the absence of other eligible applicants, funds will be provided to the districts to use as long as it addresses local mobility, access, and connectivity issues.

GRANT ADMINISTRATION

The DTP Grant Administration team (GA team) will administer all grant related processes including conducting educational webinars/workshops on federal aid funding processes, conducting the application process, facilitating of the Community Choices Advisory Committee, and managing the project selection process.

ITD District staff and the DTP PD team will provide assistance, as needed.

The DTP Performance Management team will monitor performance of projects via data submitted by applicants. Applicants will be required to submit performance data as it relates to their project type. For example, project applicants with an infrastructure project will be required to submit information on number of users of the facility both before and after project completion.

TECHNICAL ASSISTANCE

The DTP PD team will conduct annual project development workshops (includes funding opportunities, federal aid restrictions, project identification and environmental processes). The PD team will also develop and distribute planning and data collection tools. The PD team will look for opportunities to partner with Local Highway Technical Assistance Council (LHTAC) and Department of Commerce (DOC) on the workshops to leverage existing staff resources.

COMMUNITY CHOICES FOR IDAHO ADVISORY COMMITTEE

The Community Choices Advisory Committee (CCAC) shall review the Community Choices for Idaho Program applications and recommend projects to the Idaho Transportation Board. The CCAC shall recommend project selection criteria to the Idaho Transportation Board as a guide for setting statewide project priority. The CCAC shall submit a prioritized list of projects to the Idaho Transportation Board during the annual update of the Idaho Transportation Investment Program. Included with that submittal will be an analysis of the distribution, mix, and quality of proposed projects, and as necessary, an explanation when the prioritized list of projects varies from the funding guidance noted in the Community Choices program guide.

CCAC members shall be interested parties with appropriate expertise and who do not have a conflict of interest. CCAC members shall be appointed for two-year terms which shall be staggered so that not all of the committee members are replaced or reappointed at any given time. Appointment and re-appointment recommendations shall be provided to the Idaho Transportation Board by the Division of Transportation Performance Administrator.

This committee will include 10-13 individuals which may include the following stakeholders:

- Bicycle/pedestrian professional/advocate
- Community/Regional Planner
- Economic development professional
- Environmental community agency representative
- Transit representative
- Accessibility/mobility impaired individual
- Business owner
- Health community professional/advocate
- Scenic byway local committee member
- Tribal representative
- School professional representative
- Law enforcement professional
- Housing community professional/advocate

The ITD Community Choices Program Coordinator and/or Grants Administration team member shall staff the CCAC and facilitate project reviews and recommendations.

Community Choices for Idaho

Notice of Intent Application

Application deadline: Monday, July 15, 2013 at 5:00 p.m., Mountain Standard Time

This Notice of Intent Application is the first step of a two-part screening process. It is designed to establish that the project can satisfy threshold requirements for eligibility under federal and Idaho Transportation Department (ITD) guidelines. Based on your answers to the questions that follow, ITD staff might contact you for further information or to schedule a site visit. Eligible applicants proposing eligible project types will be invited to submit a more detailed project application. ITD will be conducting webinars to provide more information on the application process, including eligibility requirements. Information can also be obtained from the Community Choices program guide.

Submit completed applications to the ITD Division of Transportation Performance Program Development Team via email, fax, or mail as follows:

Email: itdpdteam@itd.idaho.gov

Fax: 208-334-4424

Mail: P.O. Box 7129, Boise, ID 83707

Please contact the Program Development Team at itdpdteam@itd.idaho.gov or 1-800-527-7985 if you have any questions.

APPLICANT INFORMATION

Applicant: City of Hailey
Address: 115 S. Main Street
City: Hailey State: ID Zip: 83333
Contact person: Tom Hellen Title: Public Works Director/City Engineer
Phone: 208-788-9830 x14 Email: tom.hellen@haileycityhall.org

Co-Applicant/Sponsor (if different from Applicant): Blaine County School District
Address: 118 W. Bullion St
City: Hailey State: ID Zip: 83333
Contact person: Mike Chatterton Title: Business Manager
Phone: 208-578-5000 Email: mchatterton@blaineschool.org

PROJECT INFORMATION

Project name: Myrtle Street Sidewalk

Project location (include street or trail name, city, county, and beginning/end points as applicable):
Sidewalk from Highway 75 along Myrtle Street to Second Avenue

Owner of project site or right-of-way: City of Hailey

If the applicant or co-applicant is not the owner, please describe status of right-of-way acquisition process and/or agency coordination efforts, as applicable (note: right-of-way certification will be required with the final application): _____

Is the project located within the boundary of a Metropolitan Planning Organization (MPO)? NO

If yes, name of MPO: _____

MPO approval is required prior to submission of this application. Please have the MPO sign the attached certification.

Brief description of project (include all phases, if applicable): Myrtle Street is a main connector for students, pedestrians and cyclists traveling from Highway 75 to the Wood River Trail (bike path). This project would provide the first step towards a safe route from the Wood River Trail along Myrtle St. to the Middle School and Highway 75 and will improve safety for pedestrians, cyclists, and all other users along Myrtle Street from the Wood River Trail. Currently there are no sidewalks.

PROJECT COSTS

Total project cost: \$235,000

Total amount of Community Choices (federal) funding requested: \$210,000

Note: The requested federal funds cannot exceed more than 92.66% of total project cost.

Local match amount (minimum 7.34% of total project cost): \$25,000

Source of match: City of Hailey and Blaine County School District

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Address: 115 S. Main Street

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Contact person: Tom Hellen Title: Public Works Director/City Engineer

Phone: 208-788-9815 x14 Email: tom.hellen@haileycityhall.org

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City: Hailey State: Idaho Zip: 83333

Contact person: Mike Chatterton Title: Business Manager

Phone: 208-578-5000 Email: mchatterton@blaineschool.org

PROJECT INFORMATION

Project name: Cobblestone/Middle School Connector

Project location (include street or trail name, city, county, and beginning/end points as applicable):
New sidewalk from Hwy 75 (Mtn Rides bus stop) to Wood River Middle School along Cobblestone Ln. and a crosswalk and bulbouts

Owner of project site or right-of-way: City of Hailey

If the applicant or co-applicant is not the owner, please describe status of right-of-way acquisition process and/or agency coordination efforts, as applicable (note: right-of-way certification will be required with the final application): _____

Is the project located within the boundary of a Metropolitan Planning Organization (MPO)? NO

If yes, name of MPO: _____

MPO approval is required prior to submission of this application. Please have the MPO sign the attached certification.

Brief description of project (include all phases, if applicable): Improve safety for students and pedestrians walking to and from the bus stop on State Highway 75 to the Wood River Middle School and other downtown destinations. Currently, students and pedestrians must walk down the middle of Cobblestone Ln. en route to the Middle School, causing several safety issues and concerns. Approximately 350 feet of sidewalk will be installed to improve the safety of this highly used corridor.

PROJECT COSTS

Total project cost: \$150,000

Total amount of Community Choices (federal) funding requested: _____

Note: The requested federal funds cannot exceed more than 92.66% of total project cost.

Local match amount (minimum 7.34% of total project cost): _____

Source of match: City of Hailey and Blaine County School District

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Project location (include street or trail name, city, county, and beginning/end points as applicable):
New sidewalk from Hwy 75 (Mtn Rides bus stop) to Wood River Middle School along Cobblestone Ln. and a crosswalk and bulbouts

Owner of project site or right-of-way: City of Hailey

If the applicant or co-applicant is not the owner, please describe status of right-of-way acquisition process and/or agency coordination efforts, as applicable (note: right-of-way certification will be required with the final application): _____

Is the project located within the boundary of a Metropolitan Planning Organization (MPO)? NO

If yes, name of MPO: _____

MPO approval is required prior to submission of this application. Please have the MPO sign the attached certification.

Brief description of project (include all phases, if applicable): Improve safety for students and pedestrians walking to and from the bus stop on State Highway 75 to the Wood River Middle School and other downtown destinations. Currently, students and pedestrians must walk down the middle of Cobblestone Ln. en route to the Middle School, causing several safety issues and concerns. Approximately 700 feet of sidewalk will be installed to improve the safety of this highly used corridor.

PROJECT COSTS

Total project cost: \$150,000
Total amount of Community Choices (federal) funding requested: \$135,000

Note: The requested federal funds cannot exceed more than 92.66% of total project cost.

Local match amount (minimum 7.34% of total project cost): \$15,000
Source of match: City of Hailey and Blaine County School District

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Contact person: Mike Chatterton Title: Business Manager
Phone: 208-578-5000 Email: mchatterton@blaineschool.org

PROJECT INFORMATION

Project name: First Avenue Pathway and Events Connector

Project location (include street or trail name, city, county, and beginning/end points as applicable):
New sidewalk from the Hailey Elementary School to the Werthheimer Park area

Owner of project site or right-of-way: City of Hailey

If the applicant or co-applicant is not the owner, please describe status of right-of-way acquisition process and/or agency coordination efforts, as applicable (note: right-of-way certification will be required with the final application): _____

Is the project located within the boundary of a Metropolitan Planning Organization (MPO)? NO

If yes, name of MPO: _____

MPO approval is required prior to submission of this application. Please have the MPO sign the attached certification.

Brief description of project (include all phases, if applicable): Improve safety and connectivity for pedestrians, students, and all other pedestrian traffic generated by community events, concerts, rodeos, school sponsored programs, or athletic events in and around the Werthheimer Park area. This area has the highest concentration of community events in Hailey, however connectivity is inadequate along First Avenue. This connector would assist in safely fostering the economic development opportunities in this area.

PROJECT COSTS

Total project cost: \$60,000

Total amount of Community Choices (federal) funding requested: \$50,000

Note: The requested federal funds cannot exceed more than 92.66% of total project cost.

Local match amount (minimum 7.34% of total project cost): \$10,000

Source of match: City of Hailey and Blaine County School District