

City of MIDDLETON Front Page

August 2013



Talk with the Mayor

Tuesday August 27th
10:30 a.m. and 6:30 p.m. City Hall
Discussion: 2013-14 Budget
Mayor Salary

Utility Billing and Deposit Refunds

The City in July 2013 simplified utility account procedures to increase convenience and efficiency, and to decrease errors. Also, the City is refunding utility deposits to owner-occupied properties. Landowners can call City Hall to open over-the-phone a utility account and start receiving water and sewer services. Tenants must come to City Hall to open an account and pay a \$100 deposit to start receiving services. The City began updating its software/settings so, for tenant-occupied properties, a copy of the monthly utility bill can be mailed to the tenant, property manager, and property owner.

The City no longer requires the last four digits of the social security number on file before making changes to a utility account. This change is a result of a resident veteran's suggestion at the "Talk With the Mayor" meeting in July 2013.

Water System Improvements

The City's water storage tank was cleaned, inspected, and found to be in good condition. Idaho Department of Environmental Quality (IDEQ) inspected the City's water system, and resulted in "no requirements or recommendations to the City's System." City water rights were evaluated, and all but one were "perfect" and sufficient to provide adequate potable water supply to residents and forecasted future residents through the year 2040. The City is taking steps to legally "perfect" its one water right license.

The City in August 2013 will upgrade approximately 500 water meters and will now be "read" by wireless radio waves instead of having to be read by touching a wand to the top of each water meter. These upgrades allow the City to read meters each month year-round and charge for actual water use, instead of charging October rates November - February, and adjusting each account in March/April.

City Positions and Salary Ranges

The City Treasurer resigned July 15, 2013, and the City is accepting applications for a Treasurer through August 9, 2013. Applications are available at City Hall or on-line at www.middleton.id.gov. Caselle-Clarity municipal accounting software experience is desired. The position is appointed by the Mayor and confirmed by Council.

The City advertised in July 2013 to contract with hire a Building Official, plans examiner and inspector. Several applications were received and all candidates have been interviewed. The position is appointed by the Mayor and confirmed by Council.

The City advertised in July 2013 to contract with an attorney/law firm as City Prosecuting Attorney (misdemeanor or prosecutions and related legal services). Three applications were received. The position is appointed by the Mayor and confirmed by Council. A decision is anticipated in August 2013.

The City is accepting application for two vacant City Planning and Zoning Commission positions. The positions are appointed by City Council, and each paid \$25.00 per month. The Commission is scheduled to meet monthly. A decision is anticipated in August 2013.

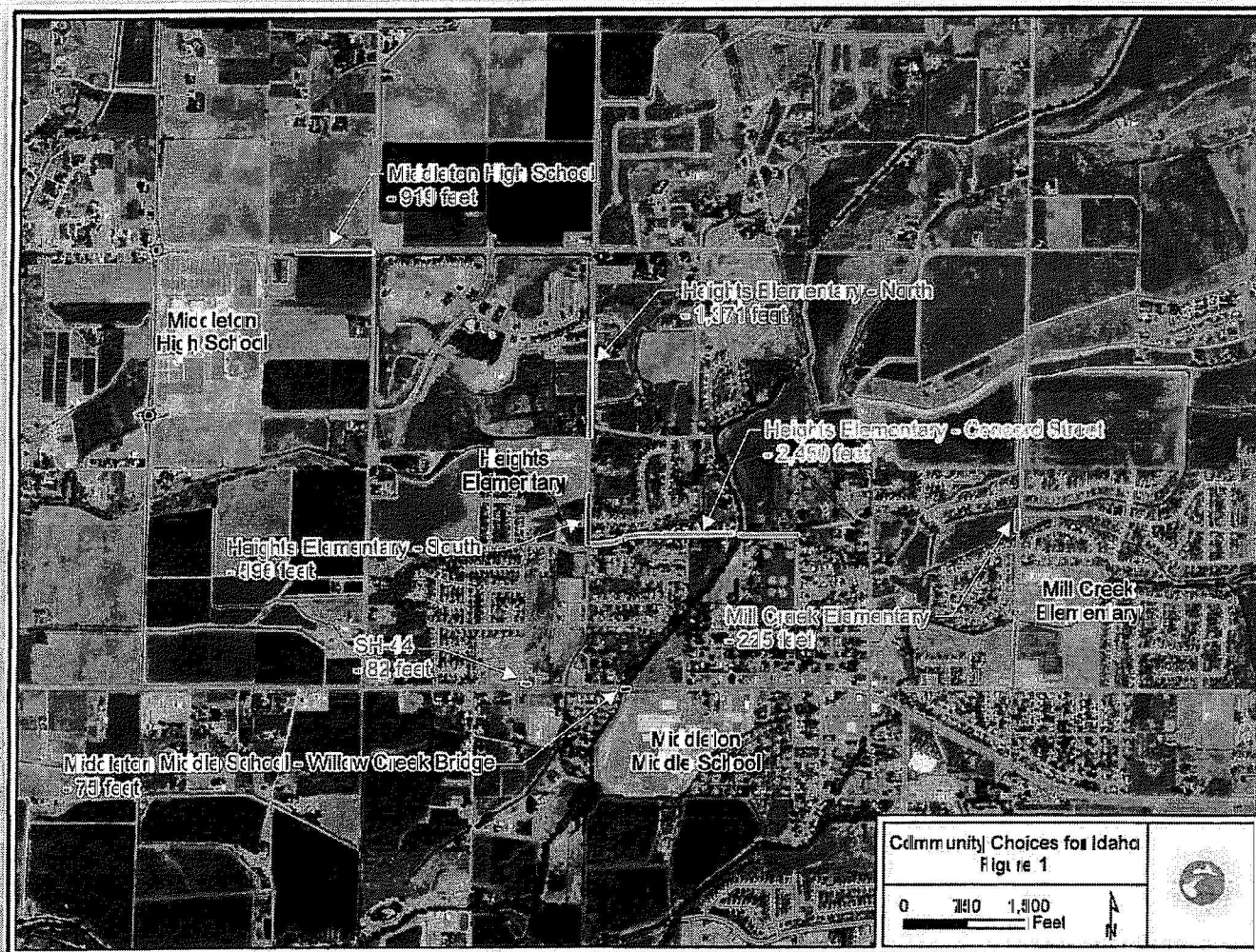
A City Council position is vacant. The position is appointed by the Mayor and confirmed by City Council. Pay is \$400.00 per month plus benefits, and Council is scheduled to meet two times per month. A decision is anticipated in August 2013.

As part of the budgeting process, the City is proposing to establish salary ranges for employees based on comparable job descriptions and salary ranges for employees of cities in Idaho with about the same population as Middleton.

State law requires mayors' salaries be established by ordinance, and Middleton Code states \$1,500 per month. Mayor Taylor requested City Council accept an ordinance increasing the Mayor's salary, effective January 1, 2014, to reflect duties actually performed. He provided a handout to City Council. A copy of the handout is on the back page of this issue.

City Council is scheduled to consider approving next year's City budget, employee salary ranges, and the Mayor's salary at a public hearing on August 27, 2013.

The City of Middleton and Middleton School District Co-Sponsored Seven Applications for Community Choices for Idaho - Safe Routes to School



The City of Middleton and Middleton School District co-sponsored seven Community Choices of Idaho notice of intent applications to Idaho Transportation Department to help build sidewalks that facilitate safe routes to school.

The notice of intent application is the first step of a two-part screening process. The process is designed to establish that the project can satisfy the threshold requirements for eligibility under federal and Idaho Transportation Department Guidelines. Eligible applicants will be invited to submit a more detailed project application to ITE prior to obtaining funding.

If all seven applications are funded, the City will save an estimated \$600,538 in construction cost.

Proposed projects:

1. Middleton High School - install sidewalks on Willis Rd. between Hartley Ln. and the High School
2. Mill Creek Elementary - connect sidewalks from Triumph Dr. to Mountain View subdivision on west side of N. Middleton Rd.
3. Heights Elementary - connect sidewalks on Cemetery Rd. from Heights to Concord St.
4. Heights Elementary - connect sidewalks on Cemetery Rd. from Heights north to West Highlands subdivision
5. Heights Elementary - install sidewalks along Concord between Hawthorne Dr. to Cemetery Rd.
6. Heights Elementary - connect sidewalks on SH-44 from Wellstone Business Park 82 feet east.
7. Middleton Middle School - install 75 foot vertical curb/chart wall along Willow Creek bridge to create a safe barrier between vehicles and students

Property Tax Dollars and City Improvements

Mayor Taylor and the City Council are committed to spending property tax dollars to improve Middleton's streets, sidewalks, parks and library. Some pending improvements are:

Seven initial grant applications to install sidewalks around town were submitted to the Idaho Transportation Department (ITD). Middleton will submit final applications for projects selected by ITD.

Concrete stairs and a wheelchair ramp were installed at Roadside Park to replace the badly broken stairs and ramp, which was non-compliant with the American with Disabilities Act.

New playground equipment, meeting current state and federal standards, is scheduled to be installed at Middleton Place Park this fall. It will replace the steel playground equipment and twist slide.

The S. Highland and Willow Circle reconstruction project is nearing completion. The subsurface drainage system is installed (removing two discharge points into Willow Creek), two storm-water inlet/irrigation alignment issues are resolved, and the curb, gutter and asphalt roadway is in. Completion is scheduled in August 2013.

Sewer Improvements

Construction of the City's sequential batch reactor (SBR) treatment plant upgrade is approximately 85% complete, on budget, and on schedule to be complete in October 2013. The plant is designed to serve about 18,000 people, which is about 17 times Middleton's current population. The City is planning a public tour in September/October 2013 of the wastewater treatment plant, lift station, boost station, water tank, etc.

City sewer pipes in Canyon Villa subdivision have been CCTV inspected and cleaned, removing three root-balls responsible for occasional clogged sewer lines. The City intends to CCTV inspect and clean pipes in Middleton Place subdivision during August 2013.



Tips to Conserve Water

When washing dishes by hand, don't let the water run while rinsing. Fill one sink with wash water and the other with rinse water.

Run your clothes washer and dishwasher only when they are full.

Use the garbage disposal sparingly. Compost vegetable food waste instead and save gallons every time.

Adjust sprinklers so only your lawn is watered and not the house, sidewalk or street.

Use a broom instead of a hose water to clean your driveway and sidewalk.

If water runs off your lawn easily, split your watering time into shorter periods to allow for better absorption.

When you save water, you save money on your utility bills.

Source: waterusewisely.com



Join the Skate Park Advisory Committee

A skate park advisory committee is being formed and we want to hear from as many skate boarders, BMX bikers and inline skaters as we can. Committee members will help design the park, participate in the grant writing process, make presentations to City Council, and help raise funds.

If you would like to be a part of this committee please contact Becky Crofts at bcrofts@middletoncity.com or call one 585-3133.

\$15,000 Mayor's Duties	\$45,000 Mayor City Manager	Add \$10,000 Mayor's Duties Plus Planning, Zoning, Floodplain and Subdivisions	Add \$20,000 Mayor's Duties plus Public Works
City Figurehead/Official Ceremonial Matters	Manage the day-to-day affairs of City business comprising all functions, 200 employees, and \$3-\$1.1 million budget	Respond to inquiries, apply codes regarding zoning, building permits, setbacks, land uses, subdivisions, lot splits, boundary-line adjustments, floodplain, elevation certificates, development agreements, applications, processes, and fees	Coordinate compliance with National Pollutant Discharge Elimination System (NPDES) federal EPA permits for wastewater and stormwater discharges into waters of the United States
All City Hall as needed, attending meetings and other obligations out-of-town as needed	All of Mayor's official ceremonial duties	Meet with potential applicants	Scope, design, schedule, and manage City projects for streets, sidewalks, and water, sewer, and stormwater systems
Establish agendas for Council meetings	Generally oversee, train, inform, and encourage City employees	Meet with applicants to review and accept applications	Identify and prioritize maintenance and new construction capital projects and land/equipment acquisition
Lead Council meetings	Establish procedures and policies	Process applications and notifications	Respond to inquiries and issues arising during construction from contractors and residents
Hearing Officer for public hearings	Prepare concepts and scene details for updates to simplify and clarify ordinances, resolutions, standards, policies, contracts, agreements, fees, etc.	Present at hearings to annex, re-annex, zone, plat, vacate plats, variances, conditional use permits, development agreements	Obtain necessary studies and information. For example, feasibility study, bridge inspections, water right investigation and permission, pavement management, and land application/reuse of treated wastewater
Attend monthly meetings of Treasurer Valley Partnership, and Community Planning Association of Southwest Idaho (CCMPASS) Board and Executive Council	Personnel evaluations, update job descriptions, salaries and staffing, fill vacant positions, etc.	Review building permits for compliance with floodplain, zoning, setbacks and development-agreement conditions	Review, edit, publish, and process Requests for Qualifications (RFQs) and Request for Proposals (RFPs)
Respond to media inquiries	Interpret and enforce City codes, standards, and contracts	Attend monthly CCMPASS Demographic Advisory Committee meetings	Prepare City facilities for a capital improvement plan and impact fees
Sign payroll and accounts payable checks	Conduct administrative hearings	Update comprehensive planning and zoning maps	Coordinate surveys, appraisals, street striping, historic application, gateway signage
Purchase Budget	Negotiate contracts and agreements	Negotiate, review, and edit project contracts	Obtain bids and estimates
Propose changes to ordinances, standards, and policies	Handle utility account procedures	Oversee maintenance of City property	Update mapping of City utility systems
Attend business "Grant Openings" / Ribbon-cuttings	Public relations	Oversee upgrade of water mainlines	Attend monthly CCMPASS Regional Technical Advisory Committee meetings
Solarize waterings	Obtain legal access to City's water tank	Review and edit local set agreements	Help maintain and manage City records