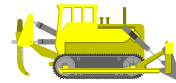
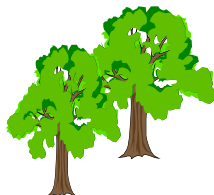
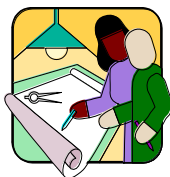
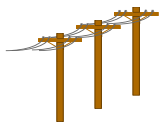
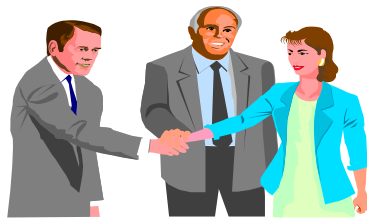




# ACCOMPLISHMENTS

in

# 2021



**CITY OF BURLINGTON DEPARTMENTS**  
**ACCOMPLISHMENTS**  
**IN 2021**

**City Clerk's Office**

**Planning & Zoning**

**Parks Department**

**Police Department**

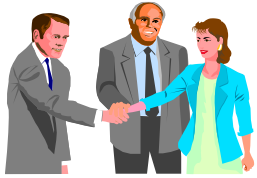
**Street Department**

**Electric Distribution**

**Electric Production**

**Wastewater Department**

**Water Department**



# City of Burlington

## CITY CLERK'S OFFICE

### ACCOMPLISHMENTS in 2021

(Page 1 of 3)

1. Maintained city investments at the best possible rate of return.
2. Prepared 2022 Goals and 2021 Accomplishments for all city departments.
3. Achieved outstanding audit report for 2020. Continued to work with Gordan CPA.
4. Prepared and published the 2022 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 financial system in regards to increasing accuracy and efficiency of the system, including electronic payments.
8. Continued to use Jayhawk Financial for a more efficient, user friendly, Municipal Court Financial System.
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 coordinate 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. Prepared Claims Ordinances and Payroll Ordinances, and present them to Council for approval.
16. Tracked/prepared inventory for all departments and submitted it to the City Auditor.
17. 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.
18. 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.
19. Worked to update agreements and contracts between the City and other entities, especially all agreements concerning city-owned parks, recreation facilities and trash agreements.

# CITY CLERK'S OFFICE

## ACCOMPLISHMENTS in 2021

(Page 2 of 3)

20. Continued to assist the public, various agencies, Department Heads and Council on various aspects of projects.
21. 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.
22. 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.
23. Continued following Federal Trade Commission Identity Theft Protection Program Red Flag Rule.
24. Arranged for personnel training to enhance employee safety and efficiency.
25. Assisted the Governing Body, Department Heads, and Employees to attend Conferences, Seminars, Workshops, and other training deemed necessary to their position with the City – by making reservations, travel arrangements, etc.
26. Continued to improve and maintain computerize indices for tracking/locating various documents and information. Continued to improve file retention and storage.
27. Planned and hosted events, such as Employee Picnics, staff meetings, open houses, and tours.
28. 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.
29. 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.
30. Prepared and published in the newspaper, on the city's website, on our Facebook page, and on the local radio station. (This includes proclamations, public notices, City Council meeting agendas and minutes, and other information to inform the public.)
31. Placed orders for equipment and supplies for City Hall and other departments.
32. Completed process for electing city government officials, as needed.
33. 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.
34. Prepared advertisements for department vacancies for the local newspaper, Facebook, the local radio station, the City's website, the Coffey County Economic Development Employment Program, and other agencies/newsletters, as appropriate. Participate in interviews, send letters to applicants, and assist in the indoctrination of new employees (personnel records, personnel binder, benefits information, timecards, etc.)
35. 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 and graded exercise.
36. Worked with Emergency Management and KRWA and KWO to update our emergency water plans, as needed.

# CITY CLERK'S OFFICE

## ACCOMPLISHMENTS IN 2021

(Page 3 of 3)

37. Worked with Water Superintendent to prepare the Annual Water Use Report.
38. Worked with Water Superintendent to prepare the Annual Consumer Confidence Report (Water Quality Report) and do distribution as required.
39. Continued to improve the Building Restoration Loan Program and advertised its availability.
40. 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.
41. 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.
42. Continued to work with IM Design on city website; and to maintain/update the website.
43. Prepared Special Assessments for Mowing & Grass Nuisances, Structure Demolitions, etc., and submit them to the County Clerk.
44. Participated in the Burlington Promotions Decorating contests. Decorated in front of City Hall as the seasons change.
45. Continued to provide a variety of Municipal Court services for Burlington, LeRoy, New Strawn & Waverly.
46. Continued to work with LKM to update the Personnel Policies and Procedures.
47. Continued to work with public and organizations for rental of Kelley Park buildings, stadium, grandstands, etc.; and rental of RV spaces in Kelley Park & Drake Park. Assisted Wolf Creek outage workers to find accommodations.
48. Worked with Water/Wastewater Superintendent to ensure water rates are maintained at the level necessary to operate and maintain the quality of the City's water.
49. Elections and Appointments: Continued to strive for smooth transitions in regards to General Elections in November and the Mayor's Annual Appointments in May.
50. Improved storage area for accessibility to documents and supplies - adding shelving, etc..
51. Assisted other departments in a variety of ways.
52. Webinar Training: City Hall Staff completed various webinar training instead of traveling out of town; thereby saving travel expenses and time away from work to attend training.
53. Automated Water Meters - Continued working with SENSUS Radio Read System (AMR/AMI).
54. Continued to improve the workability of New Location at 1013 N. 4<sup>th</sup>.
55. Completed replacing sidewalks around City Hall
56. Completed City Hall parking lots on the north and south sides with hot mix to eliminate drainage issues around the building
57. Completed landscaping around City Hall
58. Completed painted awning on City Hall

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# City of Burlington

## PLANNING & ZONING



### ACCOMPLISHMENTS IN 2021

(Page 1 of 2)

1. Continued to work with IM Designer to improve City website ([www.burlingtonkansas.gov](http://www.burlingtonkansas.gov)). Continued to update and maintain the site.
2. Continued to maintain the City Facebook page.
3. Achieved 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. Submitted annual inventory to the city's auditor.
6. Prepared and processed documentation for the Tree City USA and Growth Award Programs.
7. Prepared flyers and other documents for the Arbor Day celebration, and participated in the event.
8. Census Bureau - Mapping: Continued to work with the County and Census Bureau as needed.
9. Floodplain Mapping: Continued to work with the County and State on updating maps.
10. Reviewed Zoning Regulations and Subdivision Regulations, as needed.
11. Promoted Downtown Revitalization & Expansion of Commerce Park and Industrial Parks.
12. Continued to maintain the tracking logs for Permits and Planning Commission/BZA cases & minutes.
13. Advertised the Spring and Fall Cleanup projects and recycling of Christmas trees and cardboard.
14. Continued to work with the public daily to answer questions and concerns and help with zoning issues.
15. Prepared zoning permits, move structure permits, occupancy permits, sign permits and other permits and applications; and advised the applicants of their responsibilities and requirements of the permits; and approved/disapproved said permits.
16. 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.
17. Attended meetings of Focus on The Future Strategic Planning Strategic Planning and other agencies and committees as requested or needed.
18. Worked with Burlington Promotions as needed.

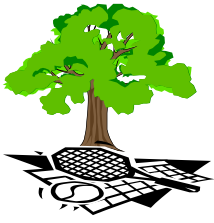
# PLANNING & ZONING

## ACCOMPLISHMENTS IN 2021

(Page 2 of 2)

19. Attended training that is beneficial to the position of Zoning Clerk.
20. Assisted with the sale of city-owned property, annexations, and zoning changes.
21. Continued duties of IT for City Hall. Upgrade, as needed, 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 and banners.
24. Telephone System: Continued to maintain telephone system for City Hall.
25. Coordinated Sale of unused items from all city departments via online auction (i.e.: purplewave.com).
26. Arranged for mechanical maintenance of City Hall vehicles, and assist with cleaning and fueling them.
27. Continued to enforce City Codes for property nuisances, including grass/weeds/junk.
28. Researched Computer specifications and for City Hall.
29. Assisted in preparing and processing documents relating to zoning issues, some of which were ordinances, resolutions, variances, articles and notifications for publication in the local newspaper and on city website, etc.

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# City of Burlington

## PARKS DEPARTMENT



### ACCOMPLISHMENTS IN 2021

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 mowed 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. Continued Mosquito Control by using our London Fog Model 18-20 for the City of Burlington.
17. Started planning for replacement of playground safety surface at Kelley Park and Jones Park.
18. City Hall Renovations: Helped renovate City Hall inside and out.
19. City Dam Repairs of west wall: Worked with the Engineer and B&B Bridge Company until completed.

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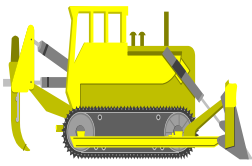
# City of Burlington POLICE DEPARTMENT



## ACCOMPLISHMENTS IN 2021

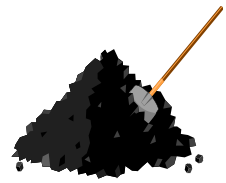
1. Enhanced and developed professionalism of staff through professional level training.
2. Enhanced positive public relations with council and community through improved communication and increased transparency.
3. Continued to search for grant funding to offset budget requirements as well as developing other tax dollar funding sources.
4. Continued to work with property owners and Council on nuisance property ordinance violations.
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. Assisted and supported the Drug Take Back Program.
8. Closely watched budget and expenses for the fiscal year 2021.
9. Ensured Officers maintain professional certification standards and expand their knowledge base to better serve our community.
10. Continued to professionally respond to requests for assistance related to animal control, and maintained our animal shelter in a way that exceeds State standards.
11. Continued to support and participate in various events, such as OK Kids, Drive Through Flu Clinic, 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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# City of Burlington

## STREET DEPARTMENT



### ACCOMPLISHMENTS IN 2021

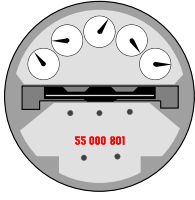
(Page 1 of 2)

1. Worked with Bowers Civil Engineering on Sign Inventory and Pavement Management System for projects being done in 2021 and to plan for future street maintenance.
2. Completed projects recommended by Bowers Civil Engineering for 2021: Thin Overlays, Chip Seals, Base and Double Chip Seals.
3. Conducted the 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. Repair and Replacement of Sidewalks as needed.
12. Maintained city streets in winter with Ice & Snow Removal.
13. Assisted with various event preparations, particularly with barricading streets.
14. Installed culverts as needed.
15. Sinkholes found and repaired.
16. Replaced curb and gutter and sidewalks around new fire hydrants.
17. Assisted City Hall with inside and outside renovations.
18. Skid Steer: Purchase attachments (broom grapple bucket).
19. Engineer replacement of curb & gutter and street surface asphalt for Merrimac Street, Penobscot Street, and Cumberland Street between 10<sup>th</sup> and 11<sup>th</sup>, as time allows.
20. Cut and trimmed trees at Mount Hope Cemetery.
21. Maintained drainage ditches and culverts at Graceland Cemetery.
22. Replaced concrete with asphalt on Heather Street
23. Paved Parking lot at City Hall with remaining hot mix from APAC
24. Replaced both bridge decks on Kennebec Street.
25. Purchased side by side and spraying equipment to do city's own weed spraying

# STREET DEPARTMENT ACCOMPLISHMENTS IN 2021

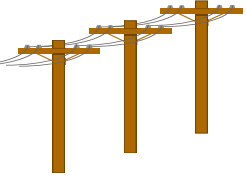
(Page 2 of 2)

26. Replaced failing culvert across Cross Street
27. Removed failing concrete from cul-de-sac at Burlingwood to be replaced with hot mix.



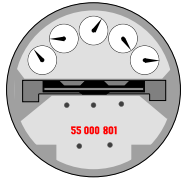
# City of Burlington

## ELECTRIC DEPARTMENT ACCOMPLISHMENTS IN 2021 ELECTRIC PRODUCTION



1. Continued generator maintenance
2. Power Plant operation training sponsored by KMEA was continued.
3. Attended safety training sponsored by KMEA.
4. Attended monthly KMU safety Training.
5. Prepared Power Cost Adjustment.
6. Maintained Fuel log.
7. Completed Plant 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 and KEIMS reports for NESHAP.
13. Maintained safety practices and continue a safe work environment.
14. Repaired and maintained switch gear.
15. Prepared annual generator capacity testing
16. Started generation project
17. Submitted & received approval of construction permit for generation addition
18. Catalyst testing and recertification and approved by KDHE
19. Catalyst elements professionally cleaned and tested for EPA compliance
20. February 2021 Grid Support
21. Generator #6 Turbo charger repair
22. Maintain and repair City Hall generator
23. Completed KDHE documents for city Hall generator
24. Replace defective boiler in the power plant

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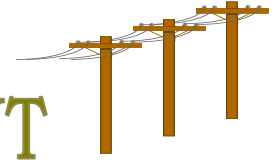


# City of Burlington

## ELECTRIC DEPARTMENT

### ACCOMPLISHMENTS IN 2021

### ELECTRIC DISTRIBUTION



(Page 1 of 2)

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. Installed and maintained 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 Attend 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 KPP involvement to continue FIRM power and plan for future needs.
9. As a member of KMEA and Kansas Mutual Aid Program, provided assistance to other members as requested.
10. Assisted other Departments as needed.
11. Did spring and fall brush cleanup.
12. Worked power outages as needed.
13. Trimmed trees in utility rights-of-way.
14. Did special projects as requested by other departments.
15. Did special projects as requested by the Governing Body.
16. Attended various meetings and conferences on behalf of the City.
17. Performed over-current relay and breaker maintenance/testing.
18. Performed breaker station maintenance/testing.
19. Performed Preventative Line Maintenance to squirrel proof electric line equipment to prevent outages.
20. Performed Preventative Line Maintenance of replacing mechanical line taps with compression connections.
21. Kelley Park Ballfield and Jones Park– Light Pole/Lighting Upgrades and replacements Worked with Lyon-Coffey Electric Cooperative and USD #244 Recreation Commission to replace dilapidated poles and to repair/replace lighting/poles at the Kelley Park and Jones Park ballfields.
22. Park Agreements: Continue to work with City Hall to update agreements with various entities, organizations (USD #244 Recreation Commission; USD #244 School District, Coffey County Saddle Club, etc.).



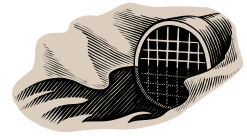
# **ELECTRIC DEPARTMENT ACCOMPLISHMENTS IN 2021 ELECTRIC DISTRIBUTION**

(Page 2 of 2)

23. Installed Christmas lights on City Hall
24. Installed electric service to new Family Dollar/Dollar Tree
25. Installed conduit from Power Plant to Substation for addition of generation at the power plant
26. Rehabbed line west of town on 12<sup>th</sup> road
27. Changed power pole 500 block of Des Moines serving downtown business district
28. Upgraded electric service at the theater in the 400 block of Neosho
29. Added polymer switches and arrestors for wildlife protection on service transformers
30. Replaced lighting fixtures at City Hall
31. Lineman have been completing annual apprenticeship testing
32. Completed succession planning for Superintendent and Power Plant Senior operator/mechanic
33. Created vehicle inventory and maintenance log



# City of Burlington WASTEWATER DEPARTMENT



## ACCOMPLISHMENTS IN 2021

1. Continued to maintain sewer pump stations in good working order.
2. Complete various required reports, including several annual Emergency Information Reports (EIA).
3. Assist with various community events and projects, as needed.
4. Continue the Grease Trap Inspection Plan.
5. 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.
6. Install new sewer taps as needed.
7. Continue to clear brush and debris from sewerlines in Rock Creek.
8. Continued to inform the public of the damage done to the sewer system by flushing disposable wipes, rags, etc.
9. Rip Rap internal lagoon.

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# City of Burlington

## WATER DEPARTMENT

### ACCOMPLISHMENTS IN 2021



(Page 1 of 2)

1. Waterline Replacement: continued as funds are available and approved by the Governing Body.
2. Exercised all water valves in town.
3. Completed the 2021 Consumer Confidence Report (City's Water Quality Report), which covers water used in 2020. (Prepare, Distribute 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. Continued to keep good relations with all KDHE and KRWA officials and other organizations and agencies.
13. Continued to responsibly spend money provided to the Water Department in a way to provide quality service to our community
14. As needed, worked with State on Water Emergency Declarations, and providing reports and public information.
15. Continued to strive towards the goals of keeping our water quality as high as possible and to meet all state and federal regulations.
16. Hauled sludge from the Water Plant to the Coffey County Landfill, as needed.
17. Installed services for new customers and new construction.
18. Read meters, did work orders, line locates, waterline repairs/maintenance, and other normal duties.
19. Worked diligently and meet all State requirements and Environmental Protection Agency standards.
20. Replaced all 3/4" and 1" water meters that have been metered 1,000,000 gallons or more.



