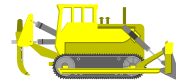
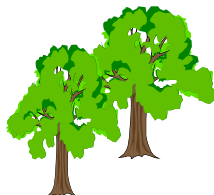
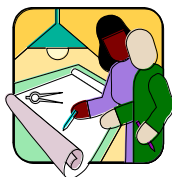
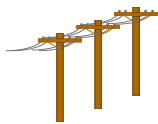
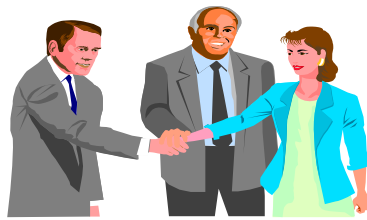




GOALS for 2026





CITY OF BURLINGTON DEPARTMENTS

GOALS for 2026

City Clerk's Office

Planning & Zoning

Parks Department

Police Department

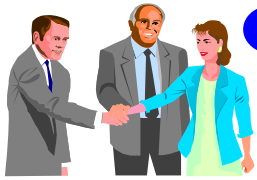
Street Department

Electric Distribution

Electric Production

Wastewater Department

Water Department



City of Burlington

CITY CLERK'S OFFICE

GOALS for 2026

(Page 1 of 3)

1. Maintain city investments at the best possible rate of return.
2. Prepare 2027 Goals and 2026 Accomplishments for all city departments.
3. Achieve outstanding audit report for 2025.
4. Prepare 2027 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 regard 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. Continue to provide a variety of Municipal Court services for Burlington, LeRoy, New Strawn & Waverly.
10. Update office equipment to provide increased efficiency and upgrade all City Hall computer equipment and software as needed to provide improved efficiency, as needed.
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. 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.) 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 onboarding of new employees (providing personnel policies and guidelines manual, benefits information, timecards, 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.
16. Prepare Claims Ordinances and Payroll Ordinances, and present them to Council for approval. Prepare utility bills, work orders, vouchers for bill paying, and payroll. Prepare various utility records and reports, and handle calls and inquiries.
17. Track/prepare inventory for all departments and submit it to the City Auditor.

CITY CLERK'S OFFICE

GOALS for 2026

(Page 2 of 3)

18. Prepare and process applications for licenses/permits: Cereal malt Beverage, 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.
20. Prepare Special Assessments for Mowing & Grass Nuisances, Structure Demolitions, etc., and submit them to the County Clerk.
21. Elections and Appointments: Continue to strive for smooth transitions in regards to General Elections in November and the Mayor's Annual Appointments in May.
22. Complete process for election of city government officials, as needed.
23. Work to update agreements and contracts between the City and other entities, especially all agreements concerning city-owned parks and recreation facilities.
24. Continue to assist the public, various agencies, Department Heads and Council on various aspects of projects.
25. Continue to improve on the 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.
26. 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.
27. Continue following Federal Trade Commission Identity Theft Protection Program Red Flag Rule.
28. Arrange for personnel training to enhance employee safety and efficiency.
29. 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.
30. 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, etc.; and any other information useful to participants.
31. Promote downtown revitalization, business restoration loans.
32. Continue to improve and maintain computerized indices for tracking/locating various documents and information. Continue to improve file retention and storage.
33. Plan and host events, such as Employee Appreciation Lunch, staff meetings, open houses, and tours.
34. 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, etc.
35. 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.
36. Continue to improve the Building Restoration Loan Program and advertise its availability.
37. Place orders for equipment and supplies for City Hall and other departments.

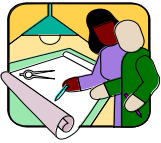
CITY CLERK'S OFFICE

GOALS for 2026

(Page 3 of 3)

38. 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.
39. Work with Emergency Management and KRWA and KWO to update our emergency water plans, as needed.
40. Work with Water Superintendent to prepare the Annual Water Use Report.
41. Work with Water Superintendent to prepare the Annual Consumer Confidence Report (Water Quality Report) and do distribution as required.
42. Prepare hand-held meter readers for water and electric usage for utility billing.
43. Continue to work with Electric Department and Contractors (Landis+Gyr and Computer Information Concepts) on interfacing the financial side of the Automatic Meter Infrastructure System and implementation of the system.
44. Continue to work with the Water Department and contractors (Boson, SENSUS Radio Read System (AMR/AMI) and CIC) on the interfacing of the financial side of the automatic meter infrastructure system and implementation of the system.
45. 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.
46. 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.
47. Continue to improve the storage area for accessibility to documents and items - adding shelving, etc.
48. Assist other departments in a variety of ways
49. Continue the renovation of City Hall inside & out, including the following:
 1. Replace windows where needed
 2. Paint and fill between cinder blocks
 3. Replace or repair gutters
 4. Relocate air/heating unit from garage storage room to meeting room
 5. Install light fixtures in map room closet, server room, court records overflow room, and furnace room
 6. Relocate air/heating unit from garage storage room to back conference room
50. Update Corporate Boundaries through preparation of Resolution, if property is annexed in 2026.

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City of Burlington PLANNING & ZONING GOALS for 2026



(Page 1 of 2)

1. Continue to update and maintain the site. (www.burlingtonkansas.gov).
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 for storing 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 review and update of Burlington's Comprehensive Development Plan.
11. Review Zoning Regulations and Subdivision Regulations, as needed.
12. Promote 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.
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; 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. Attend training that is beneficial to the position of Zoning Clerk.
19. Assist with the sale of city-owned property, annexations, and zoning changes.
20. Continue duties of IT for City Hall. Upgrade, as needed, the City Hall network, computer software, and hardware to improve efficiency.
21. Continue to work with businesses, as needed, throughout the permitting process for annexation and construction, etc.
22. Assist other departments as needed, including with the City-Wide Clean-up.
23. Telephone System: Continue to maintain telephone system for City Hall.
24. Coordinate the sale of unused items from all city departments via online auction (i.e., purplewave.com).

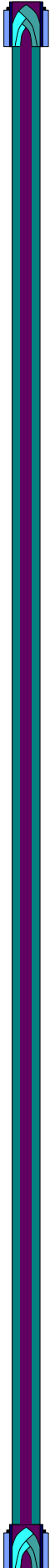
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PLANNING & ZONING

GOALS FOR 2026

(Page 2 of 2)

25. Arrange for mechanical maintenance of City Hall vehicles, and assist with cleaning and fueling of them.
 26. Continue to enforce City Codes for property nuisances, including grass and weeds.
 27. 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.
 28. Continue to upgrade all City Hall Computer equipment and software. Assist with Installation.
 29. Continue renovations at City Hall inside and outside the building.
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City of Burlington PARKS DEPARTMENT



GOALS for 2026

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 cleanup of Rock Creek, City Dam, and East River Bridge.
10. Attend Burlington Tree Board meetings as a member and representative of the City.
11. Assist with various community events and projects, as needed.
12. Do snow and ice removal as needed during winter months.
13. Remove hazard trees as necessary.
14. Replace trees in parks lost to the past droughts.
15. Mosquito Control: Continue to implement the mosquito fogging plan as necessary.
16. Replace asphalt surfacing on Tennis Courts and work with Rec Center and Engineer on adding Pickleball courts.
17. Work on plans for restroom/restrooms at Oak Park. (Install sewer line)
18. Add solar lights at the Oak Park walking Trail.

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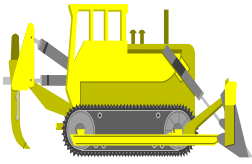
City of Burlington POLICE DEPARTMENT



GOALS for 2026

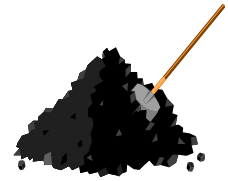
1. Enhance and develop professionalism of staff through professional level training.
2. Enhance positive public relations with council and community through improved communication and increased transparency.
3. Continue to search for grant funding to offset budget requirements, as well as developing 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 2026.
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, BooFest, Carnival, Circus, Demolition Derbies, After Prom, Parades, and 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.
16. Look into KP&F.

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City of Burlington

STREET DEPARTMENT



GOALS for 2026

(Page 1 of 2)

1. Work with Bowers Civil Engineering on Sign Inventory and Pavement Management System for projects being done in 2026, and to plan for future street maintenance.
2. Complete projects recommended by Bowers Civil Engineering for 2026: Thin Overlays, Chip Seals, Base, and Double Chip Seals.
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. Repair sinkholes as needed.
16. Continue to spray weeds.
17. Cul-de-sac repairs and replacements in Burlingwoods addition.
18. Get prices and proceed with onyx steel or equivalent for 3rd Street Des Moines to Miami, Neosho 2nd to 8th, 6th Neosho to Niagara, Niagara to 8th, and 8th Niagara to Neosho, if time allows.
19. Improve Drainage for 75 HWY North of City Hall.
20. Replace failing culvert on 6th Street and improve drainage for Rock Creek.

STREET DEPARTMENT

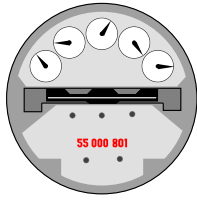
GOALS for 2026

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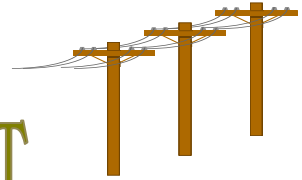
21. Pour concrete bottom in 6th Street culvert.
22. Replace pedestrian walkway on existing 6th Street bridge with a standalone pedestrian bridge and widen the existing 6th Street bridge.
23. Purchase a new skid steer.
24. Redo street between 75 Hwy and 6th Street and Cross Street between 75 Hwy and Shea Street.
25. Rebuild Potomac Street between 5th and 6th Street.

*See 'Attachment to Street Department Goals' for 2026.

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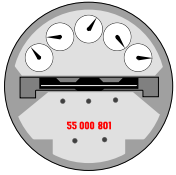
City of Burlington ELECTRIC DEPARTMENT GOALS for 2026



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.
 - c. Attend sponsored line schools as they become available.
 - d. Apprentice Lineman Program for the advancement to Journeyman status.
 - e. 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. Continue to maintain vehicle maintenance log.
22. Continue CDL Certification for new personnel
23. Continue downtown and highway 75 Christmas lighting.

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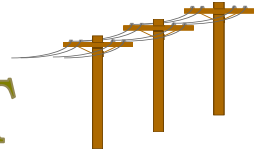


City of Burlington

ELECTRIC DEPARTMENT

GOALS for 2026

ELECTRIC PRODUCTION



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

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City of Burlington

WASTEWATER DEPARTMENT



GOALS for 2026

1. Continue to maintain sewer pump stations in good working order.
2. Clean the city's sewer mainlines. (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 sewer lines in Rock Creek.
9. Continue to inform the public of the damage done to the sewer system by flushing disposable wipes, rags, etc.
10. Continue to burn lagoons and remove small trees.

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City of Burlington

WATER DEPARTMENT

GOALS for 2026



(Page 1 of 2)

1. Exercise all water valves in town.
2. Complete the 2026 Consumer Confidence Report (City's Water Quality Report), which covers water used in 2025. (Prepare, Distribute to all our customers, Rural Water Districts #2 & #3, Cities of LeRoy, Gridley, and New Strawn, Coffey County Environmental & Health.
3. Continue tilling and reseeded areas that have been dug up for line repairs.
4. Continue repairing water leaks in a safe and timely manner.
5. Assist other departments as needed.
6. Assist other communities and organizations, as needed.
7. Continue good, safe work ethics in the field and in the Water Plant. Attend safety meetings provided by the City.
8. 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.)
9. Continue to work with employees to continue training and maintaining certifications.
10. Continue to maintain all distribution and Water Plant equipment in good working order.
11. In the summertime, flush all fire hydrants and do proper chlorine burnout to assist in having good water quality, as needed.
12. Continue to keep good relations with all KDHE and KRWA officials and other organizations and agencies.
13. Continue to responsibly spend money provided to the Water Department in a way to provide quality service to our community
14. As needed, work with State on Water Emergency Declarations, and provide reports and public information.
15. Continue to strive towards the goals of keeping our water quality as high as possible and to meet all state and federal regulations.
16. Install services for new customers and new construction.



WATER DEPARTMENT

GOALS for 2026

(Page 2 of 2)

17. Read meters, do work orders, line locates, waterline repairs/maintenance, and other normal duties.
18. Work diligently and meet all State requirements and Environmental Protection Agency standards.
19. Replace all 3/4" and 1" water meters that have been metered 1,000,000 gallons or more.
20. Automated Meters: Begin adding new water meters. (SENSUS Radio Read System AMR/AMI)
21. Continue reviewing water rates to keep up with expenses of providing quality water for the community in the future.
22. Repair Waterline Valves and align valve boxes.
23. Unused Water Meters - Continue to remove unused water meters at the request of property owners.
24. 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. Publish a press release in the newspaper and online: City of Burlington Clarification on Plumbing and Electrical Work.
25. Equipment and Projects: Prepare bid invitation, specifications, and other documents as needed.
26. Water Treatment Plant Security: Continue to enhance safety and security at the Plant.
27. Complete fall and spring brush cleanup.
28. Complete tower maintenance inspection.
29. Continue the EPA program of identifying Lead and Copper Services.

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