

AGENDA ITEM SUMMARY

DATE: 11/19/12

DEPARTMENT: Public Works

DEPT. HEAD SIGNATURE: 

**SUBJECT:** Approval of sign design proposal for the Welcome Center and contingent on the approved names, the remaining entrance and arena sign.

**AUTHORITY:**  ID Code \_\_\_\_\_  IAR \_\_\_\_\_  City Ordinance/Code \_\_\_\_\_  
(IF APPLICABLE)

**BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:**

The Council approved a contract with Windy City Signs to design a sign plan at the November 5<sup>th</sup> meeting. The Chamber, Arts Commission, Rangers and Parks and Lands Board have all provided feedback on the signs' early design phases. The Park and Lands Board has reviewed this latest version and is satisfied with the design.

Following Council's approval, the design will be final. The proposed design and estimate to construct and install is attached.

**Welcome Center**

As directed by the Mayor and Council, the Welcome Center name is acceptable and therefore, the sign should be created and installed prior to occupancy by the Chamber on January 1, 2013.

**Entrance and Arena Sign**

The Mayor and Council wanted more time to discuss the other of the park and related facility names with the public. If it is determined that the names change from what is shown in the sign designs, then Windy City Signs will need to reconsider their price estimate and possibly the design itself, to ensure the name change doesn't pose any other changes. A revised estimate and sign design would be provided to you for your review at the December 3<sup>rd</sup> meeting.

If the Council and Mayor determine the names provided on the signs are acceptable, they should review and discuss the signs and estimate.

**FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS:**

**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"/> _____              |
| <input type="checkbox"/> Engineer           | <input type="checkbox"/> Public Works, Parks | <input type="checkbox"/> _____              |
| <input type="checkbox"/> Fire Dept.         | <input type="checkbox"/> P & Z Commission    | <input type="checkbox"/> _____              |

**RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:**

1. Approve the Welcome Center sign and estimate from Windy City Signs to construct and install the sign, AND
2. Give direction on the name of the park and arena and either:
  - a. approve the proposed signs with the name shown on the designs, approve the estimate, and provide directions on requested changes to the design, OR
  - b. request a name change or additional changes to the sign(s), for subsequent review and approval on Dec. 3rd.

**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)

## Heather Dawson

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**From:** Anne Marie Gardner <annemariel@cox.net>  
**Sent:** Thursday, November 15, 2012 3:47 PM  
**To:** Heather Dawson  
**Subject:** suggestions for rodeo grounds new name

Hi Heather-

I got your message and have some comments. I do not in any way like the name suggested in the paper. I think we could easily have some kind of sign/exhibit with the history of that person (I can't remember the person name) but the area needs to draw people in!! I think something like "Hailey Gateway Park" would be more appropriate and possibly draw people to the visitors center as that name implies that some type of info about the city would be located there. A Beautiful Arching sign with the words across it would tie all it all together and indicate that people should come it!! (I am sure that is in the budget, right?!) Our visitor center has been so poorly utilized and invisible for so many years it would be great to really start to use it!

Those are my thoughts-please no obscure historical name!!

Anne Marie Gardner

115 S 4th ave

Hailey

309-1427



P O Box 3661  
Hailey, ID 83333

208-788-7446 sign@windycitysv.com  
208-788-8490 FAX

# Estimate

Date	Estimate #
11/14/2012	070111-282

City of Hailey/City Hall  
115 Main St. South Ste. H  
Hailey ID 83333

Project

Item	Description	Qty	Cost	Total
Sign	WELCOME CENTER, 10" x 1/8" satin aluminum text, installed -stud mounted	1	1,326.00	1,326.00
Sign	Entrance sign: 8"x8"x10' timbers, aluminum arched sign back and second layer sign face with raised aluminum lettering, city logo full color printed face with over laminate on aluminum raised plate, lower portion aluminum plate with channel lettering mounts (four rows), acrylic face cover on hinges and lock, metal bands and caps for posts and holding sign plates. Sign based on 96" wide and 48" tall.	1	5,800.00	5,800.00
Sign	Led light strip for illumination. Electrical hook up. Arena sign: Metal arch 28', 22" wide with 16" lettering (aprox) red back plate with 2" floated black patina metal letters, frame work to create pads and mounts to existing posts and bolts, center of arch mounts to existing steel beam. Based on the text WERTHHEIMER PARK. installed	1	6,500.00	6,500.00

Thank you for the opportunity to quote. I look forward to doing business with you. Troy	<b>Subtotal</b>	\$13,626.00
	<b>Sales Tax (6.0%)</b>	\$0.00
	<b>Total</b>	\$13,626.00

If this is agreed, please sign and fax back to us. If changes need to be made, please indicate. Thank you.

## **Mariei Platt**

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**From:** Troy D. Larsen <sign@windycitysv.com>  
**Sent:** Wednesday, November 07, 2012 11:10 AM  
**To:** Mariel Platt  
**Subject:** Visibility chart and new design  
**Attachments:** visability chart.pdf; Arch design arena 1.pdf; entrance sign 3.pdf; Pic 4.pdf

**Follow Up Flag:** Flag for follow up

**Flag Status:** Completed

Mariel,

More progress. ☺

I will drop samples off at City Hall today. A brushed aluminum letter that is the material color for The Welcome Center and the back plate for the entrance sign. The black plate sample is the color proposed for the lettering on the Arena arch. The red is for contrast, the color of the paint may vary, to match the existing buildings.

The visibility chart is attached.

Height of the entrance sign is just a matter of how long we cut and set the end timbers. I agree with the bottom being above the top rail of the fence visually.

I have Changed the font to Chaparral Pro on all the proofing and color change, thus the reason for sending these again. The red text on the entrance sign is 10" tall. The arch over the arena is aprox 24" with 18" text. Welcome Center is aprox 12" tall text.

Let me know if you need anything else at this point.

On another note: price is going up and will be a factor to the \$10,000. We are currently in the process of the public works license. Just a concern.

Thanks for all,

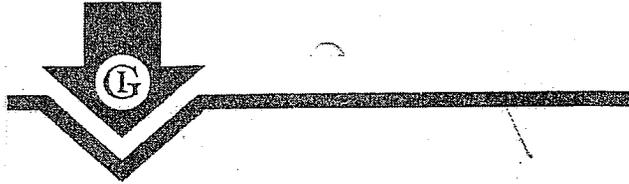
Troy



*Troy D. Larsen* | President/Owner

Windy City Arts  
141 Citation Way, Suite 1  
Hailey, ID 83333

T > 208.788.7446 | F > 208.788.8490  
[www.windycitysv.com](http://www.windycitysv.com)



## LETTER VISIBILITY CHART

MAXIMUM READABLE DISTANCE	READABLE DISTANCE FOR MAXIMUM IMPACT	LETTER HEIGHT
100'	30'	3"
150'	40'	4"
200'	60'	6"
350'	80'	8"
400'	90'	9"
450'	100'	10"
525'	120'	12"
630'	150'	15"
750'	180'	18"
1000'	240'	24"
1250'	300'	30"
1500'	360'	36"
1750'	420'	42"
2000'	480'	48"
2250'	540'	54"
2500'	600'	60"

This letter visibility chart has been made for you based on information provided by the California Institute of Technology. The distances will vary approximately 10% with various color combinations. 5,280 feet equals one (1) mile. Maximum distance in color would be RED or BLACK on WHITE background.

**CALL 1-800-LETTERS**

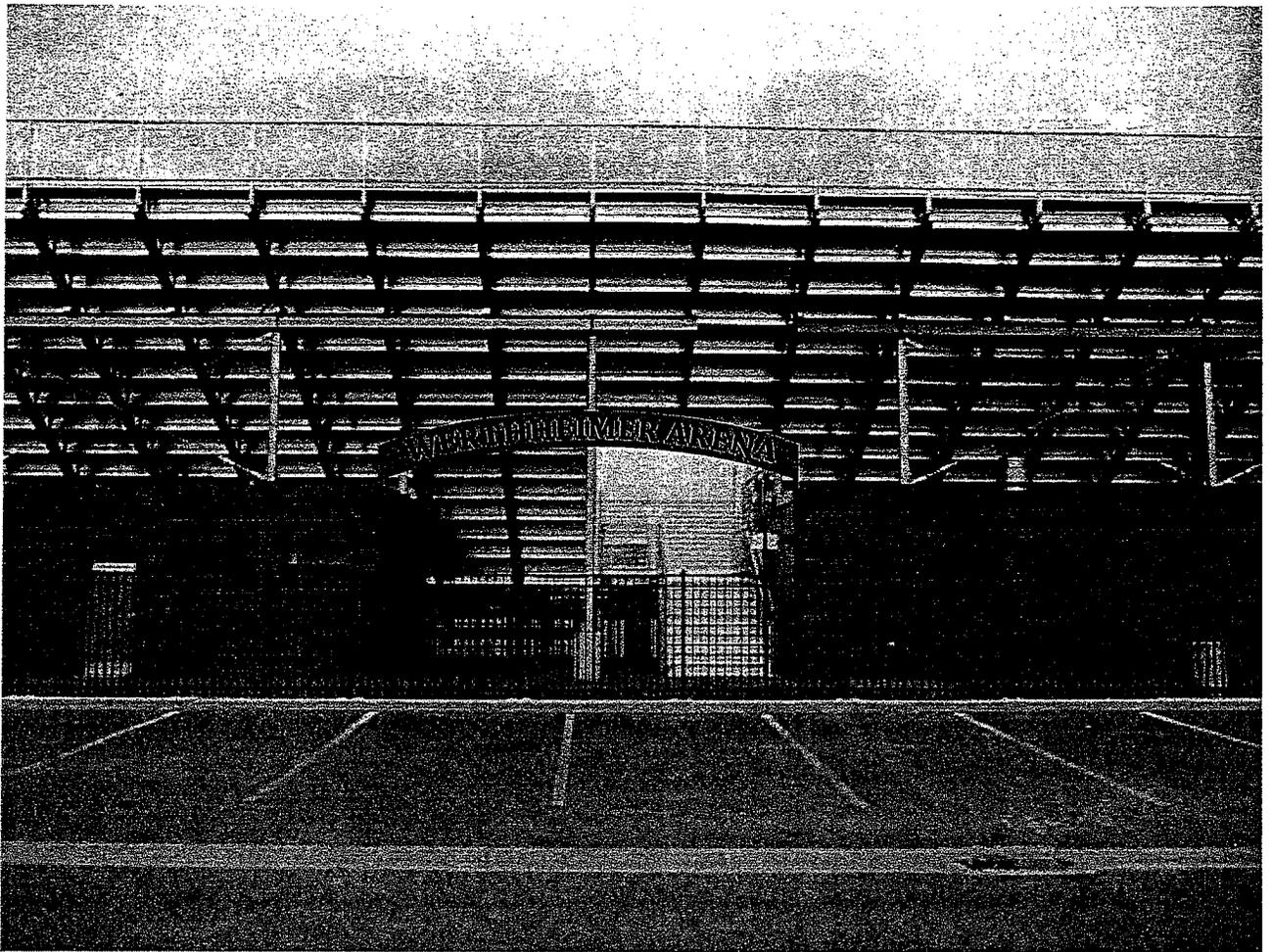
FAX 1-507-263-4887

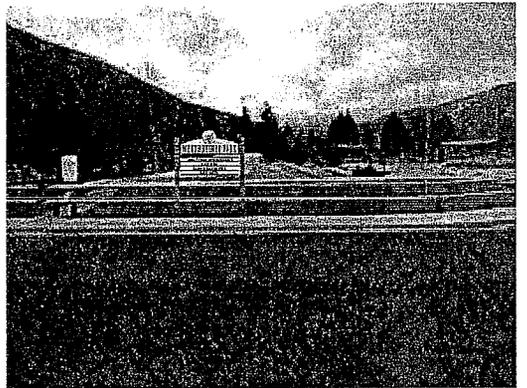
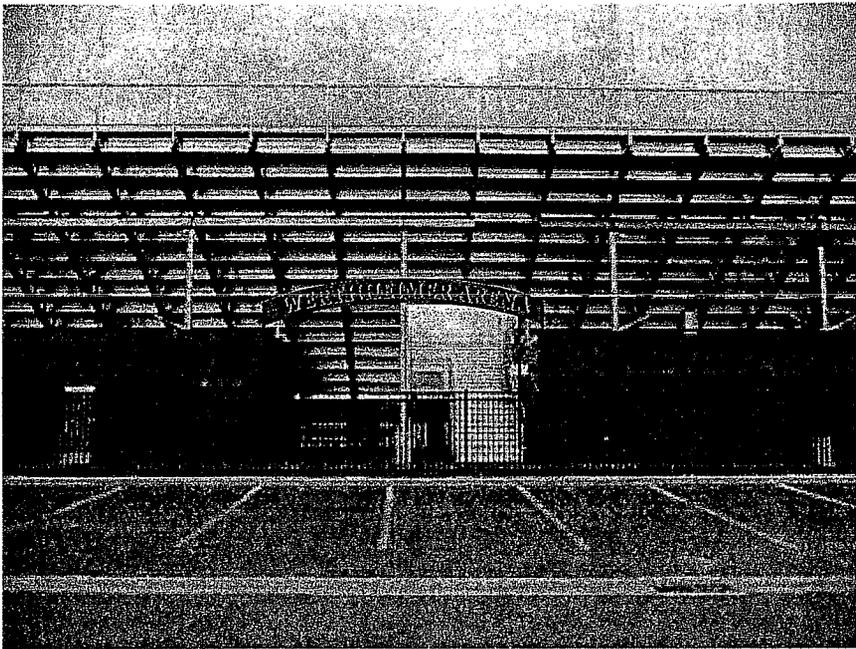
**GEMINI INCORPORATED**

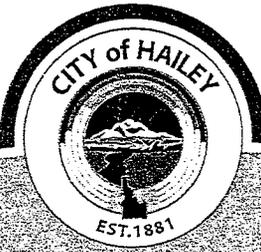
103 Mensing Way

Cannon Falls, Minnesota 55009

In Canada call 1-800-265-0425; FAX 1-800-421-1256







# WERTHEIMER PARK

WELCOME RODEO FANS

JULY 4TH

SUPER SKATE OFF

JULY 24TH



AGENDA ITEM SUMMARY

DATE: 11/19/2012 DEPARTMENT: Administrative DEPT. HEAD SIGNATURE: Heather Dawson

SUBJECT:

Motion to ratify grant application for Idaho State Historical Society ICLG funding of \$2,500 for the nomination of two properties to the National Register of Historic Places

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

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

The project will contract with a qualified historian or architectural historian to prepare the National Register of Historic Places nominations for the Community Baptist Church located at 202 2<sup>nd</sup> Ave. South and the Assay Office / Episcopal Thrift Store located at 19 East Bullion St.

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:

This matter was brought before the City Council on October 1, 2012. The Episcopal Church had objected to the historical survey being performed of their property. The matter was pulled for more research and discussion.

HHPC President Rob Lonning has written a letter regarding the importance of historical surveys for the city council's consideration and discussion. We recommend discussing this letter and policies for the HHPC.

The Idaho State Historical Society has been willing to amend the scope of work identified in the grant application. After the grants are reviewed and funding is identified, an MOU is developed with the city. We recommend pursuing the grant, but potentially identifying another project in the MOU, based on the amount of funding that is obtained and the council's discussion of the policy, above.

ACTION OF THE CITY COUNCIL:

Date : \_\_\_\_\_  
City Clerk \_\_\_\_\_

FOLLOW-UP:

\*Ord./Res./Agrmt./Order Originals: Record \*Additional/Exceptional Originals to: \_\_\_\_\_

Copies (all info.): \_\_\_\_\_ Copies (AIS only) \_\_\_\_\_  
Instrument # \_\_\_\_\_

## Heather Dawson

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**From:** Rob Lonning <ralonning@mac.com>  
**Sent:** Sunday, October 14, 2012 7:22 AM  
**To:** Heather Dawson  
**Cc:** Tracy Anderson  
**Subject:** Re: CLG Grant  
**Attachments:** HHPC-City Council Letter.doc; ATT00001.htm

Heather and Tracy,

I'm assuming the application was submitted to SHPO prior to the Sept. 30 deadline, and we meant to proceed, pending ratification by the City Council?

The short answer to Heather's question about applying the grant funds to other projects (properties) is I believe Ann Swanson will be flexible with us on this issue, but there is no guarantee, until we talk with her about possible alternatives.

My long answer is addressed in the document I've attached to this email. I believe the question must be brought before the City Council, and, it seems to me, this should be addressed sooner rather than later.

I'm available any time Tuesday morning, what works for you two?

Rob

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**From:** Heather Dawson  
**Sent:** Friday, October 12, 2012 3:33 PM  
**To:** Rob Lonning (ralonning@mac.com); Tracy Anderson  
**Subject:** RE: CLG Grant

Actually, Tuesday morning would be better. The city council did not ratify the grant application that we sent in. I am to bring it back after we have affirmed that both the baptist church and episcopal church want the survey to occur. Martha Burke stated during the meeting that the Episcopal pastor Shawn does not want the historical survey done. So one of the questions is, can we apply the grant funds to other projects?

HD

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**From:** Heather Dawson  
**Sent:** Friday, October 12, 2012 3:25 PM  
**To:** Rob Lonning (ralonning@mac.com); Tracy Anderson  
**Subject:** CLG Grant

I need to talk with both of you about our CLG Grant application. Do you have some time on Monday morning for that?

Heather Dawson  
City Administrator  
City of Hailey  
208-788-4221 x18

\*all email correspondence is public record

On March 14, 2005, the Hailey City Council adopted an ordinance creating the Hailey Historic Preservation Commission (HHPC). The ordinance (Chapter 2.24 of the Hailey City Code) was clarified and listed in the November, 2006 revision of the City Ordinances.

The Mission Statement, adopted by the newly formed HHPC, and approved by the City Council reads as follows:

*The purpose of the commission is to promote the historic, architectural, archaeological and cultural heritage, features and qualities of Hailey and to promote the general welfare of the public of the City of Hailey through the identification, evaluation, designation and protection of those buildings, sites, areas, structures and objects, which reflect such significant heritage, features and qualities in the City of Hailey, the state or the nation.*

The City Council, during the Monday, Oct. 1, 2012, meeting declined to "ratify the grant application for the Idaho State Historical Society for ICLG funding for the (preparation of) nomination(s) of two properties to the National Register of Historic Places." The Council stated concerns about the approval of the property owners for the "survey to occur."

The question/concern put forth by the City Council leads to a larger question that must be decided by the City Council. What is to be the future of buildings designated as "historical" by the Hailey Historic Preservation Commission when the present owners are opposed to or not interested in designation on the National Register of Historic Places? Do the present owners have the sole determination of the fate of these properties or, due to their historic significance to the City of Hailey, should attempts be made to protect and preserve them?

With regards to the specific property presently under consideration, the Historic Preservation Commission has proposed a historical survey and National Register Nomination for the building located at 19 E. Bullion, presently known as the Episcopal Church Thrift Store. As stated in the letter from the Historic Preservation Commission to the Mayor and City Council dated August 19, 2012, "The Episcopal Church congregation has been discussing options for upgrading their thrift store for some time. These discussions have included the possibility of replacing the old thrift store with a new structure. The present Thrift Store is a significant Hailey landmark, having been used in its earliest years as an assay office and also as the first public library in town. The NRHP nomination would provide us [the City] with a thorough review of the building's history which would be invaluable in any efforts that might be needed to preserve or even possibly move the building should the church congregation decide they can no longer use the building."

Whereas the present owners have the right to refuse listing of their property on the National Register of Historic Places, do they also have the right to prevent the Historic Preservation Commission from carrying out its mission and deprive the citizens of the City of Hailey from preserving one of its precious landmarks? The answer to that question is in the hands of the present City Council.

## A. PROJECT DESCRIPTION

### *National Register of Historic Places Nominations Community Baptist Church and Assay Office/Episcopal Thrift Store*

#### 1. Project Staff

##### **Project Manager**

Rob Lonning  
Hailey Historic Preservation Commission  
115 Main St. S, Suite H  
Hailey, ID 83333  
(208) 788-9654  
[ralonning@mac.com](mailto:ralonning@mac.com)

##### **Grant Administrator**

Tracy Anderson  
City of Hailey  
115 Main St. S, Suite H  
Hailey, ID 83333  
(208) 788-4221, ext. 26  
[tracy.anderson@haileycityhall.org](mailto:tracy.anderson@haileycityhall.org)

Mr. Lonning will be the overall lead for implementation of the project. He has nearly forty years of experience as an educator and has been involved with the Hailey Historic Preservation Commission (HPC) since its inception. During his tenure as chair of the HPC three historic buildings in Hailey have been added to the National Register of Historic Places and in 2009 he was co-director of a successful State Historic Records Advisory Board (SHRAB) grant that resulted in the digitization and uploading to the World Wide Web of the historic Martyn Mallory Photographic Collection.

Ms. Anderson will manage all administrative aspects of the grant and will support the project manager with project implementation. As Hailey's Grant Administrator, she has been responsible for the administration of more than a dozen federal and state grant projects in the last three years.

Résumés for Mr. Lonning and Ms. Anderson are included in this application.

#### 2. Goals and Objectives

The HPC will seek the services of a qualified historian or architectural historian, through a formal solicitation process, to prepare the National Register of Historic Places nominations for the Community Baptist Church located at 202 2<sup>nd</sup> Ave. South in Hailey, Idaho and the Assay Office/Episcopal Thrift Store located at 19 East Bullion Street in Hailey, Idaho. Both properties are likely eligible under Criterion A, Exploration and Settlement and Criterion C, Architecture.

The HPC will provide review and approval of the project throughout its implementation.

#### 3. Identification of Final Products

The final products of the project (for each site) consist of the following:

- One (1) digital copy of the nomination on form 10-900



- Four (4) sets of original black and white photographs properly identified (one copy each for the Keeper of the National Register, SHPO, Hailey HPC and the property owner)
- One (1) set of digital images (preferred) or slides for use by SHPO
- One (1) original USGS topographic map
- Three (3) copies of the Intensive Level Survey form and photos of the property (one each for SHPO, Hailey HPC and the property owner; SHPO should receive a hard copy and an electronic copy)

#### 4. Meets Secretary of Interior's Standards

The project deliverables will meet the standards outlined in "Supplementary Manual for Completing National Register of Historic Places Nominations in Idaho" and the requirements outlined in the National Register Bulletin, "How To Complete the National Register Registration Form."

#### 5. Timetable for Completion of Project and Submission of Reports

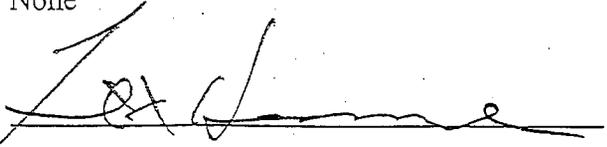
October 15, 2012 ..... SHPO notification of award  
 December 31, 2012 ..... Hailey submits revised budget and project description to SHPO  
 March 1, 2013 ..... Request for quotes issued / historian or architectural historian  
 May 1, 2013 ..... Consultant contract finalized; begins work  
 June 15, 2013 ..... Drafts submitted to SHPO  
 June 15, 2013 ..... Mid-project report submitted to SHPO  
 August 15, 2013 ..... Final product submitted to SHPO and Hailey for review and approval  
 August 31, 2011 ..... Project complete; submit billing and product to SHPO

#### 6. Repository for Final Product

One copy of all final products will be housed with the City of Hailey. SHPO, the Keeper of the National Register and the property owner will receive final products as outlined under Item 3, Identification of Final Products.

#### 7. State Priority

None



Mayor Fritz Haemmerle

September 24, 2012

Date



B. BUDGET

National Register of Historic Places Nominations

Community Baptist Church and Assay Office/Episcopal Thrift Store

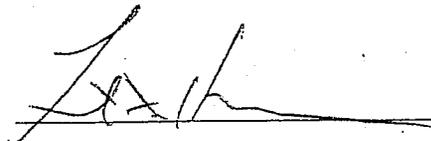
	FEDERAL	MATCH
<b>Professional Services</b>		
Historian or Architectural Historian Research / Prepare Nominations	\$2,500	\$1,980
<b>SUBTOTAL</b>	<b>2,500</b>	<b>1,980</b>
<b>Administration &amp; In-Kind Support</b>		
<b>Project Manager</b> 10 hours @ \$20/hour	0	200
<b>Grant Administrator / Project Support</b> 10 hours @ \$32/hour	0	320
<b>SUBTOTAL</b>		<b>520</b>
<b>GRAND TOTAL</b>	<b>\$2,500</b>	<b>\$2,500</b>

Non-Federal Share

Donor: Hailey Historic Preservation Commission  
 Source: Labor  
 Kind: In-Kind  
 Amount: \$200

Donor: Hailey Grant Administrator  
 Source: Labor  
 Kind: Hailey General Fund  
 Amount: \$320

Total: \$520

  
 \_\_\_\_\_  
 Mayor Fritz Haemmerle

September 24, 2012  
 \_\_\_\_\_  
 Date



Resume

Robert A. Lonning  
415 S. 2<sup>ND</sup> Ave.  
Hailey, Id 83333

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VOLUNTEER WORK EXPERIENCE

Hailey Historic Preservation Commission

Chair

2006-2012

Secretary

2004-2006

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PROFESSIONAL WORK EXPERIENCE

Associate Professor of Education

Department of Curriculum and Instruction

Science Education (K-12)

UNIVERSITY OF CONNECTICUT

1997 - 2004

Assistant Professor of Education

Department of Curriculum and Instruction

Science Education (K-12)

UNIVERSITY OF CONNECTICUT

1991 - 1996

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EDUCATION

Ph.D. in Science Education

University of Minnesota

1991

M.Ed. in Science Education

University of Minnesota

1984

B.S. in Earth Science (Broad Field)

Winona State University

1971

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DISCIPLINED INQUIRY

Publications

Lonning, R.A., DeFranco, T., & Weinland, T. (1998). Development of Them-based, Interdisciplinary, Integrated Curriculum: A Theoretical Model. School Science and Mathematics 98 (6), 312-319.

Lonning, R.A., and DeFranco, T., (1997). Integration of Science and Mathematics: A Theoretical Model. School Science and Mathematics 97 (4), 212-214.

Lonning, R.A., and DeFranco, T., (1994). Development and implementation of an integrated mathematics/science preservice elementary methods course. School Science and Mathematics 94 (2).

- Lonning, R. A. (1993). Effect of cooperative learning strategies on student verbal interactions and achievement during conceptual change instruction in tenth-grade general science. Journal of Research in Science Teaching, 30(9), 1087-1101.
- Markow, P. G., and Lonning, R. L. (1998). Usefulness of concept maps in college chemistry laboratories: students' perceptions and effects on achievement. Journal of Research in Science Teaching, 35(9), 1015-1029.
- Lawrenz, F., and Lonning, R. (1991). Review of Complimentary Methods for Research in Education, Evaluation Practice, 12(2): 177-179

### Research Grants

- Co-Principal Investigator, "Enhancement of the Professional Development Center," Connecticut School Improvement Initiative Grants, Connecticut SDE, 1995-1996, \$35,000.
- Co-Principal Investigator, "Center for Technology Education to Advance Math and Science," Project CONNSTRUCT, Connecticut Academy for Education in Mathematics, Science & Technology, 9/01/95-7/31/96, \$19,845.
- Lonning, R., "UConn/East Hartford PDC Interdisciplinary Curriculum Student Teaching Enhancement Project," Project CONNSTRUCT, Connecticut Academy for Education in Mathematics, Science & Technology, 9/01/94-8/31/95, \$16,000.
- Lonning, R., "UConn/Coventry PDC Student Teaching Enhancement in Science and Mathematics," Project CONNSTRUCT, Connecticut Academy for Education in Mathematics, Science & Technology, 9/01/93-6/30/94, \$23,300.
- Lonning, R., "Manchester/UConn Co-teaching Project," Project CONNSTRUCT, Connecticut Academy for Education in Mathematics, Science & Technology, 9/01/92-6/30/93, \$3,000.
- DeFranco, T. and Lonning, R., "Integrated Elementary Mathematics and Science Methods Course," Project CONNSTRUCT, Connecticut Academy for Education in Mathematics, Science & Technology, 9/01/92-6/30/93, \$3,000.
- DeFranco, T. and Lonning, R., "Integrated Dialog Project," Project CONNSTRUCT, Connecticut Academy for Education in Mathematics, Science & Technology, 1991-1992, \$40,000.
- Lonning, R., "Conceptual Change research - Phase I." University of Connecticut Research Foundation, 11/01/91-10/31/92, \$808.

## **Tracy Anderson**

*Hailey Grant Administrator*

### **Project Assignment: Grant Administrator**

**Professional Experience:** Ms. Anderson has eight years of experience in public service with the City of Hailey. In the last three years as Hailey's Grant Administrator, she has been responsible for the administration of more than a dozen federal and state grants. Ms. Anderson also has 17 years of experience in marketing and communications for a large multidiscipline consulting engineering firm. She has more than 20 years of experience in writing, editing and designing brochures and websites, manuals, presentations, feature articles, press releases, exhibits, advertising and newsletters.

### **Grant Administrator, City of Hailey**

Grant Administrator responsible for grant writing and grant administration within the city. In this role, responsible for active development of the city's grant program, determined to be a priority as a result of the recent economic downturn. The emphasis on generating grant revenue led to assignment of a single grant administrator for grant projects, to assure timely, consistent and accurate tracking and reporting. Responsibilities include finding grant opportunities, grant research, project development and documentation, leading the grant application team; grant writing, scheduling and budgeting; and administering grant projects.

### **Public Art Coordinator, City of Hailey**

Responsibilities as Public Art Coordinator are outlined in the city's *Public Art Guidelines*; and involve coordination of the public art program, managing public art grants and projects, and working with the Hailey Arts Commission and city departments.

### **Business Development Coordinator, Power Engineers, Inc.**

Responsible for organizing, planning, writing and coordinating proposals to prospective clients. Projects ranged in value from \$50,000 to several million dollars in a wide variety of engineering disciplines. Worked with small teams of people in multiple offices to produce high-quality proposals under tight deadlines. Computer skills involved in this role included high volume use of e-mail for communication as well as routing of attachments; Internet and Intranet, word processing, desktop publishing and other computer programs.

Public relations responsibilities included planning and coordinating tradeshow exhibits, special events and presentations; coordinating photo shoots, writing and editing feature articles, writing press releases, writing web site content, and writing and layout of advertisements and brochures.

Involved in identifying potential new clients, making introductory contacts, planning marketing trips and scheduling appointments for Senior Project Managers/Engineers. Periodically accompanied Senior Project Managers/Engineers on marketing calls.

Additional responsibilities included file management (both electronic and hard copy), composing and updating the business development procedures manual, writing business letters, qualifications documents and other marketing materials. Also edited the written work of colleagues, including Project Managers, Engineers and fellow Department Members. Developed

the electronic file management system for all of Power's marketing documents.

Strengths and challenges in this role included self-initiation of projects, developing strong oral and written communication skills, having a necessary attention to detail, an ability to produce high-quality work under relentless pressure, organizing projects among multiple offices and demanding team members; and translating complex topics into plain English.

#### **Web Site Editor, Power Engineers, Inc.**

Web Site Editor for two years, leading the effort to develop the Power Engineers web site, which was launched in the fall of 1999.

Developed the design concept and theme of the site, and led a diverse group of team members to agreement on implementation of the concept. Wrote a large portion of the text, and edited all text for continuity of theme and presentation, and readability.

Worked closely with a consultant to provide programming for the site, and directed them in achieving a product that reflects Power's culture and capabilities.

#### **Manager of Business Development, Power Engineers, Inc.**

Managed Power's Business Development Group for more than three years. The group began with about six people, grew to 12 people, and then was reduced in size due to company restructuring. Through these ups and downs, administrative responsibilities included hiring, terminations, training, employee evaluations, and providing overall direction and guidance. Leadership responsibilities were to help people live up to their potential, be a positive role model, and encourage, support and/or implement new ideas.

#### **Education & Training:**

Various college and technical training courses, including:

- The Excellence Series
- Microsoft Project
- Managing the Customer Satisfaction Process
- The Effective Facilitator
- Essentials of Effective Management
- Public Art Project Management
- English Composition
- Fiction Writing
- Numerous management, business, writing, publishing and document design workshops

**AGENDA ITEM SUMMARY**

**DATE:** 11/19/2012

**DEPARTMENT:** CDD

**DEPT. HEAD SIGNATURE:** MA

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**SUBJECT:** Discuss proposed Amendments to Title 15, "Buildings and Construction." Direct staff to make changes and recommend proposed amendments in Ordinance format and place on a future agenda.

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**AUTHORITY:**  ID Code     IAR \_\_\_\_\_     City Ordinance/Code Title 15  
(IF APPLICABLE)

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**BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:**

**Proposed Amendments and Explanations:**

**Alternative Energy Review Fee (15.08.020 E)**

- Recommendation: Amend Title 15 to allow for a flat fee of \$50 per Alternative Energy System application.
- Any additional inspections beyond one initial inspection will be \$50
- Our current fee assessment is based on the total value of the project, rather than the time required for the inspection.
- Both Wayne Orvik, our past Building Official, and Cedric Knehans (DBS) have recommended this change to the ordinance because the amount of staff time required for the inspection of an Alternative Energy System is identical, regardless of the cost of the system.
- The objective of this amendment is to equitably assess the inspection/review fee for an alternative energy system and to incentivize any businesses or homeowners to invest in an alternative energy system by reducing the building permit fees.

**Building Permit Term of Validity (15.08.020 B)**

- Recommendation: Insert language stating that a Building Permit becomes null and void if there has been no activity (defined by no inspections) during a period of 180 days.
- Currently, our ordinance states that a permit becomes null and void after 548 days.
- This revision is consistent with the International Building Code's requirements
- The objective is to keep projects progressing and to prevent having unfinished projects remain unsightly eyesores in neighborhoods for several months or years.

**Final Inspection Fee Deposit (15.08.020 E)**

- Recommendation: Waive the Final Inspection Fee Deposit
- We currently hold a deposit of 25% of the total Building Permit Fee and Plan Review Fee. This deposit is release after the final inspection is completed.
- Objective: According to our recommendation above, with the Building Permit expiring after 180 day of inactivity, the need for a Final Inspection Fee Deposit is not necessary
- If implemented, staff plans to evaluate this in 12 months to determine whether waiving the fee has achieved our desired objectives.

**Window Replacement Fees (15.08.020 E, Similar to Alt. Energy Review changes above)**

- Recommendation: Amend Title 15 to allow for a flat fee of \$75 per windows inspection
- Any additional inspections beyond the initial inspection will be \$50
- Our current fee assessment is based on the total value of the project, rather than the time required for the inspection.
- Both Wayne Orvik, our past Building Official, and Cedric Knehans (DBS) have recommended this change to the ordinance because the amount of staff time required

for the inspection of a window installation is identical, regardless of the cost of the window.

- The objective of this amendment is to equitably assess the inspection/review fee for a window and to incentivize any businesses or homeowners to invest in the most energy efficient, highest quality windows possible.

**Build Better Program (BBP) (15.08.012)**

- Recommendation: Amend Title 15 to require the BBP in all residential and commercial new construction, larger additions, and major alterations.
- On January 2013, the BBP will expire after two years of being a voluntary program. The ordinance requires a review of the program and Council's consideration to adopt it as a mandatory program.
- To date 3 building permits for residential new construction have been submitted as BBP homes.
- Both the Sustainable Coordinator and the Building Official recommend that we require the BBP as part of our building code.
- Currently, the BBP is voluntary and only the certain projects that meet the following criteria have a 50% reduction in building permit fees :):
  - New residential construction AND
  - Energy performance testing and inspection by a 3<sup>rd</sup> Party Home Energy Ratings System (HERS), RESNET certified rater.

**FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS:**

There may be a slight reduction in building permit fees based on the windows and alternative energy system reviews.

**ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IF APPLICABLE)**

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

**RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:**

Discuss the proposed amendments as detailed above, direct staff to make changes if appropriate and if in agreement, recommend putting on a future meeting as a Public Hearing item in Ordinance format.

**ACTION OF THE CITY COUNCIL:**

Date : \_\_\_\_\_  
 City Clerk \_\_\_\_\_

**FOLLOW-UP:**

\*Ord./Res./Agrmt./Order Originals: Record \*Additional/Exceptional Originals to:

Copies (all info.): \_\_\_\_\_

Copies (AIS only) \_\_\_\_\_