AGENDA OF THE CITY COUNCIL MEETING
FOR THE CITY OF HAYDEN, KOOTENAI COUNTY, IDAHO

Tuesday, September 1, 2026

Special Meeting: 3:00 PM
Hayden City Hall Council Chambers, 8930 N. Government Way, Hayden, ID 83835

CALL TO ORDER
ROLL CALL OF COUNCIL MEMBERS
PLEDGE OF ALLEGIANCE
ADDITIONS OR CORRECTIONS

1. **NEW BUSINESS**
   A. *ACTION ITEM* Iteris Scope of Work Proposal for Proportional Share Analysis of Traffic Impact Studies around the Hayden Avenue Corridor

Assistance for persons with disabilities will be provided, upon provision of verbal or written notice to city staff 24 hours in advance of the meeting. The phone number for City Hall is (208) 772-4411.

Memo

To: Mayor and Hayden City Council

From: Dulci Kau, PE, City Engineer

Date: 8/28/26

Agenda Item: Approval of Iteris's Proportionate Share Analysis Scope of Work and Fee

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Agenda Item Location
Consent

Background and Recommended Action or Motion
The City has a master agreement with Iteris to perform work as needed. This scope of work will analyze the proportionate share of the impact on the transportation system from four proposed developments between Hayden Avenue and Prairie Avenue, and Huetter Road and Atlas Road. A proportionate share analysis is required by state statute.

Staff recommends City Council approve, and permit the Mayor to sign, the scope of work and fee not to exceed $8,480 from Iteris to perform the proportionate share analysis.

Functional Impact of Authorizing
Approval will allow the City to complete the required proportionate share analysis.

Fiscal Impact
This authorizes $8,480 to be spent out of the General Fund (110). This cost was not anticipated; however, the remaining balance is sufficient to cover this expense.

Budget Funding Source / Transfer Request
GL 110-411-53405

Attachment
Participation Agreement for Financing the Honeysuckle Ave & Government Way Intersection

Proposal to Complete a Proportionate Share Analysis of Four (4) Concurrent Traffic Impact Studys Surrounding the Hayden Corridor

August 21, 2026

Submitted to:

CITY OF HAYDEN IDAHO

11477-275.26 | Prepared by **Iteris, Inc.**

Acceptance and agreement of attached proposal is hereby acknowledged.

By: _____ on the _____ day of _____, 2026.

Title: _____

August 21, 2026

City of Hayden
Dulci Kau, PE
City Engineer
8930 N. Government Way
Hayden, ID 83835

Re: Proposal to Complete a Proportionate Share Analysis of Four (4) Concurrent Traffic Impact Studys Surrounding the Hayden Corridor

11477-275.26

Dear Ms. Kau:

Iteris, Inc. (Iteris) is pleased to submit this proposed scope of work and fee to complete a proportionate share analysis document including four (4) identified developments along the Hayden Corridor.

Iteris proposes Ms. Jennifer Emerson-Martin, PE, as Project Manager for this project. She will be the principal contact for the City of Hayden and other entities per the City's direction for this task order. Ms. Emerson-Martin will oversee work from project inception to completion and will also be responsible for coordinating staff activities and meetings.

Thank you for the opportunity to work with the City of Hayden. Please feel free to contact me at **(509) 309-8581** should you have any questions or require additional information.

Sincerely,

Iteris, Inc.

Jennifer Emerson-Martin, P.E.
Associate Vice President
Mobility Professional Solutions

1 BACKGROUND

There have been four recent traffic impact analysis studies which result in significant impacts on intersections within the City of Hayden. The four studies include:

- **Hazelnut Glen Subdivision:** located along the north side of Prairie Avenue, west of Carrington Lane. Including single-family development only.
- **Battleground Subdivision:** located along the west side of Carrington Street, between Hayden Avenue and Honeysuckle Avenue. Including single-family and multi-family developments only.
- **Northwinds Subdivision**: located along the east side of Huetter Road, between Hayden Avenue and Prairie Avenue. Including single-family development only.
- **Hayden Sky Development:** located on the north side of Hayden Avenue between Huetter Road and Carrington Street. Development includes single family homes and light industrial lots.

Intersections with significant impacts are summarized in the table below:

Intersection Mitigation	Hazelnut Glen Subdivision	Battleground Subdivision	Northwinds Subdivision	Hayden Sky Development
Prairie & Huetter	Y	Y	Y	N
Prairie & Carrington	Y	Y	N	N
Prairie & Ramsey	Y	Y	N	N
Prairie & Atlas	N	Y	Y	N
Honeysuckle & Atlas	Y	Y	N	N
Robison & Huetter	N	Y	N	N
Hayden & Huetter	N	Y	Y	Y
Hayden & Carrington	N	Y	N	Y

The purpose of this scope of work is to use data from the final completed studies, along with the background growth from the updated City of Hayden travel demand model to calculate background traffic and the related proportionate share. As a note, the updated City of Hayden travel demand model is based on the current KMPO growth rate of 1.7% population.

2 SCOPE OF WORK

Iteris has developed the following scope of work for the proposed combined Hayden Corridor proportionate share analysis.

TASK 1. PROJECT MANAGEMENT

This task would consist of project administrative functions, which generally include all administrative tasks required to initiate the project contract: establish the project accounting protocols, establish invoicing procedures, and perform regular financial tracking, reporting, and invoicing. Other administrative functions include monitoring staff effort on project tasks, directing staff effort on specific tasks, and project communications (e.g., emails, phone calls).

TASK 2. PROPORTIONATE SHARE ANALYSIS

Iteris will compile trip information from the fully completed TIA's, along with cumulative growth trip information from the update City of Hayden travel demand model to calculate proportionate share values for the four identified TIA's.

The proportionate share analysis will be completed for the years of 2025 and 2035, consistent with the updated City of Hayden travel demand model.

Deliverables

- Proportionate Share Summarized Information in Excel format

TASK 3. DOCUMENTATION & MEETINGS

A draft technical memo documenting the proportionate share findings will be submitted to the City of Hayden for review and comment. A final version of the memorandum will be prepared incorporating revisions based on the comments received. This scope of work assumes Iteris will attend up to two meetings total with City staff.

Deliverables

- Draft & Final Proportionate Share Memorandum

3 SCHEDULE

Iteris will commence work within one (1) week of receipt of signed agreement and anticipates a schedule of four (4) weeks for completion of the draft peer review memorandum.

4 FEE PROPOSAL

Iteris' cost estimate for this project is **$8,480** as detailed in **Table 1**.

Table 1: Iteris' Cost Estimate

	TASK	Project Manager	Engineer	Administration	STAFF HOURS	COST
	Billing rates	$260	$190	$120		
1	Project Management	4		2	6	$1,280
2	Proportionate Share Analysis	8	12		20	$4,360
3	Documentation & Meetings	8	4		12	$2,840
	Total Iteris Labor Hours	20	16	2	38	-
					PROJECT TOTAL	$8,480

2. **WORKSHOP**
   A. Proposed Changes to City Fee Schedule
3. **ADJOURNMENT**

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