

# City of Marysville

## City Administrator's Monthly Report

### July 2015

#### City Council:

Submitted is a report of the various departments and divisions of the City of Marysville for July 2015.

### ADMINISTRATION DEPARTMENT

Administration and Finance – Rick Shain, City Administrator, [cityadm@bluevalley.net](mailto:cityadm@bluevalley.net); Debbie Price, City Clerk, [cityclk@bluevalley.net](mailto:cityclk@bluevalley.net).

Financial snapshot as of July 31, 2015 (some expenses may reflect adjustments for journal entries):

Fund		Beginning Balance	Revenues	Expenditures	Journal Entries	Current Balance
100	GENERAL	971,448.94	87,906.01	212,442.95		846,912.00
200	WATER REVENUE	731,143.74	67,459.27	51,653.04		746,949.97
300	SEWAGE REVENUE	426,343.55	61,977.41	70,188.87		418,132.09
400	STREET & HIGHWAY	148,330.81	21,551.37			169,882.18
403	AIRPORT REVOLVING	20,472.53	41,280.10	33,480.00		28,272.63
405	SEWER REPLCMT	1,054,926.63	2,865.68			1,057,792.31
407	BOND & INTEREST	231,443.34	80.23			231,523.57
409	BOND & INT #1	292,821.89	101.50	83,398.92		209,524.47
410	BOND & INT #1A	304,877.12	26,398.68			331,275.80
411	SPECIAL IMPROV	0.00	50.00			50.00
503	INDUSTRIAL	145,544.36	1,752.17	7,500.00		139,796.53
505	FIRE EQUIP RESERV	90,854.74	2,031.49			92,886.23
506	FIRE INSURANCE PROC.	0.00				0.00
507	CEM ENDOWMENT	37,481.62				37,481.62
512	LIBRARY REVOLVING	14,705.51	12,000.00	16,933.93	-16.19	9,755.39
513	LIBRARY	59,161.20		59,161.20		0.00
514	LIBRARY EMPL BENE	15,592.11		15,592.11		0.00
600	SWIMMING POOL S.TAX	1,109,138.77	63,211.45	57,767.38		1,114,582.84
603	SPEC LAW ENFORC	3,237.35	301.12	480.00		3,058.47
607	SPECIAL PKS & REC	16,948.62	5.88	195.00		16,759.50
707	KOESTER BLK MAINT	31,163.32	3,040.80	12,244.84		21,959.28
711	EMPLOY BENEFIT	376,487.77	130.51	44,650.67	16.17	331,983.78
715	TRANS GUEST TAX	26,909.42	15,785.83	7,626.06		35,069.19
720	MUN. EQUIP.RESERVE	334,300.62	115.88	448.04		333,968.46
799	CAPITAL IMPROV	163,939.85	48,768.50	41,146.51		171,561.84
800	SALES TAX IMPROV	646,762.26	81,429.42	54,927.52		673,264.16
875	WAT UTIL RESERVE	<u>636,512.26</u>	<u>5,220.64</u>			<u>641,732.90</u>
	<b>TOTAL</b>	<b>7,890,548.33</b>	<b>543,463.94</b>	<b>769,837.04</b>	<b>-0.02</b>	<b>7,664,175.21</b>
900	Public Building Com.	577,255.27	101.29			577,356.56

### Debt Service overview:

The table below represents the current debt status for our debt obligations:

	Jul-15		
Current	2015 YTD	2014 YTD	Percent Change
General Obligation Debt	2,205,000	880,000	150.57%
KDHE Revolving loans - water	253,880	2,002,794	-87.32%
KDHE Revolving loans - sewer	1,150,325	1,513,264	-23.98%
Temporary Notes	185,000	185,000	0.00%

The **General Obligation** debt consists of three outstanding issues: 1) A 2003 bond issue for fire equipment and building improvements on the Koester Block which will retire in Oct. of 2018. 2) A bond issue for sewer improvements on the eastside of Marysville (Keystone Subdivision sewer system) which will retire in Oct. 2016. 3) A five-year bond issue for costs related to the 7<sup>th</sup> Street Railbed Rehabilitation project.

The **KDHE revolving loans** for water include a 2008 loan authorization for the new tower and well (#2435) and a new 2012 loan for water tower rehabilitation (#2734). The loans for sewer include the east side/lagoon issue which retires in 2018 and the Breeding Heights sewer which retires in 2025.

The **Temporary Note issue** is for the Broadway/11<sup>th</sup> Road improvement which will be retired in 2015.

The **Public Building Commission** bonds are not shown in the above debt service schedule. They are being accounted for separately as debt of the PBC and shown in the balances report on the first page. The City's obligation is for a lease payment only.

Activities for the month:

#### \*HEALTH INSURANCE RENEWAL-PRELIMINARY

- Blue Cross/Blue Shield was in to talk about the new rates for 2016. The increase is approximately 10% across the board. Next year there will be a change due to Obamacare regulations.

#### \*SPECIAL MEETING

- A special meeting was held at City Hall for the purpose of appointing a new City Attorney.

#### \*STO/UPOC BOOKS

- The Standard Traffic Ordinance and Uniform Public Offense code books were ordered from the League. The books are used by the Police Department, City Attorney, Judge and books are kept at City Hall.

#### \*KENT NESTER LAST DAY

- A reception was held for Kent Nester. His last day working for the city was on July 31<sup>st</sup>.

#### \*WEBINAR

- Debbie listened to a webinar conducted by the League on Legislative updates. There are several changes and will be more changes yet to come. The main focus was on the Elections bill.

#### \*MONTHLY ONGOING ACTIVITIES:

- Utility Bills-July Billings 1,704 totaling \$125,560.54 billed.

- Accounts Payable-Second & Forth Tuesday's approximately 150 checks each time
- Payroll-Every Other Wednesday
- Monthly Reports-Revenues, Expenditures, Audit Reports, etc.
- Quarterly Reports-SUTA/Unemployment/CMB, Clean Water/Drink Fee, many more!
- Contractor/Plumbing/Electrical Licenses
- Website-Updated Regularly
- Agenda Packets

Things Upcoming:

\*Budget Hearing 2016, Work Comp Estimates for 2016

## CEMETERY & PARKS

**Cemetery and Parks Supervisor** – Dale Richardson, [drrichcitycemetery@bluevalley.net](mailto:drrichcitycemetery@bluevalley.net); Dan Morley, Assistant Supervisor.

This department takes care of the cemetery, parks, airport, Koester block museum and grounds, forestry and other special events. For the month of July 2015 the department conducted the following activities:

### **CEMETERY**

- Had 01 funeral (dig grave, precession, and backfill)
- Re-filled several settled graves
- Located graves for Monument Company and citizens as needed
- Re-sprayed the cracks in the street for weeds
- Started watering the center circle – Kept mowed and trimmed.

### **Parks**

- Opened all 3 Park restrooms daily
- Kept all properties timed and mowed
- Did weekly trash run (check all barrels in town)
- Kept tennis courts blown off
- Put up the Lions Clubs new Expressions Swing in the Park
- Put 3 new donated benches on the Trail in City Park
- Took the schools bike racks to the swimming pool
- Poured a pad and set the last donated bench in the City Park
- Put a statue that was donated by the Garden Club in the old water fountain in the City Park.

### **Levee**

- Check for and filled in critter holes
- Spayed some weeds at the gate wells and other rip rap areas
- Mowed the top of the Levee.

### **Koester Block & Museum**

- Mowed and trimmed weekly
- Hauled out weed and flower debris left by gardener
- Took crown molding to the Museum for a contractor

- Hauled off debris left by contractors.

### **Airport**

- Cleaned and stocked as needed
- Checked once a week for burned out lights on the runway
- Kept mowed and trimmed.

### **Forestry - Noxious Weeds**

- Trimmed the bushes around the City Park restrooms
- Ground out 3 tree stumps
- Picked up fallen limbs on all the properties
- Mowed 3 weed notices
- Sprayed for weeds as needed.

### **Special Events – Miscellaneous**

- Did recycling for City Hall
- Raised and lowered flags as needed on request from the Governor
- Took down the power line at the water tower so they could start working on the tower.

## STREET DEPARTMENT

**Street Department Supervisor** – Kent Nester; [nest@bluevalley.net](mailto:nest@bluevalley.net)

For the month of July 2015, the Street Department reported the following activities:

#### **Weather:**

1.65 inches of rain (Heavy, street flooding) 07/6/15  
 Light rain 07/9/15  
 Unknown amount rain 07/10/15  
 Extreme Heat advisory for several days beginning 07/13/15  
 Heavy rain 07/15/15  
 .50 inches rain 07/16/15  
 1.75 inches rain & strong winds (trees down, semi blown over by Hedstrom Hall) 07/20/15  
 Extreme Heat Warning 07/24/15  
 Heat advisory 07/27/15  
 .75 inches of rain overnight 7/28/15

#### **Major Projects:**

Hot-mix overlay on Keystone Road (Completed)  
 Curb repairs N 12<sup>th</sup> Street, north of Otoe  
 Street Repairs 9<sup>th</sup> & Jenkins (Drainage tubes)

#### **Other items:**

Flags up for Independence Day / Cleaned up & hauled away the pile behind the scout cabins / Patched North Street east of 20<sup>th</sup> / Patched potholes (Crafco patch material / Cleaned out the Levee gates / Patched potholes & broken curbs with cold-mix / Had a department safety meeting about heat related illnesses / Hired 2 summer helpers for the department / One employee sent to CMH (overcome by heat while overlaying hot-mix on Keystone Road) / Cleaned up broken concrete at 10<sup>th</sup> & Center / Hauled 8

pallets of bricks from the bank at 9<sup>th</sup> & Broadway to the dump for future use / Started getting N 7<sup>th</sup> Street ready for overlay work / Patched several alleys with Cold-mix / Bloodmobile flags up / Picked up piles of limbs & trees after a wind storm / Burnt the brush piles at the dump / Patched the water leak area on Jenkins by the hospital / Wrote up the June work report & e-mailed to Rick / Started painting school crosswalks .

Operated the dump site as scheduled (approx. 470 people)

Kept the building & equipment well maintained

Weekly trash runs downtown

Patched streets & alleys as needed & requested

### **Materials Handled in July:**

275.68 tons of Hot-mix / 15.5 tons of Cold-mix / 12.5 cu yds. of concrete / Multiple truckloads of tree limbs after the storm on the 20<sup>th</sup>.

## PLANNING & ZONING

**Zoning Administrator/Inspector** – Dave Richardson, [darich@bluevalley.net](mailto:darich@bluevalley.net).

Planning, Zoning, Inspection and/or maintenance activities for the month of July 2015 consisted of the following as reported by David Richardson:

- I attended staff meetings for the month.
- I prepared the agenda packet for the July Planning Commission meeting.
- I prepared my monthly report.
- Work continues on 911 Broadway the south interior/exterior brick wall has been rebuilt with new/old bricks and the south 12 feet of floor joist stringers have been replaced along with a new subfloor. A new ADA bathroom has been built and the new AC/furnace and the linoleum floor are finished. Painting is under way, it has been a very slow process, needing more coats of paint than anticipated.
- I replaced fuses on the AWOS system at the Air Port.
- I removed some old electrical conduit from the outside of the museum.
- I took a week of annual leave.

### **Planning Commission**

The Planning Commission reviewed a Preliminary Plat for Brauchi Subdivision.

### **Issued Permits**

Four Electrical Inspections

Three Gas Inspections

One Sign Permit

One Building Permits

## FIRE DEPARTMENT

**Fire Chief** – Dave Richardson - [darich@bluevalley.net](mailto:darich@bluevalley.net)

- The department responded to an alarm malfunction at the Elm Street Apartments, one traffic accident and a smoke in structure, structure was ventilated.
- The annual certification on the city pumpers was preformed, all three trucks passed. This certification is needed to keep our ISO rating.
- This year we did finally get a decrease in the ISO insurance rating from a class 6 down to a class 5, hopefully this should show a small decline in your insurance police.

## WATER DEPARTMENT

Water and Wastewater Supervisor: Kent Bargman; [mvillewater@bluevalley.net](mailto:mvillewater@bluevalley.net)

Kent's crew takes care of all the water and sewer facilities both above and below ground for the City of Marysville. In addition, they maintain the city-owned street lighting downtown and the three intersections with signals. Highlights for the month of July 2015 are provided below as submitted by Kent.

### **Employee Missed Time**

- ✓ For the month of July the Water & Sewer Department missed a total of 36 hrs. for annual leave, 8 hrs. for sick leave, 56 hrs. for Independence Day Holiday and 8 hrs. for Funeral Leave.



### **Potable Water**

- ✓ Just like every other month we checked the wells and the well house for any problems and to get the readings from the hour meters and flow meters. This is done around the 1<sup>st</sup> and the 15<sup>th</sup>
- ✓ The delinquent shut offs for July were done on 7/29/15. There were 14 this time, with \$925 collected in fines and re-connect fees.
- ✓ Read the water meters and repaired any problems that the report identified for us.
- ✓ We got our monthly disinfection report (4 Log) sent into the KDHE.
- ✓ Did the monthly maintenance on the CL-17 chlorine analyzer at the water plant.
- ✓ Got the monthly water samples taken and sent in to the KDHE lab for testing.
- ✓ Changed a chlorine bottle at the water plant.
- ✓ Worked on the fire hydrant and valve lists.
- Hawkins Chemical here and exchanged several empty chlorine bottles for full ones.
- The generator at the water plant was causing an alarm but it is re-set and all is well.
- Well # 11 is reset and back online.
- Backfilled the hole from the water leak at 5<sup>th</sup> & Center.
- Repaired several meter antennas
- Had a short training session on brass fittings, still training the new guys.
- Replaced the tap and installed a curb stop on the corner of 8<sup>th</sup> & Ann for the house at 918 N. 8<sup>th</sup>.
- Met with Larson Construction at the job site on Center St.
- Repaired a leak in the service line for City Hall.
- Exposed the water tap and part of the service line for 209 N. 11<sup>th</sup> which is located on the corner of 10<sup>th</sup> & Carolina, we are getting ready to install a second line for the sprinkler system.

- Added dirt around the new pit at the hospital because it had settled.
- Added more dirt to the yard by the project at 16<sup>th</sup> & Laramie.
- Went and did a fire hydrant test on Keating Street for Jayhawk Fire Sprinkler on behalf of Bulldog Apartments.
- Trenched new water service line to pit at 209 N. 11<sup>th</sup> and backfilled.
- Switched controls to tower #2 and began draining tower #1 at 17<sup>th</sup> & Center for the beginning of the tower rehab project.
- Called out for the SCADA system at the water plant.
- Installed a water meter pit at 901 Hillcrest.
- Assisted the contractor on N. 6<sup>th</sup> St., they hit a service and needed the water shut down.
- Installed a water meter pit at 1409 Jenkins.
- Shut the water off around the 6<sup>th</sup> & Carolina area for the contractor to make the tie in of the new main.
- Repaired a leak in the service line for 1003 Jenkins, we still need to get a pit installed there so the hole is still open.
- Fixed a main break at 13<sup>th</sup> & Walnut, turned the water on and let it set for probably 3 hours and everything was fine, backfilled it with sand and rock and by the time all the barricades were loaded water started coming out of the ground again so we dug it up again and it was another leak 6 feet North of the first.

### **Sanitary Sewer**

- Lagoon samples taken and sent to our lab in Salina.
- Opened the lagoons for the plumber to dump the contents of the Cambridge Place tank.
- The monthly monitoring report was completed and taken to the City Clerk.
- Have been working on some lists for upcoming years for the flush tank replacement and the CIPP.
- Did a deep cleaning of the debris tank on the sewer truck.
- Received the updated software for the sewer camera.
- Poured the concrete for the manhole in the alley South of 18<sup>th</sup> & Jenkins, it will now be barricaded off for whatever time is needed to cure.
- Met with Johnson Service Company to start cleaning and camera for C.I.P.P.
- Called to a sewer backup in the alley in between Elm & Walnut from 14<sup>th</sup> to 15<sup>th</sup>.
- AHRS is here and started the flush tank replacement for this year.

### **Misc;**

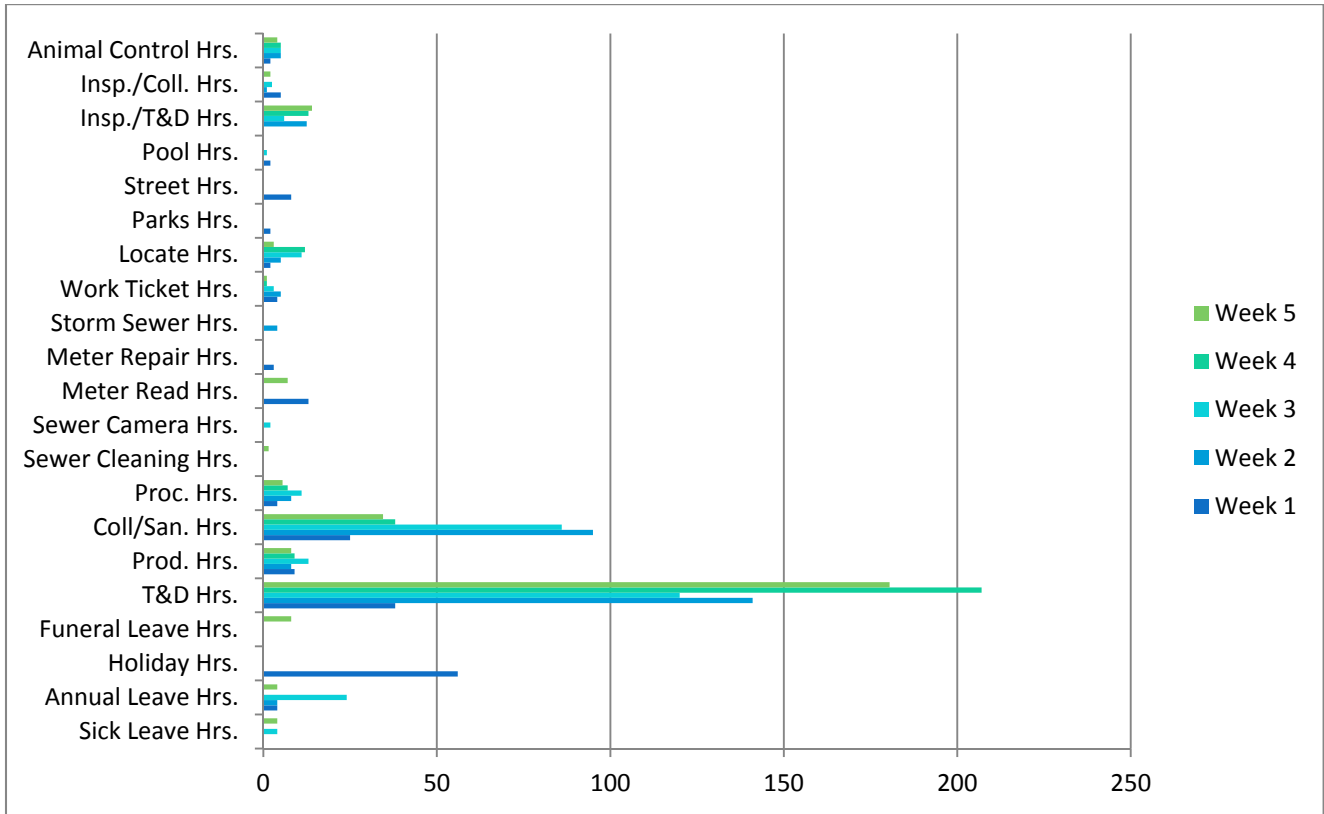
- For July we completed 72 City Hall work tickets which includes the shut off's for the month, and 86 Utility locates.
- Weekly vehicle checks were done every Monday morning.
- Got the monthly report typed up and sent to Rick for distribution.
- Cleaned out the back of all the trucks.
- Worked on entering water and sewer tap information on the computer.
- Added some rock to a few past job sites because of settling.
- Washed all of the department vehicles.
- Mowed and string trimmed around our shop and office area.
- Dennis helped the Street Department today with the overlay on Keystone Rd.
- Mowed and string trimmed the Pump Stations.
- Replaced some cartridges on several showers at the pool, hopefully they will make it the rest of the season.
- Mowed and string trimmed at the wells.
- Let the plumber into the lagoons to dump debris from Cambridge Place.
- Construction inspection at Bulldog Apartments.
- Picked up our porta potty from the rail trail, trail head.

- Finished installing the last part at 9<sup>th</sup> & Jenkins and then installed rip rap around the end of the pipe.
- Inspect the construction progress on the Center Street water line.
- Worked at the shop doing some repair around one of the windows on the North side of the office.
- Planted grass seed on the corner of 16<sup>th</sup> & Laramie.
- Planted grass seed at the hospital around the new pit along Jenkins Street.
- Took truck #514 to mechanic to have fuel pump replaced.
- Sealed concession counter at the Aquatic Center.
- Inspect the 6<sup>th</sup> St. water line project.
- Finally got to take our new truck to get the safety equipment installed , hopefully we will have it back the first of next week and start using it.
- Attended the gathering at City Hall for the retirement of Kent Nester.
- Inspect the flush tank replacement project.

The table below shows the breakdown by category of the various leave/hour categories in July.

	<b>Week 1</b>	<b>Week 2</b>	<b>Week 3</b>	<b>Week 4</b>	<b>Week 5</b>	<b>Total</b>
	7-1-15 to 7-4- 15	7-5-15 to 7- 11-15	7-12- 15 to 7-18- 15	7-19- 15 to 7-25- 15	7-26-15 to 7-31-15	
<b>S.L Hours Missed</b>			4.0		4.0	<b>8.0</b>
<b>A.L. Hours Missed</b>	4.0	4.0	24.0		4.0	<b>36.0</b>
<b>Holiday Hours</b>	56.0					<b>56.0</b>
<b>Emergency/Funeral Hrs.</b>					8.0	<b>8.0</b>
<b>Workman's Comp. Hrs.</b>						<b>0.0</b>
<b>Leave w/o Pay Hrs.</b>						<b>0.0</b>
<b>Other Hrs. Missed</b>						<b>0.0</b>
<b>T&amp;D Hours</b>	38.0	141.0	120.0	207.0	180.5	<b>686.5</b>
<b>Production Hours</b>	9.0	8.0	13.0	9.0	8.0	<b>47.0</b>
<b>Coll/San. Hours</b>	25.0	95.0	86.0	38.0	34.5	<b>278.5</b>
<b>Processing Hours</b>	4.0	8.0	11.0	7.0	5.5	<b>35.5</b>
<b>Sewer Cleaning Hrs.</b>					1.5	<b>1.5</b>
<b>Sewer Cam Hours</b>			2.0			<b>2.0</b>
<b>Meter Read Hours</b>	13.0				7.0	<b>20.0</b>
<b>Meter Repair Hrs.</b>	3.0					<b>3.0</b>
<b>Storm Sewer Hrs.</b>		4.0				<b>4.0</b>
<b>Work Ticket Hrs.</b>	4.0	5.0	3.0	1.0	1.0	<b>14.0</b>
<b>Locate Hrs.</b>	2.0	5.0	11.0	12.0	3.0	<b>33.0</b>
<b>Traffic Lights Hrs.</b>						<b>0.0</b>
<b>Decorative Lts. Hrs.</b>						<b>0.0</b>
<b>K-Block Hrs.</b>						<b>0.0</b>
<b>Parks Hrs.</b>	2.0					<b>2.0</b>
<b>Cemetery Hrs.</b>						<b>0.0</b>
<b>Street Hrs.</b>	8.0					<b>8.0</b>
<b>Pool Hrs.</b>	2.0		1.0			<b>3.0</b>
<b>G.P.S. Hrs.</b>						<b>0.0</b>
<b>Inspection T&amp;D Hrs.</b>		12.5	6.0	13.0	14.0	<b>45.5</b>
<b>Inspection Coll/San. Hrs.</b>	5.0	1.0	2.5		2.0	<b>10.5</b>
<b>Animal Control Hrs.</b>	2.0	5.0	5.0	5.0	4.0	<b>21.0</b>
<b>Levee Hrs.</b>						<b>0.0</b>
	177.0	288.5	288.5	292.0	277.0	1323.0





The graph shown above is a representation of the different hours spent in various tasks by water and sewer departmental employees in the month of June 2015.

## POLICE DEPARTMENT

Police Chief: Todd Ackerman,  
[chiefackerman@bluevalley.net](mailto:chiefackerman@bluevalley.net)

The following information is taken from an in-depth report submitted by Chief Ackerman that included a report for the period January – July 2014 compared to January – July 2015.

The information has been condensed for the reader and summarizes year to date data. There were a total of 1722 reported cases for 2014. In 2015 the month of July has ended with 1122. There may be multiple incidents (charges) per case. The numbers stated below do not reflect convictions, plea agreements, dismissals, or other court related actions or traffic citations. The top ten categories are:



	2015	2014
1. Non-Injury Accidents (10-47)	58	57
2. Theft of Property	37	55
3. Criminal Damage to Property	36	19
4. Domestic Calls	16	20
5. Minor in Consumption – Alcohol	20	2
6. DUI	16	15
7. Search Warrants	21	10
8. Driving while suspended	16	6
9. Calls for Service	697	595
10. Warrant Arrests	30	26

Officers are active with City cases as well as some cases that have to be prosecuted in County Court because of the nature or severity of the case.

Please review the animal control policy on the city website. It is illegal to allow you pet to leave off of your property and use the bathroom on someone else's yard. Dogs at large are open to impoundment for a minimum of \$50 and also a dog at large fine. You are also responsible for any damage these animals create.

If you are planning on burning leaves or yard debris, please review the burning policy on the City of Marysville website for rules and regulations.

Also it is illegal to blow grass clippings and other yard waste into the street. A large fine will be imposed if you violate this ordinance.

Please be aware of leaving animals and children in a hot vehicle. If a child or animal is found alone in a hot vehicle, you are inviting yourself to receive criminal charges and a possible broken window. The police department takes these crimes very seriously and will proceed accordingly to the law.

Please feel free to contact me for any questions or comments.

Chief Todd R. Ackerman

Respectfully submitted.

*Rick Shain*

Rick Shain. City Administrator