

# Accomplishments in 2017











# CITY OF BURLINGTON DEPARTMENTS ACCOMPLISHMENTS in 2017

**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 2017

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- 1. Maintained city investments at the best possible rate of return.
- 2. Prepared 2017 Goals and 2016 Accomplishments for all city departments.
- 3. Achieved outstanding audit report for 2016.
- 4. Prepared 2018 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, training and cross-training.
- 7. Continued to Work with Computer Information Concepts (CIC) to maintain and improve on our new financial system in regards to increasing accuracy and efficiency.
- 8. Began accepting Credit and Debit card payments for Utilities and Municipal Court through the Kansas Kan-Pay. Customers have the options to either pay in person at City Hall; or to make an electronic payment either by calling all City Hall, or by going online themselves.
- 9. Updated computer hardware and software and other office equipment, as needed, to provide increased efficiency.
- 10. Continued to improve security for our internet and email Cyber Security.
- 11. Prepared and published various documents, advertisements, and articles; including resolutions, ordinances, 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.
- 12. 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.
- 13. Prepared and processed paperwork and contracts for funding various projects and city business with Infrastructure Funds and other city funds.
- 14. Maintained personnel files, prepare 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.
- 15. Tracked/prepared inventory for all departments and submit it to the City Auditor.
- 16. 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.
- 17. 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.
- 18. Continued to assist the public, various agencies, Department Heads and Council on various aspects of projects.

#### CITY CLERK'S OFFICE ACCOMPLISHMENTS in 2017

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- 19. 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.
- 20. 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.
- 21. Continued following Federal Trade Commission Identity Theft Protection Program Red Flag Rule.
- 22. Arranged for personnel training to enhance employee safety and efficiency.
- 23. Continued to improve and maintain computerize indices for tracking/locating various documents and information. Continue to improve file retention and storage.
- 24. Continued to plan and host events, such as a Business Appreciation Picnic, Employee Picnic, and staff meetings, open houses, and tours.
- 25. Attended meetings for City business and projects, personnel matters, emergency management and preparations, and various organizations such as Chamber of Commerce After Hours, Grand Openings of businesses, the Rotary Club, Holtz Foundation, etc.
- 26. Attended Coffey County Commission's Annual Meeting for discussion on the 2017 Legislative Session.
- 27. Attended the League of Municipalities Fall Conference.
- 28. Attended the Kansas Power Pool Rate Forum.
- 29. Attended the Kansas Leadership Training in the fall.
- 30. 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.
- 31. Prepared notices, advertisements, and articles for publication in the newspaper, on the city's website, on our Facebook page, and on the local radio station. (This included proclamations, public notices, City Council meeting agendas and minutes, and other information to inform the public.)
- 32. Placed orders for equipment and supplies for City Hall and other departments.
- 33. Completed the process for election of city government officials, as needed.
- 34. 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.
- 35. 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.)
- 36. 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.

CITY CLERK'S OFFICE ACCOMPLISHMENTS in 2017

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- 37. Worked with Emergency Management and KRWA and KWO to update our emergency water plans, as needed.
- 38. Worked with Water Superintendent to prepare the Annual Water Use Report.
- 39. Worked with Water Superintendent to prepare the Annual Consumer Confidence Report (Water Quality Report) and do mass distribution.
- 40. Continued to improve the Building Restoration Loan Program and advertised its availability.
- 41. 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 handle calls and inquiries.
- 42. 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.
- 43. Continued to work with IM Design on new city website; and to maintain/update the website.
- 44. Prepared Special Assessments for Mowing & Grass Nuisances, Structure Demolitions, etc., and submitted them to the County Clerk.
- 45. Participated in the Taste of Fall Sidewalk Decorating contest. Decorated the planter box in front of City Hall as the seasons change.
- 46. Continued to provide a variety of Municipal Court Services for Burlington, LeRoy, New Strawn & Waverly.
- 47. City Hall Breakroom Area and Kitchen: Replaced warped flooring with laminate flooring.
- 48. City Hall Windows: Repaired/replaced windows on second floor of 301 Neosho; and did research on replacing the canvas awnings with metal awnings.
- 49. Completed recodification of the 1997 Code of the City of Burlington; and prepared Ordinance 847 and other documents for adopted the 2017 Code of the City of Burlington, Kansas on January 18. 2017. Recodification was coordinated with City of Burlington, the League of Kansas Municipalities, and American Legal Publishing.
- 50. 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.
- 51. Completed the project with MT Wireless to get fiberoptics to Burlington City Hall and Departments for improved internet and telephone efficiency.
- 52. Purchased a TASKakfa 3252ci color copier from Modern Copy Systems, which has improved efficiency while reducing expenses of having and maintaining multiple desk top printers.
- 53. Worked with Water/Wastewater Superintendent on having an Independent Water Rate Study done for 2018 water rates. Ordinance 854 was adopted on 11-1-2017 and will become effective 1-15-2018.
- 54. LED energy saving light bulbs were made available to customers at a low cost.
- 55. Participated in discussions for the Electric Plant Additional Generation Project.
- 56. Elections and Appointments: Coordinated to have a smooth transition of changing from spring elections to fall elections for the first time, with Mayor's Annual Appointments done in May as usual.
- 57. Assisted other departments in a variety of ways.



### **City of Burlington** PLANNING & ZONING ACCOMPLISHMENTS in 2017

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- 1. Continued to work with IM Designer to improve City website (www.burlingtonkansas.gov). Continued to update and maintain the site.
- 2. Continued to maintain the City Facebook page.
- 3. Continued working toward obtaining Kansas Association of Code Enforcement (KACE) certification.
- 4. Continued to improve system of cataloging and storing of site and building plans.
- 5. Continued to work with Superintendents to improve the inventory process for all departments. 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 participate in the event.
- 8. Census Bureau Mapping: Worked with County and Census Bureau on updating addresses.
- 9. Floodplain Mapping: Worked with County and State on updating Floodplain mapping.
- 10. Continued to review and update of Burlington's 2010-2010 Comprehensive Development Plan which was extended to 12/31/2019.
- 11. Reviewed Zoning Regulations and Subdivision Regulations, as needed.
- 12. Promoted Downtown Revitalization & Expansion of Commerce Park and Industrial Parks.
- 13. Continued to maintain 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. Continued to work 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. Prepared meetings agendas, packets, and minutes of the meetings. Handled publication of zoning related hearings, ordinances, etc.
- 18. Attended meetings of the Coffey County Strategic Planning Board and other agencies and committees as requested or needed.
- 19. Worked with Burlington Promotions as needed.
- 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 duties of IT for City Hall. Upgraded, as needed, 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.
- 26. Helped the Parks Department on an as needed basis with mowing, etc.

## PLANNING & ZONING

#### **ACCOMPLISHMENTS in 2017**

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- 27. Telephone System: Continued to maintain telephone system for City Hall.
- 28. Coordinated Sale of unused items from all city departments via online auction (i.e.: purplewave.com).
- 29. Awning Replacement for City Hall: Worked toward replacing fabric awnings with metal awnings.
- 30. Copier for City Hall: Obtained quotes to purchase a Color Copier to replace the current copier and desktop printers.
- 31. Worked with Crow-Moddie on developing more property for future use.
- 32. Worked with Resellers Edge on possible expansion sites.
- 33. Worked with Matt Moon on property purchase.
- 34. Attended the Neosho Headwaters Kickoff Neosho Headwaters Watershed RiskMAP Kansas Division of Water Resources (Floodplain Mapping).
- 35. Installed new flooring in the City Hall Break Room.
- 36. Worked with the Parks Department to improve drainage in the basement of City Hall.
- 37. Assisted with setting up the Kan-Pay program and email capabilities on City Hall computers.



#### **ACCOMPLISHMENTS in 2017**

- 1. Maintained safety practices and continued 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. Replaced trees in parks lost to the past droughts.
- 16. Happy Tails Dog Park (S. 2nd Street0: Installed cement entryway and sidewalk going to the water hydrant.
- 17. City Dam: Planned repairs of west wall. (Continued Saving money up for project.)



#### **ACCOMPLISHMENTS in 2017**

- 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.
- 7. Closely watched budget and expenses for the fiscal year 2017.
- 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 to 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.
- 13. Upgraded Logistic Backbone for technology within the Department, including computer hardware and electronic storage of records.

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- 1. Worked with Bowers Civil Engineering on Sign Inventory and Pavement Management System for projects being done in 2017 and to planned for future street maintenance.
- 2. Completed projects recommended by Bowers Civil Engineering for 2017: Thin Overlays, Chip Seals, Base and Double Chip Seals. (See attachment.)
- 3. Conducted the Spring and Fall City-wide Cleanups; and cleaned 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 2001 Dodge Truck. Purchased a 2017 Chevrolet Pickup Truck.

\*See 'Attachment to Street Department Accomplishments for 2017.

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#### **City of Burlington** ELECTRIC DEPARTMENT

#### ACCOMPLISHMENTS in 2017 ELECTRIC PRODUCTION

- 1. Continued generator maintenance
- 2. Continued 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 continue a safe work environment.
- 14. Built and replaced fuel lines for Generator #4.
- 15. Cleaned and Repainted bulk storage fuel tanks.
- 16. Repaired and maintained switch gear.
- 17. Additional Power Plant Generation: Hired Mid-States Energy and RMA Engineering to do a Life Cycle Study on the Power Plant.
- 18. Generator #2: Rebuilt Cylinder heads and add K-Rings.
- 19. Generator #2: Realigned Crankshaft and replaced outboard bearing on generator shaft.

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# **City of Burlington**

ELECTRIC DEPARTMENT

#### **ACCOMPLISHMENTS in 2017**

#### **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 Continued Training
  - a. Safety training sponsored by KMU.
  - b. Safety training sponsored by KMEA sponsored line schools as they become available.
  - c. Apprentice Lineman Program for the advancement to Journeyman status.
  - d. Training as needed to perform responsibilities knowledgeably and efficiently.
- 8. Continued 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, 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.
- 18. Performed over-current relay and breaker maintenance/testing.
- 19. Performed breaker station maintenance/testing.
- 20. Personnel: Brought Department up to full staff.
- 21. Maintained Traffic Lights, as needed. Replaced signal lights with LED lights

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## **City of Burlington**

#### WASTEWATER DEPARTMENT ACCOMPLISHMENTS

- 1. Continued to maintain sewer pump stations in good working order.
- 2. Cleaned <sup>1</sup>/<sub>4</sub> 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.). Continue 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 Lagoon Improvements: Sewer Lagoon Repairs, Dock Repairs, Signs, Fencing; and installed 'No Public Access' signs for the road leading to the lagoons.



## **City of Burlington** WATER DEPARTMENT

#### **ACCOMPLISHMENTS in 2017**

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- 1. Waterline Replacement (4" Cast Iron): Worked on Hudson (66h to 12th)
- 2. Exercised all water valves in town.
- 3. Completed the 2017 Consumer Confidence Report (City's Water Quality Report), which covers water used in 2016. (Prepare, Distributed 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. Continued to keep good relations with all KDHE and KRWA officials and other organizations and agencies.
- 14. Continued to responsibly spend money provided to the Water Department in a way to provide quality service to our community
- 15. As needed, worked with State on Water Emergency Declarations, and provided reports and public information.
- 16. Continued to strive towards the goals of keeping our water quality as high as possible and to meet all state and federal regulations.
- 17. Hauled sludge from the Water Plant to the Coffey County Landfill, as needed.
- 18. Installed services for new customers and new construction.
- 19. Read meters, and did work orders, line locates, waterline repairs/maintenance, other normal duties.
- 20. Worked diligently and met all State requirements and Environmental Protection Agency standards

#### WATER DEPARTMENT ACCOMPLISHMENTS in 2017

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- 21. Replaced all 3/4" and 1" water meters that have been metered 1,000,000 gallons or more.
- 22. Had an Independent Water Rate Study done for 2018 water rates.
- 23. Purchased a used Truck from Federal Surplus.
- 24. River Intake Repaired the bridge across the intake. Did annual harmonic balancing of the river intake pumps and the clearwell pumps.
- 25. Scout House Installed new waterline. hydrant, and meter pit.
- 26. Security Fence installed at the Water Treatment Plant.
- 27. Bulk Water Station began construction of new Bulk Water Station outside the new security fence.
- 28. Sludge Press Had H&T Systems do repairs: Alignment and Solenoid replacement.
- 29. Lead & Copper Monitoring: Conducted EPA/KDHE survey of Homing Plumbing/Piping Fixtures.
- 30. Middle School Began process for replacement of Water meter to be in the city easement.
- 31. Had Pratt Valves replace all the water valves at the Water Treatment Plant.
- 32. Hired personnel so the Department is running at full staff.
- 33. Un-used Water Meters Began research to prepare list of unused meters, their locations, and the owner of the property they are on. Owners will be given the options of keeping the meters and paying a fee beginning January 15, 2018 or having the meters removed at no cost to them.