



# City of Burlington

## CITY CLERK'S OFFICE

### GOALS for 2015

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1. Maintain city investments and refinance current bonds at the best possible rate of return.
2. Prepare 2015 Goals and 2014 Accomplishments for all city departments.
3. Achieve outstanding audit report for 2014.
4. Prepare 2016 City Budget.
5. Continue to provide friendly and courteous customer service.
6. Continue to improve office efficiency through use of technology available: computer, internet, Facebook, organization, and training.
7. Work with Computer Information Concepts to transition over to the new financial software system. This will include
8. Update computer hardware and software and other office equipment, as needed, to provide increased efficiency. Take Cyber Security precautions.
9. Prepare and publish 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. Participate 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. Prepare and process paperwork and contracts for funding of various projects and city business with General Obligation Bonds and for Temporary G.O.Bs, Infrastructure Funds, and other city funds.
12. Maintain 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..
13. Track/prepare inventory for all departments and submit it to the City Auditor.
14. Prepare and process 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. Prepare Accounting for City/County Infrastructure Funds and Parks & Recreation Funds and send 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. Continue to assist the public, various agencies, Department Heads and Council on various aspects of projects.
17. Continue 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.



# CITY CLERK'S OFFICE

## GOALS for 2015

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18. Continue 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. Continue following Federal Trade Commission Identity Theft Protection Program Red Flag Rule.
  20. Arrange for personnel training to enhance employee safety and efficiency.
  21. Continue to improve and maintain computerize indices for tracking/locating various documents and information. Continue to improve file retention and storage.
  22. Plan and host events, such as a Business Appreciation Picnic, Employee Picnic, and staff meetings, open houses, and tours.
  23. Attend 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. Consult 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. Prepare meeting agendas and packets, and prepare minutes of meetings.
  25. Prepare and publish 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. Place orders for equipment and supplies for City Hall and other departments.
  27. Complete process for Council Member Elections, as needed.
  28. Prepare and distribute 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. Prepare 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.)
  30. As Public Information Officer (PIO), attend Emergency Operations Center/Emergency Management meetings and training, and participate in Wolf Creek drills. Also, attend Local Emergency Planning Committee (LEPC) meetings.
  31. Work with Emergency Management and KRWA and KWO to update our emergency water plans, as needed.
  32. Work with Water Superintendent to prepare the Annual Water Use Report.
  33. Work with Water Superintendent to prepare the Annual Consumer Confidence Report (Water Quality Report) and do mass distribution.
  34. Continue to improve the Building Restoration Loan Program and advertise its availability.
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# CITY CLERK'S OFFICE GOALS for 2015

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35. Prepare hand-held meter readers for water and electric, prepare utility bills, work orders, vouchers for bill paying, payroll. Prepare various utility records and reports and handle calls and inquiries.
36. Continue to Work with Electric and Water Departments and Contractors (Kritz-Davis and Landis+Gyr) and Thomson Reuters) to on the interfacing the financial side of the Automatic Meter Infrastructure System and implementation of the system.
37. Continue to work with IM Design on new city website. Continue maintaining/updating the website.
38. Prepare Special Assessments for Mowing & Grass Nuisances, Structure Demolitions, etc., and submit them to the County Clerk.
39. Participate in the Taste of Fall Sidewalk Decorating contest. Decorate the planter box in front of City Hall as the seasons change.
40. Continue providing Municipal Court Services for Burlington, LeRoy, New Strawn & Waverly.
41. Continue to work with LKM to update the Personnel Policies and Procedures.
42. Continue to work with LKM on re-codification of the City Codes.
43. Complete and approve a new Water Supply Contract between Rural Water District #2 and the City.
44. Continue 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. Assist other departments in a variety of ways.

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# City of Burlington

## PLANNING & ZONING

### GOALS for 2015



1. Work toward getting the Burlington City Dam placed on the Register of Historic Places.
2. Work with LKM on re-codification of the Burlington City Codes and Personnel Policies and Guidelines.
3. Continue to work with IM Designer to improve City website ([www.burlingtonkansas.gov](http://www.burlingtonkansas.gov)). Continue to update and maintain the site.
4. Continue to maintain the City Facebook page.
5. Obtain KACE certification.
6. Continue improve system to catalog and storage of site and building plans.
7. Work with Superintendents to improve the Inventory process for all departments. Submit annual inventory to the city's auditor.
8. Prepare and process documentation for the Tree City USA Program and the Growth Award Program.
9. Prepare flyers and other documents for the Arbor Day celebration, and participate in the event.
10. Continue to update the maps, as needed. Will work with the Census Bureau on updates.
11. Complete the review and update of Burlington's 2010-2010 Comprehensive Development Plan which has been extended to 12/31/2015.
12. Review Zoning Regulations and Subdivision Regulations, as needed.
13. Promote Downtown Revitalization & Expansion of Commerce Park and Industrial Parks.
14. Continue to maintain the tracking logs for Permits and Planning Commission/BZA cases & minutes.
15. Advertise the Spring and Fall Cleanup projects, and recycling of Christmas trees and cardboard
16. Continue to work with the public daily to answer questions and concerns and help with zoning issues.
17. Prepare 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.
18. Serve 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.
19. Attend meetings of the Coffey County Strategic Planning Board and other agencies and committees as requested or needed.
20. Work with Burlington Promotions on various activities, including the Taste of Fall Festival.
21. Attend training that is beneficial to the position of Zoning Clerk.
22. Continue the Yard of the Month program.
23. Assist with the sale of city-owned property, annexations, and zoning changes.
24. Continue sharing duties of IT for City Hall. Upgrade the City Hall network and computer software and hardware to improve efficiency.
25. Continue to work with businesses, as needed, throughout the permitting process for annexation, renovation, construction, etc.
26. Assist other departments as needed, including with the Fall Clean-up.

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# City of Burlington

## PARKS DEPARTMENT



### GOALS for 2015

1. Maintain safety practices and continue a safe work environment.
2. Assist customers, other personnel, and other departments.
3. Mow city parks and other properties, as needed. Assisting other departments with mowing, and mow nuisance properties as requested by the Police Department.
4. Keep park buildings, public restrooms, and park equipment clean and in good working order.
5. Industrial Park #3 – Continue to maintain windbreak and brush clean-up.
6. Continue the downtown beautification project.
7. Continue tree and flower bed maintenance – planting, care, trimming, etc.
8. Continue to change out banners with the seasons.
9. Continue Brush control and clean up of Rock Creek, City Dam, and East River Bridge.
10. Attend Burlington Tree Board meetings as a member and representative of the City.
11. Attend Road Scholar Classes Level 3 and KMU Safety Training classes.
12. Assist with various community events and projects, as needed.
13. Place used concrete to stabilize the riverbank in Kelley Park.
14. Do snow and ice removal as needed during winter months.
15. Remove hazard trees as necessary.
16. Remove chainlink at the Parks Department and install decorative fence.
17. Caboose Park: Remove gravel on the north side of the bathroom and install bricks.
18. Kelley Park: Upgrade RV hook-ups and parking west end of stadium.
19. Kelley Park and City Dam/Drake Park: Install self pay stations.
20. Kelly Park Stadium: Install new Guttering.
21. Replace trees in parks lost to the past droughts.
22. Dog Park: Start planning of a Dog Park (S. 2nd Street).
23. Plan a Walking Trail from City Dam/Drake Park to Kelley Park.



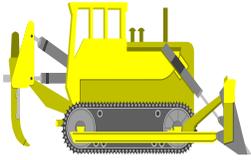
# City of Burlington POLICE DEPARTMENT



## GOALS for 2015

1. Enhance and develop professionalism of staff through professional level training.
2. Enhance positive public relations with council and community through improved communication and increased transparency.
3. Continue to utilize grant funding to offset budget requirements as well as developing other tax dollar funding sources.
4. Continue to work with property owners and Council on nuisance property ordinance violations.
5. Complete and maintain the new Police Department building project.
6. Continue to fulfill community requests for assistance, such as escorting funeral processions and assisting Coffey County EMS at medical calls.
7. Provide technical and tactical support to outside law enforcement agencies.
8. Assist and support the Drug Take Back Program as it transitions into the newly developed model.
9. Closely watch budget and expenses for the fiscal year 2015 by implementing better control measures over consumable items and prioritizing Department needs.
10. Ensure Officers maintain professional certification standards and expand their knowledge base to better serve our community.
11. Continue to professionally respond to requests for assistance related to animal control, and maintain our animal shelter in a way that exceeds State standards.
12. Make improvements to the Animal Shelter, including completion of a storage building and installation of new flooring material.
13. Continue 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.
14. Actively participate 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

### GOALS for 2015



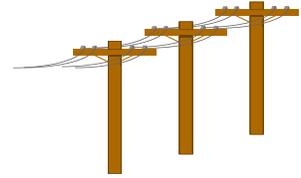
1. Work with Bowers Civil Engineering on Sign Inventory and Pavement Management System for projects being done in 2015 and to plan for future street maintenance.
2. Complete projects recommended by Bowers Civil Engineering for 2015: Thin Overlays, Chip Seals, Base and Double Chip Seals. (See attachment.)
3. Conduct the Spring and Fall City-wide Cleanups; and clean up debris after storms.
4. Blade alleys as requested.
5. Continue ditch cleaning throughout the city.
6. Assist other departments as needed.
7. Crack fill streets citywide and fill potholes.
8. Continue to maintain equipment in good working order.
9. Provide opportunities for increased education of staff, including Road Scholar training. Attend KMU Safety Training.
10. Review Sidewalk Replacement Applications for Council approval.
11. Maintain city streets in winter with Ice & Snow Removal.
12. Assist with various event preparations, particularly with barricading streets.
13. Install culverts as needed.
14. Replace Crack Filling Machine.
15. Replace Pothole Patching Machine.
16. Do 2" mill and overlay of Caboose Parking Lot.
17. Do 2" overlay of Street Department Lot.

\*See 'Attachment to Street Department Goals for 2015'

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# City of Burlington ELECTRIC DEPARTMENT



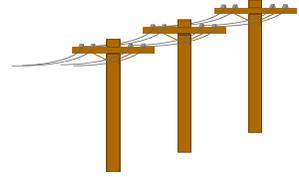
## GOALS for 2015 ELECTRIC PRODUCTION

1. Continue generator maintenance.
2. Remove old radiator taken out of service behind old power plant and sell it for scrap.
3. Investigate generation needs.
4. Power Plant operation training sponsored by KMEA.
5. Attend safety training sponsored by KMEA.
6. Attend monthly KMU safety Training.
7. Prepared Power Cost Adjustment/
8. Maintain Fuel log.
9. Complete all reports, including the generation reports.
10. Complete Energy Information Agency (EIA) Reports.
11. Obtain bulk storage permits.
12. Obtain boiler permits.
13. Perform oil sampling of generators.
14. Prepare and submit EPA and KDHE reports for NESHAP.
15. Maintain safety practices and continue a safe work environment.

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# City of Burlington ELECTRIC DEPARTMENT



## GOALS for 2015 ELECTRIC DISTRIBUTION

1. Continue customer service audits to ensure correct billing.
2. Continue to do work orders, line locates, customer service requests, and other normal duties.
3. Continue line maintenance. Install and maintain the distribution system as needed.
4. Assist with community activities and events as requested and approved.
5. Continue to provide service upgrades, as requested.
6. Continue 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 knowledgeably and efficiently.
8. Continue to work on the Automated Meter Infrastructure (AMI) Project Phase 3.
9. Continue KPP involvement to continue FIRM power and plan for future needs.
10. As a member of KMEA and Kansas Mutual Aid Program, provide assistance to other members as requested.
11. Assist other Departments as needed.
12. Do spring and fall brush cleanup.
13. Work power outages as needed.
14. Trim trees in utility rights-of-way.
15. Do special projects as requested by other departments.
16. Do special projects as requested by the Governing Body.
17. Attend various meetings and conferences on behalf of the City.

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# City of Burlington

## SEWER DEPARTMENT

### GOALS for 2015



1. Continue to maintain sewer pump stations in good working order.
2. Clean ¼ of city's sewer mainlines with sewer machine. (contingent on drought)
3. Complete various required reports, including several annual Emergency Information Reports (EIA).
4. Assist with various community events and projects, as needed.
5. Continue the Grease Trap Inspection Plan.
6. Maintain both the old and the new sewer lagoons (mow, spray, etc.). Continue to strive to meet KDHE requirements for SCADA System and the Sewer Lagoons.
7. Continue to provide the Woodchip/Mulch pile and the Lime pile at the Sewer Lagoons for the public to use.
8. Install new sewer taps as needed

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# City of Burlington WATER DEPARTMENT GOALS for 2015



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1. Water Drought Emergency Continued - Will provide emergency status updates and information to the public as required. Prepare resolutions for status changes as needed.
2. Waterline Replacement (4" Cast Iron):
  - St. Lawrence (4<sup>th</sup> to 10<sup>th</sup>) Begin Niagara (5<sup>th</sup> to 10<sup>th</sup>)
  - Valves and Fire Hydrants will also be installed.
3. ?? Automated Meter Infrastructure canceled 12/2014. Remove AMI Water Meters and install non-AMI Water Meters.
4. Exercise all water valves in town, and paint the top of the valves.
5. Complete 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.
6. Continue tilling and reseeding areas that have been dug up for line repairs
7. Continue repairing water leaks in a safe and timely manner.
8. Assist other departments as needed.
9. Assist other communities and organizations, as needed.
10. Continue good safe work ethics in the field and in the Water Plant. Attend safety meetings provided by the City.
11. Attend 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.)
12. Continue to work with employees to continue training and maintaining certifications.
13. Continue to maintain all distribution and Water Plant equipment in good working order.
14. In the summertime, flush all fire hydrants and do proper chlorine burn out to assist in having good water quality.
15. Continue to keep good relations with all KDHE and KRWA officials and other organizations and agencies.
16. Continue to responsibly spend money provided to the Water Department in a way to provide quality service to our community
17. As needed, work with State on Water Emergency Declarations, and providing reports and public information.
18. Continue to strive towards the goals of keeping our water quality as high as possible and to meet all state and federal regulations.



# WATER DEPARTMENT

## GOALS for 2015

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- 19. Haul sludge from the Water Plant to the Coffey County Landfill, as needed.
- 20. Install services for new customers and new construction.
- 21. Read meters, did work orders, line locates, waterline repairs/maintenance, and other normal duties.
- 22. Work diligently and met all State requirements and Environmental Protection Agency standards.
- 23. Work on river bank. (clean up and stabilize).
- 24. Rehabilitate the East (Gray) Water Tower.
- 25. Install new doors in old water plant filter building.
- 26. Replace all 3/4" and 1" water meters that have metered 1,000,000 gallons or more.

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