



City of Burlington

CITY CLERK'S OFFICE

ACCOMPLISHED in 2014

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1. Instituted use of new City Credit Card Policy & Procedures/Credit Card User Agreement (for Superintendents, in compliance with the User Agreement with InTrust Bank Resolution.
2. Maintained city investments and refinanced current bonds at the best possible rate of return.
3. Prepared 2014 Goals and 2013 Accomplishments for all city departments.
4. Achieved outstanding audit report for 2013.
5. Prepared 2015 City Budget.
6. Continued to provide friendly and courteous customer service.
7. Continued to improve office efficiency through use of technology available: computer, internet, Facebook, organization, and training.
8. Updated computer hardware and software and other office equipment, as needed, to provide increased efficiency. Attended KPP Cyber Security Seminar.
9. Did extensive research, advertised for proposals, arranged for three companies do presentations for the City Hall Staff, and on December 3, 2014 entered into a Financial Software Contract with Computer Information Concepts; thereby replacing Thomson Reuters in April, 2015. The new system will have several advantages, including being credit card compatible.
10. Prepared and published various documents, advertisements, and articles; including resolutions, ordinances, public hearing notifications, water emergency notifications and updates, City Clerk's Notes of Interest, advertisements for employment, public notices and press releases, proclamations, updates for the Community 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 various projects.
13. Maintained personnel files, prepare payroll and timecards, and coordinate 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 submitted 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 sent 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.

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ACCOMPLISHED in 2014

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18. Continued to improve on collection of delinquent utility accounts by working with customers, setting up payment plans, etc. When necessary, submitted 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, 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 prepared minutes of meetings.
26. Prepared and published various information in the newspaper, on the city's website, on our Facebook page, and on the local radio station. (Burlington City Clerk's Notes of Interest, proclamations, public notices, City Council meeting agendas and minutes, and other information to inform the public.)
27. Placed orders for equipment and supplies for City Hall and other departments.
28. Completed process for Council Member Elections, as needed.
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 and 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 ACCOMPLISHED in 2014

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35. Worked with the Decision Making Authority on Charloma's Administrative Review for tax exemption (10% abatement for 2014).
36. Worked with the Decision Making Authority to revise the Building Restoration Loan Program to include both a two-year loan and a five-year loan; and advertised it on the City's web page and Facebook, and in the newspaper.
37. Entered into a Franchise Contract with Madison Telephone/MT Networks to build a fiberoptic system in Burlington.
38. Updated the Electric Rate Schedule.
39. Prepared hand-held meter readers for water and electric; prepared utility bills, work orders, vouchers for bill paying; prepared payroll; and prepared various utility records and reports. Handled calls and inquiries.
40. Continued to work with Electric and Water Departments and Contractors (Kritz-Davis and Landis+Gyr) and Thomson Reuters) on the interfacing the financial side of the Automatic Meter Infrastructure System and implementation of the system.
41. Continued to work with IM Design on new city website. Continue maintaining/updating the website.
42. Prepared Special Assessments for mowing and grass nuisances, and other nuisances as required; and submitted them to the County Clerk.
43. Participated in the Taste of Fall Sidewalk Decorating contest. Decorated the planter box in front of City Hall as the seasons change.
44. Continued providing Municipal Court Services for Burlington, LeRoy, New Strawn & Waverly.
45. Continued cross Training of Utility Billing Clerk who did assume Municipal Court Clerk position.
46. Continued to work with LKM to update the Personnel Policies and Procedures.
47. Continued to work with LKM on re-codification of the City Codes.
48. Completed and approved a new Water Supply Contract between Rural Water District #2 and the City.
49. 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. Assist Wolf Creek outage workers to find accommodations.
50. Antique Hutch from City Hall basement was refurbished by Electric Department for 303 Neosho.
51. Assisted the Police Department to resolve unsafe structure nuisances through the 2014 Structure Demolition Project by preparing resolutions, bid invitations, advertisements, and other paperwork.
52. Prepared list of various entities' responsibilities for Kelley Park.
53. Assisted other departments in a variety of ways.

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City of Burlington

PLANNING & ZONING

ACCOMPLISHED in 2014



1. Worked with LKM on re-codification of the Burlington City Codes and Personnel Policies and Guidelines.
2. Continued to work with IM Designer to improve City website (www.burlingtonkansas.gov). Continue to update and maintain the site.
3. Continued to maintain the City Facebook page.
4. Prepared Resolution and had Burlington's Comprehensive Development Plan extended to 12/31/2015.
5. Began improvements to catalogue and store of site and building plans.
6. Worked with Superintendents to improve the Inventory process for all departments. Submit annual inventory to the city's auditor.
7. Prepared and processed documents for the Tree City USA Program and the Growth Award Program.
8. Prepared flyers and other documents for the Arbor Day celebration, and participated in the event.
9. Continued to update the maps, as needed. Will work with the Census Bureau on updates.
10. Continued to review Zoning Regulations and Subdivision Regulations.
11. Promoted Downtown Revitalization & Expansion of Commerce Park and Industrial Parks, including working with Wal-Mart on building their Wal-Mart Neighborhood Store in Commerce Park.
12. Worked along with the Police Committee and Police Department on the planning for the new Police Department Building at 616 S. 3rd Street.
13. Maintained the tracking logs for Permits and Planning Commission/BZA cases & minutes.
14. Advertised the Spring and Fall Cleanup projects, and recycling of Christmas trees and cardboard.
15. Worked with the public daily to answer questions and concerns and help with zoning issues.
16. Prepared zoning permits, move structure permits, occupancy permits, sign permits and other permits and applications; and advise the applicants of their responsibilities and requirements of the permits; and approve/disapprove.
17. 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.
18. Attended meeting of the Coffey County Strategic Planning Board, Wild Blue BBQ, and other agency and committee meetings as requested or needed.
19. Worked with Burlington Promotions on various activities, including the Taste of Fall Festival.
20. Attended training that is beneficial to the position of Zoning Clerk.
21. Continued the Yard of the Month program.
22. Assisted with the sale of city-owned property, annexations, and zoning changes.
23. Continued sharing duties of IT for City Hall. Upgrade the City Hall network and computer software and hardware to improve efficiency.
24. Continued to work with businesses, as needed, throughout the permitting process for annexation, renovation, construction, etc.
25. Assisted other departments as needed, including with the Fall Clean-up.

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City of Burlington

PARKS DEPARTMENT

ACCOMPLISHED IN 2014



1. Maintained safety practices and continue a safe work environment.
2. Assisted customers, other personnel, and other departments.
3. Prepared Accomplishments in 2013 and Goals for 2014.
4. Mowed city parks and other properties, as needed. Assisting other departments with mowing, and mow nuisance properties as requested by the Police Department.
5. Kept park buildings, public restrooms, and park equipment clean and in good working order.
6. Industrial Park #3 – Continued to maintain windbreak and brush clean-up.
7. Continued the downtown beautification project. Flower Pots and Hanging Baskets: Built and set concrete flower pots, and hung flower baskets on the Victorian light poles along the 300 and 400 blocks of Neosho.
8. Continued tree and flower bed maintenance – planting, care, trimming, etc.
9. Continued to change out banners with the seasons.
10. Continued Brush control and clean up of Rock Creek, City Dam, and East River Bridge.
11. Attended Burlington Tree Board meetings as a member and representative of the City.
12. Attended Road Scholar Classes Level 3 and KMU Safety Training classes.
13. ‘Welcome to Burlington’ Signs: Installed Solar Lighting on east and west signs.
14. Dog Leash required signs installed in city parks.
15. Caboose Park: Replaced restroom partitions.
16. City Dam: Researched repair/removal of Rock Wall.
17. Jones Park: Had restrooms painted, and completed the tennis court repairs and resurfacing project.
18. Veterans Park & Caboose Park: Completed the Sod Replacement Project and re-leveled bricks to eliminate trip hazards.
19. Kelley Park: 4-H Building Upgrades, including replacing old cast iron sinks with porcelain sinks.
20. Kelley Park Playground: Completed the Rubber Mat Repair Project.
21. Kelley Park: Placed used concrete to stabilize the riverbank in Kelley Park.
22. Kelley Park Stadium: Painted white iron. (funded from special parks alcohol fund)
23. Oak Park: Completed the Asphalt Parking Project.
24. Oak Park Walking Trail: Worked with contractor to complete the Sidewalk Improvement Project to connect parks (Oak Park to Katy Park pool area).
25. Oak Park Walking Trail: Completed installation of three handicap fitness stations with concrete pads.
26. Oak Park Walking Trail: Constructed a concrete bridge with hand rails to connect the Oak Park and Katy Park.
27. Oak Park Walking Trail: Installed two area lights.
28. Municipal Parking Lot behind City Hall: Removed East guard rail and installed decorative fencing and rock pillars.
29. Did snow and ice removal as needed during winter months.
30. Removed hazard trees as necessary
31. Purchased Gas Powered Air Compressor for mowing equipment trailer.
32. Assisted with various community events and projects, as needed.

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City of Burlington

POLICE DEPARTMENT



ACCOMPLISHED in 2014

1. Replaced ancient dog truck with newer, more reliable unit.
2. Enhanced and developed professionalism of staff through professional level training.
3. Enhanced positive public relations with council and community.
4. Continued to search for grants, gifts, and donations.
5. Closely watched budget and operational expenses throughout 2014.
6. Continued to work nuisance property cases.
7. Completed Police Department building project.
8. Assisted with various community activities, including but not limited to directing traffic for funerals and various events, and parades.
9. Assisted County Sheriff's Office and other law enforcement agencies when needed.
10. Continued to participate in the Drug Enforcement Administration (DEA) Drug Take-Back Program.
11. Closely budget and expenses for preparing the fiscal year 2015 Budget.
12. Ensured Officers maintain training and professional certification standards.
13. Animal Control continued the Give A Dog A Home Program: A 1-mile/5K walk/run. Proceeds will be donated to the Burlington Animal Shelter.
14. Continued to handle animal control calls and issues; and to maintain the Animal Shelter in good condition.
15. Continued to work with and promote various events that benefit the community, such as OK Kids, Driver-thru Flu Clinic, Taste of Fall Festival, Demolition Derby, After Prom, Parades, BHS Homecoming, etc.
16. Attended meetings and participate in various organizations/training for the benefit of the community: Coffey County Emergency Management, Local Emergency Planning Commission, Wolf Creek Nuclear Operating Corporation drills, etc.
17. Replaced 2007 Ford with a used 2013 Dodge Charger.
18. Hired new Police Officer.
19. Hosted an Interview and Interrogation Class.
20. Worked to resolve unsafe structure nuisances through the 2014 Structure Demolition Project.

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City of Burlington STREET DEPARTMENT



ACCOMPLISHED in 2014

1. Worked with Bowers Civil Engineering on Sign Inventory and Pavement Management System for projects being done in 2014 and to plan for future street maintenance.
2. Completed projects recommended by Bowers Civil Engineering for 2014: Thin Overlays, Chip Seals, Base and Double Chip Seals. (See attachment.)
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 2015 Dump Truck with Bed, Hoist, and Plow.

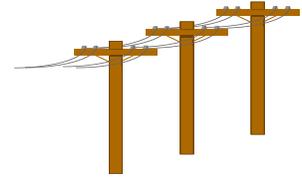
*Attachment 'Street Department Goals for 2014'

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City of Burlington

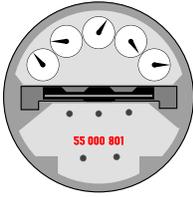
ELECTRIC DEPARTMENT



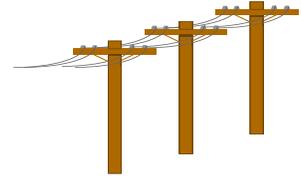
ACCOMPLISHED in 2014

ELECTRIC PRODUCTION

1. Constructed work station for generator fuel injection repair.
2. Continued generator maintenance.
3. Investigated generation needs.
4. Completed rate study for electric.
5. Completed Power Plant operation training sponsored by KMEA.
6. Attended safety training sponsored by KMEA.
7. Attended monthly KMU safety Training.
8. Prepared Power Cost Adjustment/
9. Maintained Fuel log
10. Completed all reports, including the generation reports.
11. Completed Energy Information Agency (EIA) Reports.
12. Obtained bulk storage permits.
13. Obtained boiler permits.
14. Performed oil sampling of generators.
15. Prepared and submitted EPA and KDHE reports for NESHP.
16. Worked with Atmos Energy to provide natural gas supply to the Power Plant.
17. Repaired Power Plant roof. Replaced drive motors used to run fans.
18. Painted catwalk for bulk storage tank.
19. Completed KDHE Bureau of Air Emissions Inventory Class II Report.
20. Replaced inlet pipe to cooling tank and in old power plant.
21. Maintained safety practices and continue a safe work environment.



City of Burlington ELECTRIC DEPARTMENT



ACCOMPLISHED in 2014 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. Provided temporary services as needed, Provided electricity to the new Wal-Mart store and the new Police Department building, and other new construction.
6. Removed services from structures that were to be demolished.
7. Continued safety work practices to maintain a safe work environment.
8. Personnel – Training continued:
 - 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.
9. Continued to work on the Automated Meter Infrastructure (AMI) Project Phase 3.
10. Continue KPP involvement to continue FIRM power and plan for future needs.
11. As a member of KMEA and Kansas Mutual Aid Program, provided assistance to other members as requested.
12. Assisted other Departments as needed.
13. Did spring and fall brush cleanup.
14. Worked power outages as needed.
15. Trimmed trees in utility rights-of-way.
16. Did special projects as requested by other departments.
17. Did special projects as requested by the Governing Body.
18. Attended various meetings and conferences on behalf of the City. Continued to serve on KMEA Board of Directors and as voting delegate to the KMU Annual Conference. Attended the KPP Fall Planning Retreat.
19. Completed the Utility Pole Attachment Survey, and Protective Equipment and Truck Testing,
20. Performed an Audit of Area Lights.
21. Purchased a Ford F550 4X4 Dump Truck with Bed and Hoist



City of Burlington

SEWER DEPARTMENT

ACCOMPLISHED IN 2014



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. Continued to provide the the Lime pile at the Sewer Lagoons for the public to use.
8. Installed new sewer taps as needed.
9. Completed the Sewer Lift Station Project (Bartlett & West). Worked on getting the SCADA project completed.



City of Burlington WATER DEPARTMENT



ACCOMPLISHED IN 2014

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1. Water Drought Emergency - June 2014 - Prepared Resolution declaring Water Warning for Coffey County. Provided status updates and information to the public as required. (Continued into 2015.)
2. Prepared and entered into a new Water Supply Contract with Rural Water District #2.
3. Sewer Machine: Purchased a new Trailer-mounted High-Pressure Jet Machine.
4. Dump Truck: Purchased a new Ford F550 4X4 with Dump Bed and Hoist.
5. Backhoe: Purchased a new Backhoe
6. Waterline Replacement (4" Cast Iron):
 - Completed Yuba (4th to 9th); Began St. Lawrence/
 - Valves and Fire Hydrants were also be installed on Yuba Street.
7. Worked on and then Canceled Automated Meter Infrastructure, meter installations. Continued to work with Kritz-Davis/Landis+Gyr, the Water Superintendent, and City Hall on Automatic Meter Infrastructure Project (AMI) Electronic Meter Reading for Electric & Water.
8. Exercised all water valves in town, and paint the top of the valves.
9. Continued to work with B&W on Water Treatment Plant Upgrades as presented in the Operational Efficiency report.
10. Completed the 2014 Consumer Confidence Report (City's Water Quality Report), which covered water used in 2013. (Prepared, Distributed to all our customers, Rural Water Districts #2 & #3, Cities of LeRoy, Gridley, and New Strawn, Coffey County Environmental & Health.
11. Continued tilling and reseeding areas that have been dug up for line repairs
12. Continued repairing water leaks in a safe and timely manner.
13. Assisted other departments as needed.
14. Assisted other communities and organizations, as needed.
15. Continued good safe work ethics in the field and in the Water Plant. Attended safety meetings provided by the City.
16. 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.)
17. Advertised vacancies as needed to get the vacant positions filled and interviewed applicants.
18. Continued to work with employees to continue training and maintaining certifications.
19. Continued to maintain all distribution and Water Plant equipment in good working order.

WATER DEPARTMENT

ACCOMPLISHED IN 2014

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20. In the summertime, flushed all fire hydrants and did proper chlorine burn out to assist in having good water quality.
21. Continued to keep good relations with all KDHE and KRWA officials and other organizations and agencies.
22. Continued to responsibly spend money provided to the Water Department in a way to provide quality service to our community. Achieved nearly a 30% savings in chemicals.
23. As needed, worked with State on Water Emergency Declarations, and provided reports and public information.
24. Continued to strive towards the goals of keeping our water quality as high as possible and to meet all state and federal regulations.
25. Hauled sludge from the Water Plant to the Coffey County Landfill, as needed.
26. Installed services for new customers and new construction.
27. Continue to serve on Water Assurance District #3 Board of Directors.
28. Read meters, did work orders, line locates, waterline repairs/maintenance, and other normal duties.
29. Worked diligently and met all State requirements and Environmental Protection Agency standards.
30. Worked on river bank. (clean up and stabilize).
31. Brought in scuba divers and clean out the clear well tank.
32. Rehabilitated the East (Gray) Water Tower.
33. Brought in scuba diver and inspect river intake structure.
34. Worked with Bartlett & West in correcting our CT Calculation log sheets.