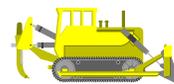
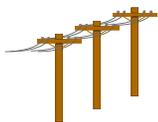
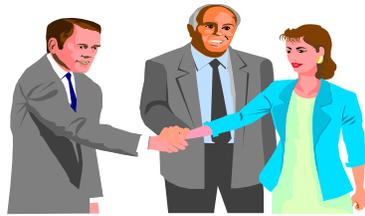




# ACCOMPLISHMENTS in 2015





**CITY OF BURLINGTON DEPARTMENTS**

**ACCOMPLISHMENTS in 2015**

**City Clerk's Office**

**Planning & Zoning**

**Parks Department**

**Police Department**

**Street Department**

**Electric Distribution**

**Electric Production**

**Sewer Department**

**Water Department**



# City of Burlington

## CITY CLERK'S OFFICE

### ACCOMPLISHED IN 2015

(Page 1 of 3)

1. Maintained city investments received the best possible rate of return.
2. Prepared 2015 Goals and 2014 Accomplishments for all city departments.
3. Achieved outstanding audit report for 2014.
4. Prepared 2016 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. Worked with Computer Information Concepts to transition over to the new financial software system.
8. Updated computer hardware and software and other office equipment, as needed, to provide increased efficiency. Took Cyber Security precautions.
9. 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.
10. 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.
11. Prepared and processed paperwork and contracts for funding various projects and city business with Infrastructure Funds and other city funds.
12. Maintained personnel files, prepared payroll and timecards, and coordinated employee benefits. Each employee was 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..
13. Tracked/prepared inventory for all departments and submitted it to the City Auditor.
14. 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.
15. 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.
16. Continued to assist the public, various agencies, Department Heads and Council on various aspects of projects.
17. 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.



# CITY CLERK'S OFFICE ACCOMPLISHED IN 2015

(Page 2 of 3)

18. 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.
  19. Continued following Federal Trade Commission Identity Theft Protection Program Red Flag Rule.
  20. Arranged for personnel training to enhance employee safety and efficiency.
  21. Continued to improve and maintain computerize indices for tracking/locating various documents and information. Continued to improve file retention and storage.
  22. Planned and hosted events, such as a Business Appreciation Picnic, Employee Picnic, and staff meetings, open houses, and tours.
  23. 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.
  24. Consulted with various agencies, companies and organizations to research and prepared 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.
  25. Prepared and published in the newspaper, on the city's website, and 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.)
  26. Placed orders for equipment and supplies for City Hall and other departments.
  27. Completed process for Council Member Elections, as needed.
  28. 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.
  29. 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. Participated in interviews, sent letters to applicants, and assisted in the indoctrination of new employees (personnel records, personnel binder, benefits information, timecards, etc.)
  30. As Public Information Officer (PIO), attended Emergency Operations Center/Emergency Management meetings and training, and participated in Wolf Creek drills. Also, attended Local Emergency Planning Committee (LEPC) meetings.
  31. Worked with Emergency Management, KRWA, and KWO to update our emergency water plans, as needed.
  32. Worked with Water Superintendent to prepare the Annual Water Use Report.
  33. Worked with Water Superintendent to prepare the Annual Consumer Confidence Report (Water Quality Report) and do mass distribution.
  34. Continued to improve the Building Restoration Loan Program and advertise its availability.
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**CITY CLERK'S OFFICE**  
**ACCOMPLISHED in 2015**

(Page 3 of 3)

35. Prepared hand-held meter readers for water and electric, prepare utility bills, work orders, vouchers for bill paying, payroll. Prepared various utility records and reports, and handled calls and inquiries.
36. 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.
37. Continued to work with IM Design on new city website, including maintaining/updating the website.
38. Prepared Special Assessments for Mowing & Grass Nuisances, Structure Demolitions, etc., and submitted them to the County Clerk.
39. Participated in the Taste of Fall Sidewalk Decorating contest. Decorated the planter box in front of City Hall as the seasons change.
40. Continued to provide Municipal Court Services for Burlington, LeRoy, New Strawn & Waverly.
41. Continued to work with LKM to update the Personnel Policies and Procedures.
42. Continued to work with LKM on re-codification of the City Codes.
43. Ordinance 835 was prepared and adopted to authorize Amendment 1 (Water Purchase and Delivery Contract 'A') to City of Burlington's Contract to Sell Water to Coffey County Rural Water District No. 2; and Amendment 1 (Water and Delivery Contract 'B') to City of Burlington's Contract to Sell Water to City of Leroy, Kansas.
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. Assist Wolf Creek outage workers to find accommodations.
45. Worked with MT Wireless to get fiberoptics to city departments for improved internet and telephone efficiency. Fiberoptics is now available at City Hall, Burlington Police Department, Burlington Water Treatment Plant, and Burlington Parks Department.
46. Ordinance 839 was prepared and adopted to update the Contract Franchise granted to Madison Telephone, LLC, doing business as MT Networks LLC, a Telephone Communications Local exchange service within the City of Burlington, Kansas.
47. Ordinance 840 was prepared and adopted to authorize Execution of a Lease and Sublease with KG&E and Issuance of Pollution Control Refunding Revenue Bonds Series 2016 for \$50,000,000.
48. Assisted other departments in a variety of ways.

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# City of Burlington PLANNING & ZONING



## ACCOMPLISHED in 2015

1. Worked with LKM on re-codification of the Burlington City Codes.
2. Continued to work with IM Designer to improve City website ([www.burlingtonkansas.gov](http://www.burlingtonkansas.gov)). Continue to update and maintain the site.
3. Continued to maintain the City Facebook page.
4. Worked with Superintendents to improve the Inventory process for all departments. Submitted annual inventory to the city's auditor.
5. Prepared and processed documentation for the Tree City USA Program and Growth Award Program.
6. Prepared flyers and other documents for the Arbor Day celebration, and participated in the event.
7. Continue to update the maps, as needed. Will work with the Census Bureau on updates.
8. Continued the review and update of Burlington's 2010-2010 Comprehensive Development Plan which had been extended to 12/31/2015. Extension was postponed until early in 2016.
9. Reviewed Zoning Regulations and Subdivision Regulations, as needed.
10. Promoted Downtown Revitalization & Expansion of Commerce Park and Industrial Parks.
11. Continued to maintain the tracking logs for Permits and Planning Commission/BZA cases & minutes.
12. Advertised the Spring and Fall Cleanup projects, and recycling of Christmas trees and cardboard
13. Continued to work with the public daily to answer questions and concerns and help with zoning issues.
14. Prepared zoning permits, move structure permits, occupancy permits, sign permits and other permits and applications; and advised applicants of their responsibilities and requirements of the permits; and approved/disapproved.
15. 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.
16. Attended meetings of the Coffey County Strategic Planning Board and other agencies and committees as requested or needed.
17. Worked with Burlington Promotions on various activities, including the Taste of Fall Festival.
18. Attended training that is beneficial to the position of Zoning Clerk.
19. Continued the Yard of the Month program.
20. Assisted with the sale of city-owned property, annexations, and zoning changes.
21. Continued sharing duties of IT for City Hall. Upgraded the City Hall network and computer software and hardware to improve efficiency.
22. Continued to work with businesses, as needed, throughout the permitting process for annexation, renovation, construction, etc.
23. Assisted other departments as needed, including with the Fall Clean-up.
24. Coordinated Sale of unused items of City departments through purplewave.com online internet auction.

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# City of Burlington

## PARKS DEPARTMENT



### ACCOMPLISHED in 2015

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. Completed 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. Placed used concrete to stabilize the riverbank in Kelley Park.
14. Did snow and ice removal as needed during winter months.
15. Removed hazard trees as necessary.
16. Removed chainlink at the Parks Department and installed black chainlink fence.
17. Kelley Park: Completed upgrade of RV hook-ups and parking west end of stadium.
18. Kelley Park and City Dam/Drake Park: Installed self pay stations.
19. Kelly Park Stadium: Installed new Guttering.
20. Replaced trees in parks lost to the past droughts.
21. Happy Tails Dog Park (S. 2nd Street): Planned layout. Completed installation of fencing, picnic tables, benches, signage, and dog waste receptacle.
22. Caboose Park Restrooms: Replaced partitions.
23. Kelley Building: Assisted to arrange for Coffey County Fair Association to use the former office space of the Burlington Police Department (625 S. 3rd St.)



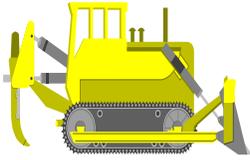
# City of Burlington POLICE DEPARTMENT



## ACCOMPLISHED in 2015

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. Completed and maintained the new Police Department building project.
5. Continued to fulfill community requests for assistance, such as escorting funeral processions and assisting Coffey County EMS at medical calls.
6. Provided technical and tactical support to outside law enforcement agencies.
7. Assist and support the Drug Take Back Program as it transitions into the newly developed model.
8. Ensured Officers maintained 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 maintained our animal shelter in a way that exceeds State standards.
10. Made improvements to the Animal Shelter, including completion of a storage building.
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

### ACCOMPLISHED in 2015



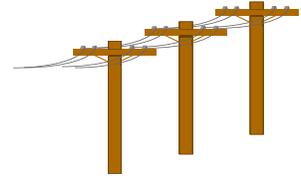
1. Worked with Bowers Civil Engineering on Sign Inventory and Pavement Management System for projects being done in 2015 and to plan for future street maintenance.
2. Completed projects recommended by Bowers Civil Engineering for 2015: Thin Overlays, Chip Seals, Base and Double Chip Seals. (See attachment.)
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. Replaced Crack Filling Machine.
15. Replaced Pothole Patching Machine.
16. Completed 2" mill and overlay of Caboose Parking Lot.
17. Completed 2" overlay of Street Department Lot.
18. Replaced old air lines and ceiling fans in Street Shop.
19. Worked with KDOT on coordinating Highway 75 Resurfacing Project street blockings, etc. to ease traffic concerns for businesses and citizens during the project.
20. Researched and arranged for demonstrations of street sweepers for future purchase.
21. Worked to upgrade roads in Graceland Cemetery at the request of the Cemetery Board.

\*See Attachment to Street Department Accomplishments for 2015.

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# City of Burlington ELECTRIC DEPARTMENT



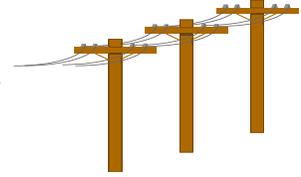
## ACCOMPLISHED in 2015 ELECTRIC PRODUCTION

1. Continued generator maintenance.
2. Removed old radiator taken out of service behind old power plant and sell it for scrap.
3. Investigated generation needs.
4. Power Plant operation training sponsored by KMEA.
5. Attended safety training sponsored by KMEA.
6. Attended monthly KMU safety Training.
7. Prepared Power Cost Adjustment/
8. Maintained Fuel log.
9. Completed all reports, including the generation reports.
10. Completed Energy Information Agency (EIA) Reports.
11. Obtained bulk storage permits.
12. Obtained boiler permits.
13. Performed oil sampling of generators.
14. Prepared and submitted EPA and KDHE reports for NESHAP.
15. Maintained safety practices and continued a safe work environment.

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# City of Burlington ELECTRIC DEPARTMENT



## ACCOMPLISHED in 2015 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. Continue Apprentice Lineman Program for the advancement to Journeyman status.
  - d. Continue training as needed to perform responsibilities knowledgeable and efficiently.
8. Completed work on the Automated Meter Infrastructure (AMI) Project Phase 3.
9. Continued KPP involvement to continue FIRM power and plan for future needs.
10. As a member of KMEA and Kansas Mutual Aid Program, provided 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.

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# City of Burlington

## SEWER DEPARTMENT



### ACCOMPLISHED IN 2015

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 Woodchip/Mulch pile and the Lime pile at the Sewer Lagoons for the public to use.
8. Installed new sewer taps as needed.
9. Cleared brush and debris from sewerlines in Rock Creek.
10. Sewer Lagoons: Had KRWA do a depth check of the sewer lagoons.

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# City of Burlington WATER DEPARTMENT ACCOMPLISHED IN 2015



(Page 1 of 2)

1. Waterline Replacement (4" Cast Iron):
  - Completed St. Lawrence (4<sup>th</sup> to 10<sup>th</sup>)
  - Began and are near completion of Niagara (5<sup>th</sup> to 10<sup>th</sup>)
  - Valves and Fire Hydrants installation as project progressed.
2. Exercised all water valves in town.
3. Completed the 2015 Consumer Confidence Report (City's Water Quality Report), which covered water used in 2014. (Prepared, Distribution to all our customers, Rural Water Districts #2 & #3, Cities of LeRoy, Gridley, and New Strawn, Coffey County Environmental & Health.
4. Continued tilling and reseeding areas that have been dug up for line repairs
5. Continued repairing water leaks in a safe and timely manner.
6. Assisted other departments as needed.
7. Assisted other communities and organizations, as needed.
8. Continued good safe work ethics in the field and in the Water Plant. Attended safety meetings provided by the City.
9. 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.)
10. Continued to work with employees to continue training and maintaining certifications.
11. Continued to maintain all distribution and Water Plant equipment in good working order.
12. In the summertime, flushed all fire hydrants and did proper chlorine burn out to assist in having good water quality.
13. Worked on the Fire Hydrant Static Testing Project.
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.



# **WATER DEPARTMENT ACCOMPLISHED IN 2015**

(Page 2 of 2)

18. Hauled sludge from the Water Plant to the Coffey County Landfill, as needed.
19. Installed services for new customers and new construction.
20. Read meters, did work orders, line locates, waterline repairs/maintenance, and other normal duties.
21. Worked diligently and met all State requirements and Environmental Protection Agency standards.
22. Worked on river bank. (clean up and stabilize).
23. Rehabilitated the East (Gray) Water Tower.
24. Installed new doors in old water plant filter building.
25. Replaced all 3/4" and 1" water meters that have metered 1,000,000 gallons or more.
26. RV Parking Upgrades: Completed improvements for water and sewer for RV Parking.
27. Transformed the old Water Plant Filter Building into a Storage Building.

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