


**AGENDA ITEM SUMMARY**

DATE: 9/27/10 DEPARTMENT: PW DEPT. HEAD SIGNATURE: 

**SUBJECT:** Motion to authorize City Staff to negotiate a Professional Services contract with J-U-B Engineers for Grant Administration Services for the Downtown Revitalization ICDBG Grant Application preparation.

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

**BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:**

City Staff recommends negotiations with J-U-B Engineers for Grant Administration Services for the Downtown Revitalization (River St.) grant application. Four responses were received for this contract and were reviewed and ranked by four city staff personnel. The ranking spreadsheet and Statement of Qualifications for the selected company are attached for your information.

**FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS:** Caselle # \_\_\_\_\_  
Budget Line Item # \_\_\_\_\_ YTD Line Item Balance \$ \_\_\_\_\_  
Estimated Hours Spent to Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_  
Staff Contact: Tom Hellen Phone # 788-9830 Ext 14  
Comments: \_\_\_\_\_

**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:**

**ADMINISTRATIVE COMMENTS/APPROVAL:**

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

**ACTION OF THE CITY COUNCIL:**  
Date \_\_\_\_\_

City Clerk \_\_\_\_\_

**Selection Committee**

| Design Professionals      | Heather |              | Tracy    |            | Total | Average |
|---------------------------|---------|--------------|----------|------------|-------|---------|
|                           | Dawson  | Trina Isaacs | Anderson | Tom Hellen |       |         |
| Lisa Bachman, JUB         | 75      | 99           | 89       | 94         | 357   | 89.25   |
| Diane Temple, Nelson Engr | 65      | 97           | 90       | 93         | 345   | 86.25   |
| Jerome Mapp               | 60      | 70           | 85       | 83         | 298   | 74.5    |
| Jeff McCurdy, Region IV   | 55      | 79           | 85       | 80         | 299   | 74.75   |

September 15, 2010

J-U-B Engineers, Inc.  
217 West Georgia Avenue  
Suite 120  
Nampa, Idaho 83686  
P: 208.467.5252  
F: 208.467.6631

Thomas Hellen, Public Works Director  
City of Hailey  
115 Main Street South  
Hailey, ID 83333

**RE: River Street Project Administrative Services Qualifications**

Dear Mr. Hellen and Selection Committee:

It shows great vision for Hailey to apply for an Idaho Community Development Block Grant (ICDBG) as a step forward in implementing the Downtown Strategy plan.

Revitalizing Hailey's downtown core by tying River Street into the downtown theme will create a safe route for business owners, residents, and visitors to enjoy, and it will be the "catalyst" for downtown to attract prospective developments and local businesses.

As shown in the following pages, J-U-B has the experience and resources to provide the grant writing and administration services you need.

Key reasons to hire the J-U-B team include:

- **Project management, grant writing and certified grant administration:** I will serve as Project Manager (PM), working out of J-U-B's Nampa, ID office and will be the primary point of contact responsible for the day-to-day management and completion of tasks for your project. As PM and the *Certified Grant Administrator*, I will facilitate project planning and development, prepare the ICDBG application, and provide grant administration services. My expertise in planning and funding, ability to manage multiple tasks, as well as having an understanding of local dynamics will be a great asset to this project.
- **Successful grant writing techniques:** Cindy Gooch, working out of J-U-B's Kaysville, UT office will bring over ten years of successful grant writing expertise to your project. Cindy will review the grant application and provide quality assurance support during all stages of the project. Cindy has a proven track record as a certified grant writer and has the skills and experience necessary to ensure your grant proposal is as competitive as possible.

- **Public involvement:** Darla Christiansen, working out of J-U-B's Boise, ID office; and Carri Hulet, out of our Kaysville, UT office bring 26 years of combined public involvement expertise to the Hailey Downtown Revitalization project. Both Darla and Carri will serve as your citizen participation facilitators and stakeholder coordinators and will ensure strong support in the community and among local businesses so that these components are well documented for your ICDBG application.

We thank you in advance for considering J-U-B as a part of the Hailey Downtown Revitalization team—your success is our first and foremost motivation.

Sincerely,

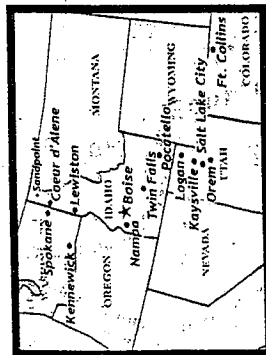
**J-U-B ENGINEERS, Inc.**



Lisa M. Bachman, PCED  
Project Manager

## Firm's 50+ Year History

J-U-B ENGINEERS, Inc. (J-U-B) is a professional services corporation that provides community planning, as well as traffic/transportation, structural, site development, municipal, and construction management engineering. This expertise is complemented by experienced in-house survey, environmental, and funding groups. We also provide mapping and geographic information systems (GIS) and public involvement expertise through our two subsidiary companies—*Gateway Mapping, Inc. (GMI)* and *The Langdon Group (TLG)*, respectively.



The firm opened in 1954 with one office in Nampa, Idaho and is 100 percent employee owned. Now headquartered in Boise, Idaho, J-U-B has expanded to more than 300 employees and 14 offices located in Idaho, Washington, Utah, and Colorado.

J-U-B has been providing funding support and grant writing services for years. We have helped many clients, large and small, obtain funding for their projects. We have completed numerous facility designs, as well as other civil engineering design-build work. Our projects incorporate context sensitive design, land use planning ele-

ments, and practical design methods. At least 75 percent of J-U-B's work over the last 50+ years has been for local public agencies. We currently act as the engineer for numerous cities, counties, and highway districts throughout Idaho and Utah, therefore we are very conscientious about the public dynamics involved with downtown revitalization efforts.

## Commitment of Resources

J-U-B uses local offices and personnel to give projects a "hometown" understanding. However, J-U-B is structured to provide project support from corporate-wide subject matter experts. This unique combination is maintained through a sophisticated local area network with file sharing and communication capabilities.

Even in these tough economic times, J-U-B has been fortunate to enjoy continued stability and is committed to ensuring that sufficient resources are available to meet the City of Hailey's needs.

While J-U-B's Nampa, Idaho office will manage this project and workload, support will be provided by our funding expert in the Kaysville office and public involvement/facilitation expertise from Boise.

## Areas of Expertise

### Grant Writing / Grant Administration

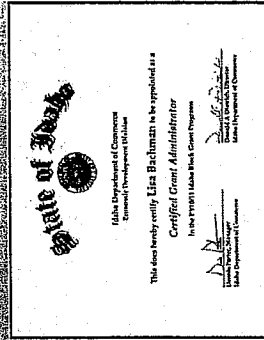
J-U-B's Funding Group is experienced in securing and administering funding for our clients. Much of our success is due to assisting small communities and counties in obtaining loans and grants, thus making infrastructure projects affordable for them. To reduce the total cost to the client, we proactively pursue multiple sources of funding.

*The process of identifying where you want to be and deciding what must be done is crucial to funding projects.*

*Over the last five years J-U-B has secured over 165 million dollars of grant funding for a wide range of projects in communities throughout Idaho and Utah.*

#### J-U-B Project Management

J-U-B Engineers, Inc.  
217 W. Georgia Avenue, Ste. 120  
Nampa, Idaho 83686  
Ph. (208) 467-5252



We have completed numerous projects for state and local agencies involving a variety of funding agencies, such as:

- Idaho Department of Commerce
- Idaho Department of Environmental Quality
- Local Highway Technical Assistance Council
- U.S. Department of Agriculture
- U.S. Department of Commerce
- U.S. Environmental Protection Agency
- U.S. Army Corps of Engineers

J-U-B has established excellent relationships with these agencies and we understand the requirements associated with each funding source. Our team knows that in order to obtain additional monies for future design and construction, the project deliverables must contain specific information and meet certain minimum requirements for content and scope. Our standard protocol is to continually anticipate the requirements of the funding agencies, thus ensuring that projects run smoothly and are successfully completed.

J-U-B is aware it is critical to support Hailey by performing the administrative tasks listed in the RFP. In particular, we will complete the following tasks:

- **Phase I Grant Writing:** citizen participation plan, public hearings, stakeholder facilitation, budget, project planning, and creation of your downtown revitalization ICDBG application and addendum.
- **Phase II Grant Administration:** project set-up, environmental review, acquisition and relocation, labor monitoring, project monitoring, civil rights, fair housing plan, 504 analysis and transition plan, and project close-out.

## Public Involvement

J-U-B, through our subsidiary The Langdon Group (TLG), has a staff of highly-trained experts in stakeholder collaboration and conflict resolution. Our expertise has been put to the test in Idaho with several challenging multi-stakeholder collaboration efforts such as: Boise County Emergency Medical Services Facility ICDBG, New Meadows Strategic Funding project, Glens Ferry Transportation Plan; and the Southfork Payette River Bridge Replacement.



TLG recommends the following framework of public involvement and stakeholder outreach activities – keeping in mind that the most effective process is a “living” process, flexible and responsive to the needs of Hailey, the project and stakeholders. Activities during Phases I and II include:

- **Stakeholder Interviews** – Develop the citizen participation plan cooperatively with the City staff, conduct key stakeholder interviews, and talk one-on-one with 10-12 local business owners, members of the Hailey Chamber of Commerce, members of the Downtown Strategy Plan committee, and community leaders. This task will ensure the City’s project goals are met, and that issues are identified and solved up front and early. Preventing unforeseen events from emerging later in the project keeps projects on schedule and within budget.

- **Door-to-door visits** - Personal visits to businesses and homes in the area are among the most effective means of informing people about the project. We will canvass the corridor, leaving information with offices and residents.
- **Social Media**—There is a growing sector of the community that connects with decision-makers and prefers to receive and provide information through electronic social media. In addition to more traditional methods of outreach (media outreach, newsletters, advertising, etc.), Facebook and Twitter are free, highly-effective methods to involve the “tech-savvy” demographic in the process.
- **Letters of Support**—Collect letters of support from business owners, members of the community, and agencies. Potential supporters may emerge from the stakeholder interview process.
- **Public Hearings**—Two public hearings (one for each phase) will fulfill ICDBG requirements. We will work closely with City staff to identify key items for public input to set realistic expectations for what issues the public will have a say about. Our team will follow necessary steps, from placing display advertisements to documentation of meeting sign-in sheets, to meet your grant requirements.
- **Presentations** – talking points and visual aids for the Economic Advisory Council presentation, and public hearing announcements.



## Funding Projects - Nampa, ID Office

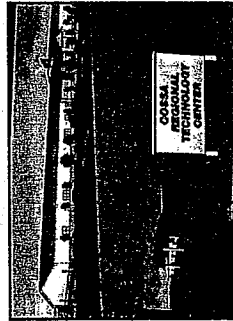
J-U-B's approach to all projects is to always keep the client's best interest in mind. The nature of our client's needs versus their limited resources has required us to be proactive, familiar, and creative with grants and funding sources. We consider ourselves part of the team on every project and understand it is our duty to provide expertise and support to communities by assisting with all aspects of contractual requirements.

Some examples of ICDBG and grant support by our Nampa J-U-B office provided to our public sector clients are detailed below.

## City of Wilder, ID: Economic Development Regional Technology Center (COSSA)

In 2009, The City of Wilder was presented with an amazing economic development opportunity they could not resist - COSSA wanted to build their new facility in the city. The biggest challenge Wilder faced was their inability to provide water services to the proposed facility.

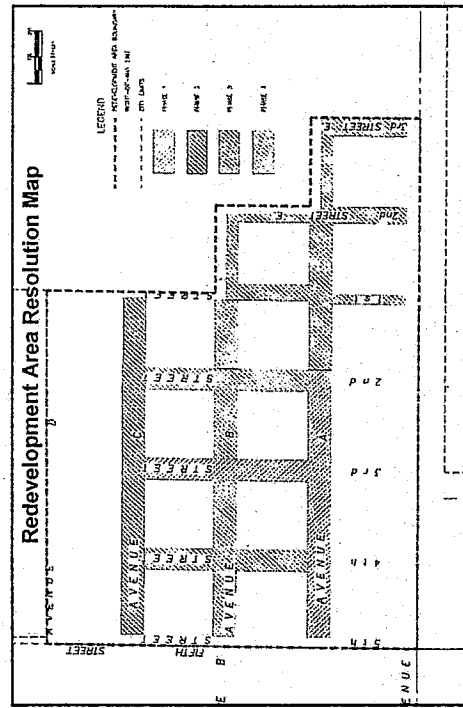
J-U-B worked closely with Mayor Bechtel, city staff, and the director of COSSA to find a workable solution to obtain funding for the construction of a well and an upsized water line and utilities to the site.



J-U-B developed a needs assessment, engineering analysis, and cost estimate for the ICDBG grant application, supporting Wilder through the process. We assisted the mayor in preparation of his presentation to the Economic Development Advisory Council held at the Idaho Department of Commerce to ensure it was complete and clearly showed all aspects of the grant request. Wilder received their ICDBG funds for the project in 2010 and construction is currently in progress.

## City of Wilder, ID: Downtown Revitalization

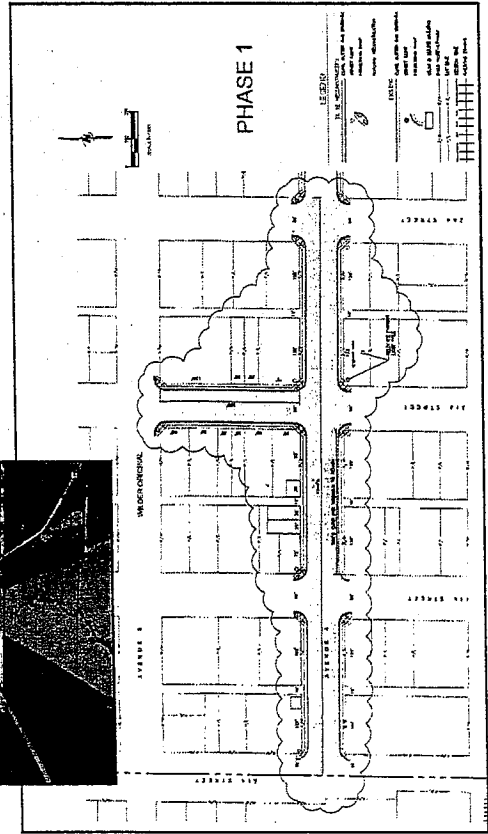
J-U-B is currently supporting the City of Wilder to help bring to life their vision to revitalize downtown. In preparation for the redevelopment area resolution, J-U-B walked downtown Wilder, coordinated with business owners, and developed a map of the redevelopment boundary and proposed improvements including: curb, gutter, sidewalk, buildings, storm drainage, lighting, and parking.





J-U-B is also evaluating the possibility of a Local Improvement District (LID) to help fund the improvements. We researched property owner information at length, looked at parcel configurations, and provided a breakdown of the property tax assessments based on three scenarios: linear footage, parcel size, and evenly dividing among property owners. J-U-B presented facts and options to the Mayor and City Council with a recommendation to begin a petition for an accurate measure of local interest.

J-U-B will continue providing downtown revitalization / ICDBG support including coordination with stakeholders, following the citizen participation plan by having required public hearings, and preparing for the Economic Advisory Council presentation.



### City of Glenns Ferry, ID - USDA and ICDBG Funding

Over the last few years, J-U-B has been instrumental in securing and administering USDA and ICDBG funding for the following projects in Glenns Ferry:

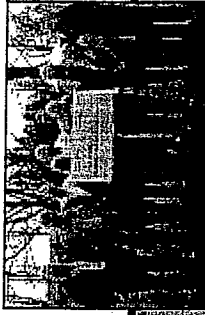
- Water Treatment Plant and Intake Structure
- Currey Grain Fire Suppression Loop
- West End Water Loop and Reservoir Supply Line
- Sewer Collection System Replacement

Our Nampa office continues to provide engineering, planning, and funding services to the City of Glenns Ferry.

### City of Riggins - USDA and ICDBG Funding

J-U-B provided support to the City of Riggins to secure USDA and ICDBG funding for planning, design, and construction to upgrade their wastewater treatment plant. Our Nampa office has served the City of Riggins for five years.

*The table on following page summarizes J-U-B's depth of relevant ICDBG experience and reference contact information.*



## Funding Projects for Public Sector Clients

J-U-B has secured funding for a variety of projects in Idaho and Utah. We take pride in helping our local communities.

### Summary of Relevant Experience—Grants Obtained by J-U-B for Clients

| Client   | Contact Information  | Projects   | Grants   |
|--|--|--|--|
| City of Wilder, Idaho<br>John Bechtel, Mayor                   | PO Box 687<br>Wilder, ID 83676<br>208-482-6204                   | Sewer Expansion<br>Downtown Revitalization<br>Transportation Plan  | USDA and ICDBG Funding<br>ICDBG Funding<br>LHTAC Grant                             |
| City of Glens Ferry, Idaho<br>Jeff Cook, Public Works Director | PO Box 910<br>Glens Ferry, ID 83623<br>208-366-7418              | Water Treatment Plant, Intake Structure<br>Curry Grain Fire Suppression Loop<br>West End Water Loop, Reservoir Supply Line<br>Sewer Collection System<br>Transportation Plan | USDA and ICDBG Funding<br>LHTAC Grant  |
| City of Riggins, Idaho<br>Bob Crump, Mayor                     | PO Box 249<br>Riggins, ID 83549<br>208-628-3394                  | Wastewater Treatment Plant Upgrades<br>Well pump and lighting retrofit   | USDA and ICDBG Funding<br>Energy Efficiency Block Grant                            |
| City of Coalville, Utah<br>Dwayne Schmidt, Mayor               | PO Box 188<br>Coalville, UT 84017<br>435-336-5981                | Management for Main Street Beautification<br>Main Street Reconstruction<br>Main Street Beautification  | CDBG Program<br>Non-urban Funds<br>UDOT Enhancement Grant                          |
| Clinton City, Utah<br>Lynn Vinzant, Comm. Dev. Director        | 2267 North 1500 West<br>Clinton, UT 84015<br>801-774-2620        | City Park  | Land and Water Conservation Grant  |
| Corinne City, Utah<br>Richard Nimori, Mayor                    | 2420 N 4000 <sup>th</sup> W<br>Corinne, UT 84307<br>435-744-5566 | Master Plan Development<br>General Plan Development  | CDBG Program<br>CIB Planning Grant<br>Foundation Grant<br>Utah GOPB Planning Grant |

## Certified Grant Administrator

### Lisa Bachman, PCED Project Manager - Nampa, ID

Lisa will serve as Project Manager and will be the primary point of contact responsible for day-to-day management and completion of all activities for your project. Lisa's expertise in planning and funding, ability to manage multiple tasks and facilitate process, as well as her understanding of local dynamics will be a great asset to this project.

Lisa will manage project planning and development, prepare the ICDBG application with all required grant proposal materials, and provide grant administration services. She will troubleshoot issues as they arise and devise solutions to keep the grant process moving on schedule. Lisa has seven years of community planning, economic development, and grant writing experience working with local governments. Lisa is a 2008 graduate of the Northwest Community Development Institute.



*The Hailey Downtown Revitalization project requires a Certified Grant Administrator with expertise in planning, project development, strong coordination skills, and an understanding of the process to write and administer grants through the Idaho Department of Commerce. Lisa's experience as a Certified Grant Administrator, grant writer, and project manager will help guide your project from planning to completion.*

## Recent Funding Projects

**Strategic Funding Plan, Project Planning and Grant Writing- City of New Meadows, ID:** Developed a Strategic Funding Plan for the City of New Meadows to implement their water, wastewater, storm water and transportation plans. Some of these City plans sat on the shelf for twenty (20) years due to lack of funding opportunities. The Strategic Funding Plan was created by engaging the community to look at their needs, options, and technical information to prioritize projects.

After successful application to the Army Corps of Engineers and Congressional Delegation, the City was: designing a reservoir, well and booster station; updating their wastewater facility plan so they could fix problems and explore land application; and forming a downtown revitalization committee. This effort required strong collaboration with funding agencies, city representatives, and the Boise State University Environmental Finance Center to fund the City's Water and Wastewater projects.

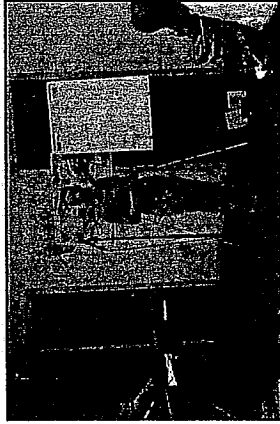
**Energy Efficiency and Conservation Block Grant (EECBG) - City of Riggins, ID:** Wrote a successful grant to the Office of Energy Resources for the City of Riggins through the EECBG Program to fund the Lighting Retrofit and Well Pump Replacement projects.

**Local Highway Rural Improvement Program (LRHIP) - City of Wilder, ID:** Successfully wrote an LRHIP grant for the City of Wilder to fund a local Transportation Plan. When grant funds are available, J-U-B will administer the grant; facilitate the planning process, and link funding sources to projects.

**Rural Surface Transportation Program (STP) – Notus-Parma Highway District, ID:** Successfully wrote a funding proposal to the Local Highway Assistance Council to fund the Farmway Road / Highway 44 Extension reconstruction project. This project ranked fifth in the State of Idaho. This proposal was a very detailed and organized document that demanded strong collaborative efforts with neighboring agencies.

**Local Highway Rural Improvement Program (LRHIP) Transportation Master Plan – City of Glens Ferry, ID:** Successfully wrote an LRHIP grant for the City of Glens Ferry to fund their Transportation Master Plan. As soon as funds were available, J-U-B immediately began administering the grant and facilitating the planning process.

Currently, J-U-B and TLG are facilitating the Glens Ferry Transportation Plan. The J-U-B team facilitated one-on-one stakeholder



*“Glens Ferry has been very pleased with the very organized process and the expertise that J-U-B Engineers has implemented for our Transportation Plan process. They have been interactive in scheduling, preparing information, developing visual aids, designing presentations by communicating on every item with us. We feel pleased to have them on our team.”*

*William G. Berg, Jr.*

City Clerk/Administrator



THE  
LANGDON  
GROUP  
J-U-B Company



interviews, advisory committee meetings, and open houses to help the community define their goals and strategies for project implementation. The plan will provide a comprehensive funding strategy which will bring their downtown corridor visions to life.

## **Certified Grant Writer Cindy Gooch**

**Grant Support – Kaysville, UT**

Cindy will serve an integral role by working on the grant application and providing quality assurance support during all stages of the project. The Hailey Downtown Revitalization project requires an innovative grant writer with the distinctive expertise to write a competitive grant application.

She has a proven track record as a certified grant writer and has the skills and experience necessary to ensure the project moves from planning to design and construction.

Cindy has ten years of grant writing experience successfully obtaining several grants for cities and counties. Cindy has negotiated with the Department of Natural Resources for \$750,000 intended for labor, equipment, and structures in a 20-acre Nature Park and Urban Fishery in Utah. In Washington DC, she also facilitated \$3.9 million in federal funds earmarked to construct four community projects in different entities, whereby funding would not otherwise have been available.



### **Certified Public Facilitators** **Darla Christiansen** **Public Involvement - Boise, ID**

Darla will serve as the citizen participation and stakeholder facilitator lead. She has supported J-U-B in preparing for and organizing public hearings and is well versed in regulatory requirements. Darla has 20 years experience, ranging from public involvement planning and facilitation, to communications and media relations. During that time, she has become known for her extraordinary organizational skills. Darla's personal attentiveness to stakeholders helps ease fears, address concerns and reduce uncertainties.

Darla has served as public involvement lead on several complex projects. For the recently-completed Utah Department of Transportation's S.R. 108 project in northern Utah, Darla facilitated the citizens' working group, dealt directly with property owners, organized large-scale public hearings and in-home neighborhood meetings, and coordinated updates to city and county officials.

Referred to by a client as a local "go-to" for public involvement, Darla knows how to keep project communications flowing. This is evident in many of her recent projects: Idaho Transportation Department's Division of Motor Vehicles Central Issuance Communications Campaign; SH-44 Chinden-State-Glenwood Rehabilitation; I-



84 Five Mile Bridge; U.S. 20 Broadway Avenue Pavement Rehabilitation, I-84 Locust Grove Grade Separation and many more.

### **Carri Hulet** **Public Involvement—Kaysville, UT**

Carri will co-lead the citizen participation and stakeholder facilitation with Darla. As a mediator and facilitator, Carri works with client agencies, public stakeholders, local businesses, and interest groups to prevent or resolve issues that may arise during the planning, design, or implementation of public projects.

Carri is at her best when working directly with stakeholders, whether in small one-on-one interactions or facilitating large group collaborations between multiple stakeholders with various interests.

She has substantial experience presenting in front of groups and in organizing public meetings that meet the needs of the local community.



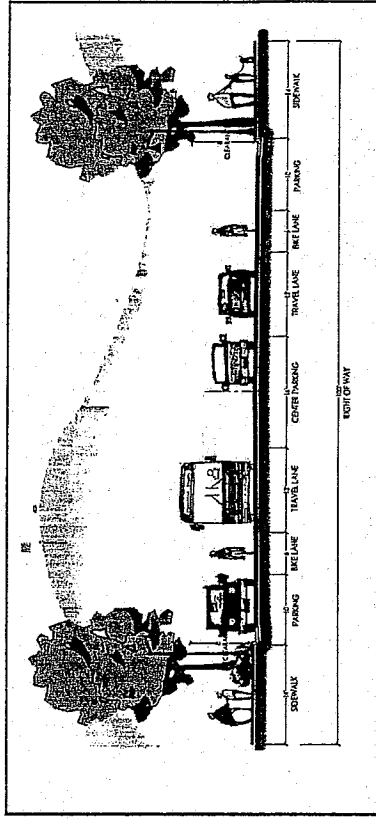
*Lisa, Cindy Darla and Carri have combined forces to provide grant writing, grant administration and public involvement services to ensure your goals are being met and that your grant application is successful!*

## J-U-B's Approach to Downtown Revitalization

After review of the Downtown Strategy plan and discussions with city staff, it is very clear that Hailey is making great strides to help existing local businesses and attracting new business. The River Street improvements will enhance Hailey's culture by linking recreational activity centers through the downtown core in a safe and attractive environment for citizens.

*J-U-B will use a collaborative process that includes assembling your team, discussing issues, goals and working through project details to help facilitate the development of a strong grant proposal.*

It is our understanding that a local committee was formed to develop the Downtown Strategy plan and that some downtown business owners were involved in creating the River Street vision.



J-U-B recommends engaging local business owners located inside and around the redevelopment area so they, too can share and embrace that vision.

We have learned through our experience in successfully obtaining grants that a strategic approach includes developing strong community support for all projects. We begin by gathering details about the scope of the project, then visiting with community leaders, business owners and property owners (stakeholders). This process will set the stage for gathering support letters from local business owners.



## Grant Writing (September-November 2010)

### Phase I - ICDBG Application Development

#### A. Project Planning and Development

- **Kick- Off Meeting** - After receiving Notice to Proceed, J-U-B will lead a project kick-off meeting to discuss the goals, schedule, and deliverables. The meeting will include J-U-B and City of Hailey staff.
- **Coordination Meetings** - J-U-B understands that continuously involving the community and developing support for your project is vital. Throughout the project, our team will involve the Public Works Director, the Design Professional (Engineer), City Staff, City Council members, and the Idaho Department of Commerce with planning and developing the details of your project.
- **Project Description** - Details about your project, downtown characteristics, existing and needed infrastructure.
- **Site Plan** - Your site plan will graphically demonstrate the project area and the project description.
- **Budget** - Your budget will show the funding sources and individuals to complete the project activities. Documentation of other funding sources is required.
- **Schedule** - Estimated benchmarks for environmental release, bids, design, construction, public hearings, and final closeout.

- **Design Professional Coordination** - Including your project plans, maps and estimated construction costs as developed by your designated Design Professional will help define your project for the ICDBG application. Proof of procurement will also be included in your grant application.

#### B. Preparing the ICDBG Application

- **Creating your ICDBG Application Schedule** - J-U-B will create an application schedule that includes all of the items, activities, due dates, including draft application review dates. An at-a-glance review of the grant application process will make certain your application includes everything and is submitted on time.
- **Assembling your ICDBG Application** - J-U-B will facilitate the completion of all the required documents and support the public hearing and citizen participation components.
- **Redevelopment Area Resolution** - J-U-B will coordinate with the public works director, city staff and the Design Professional to identify the official downtown redevelopment area, and will incorporate the information created by your Design Professional. Documentation of sub-standard infrastructure should include the linear footage and quantifiable dimensions of sub-standard infrastructure within the redevelopment area. J-U-B will include this documentation and map with the redevelopment area resolution to be passed by the city council prior to ICDBG application submittal.
- **Legal Notices** - We will prepare and publish the appropriate notices for public hearing and resolution adoption.

- **Project Information for your Application** – J-U-B will incorporate budget forms, funding sources, detailed cost analysis, and project schedule into the ICDBG application.
- **Environmental Review Checklist** – J-U-B will complete the initial field notes checklist which requires research, review and agency contact. Completing this task prior to submitting the ICDBG application will accelerate environmental clearance and provides for a more viable grant application.
- **Citizen Participation Plan** – This task includes the development of a plan that encourages and facilitates participation and one public hearing prior to application submittal and a second public hearing when funds have been obtained. The community will be able to review the ICDBG application and discuss questions and/or concerns about the project. The public meeting documentation will be included in the final the application package.
- **Application Addendum Support** – J-U-B will support the ICDBG application Addendum Phase between January 2011 and April 2011. This step includes responding to additional information requested by the Idaho Department of Commerce from the original November 2010 ICDBG application.
- **Economic Advisory Council (EAC) Presentation:** J-U-B and TLG will work with the elected official in preparing for the EAC meeting presentation. Our presentation experts will be there to provide graphics and talking points in support of this project to ensure its highest ranking potential. Our objective is a successful grant.

### *Congratulations!*

*When you've made it this far, you know you are approved and now it's time to get started on your project.*

## **Grant Administration (2010-2011)**

### **Phase II – ICDBG Grant Administration**

J-U-B will update the Mayor and City Council on a regular basis. It is our goal to keep everybody in the loop at all stages of your project. Meetings will be held once a month, or before/after certain tasks are completed. Lisa will attend all of these meetings.

J-U-B understands that maintaining all project information, documentation, reports, and state and federal compliance regulations is foremost in administering your grant.

#### **A. Project Set-Up**

J-U-B will facilitate financial management procedures, meetings, planning sessions, responding to inquiries, and explaining ICDBG requirements to the City of Hailey. We are responsible for keeping your compliance files in order with all the required documentation on an ongoing basis.



### ***B. Environmental Assessment***

The environmental process should be about 50 percent complete as we are writing your grant. The level of review depends on the characteristics of your site, project details, and agency responses. Our goal is to clear your project environmentally as early as possible to make sure funds can be released. As required, J-U-B will document all supporting information in the official environmental file, in compliance with 24 CFR Part 58.

### ***C. Acquisition and Relocation***

J-U-B will ensure the City complies with the Uniform Relocation Assistance and Real Property Acquisition Policies Act for any property, permanent easements or long-term leases acquired for the ICDBG project. This task includes ensuring necessary processes followed and documented.

### ***D. Labor Monitoring***

This task includes ensuring construction contractors are meeting the requirements of the Davis Bacon Act, Copeland Act, CWHSSA, and Fair Labor Standards Act. We will educate contractors about the labor requirements, providing labor documents and forms, identify appropriate wage determination, review and track payrolls, conduct labor interviews, identify and investigate errors, report and facilitate the correction of errors or problems, and complete labor reports.

### ***E. Project Monitoring***

J-U-B will assist City in the hiring of contractors in accordance with ICDBG requirements.

Our team's participation in your pre-construction progress monitoring, reporting, closeout, and ensuring proper disbursement and documentation of ICDBG expenditures are all part of this task.

### ***F. Civil Rights***

J-U-B will facilitate and complete the required Section 3 Reporting, Contractor/Sub-contractor Activity Report, resolutions, DBE promotion and open and fair bidding practices.

### ***G. Fair Housing Plan***

J-U-B will assist Hailey with a fair housing assessment and complete the required fair housing plan, ensuring compliance with state and federal requirements.

### ***H. 504 Analysis and Transition Plan***

J-U-B will assist Hailey in conducting a self evaluation of its facilities and services and developing a transition plan.

### ***I. Project Close-Out***

This task includes documentation that City has met their ICDBG national objective and contractual performance requirements, and ensures that all project and close out documents are submitted and approved by IDC. Requested documents, findings and concerns will be addressed and resolved.

**Quality Assurance**

Our QC/QA protocol will be tailored to fit the needs of the Hailey downtown revitalization project. Our team approach on this project and our quality assurance process will ensure your goals are met and that your grant proposal is successful.

**Public Involvement**

J-U-B and TLG will create a framework of public involvement tasks that are tailored specifically to the City of Hailey's needs.

Some of these tasks include communicating with stakeholders, informing the public about the project, collecting letters of support, assisting with public hearings, and creating talking points and visual aids for public review.

Keeping the community engaged will help ensure success of the Hailey Downtown Revitalization ICDBG application.

**ICDBG Application Schedule**

| Date(s)           | Task   |
|-------------------|--|
| Late-October 2010 | Hold First Public Hearing.   |
| Mid-November 2010 | Application Package is Due.  |
| Mid-January 2011  | Economic Advisory Council Review – The committee will review applications and may invite the City of Hailey to prepare an application addendum.  |
| March 2011        | Hailey Application Addendum is Due.  |
| Mid-April 2011    | Economic Advisory Council Meeting – A presentation (by an elected official) will be made to demonstrate local commitment to and need for the project.<br><br>The committee will conduct their final meeting to discuss applications and decide which projects to fund. |
| April – July 2011 | Grant Success Notification & Funding becomes available.  |
| Late 2011         | Hold Second Public Hearing.  |

AGENDA ITEM SUMMARY

DATE: 9/27/10 DEPARTMENT: PW DEPT. HEAD SIGNATURE: 

**SUBJECT:** Motion to authorize City Staff to negotiate a Professional Services contract with J-U-B Engineers for Engineering Services for Preliminary Engineering for the Woodside Blvd reconstruction project.

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

**BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:**

City Staff recommends negotiations with J-U-B Engineers for Preliminary Engineering Services for the Woodside Blvd reconstruction project. The attached memo explains the process for this selection.

**FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS:** Caselle  
# \_\_\_\_\_  
Budget Line Item # \_\_\_\_\_ YTD Line Item Balance \$ \_\_\_\_\_  
Estimated Hours Spent to Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_  
Staff Contact: Tom Hellen Phone # 788-9830 Ext 14  
Comments:

**ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS:** (IFAPPLICABLE)  
\_\_\_\_ 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:**

**ADMINISTRATIVE COMMENTS/APPROVAL:**

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

**ACTION OF THE CITY COUNCIL:**  
Date \_\_\_\_\_

City Clerk \_\_\_\_\_

# Public Works Memo

**To:** Mayor Rick Davis  
City Council Members

**CC:** Heather Dawson, City Administrator

**From:** Tom Hellen, Public Works Director/City Engineer

**Date:** September 27, 2010

**Re:** Woodside Boulevard Engineer Recommendation

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Six Statements of Qualifications (SOQs) were received in response to our Request for Qualifications for engineering services for the Woodside Boulevard reconstruction project. These SOQs were reviewed initially by four city staff members resulting in a clear ranking of the top three firms. The SOQs for the three top firms were then passed on to Mayor Rick Davis and Council member Martha Burke for their evaluation.

Using the same evaluation ranking as for the Downtown Revitalization engineer the highest ranked firm was J-U-B Engineers with two local firms in their proposal. T-O Engineering Co/Galena Engineering and Nelson Engineering were so closely ranked for the second position as to be essentially indistinguishable.


While the process for selecting the engineer for the Downtown Revitalization (River St) project was governed by the grant application guidelines this grant application has already been submitted. If City Council makes a decision after reviewing the SOQs that the ranking should be different than submitted here that decision would conform with State Statutes governing the selection of professionals.

**Selection Committee**

|                             | <b>Jim Zarubica</b> | <b>Beth Robrahn</b> | <b>Tracy Anderson</b> | <b>Tom Hellen</b> | <b>Rick Davis</b> | <b>Martha Burke</b> | <b>Total</b> | <b>Average</b> |
|-----------------------------|---------------------|---------------------|-----------------------|-------------------|-------------------|---------------------|--------------|----------------|
| <b>Design Professionals</b> |                     |                     |                       |                   |                   |                     |              |                |
| Nelson Engineering          | 77                  | 75                  | 88                    | 93                | 76                | 98                  | 507          | 84.50          |
| T-O/Galena                  | 69                  | 75                  | 92                    | 94                | 77                | 99                  | 506          | 84.33          |
| Benchmark Associates        | 65                  | 60                  | 50                    | 79                | N/A               | N/A                 | 254          | 63.50          |
| J-U-B Engineers             | 92                  | 100                 | 97                    | 99                | 80                | 97                  | 565          | 94.17          |
| Holladay Engineering        | 40                  | 60                  | 75                    | 65                | N/A               | N/A                 | 240          | 60.00          |
| The Land Group              | 45                  | 60                  | 60                    | 85                | N/A               | N/A                 | 250          | 62.50          |



**AGENDA ITEM SUMMARY**

DATE: 9/27/10 DEPARTMENT: PW - Water DEPT. HEAD SIGNATURE: 

**SUBJECT:** Motion to approve a revised contract with Idaho Tower to add additional antenna and transmitter to the towers on Della Mtn and authorize the Mayor to sign following the City Attorney's review.

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

**BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:**

This revision to the contract will add additional equipment at Della Mtn for the Water Department's communication system for operating the Supervisory Control and Data Acquisition (SCADA) system. The present system was installed in 2002. Because it relies on relays between water system locations there are numerous times per day when communication is lost requiring personnel to drive to the various locations to address problems. With improved communication this lost time will rarely occur.

The City Attorney desires a review of this change to the original contract for our existing equipment on Della Mtn.

**FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS:** Caselle # \_\_\_\_\_

Budget Line Item # \_\_\_\_\_ YTD Line Item Balance \$ \_\_\_\_\_  
Estimated Hours Spent to Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_  
Staff Contact: Tom Hellen Phone # 788-9830 Ext 14  
Comments:

**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:**

**ADMINISTRATIVE COMMENTS/APPROVAL:**

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

**ACTION OF THE CITY COUNCIL:**

Date \_\_\_\_\_

City Clerk \_\_\_\_\_

**FIRST AMENDMENT**  
**TO TOWER AND COMMON EQUIPMENT ROOM LEASE AGREEMENT**

This First Amendment to Tower and Common Equipment Room Lease Agreement ("First Amendment") is made this \_\_\_\_ day of \_\_\_\_\_, 2010 ("Execution Date") by and between **Idaho Tower Company, LLC** ("LANDLORD"); a wholly owned subsidiary of InSite Towers, LLC, a Delaware limited liability company and **City of Hailey, Idaho**, an municipal corporation ("TENANT").

**WHEREAS**, LANDLORD and TENANT entered into that certain Tower and Common Equipment Room Lease Agreement dated October 8, 2007 (the "Lease") for space at LANDLORD's site located in Blaine County, Hailey, Idaho (known to LANDLORD as "ID019 Della"); and

**WHEREAS**, LANDLORD and TENANT desire to modify the Lease to allow TENANT to add certain equipment;

**NOW, THEREFORE**, in consideration of the mutual promises herein set forth and other good and valuable consideration, LANDLORD and TENANT agree as follows:

1. Any capitalized term used herein, but not defined, shall have the meaning ascribed to such term in the Lease.
2. The Property and Tenant's Facilities, as such terms are defined in Section 1 and Exhibit A of the Lease, are hereby amended as set forth in Exhibit A, attached hereto and incorporated herein by reference, providing for the addition of one (1) antenna, line and transmitter ("Additional Equipment"). All references in the Lease to the Property and Tenant's Facilities shall hereafter refer to the Property and Tenant's Facilities as set forth in Exhibit A attached hereto.
3. Commencing the earlier of: (i) the date of LANDLORD's issuance, at TENANT's request, of a notice authorizing TENANT to proceed with the installation of its Additional Equipment at the Site; or (ii) November 1, 2010, Rent shall be increased by One Hundred Fifty and 00/100 Dollars (\$150.00) per month, subject to all yearly increases as set forth in the Lease.
4. As of the Execution Date, all notices pursuant to Section 26 of the Lease shall be sent to the following:

If to LANDLORD:            InSite Towers, LLC  
   301 North Fairfax Street, Suite 101  
   Alexandria, VA 22314  
   Attn.: Legal Department  
   Telephone: (703) 535-3009  
   Facsimile: (703) 535-3051

Copy to:                        InSite Towers, LLC  
   260 Newport Center Drive, Suite 302  
   Newport Beach CA 92660  
   Attn: General Counsel  
   Telephone: (949) 999-3319  
   Facsimile: (949) 999-3359

If to TENANT:                Hailey City Clerk  
   115 South Main Street, Suite H  
   Hailey, ID 8333  
   (208) 788-4221

5. Each of the persons executing this First Amendment on behalf of LANDLORD and TENANT respectively, hereby covenants and warrants that LANDLORD and TENANT has full right and authority to enter into this First Amendment and that each of the persons signing on behalf of LANDLORD and TENANT is authorized to do so.



6. This First Amendment may be executed in duplicate counterparts, each of which shall be deemed an original.

7. The parties agree that, except as amended herein, the terms and conditions of the Lease shall remain in full force and effect; provided, however, that in the event of a conflict between the terms of the Lease and the terms of this First Amendment, the terms of this First Amendment shall control.

IN WITNESS WHEREOF, the undersigned have executed this First Amendment as of the date first written above.

**LANDLORD: IDAHO TOWER COMPANY, LLC**

By: \_\_\_\_\_  
Name:  
Title:

**TENANT: CITY OF HAILEY, IDAHO**

By: \_\_\_\_\_  
Name:  
Title:

**EXHIBIT A**

**Property and Tenant's Facilities  
Site Name and Number: ID019 Della**

**TENANT: City of Hailey**

1. **FREQUENCIES OF OPERATION:** TRANSMIT: 154.310, 158.940, 460.175, 902-928 MHz  
RECEIVE: 153.770, 153.800, 465.175, 902-928 MHz

2. **POWER:** Power Provided By: LANDLORD  
Power Requirements: 100 Amps 120/240 volts  
Batteries: N/A  
Generator: N/A  
Telco: N/A

3. **FCC CALL LETTERS:** Copy of FCC license to be provided to LANDLORD prior to installation of TENANT's equipment.

|                           |  |                        |
|---------------------------|--|------------------------|
| 4. <b>TRANSMITTER(S):</b> |  | <b>TRANSMITTER(S):</b> |
| Make: <u>GE</u>           |  | Make: <u>Data-linc</u> |
| Model: <u>Master II</u>   |  | Model: <u>SRM6000</u>  |
| Power Output: _____       |  | Number: <u>One (1)</u> |
| ERP: <u>30 watts</u>      |  | ERP: <u>8 watts</u>    |
| Number: <u>Three (3)</u>  |  | Number: <u>One(1)</u>  |

|                                |  |  |
|--------------------------------|--|--|
| 5. <b>ANTENNA(S):</b>          |  | <b>ANTENNA(S)</b>                          |
| Make: <u>Talco</u>             |  | Make: <u>Terrawave</u>                     |
| Model: <u>D5076VHF (whip)</u>  |  | Model: <u>T09130P10006180</u>              |
| Dimensions: <u>8'4" x 2.9"</u> |  | Dimensions: <u>79" x 11" x 7", 18 lbs.</u> |
| Number: <u>Three (3)</u>       |  | Number: <u>One (1)</u>                     |

|                                 |  |                        |
|---------------------------------|--|------------------------|
| 6. <b>TRANSMISSION LINE(S):</b> |  |                        |
| Make: _____                     |  | Make: <u>RG-8</u>      |
| Size: <u>7/8"</u>               |  | Size: _____            |
| Number: <u>Three (3)</u>        |  | Number: <u>One (1)</u> |

7. **ANTENNA MOUNTING HEIGHT, MOUNTING ORIENTATION, AND FLOOR SPACE USAGE (attach orientation and sketch, as required):**

- (a) Space for Three (3) antenna(s) mounted at the 60' level of the tower and One (1) Antenna mounted at the 13' level of the Southeast leg of the tower (mounting method and exact location of antenna(s) and related transmission line(s) subject to LANDLORD's approval).
- (b) Space for one (1) Esteem Wireless Router, 8.5" x 8.5" x 6.5", mounted at the 22' level of the tower.
- (c) Floor space within LANDLORD's equipment shelter measuring 4' x 6' for TENANT's two (2) radio cabinet(s), (exact location of floor space subject to LANDLORD's approval). **NOTE: RADIO CABINETS 50" OR LESS IN HEIGHT ARE SUBJECT TO STACKING AT LANDLORD'S DISCRETION.**

**NOTE: ANY (i) CHANGE IN THE NUMBER, SIZE, PLACEMENT, ARRAY, OR LOCATION OF THE PROPERTY OR TENANT'S FACILITIES LISTED ABOVE IN THIS EXHIBIT A, (ii) CHANGE IN FREQUENCY FROM THAT LISTED ABOVE IN THIS EXHIBIT A, OR (iii) INCREASE IN THE SIZE OR FOOTPRINT OF THE PROPERTY OR TENANT'S FACILITIES SHALL REQUIRE THE WRITTEN CONSENT OF THE LANDLORD AND A WRITTEN AMENDMENT TO THIS LEASE.**

**AGENDA ITEM SUMMARY**

DATE: 09/27/2010 DEPARTMENT: Public Works

DEPT. HEAD SIGNATURE: 

**SUBJECT:**

Request approval for The Advocates Walk the Walk Special Event at the lot adjacent to Bank of America on 10/02/10.

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

**BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:**

**FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS:**

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)

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

**RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:**

Special Event Heads approved with the following comments:

1. Signs and Banners displayed for more than 72 hrs. require a permit from the Hailey Planning & Zoning Department.
2. This special event is within the Business (B) zoning district and Arts and Entertainment is a permitted use.

**FOLLOW-UP REMARKS:**

\*

## DECISION

Based on the Application for a Special Event Permit for the Advocates Walk the Walk, the City of Hailey, pursuant to Chapter 12.14 of the Hailey Municipal Code, approves the Application and grants the Special Event Permit, subject to the following conditions:

### Standard Conditions

- a. The Applicant shall comply with the terms, plans, covenants and provisions of the Application, as approved or as modified by the City of Hailey.
- b. The Applicant shall comply with all applicable local, state and federal laws, regulations and ordinances before, during and after the Special Event(s).
- c. The Applicant shall execute an agreement, relating to the reimbursement of expenses, indemnification and other provisions immediately upon the approval of the application for the Special Events Permit.
- d. In the event the Applicant fails to comply with all the conditions set forth herein, the City may revoke the Special Events Permit, in whole or in part.
- e. The Applicant shall maintain in full force and effect general liability coverage during the Special Event(s) in the amount of \$1,000,000, with the City of Hailey as an additional named insured.

### Other Conditions

- a. Signs and Banners displayed for more than 72 hrs. require a permit from the Hailey Planning & Zoning Department.
- b. This special event is within the Business (B) zoning district and Arts and Entertainment is a permitted use.

DATED this 27<sup>th</sup> day of September, 2010.

CITY OF HAILEY

By: \_\_\_\_\_

Rick Davis, its Mayor

ATTEST:

\_\_\_\_\_  
Mary Cone, its City Clerk

CITY OF HAILEY ■ 115 MAIN ST. S., SUITE H ■ HAILEY, IDAHO 83333 ■ 788-4221

## AGREEMENT

In consideration of the granting of a special event permit by the City of Hailey ("the City") for the Advocates Walk the Walk that will occur on October 02, 2010 from 11:00 a.m. to 1:00 p.m., plus specified set up and teardown time, ("the Event"), and pursuant to Section 12.14 of the Hailey Municipal Code, the undersigned, as the applicant ("Applicant") of a Special Event Permit from the City for the Event, does hereby agree to reimburse the City for any costs incurred by the City in repairing damage or providing any services or materials resulting from the Event. The Applicant agrees that such costs may be deducted from a non-refundable security deposit or additional deposit as established by the City, and that if costs exceed any deposit made by the applicant, further reimbursement will be made to the City upon demand. The Applicant hereby agrees to indemnify, defend and hold harmless the City and its officers and employees, in their official and individual capacities, from any and all claims, demands, obligations, liabilities, lawsuits, judgments, attorneys' fees, costs, expenses and damages of any nature caused by or arising out of, or connected with the Event. In the event either party hereto is required to retain counsel to enforce a provision of this Agreement, or to recover damages resulting from a breach hereof, the prevailing party shall be entitled to recover from the other party all reasonable attorney's fees incurred herein or on appeal, or in bankruptcy proceedings. The Applicant agrees to comply with all the laws and ordinances of the City of Hailey, Idaho applicable to the subject matter thereof, and to conduct the Event in accordance with the terms and provisions of the application for a Special Event Permit, as approved or as modified by the City, and all conditions of the Special Event Permit. The Applicant agrees that the Special Event Permit is nontransferable and shall be conducted only for the dates and locations as approved by the City.

IN WITNESS WHEREOF, Applicant and the City have executed this Agreement on this 27<sup>th</sup> day of September, 2010.

APPLICANT:

By: \_\_\_\_\_

\_\_\_\_\_  
(please sign and print name and title, if applicable)

CITY OF HAILEY:

By: \_\_\_\_\_

Rick Davis, its Mayor

ATTEST:

\_\_\_\_\_  
Mary Cone, its City Clerk

CITY OF HAILEY ■ 115 MAIN ST. S., SUITE H ■ HAILEY, IDAHO 83333 ■ 788-4221



SEP 17 2010

# SPECIAL EVENT PERMIT APPLICATION

I. EVENT NAME: THE ADVOCATES WALK THE WALK

II. LOCATION FOR EVENT (Be specific e.g.. Hop Porter Park, all of 1<sup>st</sup> Avenue between Walnut and Pine, 115 Main St. S.):

Public Property  Private Property

FARMERS MARKET LOT NEXT TO BANK OF AMERICA HAILEY

### III. EVENT SCHEDULE

Special Events are limited to four days, including set-up and tear-down days. No more than eight events per calendar year can be conducted by a single party or organization, unless a modification is granted by the City Council. **Please submit your modification requests in writing and attach to your application.**

| Date(s) of Event  | Hours                                    |  | Estimated # of Attendees           |
|-------------------|--|--|------------------------------------|
| SAT OCT 2ND 2010  | Start Time: 11 <sup>00</sup> AM          | End Time: 1 <sup>00</sup> PM           | One Hour Interval: 100<br>All Day: |
| " "               | Start Time: <del>8<sup>00</sup> AM</del> | End Time: <del>3<sup>00</sup> PM</del> | One Hour Interval:<br>All Day:     |
| Date of Set-Up    |  |  |                                    |
| SAT OCT 2ND 2010  | Start Time: 8 <sup>00</sup> AM           | End Time: 11 <sup>00</sup> AM          |                                    |
| Date of Tear Down |  |  |                                    |
| SAT OCT 2ND 2010  | Start Time: 1 <sup>00</sup> PM           | End Time: 3 <sup>00</sup> PM           |                                    |

### IV. FEES

|                                      |       |                                     |                 |
|--------------------------------------|-------|-------------------------------------|-----------------|
| Special Event Permit Application Fee | \$125 | <input checked="" type="checkbox"/> | <u>125.00</u>   |
| Per Day Park Rental Fee              | \$200 | <input type="checkbox"/>            | <u>N/A</u>      |
| Security Deposit                     | \$500 | <input checked="" type="checkbox"/> | <u>500.00</u>   |
| Tax (on park rental fees only)       | 6%    | <input type="checkbox"/>            | <u>N/A</u>      |
| <b>TOTAL DUE</b>                     |       |                                     |                 |
| Additional Deposit Required          |       | <input type="checkbox"/>            | <u>\$625.00</u> |

### V. ORGANIZATION INFORMATION

Applicant's Name: TRISH TOBIAS Title: COMMUNITY EDUCATION COORDINATOR

Mailing Address: P.O. BOX 3216 Zip Code: 83333

Street Address: \_\_\_\_\_ City: HAILEY State: ID

Day Telephone: 788-4191 Evening Telephone: " "

FAX Number: 788-4194 E-Mail Address: TRISH@THEADVOCATES-APHALET06@OR6

Applicant Driver's License #: \_\_\_\_\_

Sponsoring Organization: THE ADVOCATES

Non-Profit:  Yes  No Tax Exempt #: 943162848

Federal Tax #: \_\_\_\_\_ State Tax #: \_\_\_\_\_

**VI. EVENT INFORMATION**

New Event: Yes  No  Annual Event: Yes  No  Years Operating 3

Event Category:  Commercial  Noncommercial

Estimate of Gross Ticket Sales & Revenues (commercial event only): NOT FOR PROFIT

Description of Event: SEE ATTACHMENT

Additional Details: SEE ATTACHMENT

**VII. INSURANCE REQUIREMENTS**

It is the responsibility of your Special Event organizers to maintain a COMPREHENSIVE GENERAL LIABILITY insurance policy with coverage of not less than \$1,000,000.00 combined single limit per occurrence. Each policy shall be written as a primary policy, not contributing with or in excess of any coverage which the City may carry. *A certificate naming the City of Hailey, Blaine County, Idaho as additional insured shall be delivered to the City of Hailey with this application.* The adequacy of all insurance required by these provisions shall be subject to approval by the City Clerk. Failure to maintain any insurance coverage required by this agreement shall be cause for immediate termination of the application.

Insurance Company: \_\_\_\_\_ Agent Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**HOLD HARMLESS CLAUSE**

Permittee (organization/applicant) shall indemnify and hold harmless the City of Hailey, its agents, its employees and authorized volunteers from and against all claims, damages, losses and expenses, including attorney's fees, arising out of the permitted activity or the conduct of Permittee's operation of the event if such claim (1) is attributable to personal injury, bodily injury, disease or death, or to injury to or destruction of property, including the loss of use there from, and (2) is not caused by any negligent act or omission of willful misconduct of the City of Hailey or its employees acting within the scope of their employment.

(Attach any additional pages as needed)

# SPECIAL EVENT ACTIVITIES & CITY SERVICES REQUESTED

Your Event Organizer is responsible for providing a complete list of event activities including a list of suppliers providing services. An event logistics map is required, detailing the location for all road closures, event set up, canopies, stages, vendors, booths, and any other major services or activities planned.

| Yes | No | Check all Planned Activities   | Yes | No    | Check all Planned Activities   |
|-----|----|--|-----|-------|--|
|     | ✓  | Street Closures & Access / Parade<br>Detailed map listing areas of closure, parade route is required. An ITD permit is required for Main Street.       |     | ✓     | Alcohol Served (Free of Charge) (name of provider)   |
|     | ✓  | Street Closures & Access /Parade require your Event Coordinator to notify all affected businesses, churches schools and neighborhoods                  | ✓   |       | Alcohol Sold<br>Requires Alcohol Beverage Catering Permit (Hailey Code 5.13)                   |
|     | ✓  | Street Closures & Access /Parade require your Event Coordinator to notify all affected businesses, churches schools and neighborhoods                  | ✓   |       | Food/Beverages will be served (List Caterers):<br><b>Baked Potato Feed kept warm by BBQ</b>    |
| #   |    | Canopies/Tents/Membranes/Temporary Structures<br>(Number & Size(s) <b>3-5</b><br>City of Hailey Fire Department, Fire Code <b>10x10</b><br>Enforcement | #   | ✓     | Vendors items sold/ solicitation   |
|     | ✓  | Medical Services<br>(Circle) First Aid and/or EMS Services<br><br>Who is providing services? _____   |     |       |  |
| #   | ✓  | Security (detail who, number of officers, times.<br>Attach plan)   | #   | 1     | Booths: Profit / <u>Non-Profit</u>   |
|     | ✓  | Traffic Control / Shuttle Buses<br>(Number of buses / locations / hours of operation,<br>attach plan.)   |     | ✓     | Lighting plan: attach plan   |
| #   | ✓  | <b>ON SITE</b><br>Electricity / Generators (Size _____)<br>Attach detailed electrical plan.  | ✓   |       | Activities / Entertainment (Agenda)<br>Other equipment or entertainment<br><b>DS BY MCLAIN</b> |
|     |    |  |     | ✓     | Signs or Banners: sign permit may be required by the<br>City Planning and Zoning Department    |
|     | ✓  | Water Drinking / Washing (circle)<br><b>NO</b>   |     | ✓     | Stages (Number and Size(s) _____)  |
|     | ✓  | Gray Water Barrel / Grease Barrel<br>(circle /detail # and locations)  | #   | ✓     | Barricades. How many<br>identify locations and attach logistics map                            |
| ✓   |    | Sanitation -Trash bins, Dumpsters, Recycle<br>(circle /detail # and locations) <b>4</b>  | #   | 100   | EVENT estimated attendance   |
| #   | ✓  | Porta Toilets / Wash Stations<br>(Quantity <b>ADA</b> Regular _____)<br><b>HANDICAP</b>  | #   | 5-7   | Number of staff working event  |
|     |    |  | #   | 10-15 | Number of volunteers working   |

I hereby certify that I have read and will abide by the laws, rules and regulations set forth by the City of Hailey, Blaine County, and the State of Idaho, and in signing this application, I hereby agree that I and the organization I represent, shall hold the City of Hailey and all of its agents or employees free and blameless from any claim, liability or damage which may arise from use of City facilities or equipment, whether or not the City of Hailey, its agents or employees are jointly negligent. I further agree to promptly reimburse the City of Hailey and all of its agents for any clean up loss or damage to City property resulting from this use, as well as permitting, staffing, equipment use/rental, property use/rental, clean up, inspections involving the use of public property, public employees or public equipment for the Special Event. In the event the deposit exceeds the actual charges, the City Clerk shall refund the balance to the applicant.

Event Organizer's Signature: Patricia Toliver

Date: 9/1/10



Print

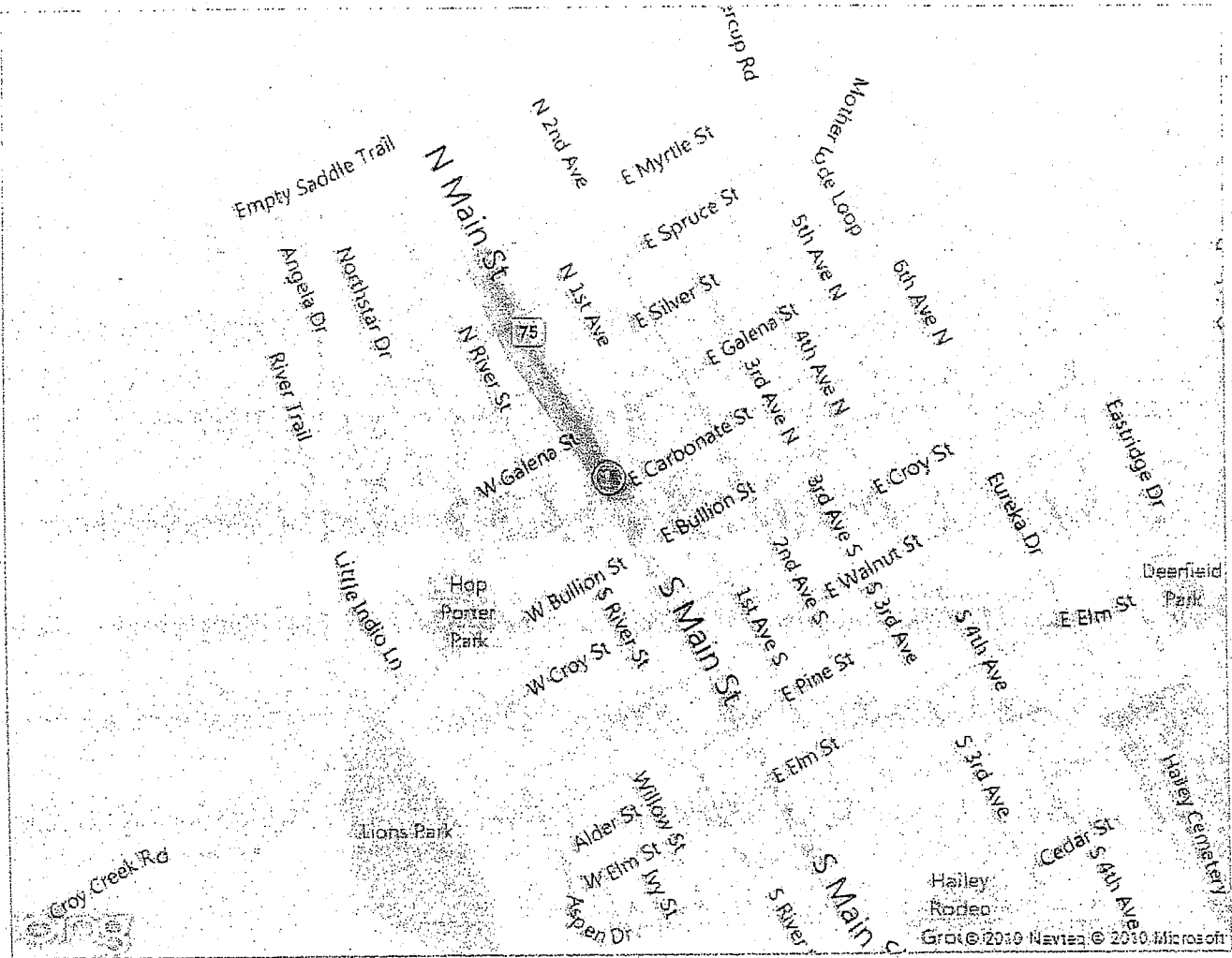
Bing Maps

*FARMERS MARKET Next to*

1. Bank of America

~~255~~ Main St, Hailey, ID 83333

0.00mi (208) 788-4553



The Advocates for Survivors of Domestic Violence and Sexual Assault  
Walk the Walk  
Special Event Application Attachment

**Goal/Reason For Event:** Walk the Walk is being held in conjunction with National Domestic Violence Awareness Month. The event is meant to be a family, community-wide gathering to raise awareness and funds for The Advocates.

**A map with detailed directions is attached.** To elaborate: The walk will begin and end at the Farmers Market Lot. We will walk north on Main Street crossing Galena, Silver and Spruce Streets, turning around at Myrtle Street back to the Farmers Market lot.

**Traffic Control:** See map. We anticipate an attendance of approximately 100 people. We will have staff, board members and other volunteers placed at key areas along the route to direct the participants and control traffic at the crosswalks if needed. Walkers will be utilizing the sidewalks only and according to Steve England HPD we do not need HPD for traffic control. Steve will be volunteering at the event as well.

**Water/Food/Other:** The event will occur on Saturday, October 2<sup>nd</sup> from 11:00AM – 1:00PM. Walk the Walk is an annual awareness event put on by The Advocates. It is about “understanding someone by walking in their shoes”. We will gather at the Farmers Market lot next to the Bank of America. Participants will have the option of wearing a pair of high heeled shoes. They will then walk in a group on the sidewalk from the Farmer’s Market lot to Myrtle Street and back. Immediately following the walk there will be a baked potato feed with a \$5.00 donation hosted by the Kiwanis. The event is open to anyone who would like to attend even if they do not participate in the walk.