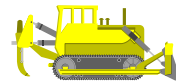
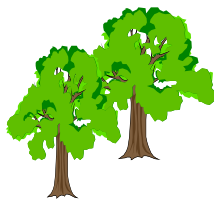
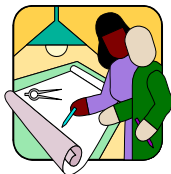
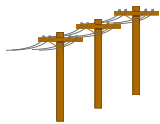
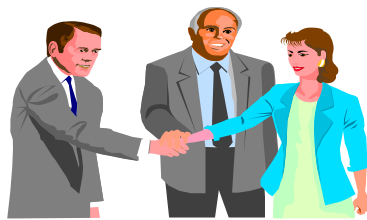




# Accomplishments in 2016



**CITY OF BURLINGTON DEPARTMENTS**

**ACCOMPLISHMENTS in 2016**

**City Clerk's Office**

**Planning & Zoning**

**Parks Department**

**Police Department**

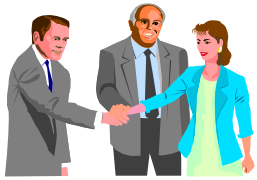
**Street Department**

**Electric Distribution**

**Electric Production**

**Wastewater Department**

**Water Department**



# City of Burlington

## CITY CLERK'S OFFICE

### ACCOMPLISHMENTS in 2016

(Page 1 of 3)

1. Maintained city investments at the best possible rate of return.
2. Prepared 2016 Goals and 2015 Accomplishments for all city departments.
3. Achieved outstanding audit report for 2015.
4. Prepared 2017 City Budget.
5. Continued to provide friendly and courteous customer service.
6. Continued to improve office efficiency through use of technology available: computer, internet, Facebook, organization, and training.
7. Continued to Work with Computer Information Concepts to maintain and improve on our new financial system in regards to increasing accuracy and efficiency, with the objective to eventually add the ability to accept credit card and debit card utility bill payments, including online payments.
8. Updated computer hardware and software and other office equipment, as needed, to provide increased efficiency.
9. Continued to improve security for our internet and email Cyber Security.
10. Prepared and published various documents, advertisements, and articles; including resolutions, ordinances, City Clerk's Notes of Interest, advertisements for employment, public notices and press releases, proclamations, updates for the community calendar and the open meeting calendar, sale advertisements, information on events, etc.
11. Participated in personnel matters, including but not limited to: evaluations, salary review, work plans, and Employee Benefit Meetings for health insurance, Workman's Compensation and KPERS, etc.
12. Prepared and processed paperwork and contracts for funding various projects and city business with Infrastructure Funds and other city funds.
13. Maintained personnel files, prepare payroll and timecards, and coordinated employee benefits. Each employee will be provided with an Annual Benefit Totals Package, which is a computer spreadsheet prepared to provide an informative breakdown of the employee's total pay and benefits for the year.
14. Tracked/prepared inventory for all departments and submit it to the City Auditor.
15. Prepared and processed applications for licenses/permits: Cereal malt Beverage, Amusement & Dance, Trailer Court, Plumbers, Electricians, Transient Merchants, and Solicitors, Unconventional Vehicles, Sidewalk Replacement/Repair (Cost-share), etc.
16. Prepared Accounting for City/County Infrastructure Funds and Parks & Recreation Funds and send it to the County Commissioners along with cover letters of how this year's funds were used and what we plan to do with the funds for the coming year.
17. Continued to assist the public, various agencies, Department Heads and Council on various aspects of projects.

# CITY CLERK'S OFFICE

## ACCOMPLISHMENTS in 2016

(Page 2 of 3)

18. Continued to improve on collection of delinquent utility accounts by working with customers, setting up payment plans, etc. When necessary, submit delinquent accounts to the Kansas Setoff Program for collection.
19. Continued to promote community safety through membership in Mutual Aid Programs (KMEA, KPP, KSMAP), National Incident Management System (NIMS) training, Local Emergency Planning Commission (LEPC), and other Emergency Management programs and procedures.
20. Continued following Federal Trade Commission Identity Theft Protection Program Red Flag Rule.
21. Arranged for personnel training to enhance employee safety and efficiency.
22. Continued to improve and maintain computerize indices for tracking/locating various documents and information. Continued to improve file retention and storage.
23. Planned and hosted events, such as a Business Appreciation Picnic, Employee Picnic, and staff meetings, open houses, and tours.
24. Attended meetings for City business and projects, personnel matters, emergency management/preparations, and various organizations such as Chamber of Commerce After Hours, Grand Openings of businesses, the Rotary Club, Holtz Foundation, etc.
25. Consulted with various agencies, companies and organizations to research and prepare various financial reports, vouchers for bill paying, payroll, reports, permits, ordinances, resolutions, tax assessments, easements, deeds, loan documents, agreements, franchises, and invitations to bid, tax exemptions, purchase agreements, and other legal documents - in addition to regular correspondence and emails. Prepared meeting agendas and packets, and minutes of meetings.
26. Prepared and published advertisements, public notices, proclamations, legal documents, council agendas, etc. in the newspaper, on the city's website, and on our Facebook page, and on the local radio station.
27. Placed orders for equipment and supplies for City Hall and other departments.
28. Prepared and adopted Charter Ordinance #9 for General Election change from spring to fall.
29. Prepared and distributed binders, as needed, to the Governing Body, Department Heads, and Boards. (Ordinances, Resolutions, Zoning Regulations, Subdivision Regulations, Personnel Policies & Guidelines, Personnel Descriptions, Safety Manual, Comprehensive Plan, Goals & Accomplishments, Decision Making Authority & CDBG, etc.; and any other information useful to participants.
30. Prepared advertisements for department vacancies for the local newspaper, Facebook, the local radio station, the City's website, the Coffey County Economic Development Employment Program, and other agencies/newsletters, as appropriate. Participate in interviews, send letters to applicants, and assist in the indoctrination of new employees (personnel records, personnel binder, benefits information, timecards, etc.)
31. As Public Information Officer (PIO), attended Emergency Operations Center/Emergency Management meetings and training, and participate in Wolf Creek drills. Also, attended Local Emergency Planning Committee (LEPC) meetings.
32. Worked with Emergency Management and KRWA and KWO to update our emergency water plans, as needed.
33. Worked with Water Superintendent to prepare the Annual Water Use Report.
34. Worked with Water Superintendent to prepare the Annual Consumer Confidence Report (Water Quality Report) and do mass distribution.

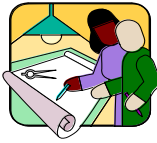
# CITY CLERK'S OFFICE

## ACCOMPLISHMENTS in 2016

(Page 3 of 3)

35. Continued to improve the Building Restoration Loan Program and advertise its availability.
36. Prepared hand-held meter readers for water and electric, prepared utility bills, work orders, vouchers for bill paying, payroll. Prepared various utility records and reports, and handled calls and inquiries.
37. Continued to Work with Electric Department and Contractors (Kritz-Davis, Landis+Gyr), and Computer Information Concepts) on the interfacing the financial side of the Automatic Meter Infrastructure System and implementation of the system.
38. Continued to work with IM Design to maintain/update City of Burlington's website.
39. Prepared Special Assessments for Mowing & Grass Nuisances, Structure Demolitions, etc., and submitted them to the County Clerk.
40. Participated in the Taste of Fall Sidewalk Decorating contest. Decorated the planter box in front of City Hall for holidays and for changing of the seasons.
41. Continued to provide Municipal Court Services for Burlington, LeRoy, New Strawn & Waverly.
42. Continued to work with LKM to update the Personnel Policies and Procedures.
43. Continued to work with LKM and their subcontractor, American Legal Publishing Corporation, on recodification of the City Codes.
44. Continued to work with public and organizations for rental of Kelley Park buildings, stadium, grandstands, etc.; and rental of RV spaces in Kelley Park & Drake Park. Assisted Wolf Creek outage workers to find accommodations.
45. Continued to work with MT Wireless to get fiberoptics to Burlington's Electric Department and Power Plant and Street Department for improved internet and telephone efficiency.
46. Purchased and Installed new phone system (XBlue) in City Hall.
47. Purchased 2017 Traverse for transportation for city related business.
48. Elections will move to Fall beginning in 2017. Prepared Charter Ordinance No. 9 and adopted 7/2016: Elections will be in November; Elected officials will take office in January. Included: Terms/Council Vacancies-Filling/etc. (Mayor's Appointments will still be the first council meeting in May.)
49. Lease Extension for 520 Cross Street approved to Coffey County Transportation to September 25, 2090 (90 years).
50. Did extensive research and worked with Water/Wastewater Superintendent and Kansas Rural Water Association on a Water Rate Study. Ordinance 846, adopted 12/2016 approved a low rate increase of 2% all customers, customer cities and RWDs, effective 1/13/2017.
51. Assisted other departments in a variety of ways.

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# City of Burlington PLANNING & ZONING



## ACCOMPLISHMENTS in 2016

1. Continued to work with IM Designer to improve City website ([www.burlingtonkansas.gov](http://www.burlingtonkansas.gov)). Continue to update and maintain the site.
2. Continued to maintain the City Facebook page.
3. Worked toward obtaining KACE certification.
4. Continued to improve system of cataloging and storing site and building plans.
5. Continued to work with Superintendents to improve the inventory process for all departments; and submit annual inventory to the city's auditor.
6. Prepared and processed documentation for the Tree City USA Program and Growth Award Program.
7. Prepared flyers and other documents for the Arbor Day celebration, and participated in the event.
8. Continued to update the maps, as needed. Worked with the Census Bureau on updates. Worked with Coffey County Mapping and Coffey County Appraiser's offices on updating/changing addresses as needed, mainly on the south end of the city.
9. Extended the Comprehensive Development Plan for City of Burlington 2010-2010, which was effective 4/18/2001 by Ord. 680. Ordinance 842 extends the Plan to 12/31/2019.
10. Reviewed Zoning Regulations and Subdivision Regulations, as needed.
11. Promoted Downtown Revitalization & Expansion of Commerce Park and Industrial Parks.
12. Continued to maintain the tracking logs for Permits and Planning Commission/BZA cases & minutes.
13. Advertised the Spring and Fall Cleanup projects, and recycling of Christmas trees and cardboard
14. Continued to work with the public daily to answer questions and concerns and help with zoning issues.
15. Prepared zoning permits, move structure permits, occupancy permits, sign permits and other permits and applications; and advised the applicants of their responsibilities and requirements of the permits; and approve/disapprove.
16. Served on the Burlington Tree Board and Burlington Planning Commission/Board of Zoning Appeals. Prepare meetings agendas, packets, and minutes of the meetings. Handle publication of zoning related hearings, ordinances, etc.
17. Attended meetings of the Coffey County Strategic Planning Board and other agencies and committees as requested or needed.
18. Worked with Burlington Promotions on various activities, including the Taste of Fall Festival.
19. Attended training that is beneficial to the position of Zoning Clerk.
20. Continued the Yard of the Month program.
21. Assisted with the sale of city-owned property, annexations, and zoning changes.
22. Continued sharing duties of IT for City Hall. Upgraded the City Hall network and computer software and hardware to improve efficiency, as needed.
23. Continued to work with businesses, as needed, throughout the permitting process for annexation, renovation, construction, etc.
24. Assisted other departments as needed, including with the Fall Clean-up.
25. Telephone System: Coordinated the purchase and installation of a new telephone system for City Hall. Continued to improve the system for better use and efficiency.
26. Requested quotes for 2017 SUV/CUV. and coordinated the purchase of a 2017 Traverse for City Hall.
27. Coordinated Sale of unused items from all city departments via online auction (i.e.: [purplewave.com](http://purplewave.com))
28. Purchased 2017 Traverse for transportation for city related business.

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# City of Burlington

## PARKS DEPARTMENT



### ACCOMPLISHMENTS in 2016

1. Maintained safety practices and continue a safe work environment.
2. Assisted customers, other personnel, and other departments.
3. Mowed city parks and other properties, as needed. Assisted other departments with mowing, and mow nuisance properties as requested by the Police Department.
4. Kept park buildings, public restrooms, and park equipment clean and in good working order.
5. Industrial Park #3 – Continued to maintain windbreak and brush clean-up.
6. Continued the downtown beautification project.
7. Continued tree and flower bed maintenance – planting, care, trimming, etc.
8. Continued to change out banners with the seasons.
9. Continued Brush control and clean up of Rock Creek, City Dam, and East River Bridge.
10. Attended Burlington Tree Board meetings as a member and representative of the City.
11. Attended Road Scholar Classes Level 3 and KMU Safety Training classes.
12. Assisted with various community events and projects, as needed.
13. Did snow and ice removal as needed during winter months.
14. Removed hazard trees as necessary.
15. Kelley Park and City Dam/Drake Park: installed new signage for RV Camping.
16. Replaced trees in parks lost to the past droughts.
17. Happy Tails Dog Park (S. 2nd Street): Installed gravel parking.
18. City Dam: Planned repairs of west wall. (Saving money for the project.)
19. Kelley Hall: Repaired kitchen and bathroom polymer flooring.



# City of Burlington POLICE DEPARTMENT

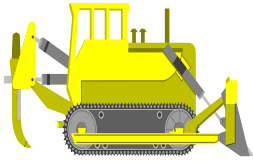


## ACCOMPLISHMENTS in 2016

1. Enhanced and developed professionalism of staff through professional level training.
2. Enhanced positive public relations with council and community through improved communication and increased transparency.
3. Continued to work with property owners and Council on nuisance property ordinance violations.
4. Continued to fulfill community requests for assistance, such as escorting funeral processions and assisting Coffey County EMS at medical calls.
5. Provided technical and tactical support to outside law enforcement agencies.
6. Assisted and supported the Drug Take Back Program as it transitions into the newly developed model.
7. Closely watched budget and expenses for the fiscal year 2016 by implementing better control measures over consumable items and prioritizing Department needs.
8. Ensured Officers maintain professional certification standards and expanded their knowledge base to better serve our community.
9. Continued to professionally respond to requests for assistance related to animal control, and maintain our animal shelter in a way that exceeds State standards.
10. Made improvements to the Animal Shelter.
11. Continued to support and participate in various events, such as OK Kids, Drive Through Flu Clinic, Taste of Fall Festival, Demolition Derbies, After Prom, Parades, BHS Homecoming.
12. Actively participated in local organizations and training events for the benefit of the community: Coffey County Emergency Management, Local Emergency Planning Commission, Wolf Creek Nuclear Operating Corporation drills, Coffey County Child Protection Team.

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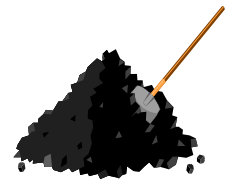




# City of Burlington

## STREET DEPARTMENT

### ACCOMPLISHMENTS in 2016



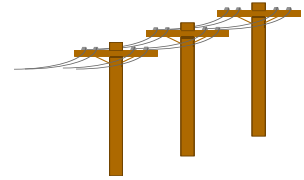
1. Worked with Bowers Civil Engineering on Sign Inventory and Pavement Management System for projects being done in 2016 and to plan for future street maintenance.
2. Completed projects recommended by Bowers Civil Engineering for 2016: Thin Overlays, Chip Seals, Base and Double Chip Seals. (Attachment available at City Hall.)
3. Conducted the Spring and Fall City-wide Cleanups; and clean up debris after storms.
4. Bladed alleys as requested.
5. Continued ditch cleaning throughout the city.
6. Assisted other departments as needed.
7. Crack filled streets citywide and filled potholes.
8. Continued to maintain equipment in good working order.
9. Provided opportunities for increased education of staff, including Road Scholar training. Attended KMU Safety Training.
10. Reviewed Sidewalk Replacement Applications for Council approval.
11. Maintained city streets in winter with Ice & Snow Removal.
12. Assisted with various event preparations, particularly with barricading streets.
13. Installed culverts as needed.
14. Purchased RAVO 5 Street Sweeper to replace 2002 Tennant Sweeper.
15. Purchased Kubota Skidsteer; Traded-in 2009 Skidsteer.
16. Replaced 1/4 block of curb & gutter on Hudson between 2nd Street and 3rd Street.
17. Hired Professional Services for testing on Street Department Projects.

\*See 'Attachment to Street Department Accomplishments' in 2016.

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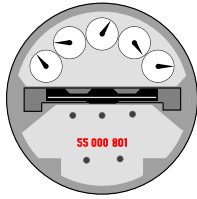
# City of Burlington ELECTRIC DEPARTMENT



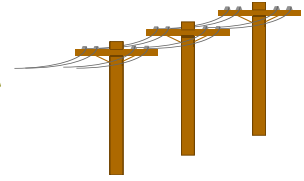
## ACCOMPLISHMENTS in 2016 ELECTRIC PRODUCTION

1. Continued generator maintenance
2. Attended Power Plant operation training sponsored by KMEA.
3. Attended safety training sponsored by KMEA.
4. Attended monthly KMU safety Training.
5. Prepared Power Cost Adjustment.
6. Maintained Fuel log.
7. Completed all reports, including the generation reports.
8. Completed Energy Information Agency (EIA) Reports.
9. Obtained bulk storage permits.
10. Obtained boiler permits.
11. Performed oil sampling of generators.
12. Prepared and submitted EPA and KDHE reports for NESHAP.
13. Maintained safety practices and continued a safe work environment.
14. Repaired and maintained switch gear.
15. Worked toward added power plant generation.
16. Power Plant Insurance Inspection by EMC - passed.
17. Recertified Catalyst Units 1, 4, and 6.
18. Improved drainage at the Power Plant.

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# City of Burlington ELECTRIC DEPARTMENT



## ACCOMPLISHMENTS in 2016 ELECTRIC DISTRIBUTION

1. Continued customer service audits to ensure correct billing.
2. Continued to do work orders, line locates, customer service requests, and other normal duties.
3. Continued line maintenance. Install and maintain the distribution system as needed.
4. Assisted with community activities and events as requested and approved.
5. Continued to provide service upgrades, as requested.
6. Continued safety work practices to maintain a safe work environment.
7. Personnel –Training
  - a. Safety training sponsored by KMU.
  - b. Safety training sponsored by KMEA Attend sponsored line schools as they become available.
  - c. Continued Apprentice Lineman Program for the advancement to Journeyman status.
  - d. Continued training as needed to perform responsibilities knowledgeably and efficiently.
8. Distribution system maintenance/repair.
9. Continued KPP involvement to continue FIRM power and plan for future needs.
10. As a member of KMEA and Kansas Mutual Aid Program, was prepared to provide assistance to other members as requested.
11. Assisted other Departments as needed.
12. Did spring and fall brush cleanup.
13. Worked power outages as needed.
14. Trimmed trees in utility rights-of-way.
15. Did special projects as requested by other departments.
16. Did special projects as requested by the Governing Body.
17. Attended various meetings and conferences on behalf of the City.
18. New Bucket Truck: Wrote bid specifications, requested bids, and purchased a new truck.
19. Performed Over-current relay and breaker maintenance/testing.
20. Performed Breaker station maintenance/testing.
21. Updated Distribution Mapping System.
22. Recertified the Arc Flash Study.
23. Prepared a Parallel Generation/Renewable Energy Policy, which was adopted by Ordinance 841.
24. Changed stoplights to using LED bulbs.
25. Presented KPP LED Light bulb plan to City for customers to purchase bulbs.

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# City of Burlington

## WASTEWATER DEPARTMENT



### ACCOMPLISHMENTS in 2016

1. Continued to maintain sewer pump stations in good working order.
2. Cleaned ¼ of city's sewer mainlines with sewer machine. (contingent on drought)
3. Completed various required reports, including several annual Emergency Information Reports (EIA).
4. Assisted with various community events and projects, as needed.
5. Continued the Grease Trap Inspection Plan.
6. Maintained both the old and the new sewer lagoons (mow, spray, etc.). Continued to strive to meet KDHE requirements for SCADA System and the Sewer Lagoons.
7. Installed new sewer taps as needed
8. Continued to clear brush and debris from sewerlines in Rock Creek
9. Sewer Lagoons: Had analysis done by KRWA and funding budgeted for future lagoon dredging.
10. Continued to request the public not to flush wipes, which clog sewerlines and equipment.

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# City of Burlington

## WATER DEPARTMENT

### ACCOMPLISHMENTS in 2016



(Page 1 of 2)

1. Waterline Replacement (4" Cast Iron):
  - Completed Niagara (5<sup>th</sup> to 10<sup>th</sup>)
  - Valves and Fire Hydrants were also installed.
2. Rural Water No. 3: Installed new vault, valve and meter.
3. Exercised all water valves in town.
4. Completed the 2016 Consumer Confidence Report (City's Water Quality Report), which covered water used in 2015. (Prepared, Distributed to all our customers, Rural Water Districts #2 & #3, Cities of LeRoy, Gridley, and New Strawn, Coffey County Environmental & Health.
5. Continued tilling and reseeding areas that had been dug up for line repairs
6. Continued repairing water leaks in a safe and timely manner.
7. Assisted other departments as needed.
8. Assisted other communities and organizations, as needed.
9. Continued good safe work ethics in the field and in the Water Plant. Attended safety meetings provided by the City.
10. Attended meetings on behalf of the City, including but not limited to: Project meetings, Kansas Rural Water Association, Water Assurance District #3, Kansas Municipal Energy Agency, Local Emergency Planning Commission, etc.)
11. Continued to work with employees to continue training and maintaining certifications.
12. Continued to maintain all distribution and Water Plant equipment in good working order.
13. In the summertime, flushed all fire hydrants and did proper chlorine burn out to assist in having good water quality.
14. Continued to keep good relations with all KDHE and KRWA officials and other organizations and agencies.
15. Continued to responsibly spend money provided to the Water Department in a way to provide quality service to our community
16. As needed, worked with State on Water Emergency Declarations, and providing reports and public information.
17. Continued to strive towards the goals of keeping our water quality as high as possible and to meet all state and federal regulations.
18. Hauled sludge from the Water Plant to the Coffey County Landfill, as needed.
19. Installed services for new customers and new construction.

# WATER DEPARTMENT

## ACCOMPLISHED in 2016

(Page 2 of 2)

20. Read meters, did work orders, line locates, waterline repairs/maintenance, and other normal duties.
21. Worked diligently and meet all State requirements and Environmental Protection Agency standards.
22. Replaced all 3/4" and 1" water meters that had been metered 1,000,000 gallons or more.
23. Did tie-ins and disconnect on Waterline Replacement Project.
24. Hired Energy Construction Solutions to assist in replacement of filter media (sludge removal and cleanup).
25. Water Tower #1 (East): Completed Sandblasting/Painting Project, and Tank Disinfection.
26. Water Treatment Plant 10-Year Anniversary: Had Tonka do an evaluation of the filtering system.
27. SCADA System Replacement done by R. Vaught.
28. Continued using Sodium Permanganate to prevent Zebra Mussels.
29. Worked with City Clerk and Kansas Rural Water Association on preparing a Water Rate Study.
30. Worked with property owners to provide water outside the city limits through a Waiver of Annexation.
31. Began doing the KDHE required LT2 Monitoring/Ecoli Monitoring.

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