

Burley City Council- Administrative Committee
Monday June 1, 2020
12:00 PM
1401 Overland Avenue
Burley, Idaho 83318
City Council Conference Room

Attendance
Mark Mitton
Jon Anderson
Mayor Steve Ormond
Casey Andersen
Dee Hodge
Carol Anderson
John Craner

Agenda

1. **ACTION ITEM** – Discussion of type of evaluation for City Administrator.

It was explained that with the revenue being lower this year, the city administrator is trying to cut costs where possible. The general budget will be 4% under budget. In trying to save money it was suggested not to do the 360 evaluation.

A concern was mentioned about trying to become consistent on doing the evaluation for the City Administrator. It was mentioned that in the past an evaluation was not always done, nor was an increase given and the city council would like to do better in taking care of the City Administrator.

A suggestion of sending the 360 evaluation only to internal employees and the city council could save money. It was stated that the cost would be the same to send internally.

It was suggested that the City Administrator use the same evaluation form that the other employees use. The City Administrator would send the form out to the City Council and Department Heads. They would get the information to Carol Anderson and she would compile the responses. It was stated that there is no money for an increase so there would be no increase for this year. Plus, the budget would be saved the \$300 to \$350 fee for the evaluation.

2. **ACTION ITEM** – Change to Wastewater Connection Fee

It was explained that Dee and Mark discussed the sewer tap fee for connection. The wastewater department does not have the proper tools and material needed to safely

do the sewer taps. It was suggested that the sewer tap connection burden could be moved to the contractor and wastewater would do the final inspection of the tap.

The City had looked at the surrounding cities and found that Burley has the lowest tap fee connection. Burley would like to keep the fee low, but have the contractor do the connection. The contractor can do it cheaper than the city and they would only have to pay for the inspection.

There was a discussion about the Overland lots that were recently tapped and compared this to a new subdivision. This change would equalize the fee between these two examples.

A question was raised would the Water department need to make the same change. It was explained that the water lines are not as deep as the sewer lines. The wastewater employees are at risk because the city does not have the equipment for the safe trenching.

There was some more discussion about different subdivisions and building permits. The group discussed the tools that are used and the supplies the contractors would need to do the sewer taps, most of the contractors have the tools needed.

3. **ACTION ITEM** – Update of Fee Resolution.

It was explained that the fee resolution was talked about in November and got tabled for a bit. It was time to move forward with cleaning up the resolution and getting it approved.