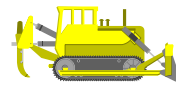
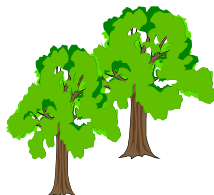
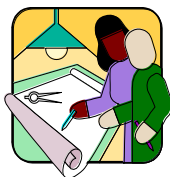
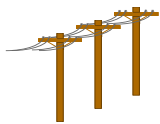
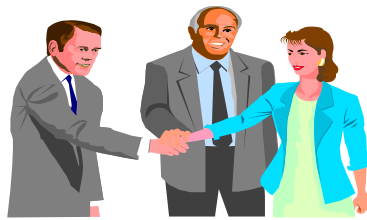




# GOALS for 2022





# **CITY OF BURLINGTON DEPARTMENTS**

## **GOALS for 2022**

**City Clerk's Office**

**Planning & Zoning**

**Parks Department**

**Police Department**

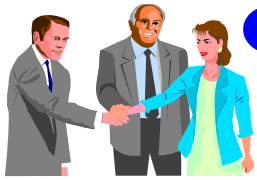
**Street Department**

**Electric Distribution**

**Electric Production**

**Wastewater Department**

**Water Department**



# City of Burlington

## CITY CLERK'S OFFICE

### GOALS for 2022

(Page 1 of 4)


1. Maintain city investments at the best possible rate of return.
2. Prepare 2022 Goals and 2021 Accomplishments for all city departments.
3. Achieve outstanding audit report for 2021.
4. Prepare 2023 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, training, and cross-training.
7. Continue 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. Continue to work with Jayhawk Software to maintain an efficient, user friendly, Municipal Court Financial System.
9. Update office equipment, as needed, to provide increased efficiency.
10. Upgrade all City Hall computer equipment and software as needed to provide improved efficiency.
11. Continue to improve security for our internet and email Cyber Security.
12. Prepare and publish 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.
13. 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.
14. Prepare and process paperwork and contracts for funding various projects and city business with Infrastructure Funds and other city funds.
15. 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.
16. Prepare Claims Ordinances and Payroll Ordinances, and present them to Council for approval.
17. Track/prepare inventory for all departments and submit it to the City Auditor.
18. 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), Utility Construction Permits, etc.
19. Prepare Accounting for City/County Infrastructure Funds and Parks & Recreation Funds and send 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.



# CITY CLERK'S OFFICE

## GOALS for 2022

(Page 2 of 4)


20. Work to update agreements and contracts between the City and other entities, especially all agreements concerning city-owned parks and recreation facilities
  21. Continue to assist the public, various agencies, Department Heads and Council on various aspects of projects.
  22. 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.
  23. 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.
  24. Continue following Federal Trade Commission Identity Theft Protection Program Red Flag Rule.
  25. Arrange for personnel training to enhance employee safety and efficiency.
  26. Assist 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.
  27. Continue to improve and maintain computerize indices for tracking/locating various documents and information. Continue to improve file retention and storage.
  28. Plan and host events, such as Employee Picnics, staff meetings, open houses, and tours.
  29. 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.
  30. 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 minutes of meetings.
  31. Prepare and publish 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.)
  32. Place orders for equipment and supplies for City Hall and other departments.
  33. Complete process for election of city government officials, as needed.
  34. 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.
  35. 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, send letters to applicants, and assist in the indoctrination of new employees (personnel records, personnel binder, benefits information, timecards, etc.).
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# CITY CLERK'S OFFICE

## GOALS for 2022

(Page 3 of 4)

36. 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.
  37. Work with Emergency Management and KRWA and KWO to update our emergency water plans, as needed
  38. Work with Water Superintendent to prepare the Annual Water Use Report.
  39. Work with Water Superintendent to prepare the Annual Consumer Confidence Report (Water Quality Report) and do distribution as required.
  40. Continue to improve the Building Restoration Loan Program and advertise its availability.
  41. 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.
  42. Continue 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. Continue to work with IM Design on city website; and to maintain/update the website.
  44. Prepare Special Assessments for Mowing & Grass Nuisances, Structure Demolitions, etc., and submit them to the County Clerk.
  45. Participate in the Burlington Promotions Decorating contests. Decorate in front of City Hall as the seasons change.
  46. Continue to provide a variety of Municipal Court services for Burlington, LeRoy, New Strawn & Waverly.
  47. Continue to work with LKM to update the Personnel Policies and Procedures.
  48. 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.
  49. Continue to work with MT Wireless to get fiberoptics or wireless, when available, Burlington's Street Department for improved internet and telephone efficiency.
  50. Work 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.
  51. Elections and Appointments: Continue to strive for smooth transitions in regards to General Elections in November and the Mayor's Annual Appointments in May.
  52. Continue to improve the storage area for accessibility to documents and items - adding shelving, etc.
  53. Continue to improve the workability of New Location at 1013 N. 4<sup>th</sup>.
  54. Automated Water Meters – Continue to work with SENSUS Radio Read System (AMR/AMI).
  55. Assist other departments in a variety of ways.
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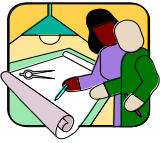
# CITY CLERK'S OFFICE

## GOALS for 2022

(Page 4 of 4)

56. Continue the renovation of City Hall inside & out including the following:
  1. Replace doors where needed
  2. Replace windows where needed
  3. Fencing for north and south side of City Hall
  4. Soffits
  5. Complete set up of map room
  
57. Update Corporate Boundaries through preparation of Resolution, if property is annexed in 2022.

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# City of Burlington PLANNING & ZONING GOALS for 2022



(Page 1 of 2)

1. Continue to work with IM Designer to improve City website ([www.burlingtonkansas.gov](http://www.burlingtonkansas.gov)). Continue to update and maintain the site.
2. Continue to maintain the City Facebook page.
3. Continue ongoing training to maintain Kansas Association of code Enforcement (KACE) certification.
4. Continue to improve system of cataloging and storing of site and building plans.
5. Continue to work with Superintendents to improve the inventory process for all departments. Submit annual inventory to the city's auditor.
6. Prepare and process documentation for the Tree City USA Program and the Growth Award Program.
7. Prepare flyers and other documents for the Arbor Day celebration, and participate in the event.
8. Census Bureau - Mapping: Continue to work with the County and Census Bureau as needed.
9. Floodplain Mapping: Continue to work with the County and State on updating maps.
10. Continue to review and update of Burlington's 2010-2010 Comprehensive Development Plan.
11. Review Zoning Regulations and Subdivision Regulations, as needed.
12. Promote Downtown Revitalization & Expansion of Commerce Park and Industrial Parks.
13. Continue to maintain the tracking logs for Permits and Planning Commission/BZA cases & minutes.
14. Advertise the Spring and Fall Cleanup projects, and recycling of Christmas trees and cardboard
15. Continue to work with the public daily to answer questions and concerns and help with zoning issues.
16. 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 said permits.
17. 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.
18. Work with Burlington Promotions as needed.
19. Attend training that is beneficial to the position of Zoning Clerk.
20. Continue the Yard of the Month program.
21. Assist with the sale of city-owned property, annexations, and zoning changes.
22. Continue duties of IT for City Hall. Upgrade, as needed, the City Hall network and computer software and hardware to improve efficiency.
23. Continue to work with businesses, as needed, throughout the permitting process for annexation, renovation, construction, etc.
24. Assist other departments as needed, including with the City-Wide Clean-up.
25. Telephone System: Continue to maintain telephone system for City Hall.
26. Coordinate Sale of unused items from all city departments via online auction (i.e.: [purplewave.com](http://purplewave.com)).


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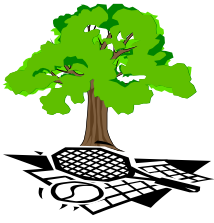
# PLANNING & ZONING

## GOALS FOR 2022

(Page 2 of 2)

27. Arrange for mechanical maintenance of City Hall vehicles, and assist with cleaning and fueling of them.
  28. Arrange CPR Training for city employees. Attend the training.
  29. Continue to enforce City Codes for property nuisances, including grass/weeds/junk.
  30. Assist 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.
  31. Continue to upgrade all City Hall Computer equipment and software. Assist with Installation.
  32. Continue renovations at City Hall inside and outside the building.
  33. Continued to enforce City Codes for nuisance properties pertaining to grass.
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# City of Burlington PARKS DEPARTMENT



## GOALS for 2022

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 KMU Safety Training Classes.
12. Assist with various community events and projects, as needed.
13. Do snow and ice removal as needed during winter months.
14. Remove hazard trees as necessary.
15. Replace trees in parks lost to the past droughts.
16. Mosquito Control: Continue to implement the mosquito fogging plan as necessary.
17. Continue planning for replacement of playground safety surface at Kelley Park and Jones Park.
18. City Hall Renovations: Help renovate City Hall inside and with landscaping outside.
19. Replace asphalt surfacing on Tennis Courts.
20. Work on getting a permit for clearing of trees on the west side of the Neosho at the City Dam for more fishing space.
21. Work on plans for restroom/restrooms at Oak Park

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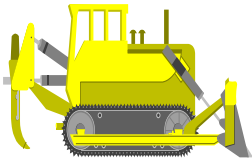
# City of Burlington POLICE DEPARTMENT



## GOALS for 2022

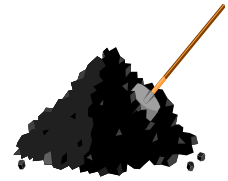
1. Enhance and develop professionalism of staff through professional level training.
2. Enhance positive public relations with council and community through improved communication and increased transparency.
3. Continue to search for grant funding to offset budget requirements as well as developing other tax dollar funding sources.
4. Continue to work with property owners and Council on nuisance property ordinance violations.
5. Continue to fulfill community requests for assistance, such as escorting funeral processions and assisting Coffey County EMS at medical calls.
6. Provide technical and tactical support to outside law enforcement agencies.
7. Assist and support the Drug Take Back Program.
8. Closely watch budget and expenses for the fiscal year 2022.
9. Ensure Officers maintain professional certification standards and expand their knowledge base to better serve our community.
10. Continue to professionally respond to requests for assistance related to animal control, and maintain our animal shelter in a way that exceeds State standards.
11. Make improvements to the Animal Shelter.
12. 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.
13. 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.
14. Upgrade Logistic Backbone for technology within the Department, including computer hardware and electronic storage of records.
15. Continue to enforce City Codes for dangerous structures, including preparation and processing of notices, resolutions, ordinances, and publications related to nuisance structure; including recording of documents with the County Appraiser and County Register of Deeds, as required.

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# City of Burlington

## STREET DEPARTMENT



### GOALS for 2022

(Page 1 of 2)

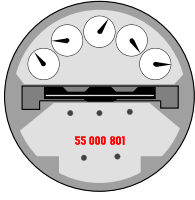
1. Work with Bowers Civil Engineering on Sign Inventory and Pavement Management System for projects being done in 2022 and to plan for future street maintenance.
2. Complete projects recommended by Bowers Civil Engineering for 2021: Thin Overlays, Chip Seals, Base and Double Chip Seals. (See attachment.)
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. Training: Provide opportunities for increased education of staff, including Road Scholar training. Attend KMU Safety Training.
10. Review Sidewalk Replacement Applications for Council approval.
11. Repair and Replacement of Sidewalks as needed.
12. Maintain city streets in winter with Ice & Snow Removal.
13. Assist with various event preparations, particularly with barricading streets.
14. Install culverts as needed.
15. Rebuild storm drain box at 6<sup>th</sup> and Neosho Street south west corner.
16. Reconstruct west intersection at 6<sup>th</sup> and Alleghany.
17. The Meadows Addition: Replace broken concrete panels.
18. Repair sinkholes as needed.
19. Cul-de-sac repairs and replacements in Burlingwoods addition.
20. Get prices and proceed with onyx steal or equivalent for 3<sup>rd</sup> Street Des Moines to Miami, Neosho 2<sup>nd</sup> to 8<sup>th</sup>, 6<sup>th</sup> Neosho to Niagara, Niagara to 8<sup>th</sup>, and 8th Niagara to Neosho, if time allows.
21. Rebuild handrail 6<sup>th</sup> Street Bridge
22. Improve Drainage for 75 HWY north of City Hall.
23. Replace failing culvert on 6<sup>th</sup> St. and improve drainage for Rock Creek.

# STREET DEPARTMENT

## GOALS for 2022

(Page 2 of 2)

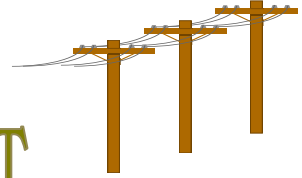
24. Cleaned Drainage ditch on Potomac from 12<sup>th</sup> – 14<sup>th</sup> & 4<sup>th</sup> - 5<sup>th</sup>
25. Install Solar stop and pedestrian crossing lights at 6<sup>th</sup> and Neosho due to possible parking lot on northwest corner of Neosho.



# City of Burlington

## ELECTRIC DEPARTMENT

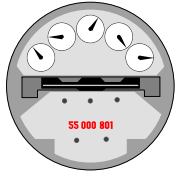
### GOALS for 2022



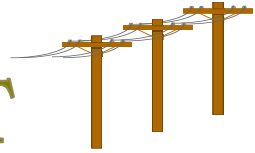
## ELECTRIC PRODUCTION

1. Continue generator maintenance
2. Power Plant operation training sponsored by KMEA.
3. Attend safety training sponsored by KMEA.
4. Attend monthly KMU safety Training.
5. Calculate Power Cost Adjustment.
6. Maintain Fuel log.
7. Complete plant reports, including the generation reports.
8. Complete Energy Information Agency (EIA) Reports.
9. Obtain bulk fuel storage permits.
10. Obtain boiler permits.
11. Perform oil sampling of generators.
12. Prepare and submit EPA and KDHE and KEIMS and reports for NESHAP.
13. Maintain safety practices and continue a safe work environment.
14. Repair and maintain switch gear.
15. Complete additional generation project

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# City of Burlington ELECTRIC DEPARTMENT



## GOALS for 2022 ELECTRIC DISTRIBUTION

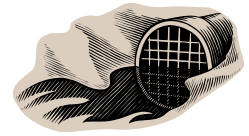
1. Continue customer service audits to ensure correct billing.
2. Continue to do work orders, line locates, customer service requests, and other normal duties.
3. Continue line maintenance. Install and maintain the distribution system as needed.
4. Assist with community activities and events as requested and approved.
5. Continue to provide service upgrades, as requested.
6. Continue safety work practices to maintain a safe work environment.
7. Personnel – 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. Continue KPP involvement to continue FIRM power and plan for future needs.
9. As a member of KMEA and Kansas Mutual Aid Program, provide assistance to other members as requested.
10. Assist other Departments as needed.
11. Do spring and fall brush cleanup.
12. Work power outages as needed.
13. Trim trees in utility rights-of-way.
14. Do special projects as requested by other departments.
15. Do special projects as requested by the Governing Body.
16. Attend various meetings and conferences on behalf of the City.
17. Perform over-current relay and breaker maintenance/testing.
18. Perform breaker station maintenance/testing.
19. Continue to upgrade distribution for added wildlife protection to prevent power disruptions.
20. 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.).
21. Replace 2003 Ford F550 bucket truck.

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# City of Burlington

## WASTEWATER DEPARTMENT



### GOALS for 2022

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. Install new sewer taps as needed.
8. Continue to clear brush and debris from sewerlines in Rock Creek.
9. Continue to inform the public of the damage done to the sewer system by flushing disposable wipes, rags, etc.

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# City of Burlington

## WATER DEPARTMENT

### GOALS for 2022



(Page 1 of 2)

1. Waterline Replacement: continue as funds are available and approved by the Governing Body.
2. Exercise all water valves in town.
3. Complete the 2022 Consumer Confidence Report (City's Water Quality Report), which covers water used in 2021. (Prepare, Distribute to all our customers, Rural Water Districts #2 & #3, Cities of LeRoy, Gridley, and New Strawn, Coffey County Environmental & Health.
4. Continue tilling and reseeding areas that have been dug up for line repairs.
5. Continue repairing water leaks in a safe and timely manner.
6. Assist other departments as needed.
7. Assist other communities and organizations, as needed.
8. Continue good safe work ethics in the field and in the Water Plant. Attend safety meetings provided by the City.
9. 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.)
10. Continue to work with employees to continue training and maintaining certifications.
11. Continue to maintain all distribution and Water Plant equipment in good working order.
12. In the summertime, flush all fire hydrants and do proper chlorine burn out to assist in having good water quality.
13. Continue to keep good relations with all KDHE and KRWA officials and other organizations and agencies.
14. Continue to responsibly spend money provided to the Water Department in a way to provide quality service to our community
15. As needed, work with State on Water Emergency Declarations, and providing reports and public information.
16. Continue to strive towards the goals of keeping our water quality as high as possible and to meet all state and federal regulations.
17. Haul sludge from the Water Plant to the Coffey County Landfill, as needed.
18. Install services for new customers and new construction.



# WATER DEPARTMENT

## GOALS for 2022

(Page 2 of 2)

19. Read meters, do work orders, line locates, waterline repairs/maintenance, and other normal duties.
20. Work diligently and meet all State requirements and Environmental Protection Agency standards.
21. Replace all 3/4" and 1" water meters that have been metered 1,000,000 gallons or more.
22. Automated Meters: Begin adding new water meters. (SENSUS Radio Read System AMR/AMI)
23. Continue reviewing water rates to keep up with expenses of providing quality water for the community in the future.
24. Repair Waterline Valves and align valve boxes.
25. Un-used Water Meters - Continue to remove unused water meters at the request of property owners.
26. Plumbers Permit Requirements – Continue policy to do the following In January and July of each year: Send a notice entitled, ‘Plumbers – Reminder to Obtain Plumber’s Permits Before Doing Plumbing Work in Burlington, Kansas’, along with three enclosures: Plumber’s Permit Form, Clarification on Plumbing and Electrical Work, and Information Concerning Doing Plumbing Work in Burlington. A press release was also published in the newspaper and online: City of Burlington Clarification on Plumbing and Electrical Work’.
27. Equipment and Projects: Prepare bid invitation, specifications, and other documents as needed.
28. Install new waterline as budget will allow.

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