

City of Marysville

City Administrator's Monthly Report

November 2015

City Council:

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

ADMINISTRATION DEPARTMENT

Administration and Finance – Rick Shain, City Administrator, cityadm@bluevalley.net; Debbie Price, City Clerk, cityclk@bluevalley.net.

Financial snapshot as of November 30, 2015 (some expenses may reflect adjustments for journal entries):

Fund		Beginning Balance	Revenues	Expenditures	Journal Entries	Current Balance
100	GENERAL	686,361.10	73,618.16	143,131.85		616,847.41
200	WATER REVENUE	767,693.00	343,551.12	384,035.09	-19.53	727,189.50
300	SEWAGE REVENUE	427,709.34	61,727.85	58,957.34	-29.29	430,450.56
400	STREET & HIGHWAY	166,568.57	55.79			166,624.36
403	AIRPORT REVOLVING	2,271.72	0.76			2,272.48
405	SEWER REPLCMT	977,319.41	2,827.35	3,370.00		976,776.76
407	BOND & INTEREST	142,626.38	47.77			142,674.15
409	BOND & INT #1	235,033.34	78.72			235,112.06
410	BOND & INT #1A	231,762.72	26,370.63			258,133.35
411	SPECIAL IMPROV	1,147.75	707.38			1,855.13
503	INDUSTRIAL	142,623.96	1,384.84	1,950.77		142,058.03
505	FIRE EQUIP RESERV	95,325.41	2,031.93			97,357.34
506	FIRE INSURANCE PROC.	0.00				0.00
507	CEM ENDOWMENT	37,481.62				37,481.62
512	LIBRARY REVOLVING	10,663.82	12,000.00	11,834.49		10,829.33
513	LIBRARY	5,904.32				5,904.32
514	LIBRARY EMPL BENE	629.36		527.37		101.99
600	SWIMMING POOL S.TAX	925,841.80	53,724.24	2,574.76		976,991.28
603	SPEC LAW ENFORC	2,685.73	0.90			2,686.63
607	SPECIAL PKS & REC	18,029.20	6.04			18,035.24
707	KOESTER BLK MAINT	25,432.03	3,703.52	985.74		28,149.81
711	EMPLOY BENEFIT	275,878.90	92.40	37,413.45		238,557.85
712	HEALTH INS. RESERVE	0.00				0.00
715	TRANS GUEST TAX	46,672.85	15.63	5,865.80		40,822.68
720	MUN. EQUIP.RESERVE	237,464.40	79.54			237,543.94
799	CAPITAL IMPROV	176,348.20	1,059.07	2,750.00		174,657.27
800	SALES TAX IMPROV	616,677.52	88,949.01	34,674.60		670,951.93
875	WAT UTIL RESERVE	606,452.22	5,203.13	13,932.00		597,723.35
	TOTAL	6,862,604.67	677,235.78	702,003.26	-48.82	6,837,788.37
900	Public Building Com.	635,058.20	104.39			635,162.59

Debt Service overview:

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

	Nov. 2015		Percent
Current	2015 YTD	2014 YTD	Change
General Obligation Debt	2,095,000	550,000	280.91%
KDHE Revolving loans - water	462,220	2,002,794	-76.92%
KDHE Revolving loans - sewer	1,016,420	1,379,774	-26.33%
Temporary Notes	0	185,000	100.00%

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 7th Street Railbed Rehabilitation project. 4) A general obligation refunding issue for the former KDHE revolving loan #2734 (reflected in the 2015 figures).

The **KDHE revolving loans** for water include a 2008 loan authorization for the new tower and well (#2435) and a 2012 loan for water tower rehabilitation (#2734, reflected in the 2014 figures) which was paid off in 2015 and converted to a general obligation issue. 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** includes the Broadway/11th Road improvement which was 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:

*AIRPORT COURTESY CAR

- The County gifted a car for use at the Marysville Airport. It was added to the insurance policy and is available for use. Those calling after 5:00 p.m. contact the Sheriff's Department for the code.

*KOESTER BLOCK MEETING

- A Koester Block Advisory Board meeting was held on November 19th to discuss renewal lease agreements. Labella is starting the first option to renew. H&R Block is making improvements and is asking for a longer term lease. Rental rates will stay the same in 2016 as they were for 2015.

*MONTHLY ONGOING ACTIVITIES:

- Utility Bills-November Billings 1,715 totaling \$137,996.96 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

Things Upcoming:

*End of Year, Audit, Holiday Party

CEMETERY & PARKS

Cemetery and Parks Supervisor – Dale Richardson, dritchcitycemetery@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 November 2015 the department conducted the following activities:

CEMETERY

- Had 01 funerals (dig grave, precession, and backfill)
- Located graves for Monument Company and citizens as needed
- Power washed the Chapel
- Built and installed a grill guard on the New Holland tractor.

Parks

- Opened all 3 Park restrooms daily until closed on the 20th
- Did weekly trash barrel dumps in the Parks
- Removed all freezable item from the restrooms
- Helped the Street Dept. pour concrete by Landoll's
- Put up the Christmas tree at the Pony Statue area
- Worked with the Street Dept. to frame and pour a sidewalk by the pool
- Poured concrete at the pool on the 24th.
- Picked up extra barrels from the Parks and stored them for the winter
- Winterized all the sprinkler systems
- Kept up on bagging and mulching leaves on all City Properties
- Started to winterize and store mowers.

Levee

- Check for and filled in critter holes
- Picked up some logs and limbs from the tube on Willow Creek.

Koester Block & Museum

- Mowed and trimmed weekly
- Put the clear lights back on the Museum after the painting was finished
- Replaced clear bulbs that were out on all the Koester Block and set timers for Christmas Season
- Cleaned the Santa House for the Season.

Airport

- Cleaned and stocked as needed
- Checked once a week for burned out lights on the runway
- Put 2 new tires on the loaner car.

- **Forestry - Noxious Weeds**

Attended a Tree Board Meeting

- Picked up fallen limbs on all the properties
- Removed 2 trees in the Cemetery (1 cedar split and 1 pine from pine wilt).

Special Events – Miscellaneous

- Did recycling for City Hall
- Raised and lowered flags as needed on request from the Governor
- Cleaned up the Koester Museum yard for a special event.

STREET DEPARTMENT

Street Department Supervisor – Gary Gundelfinger – marysvillestreetdept@bluevalley.net

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

Dump site

- Operated dump as scheduled (Approx 810 visitors)
- Burnt brush pile at dump (11/30/15)

Concrete

- Formed, Poured,& Backfilled on 14 days
- Poured 85.5 yards of Concrete
- Assisted Cem dept pour 26.25 yards concrete on south side of pool

Catch Basins

- Cleaned catchbasins 2 times

Sweeper

- Sweeper and Dump truck on leaves 10 days

1 ¼ Rock

- Hauled in 102.5 tons rock
- Put rock down in several locations on 5 days

Asphalt

- Put in cold mix in various locations on 3 days

Salt

- Put away 2 loads of salt 57.8 tons

Snow and Ice

- Salted streets on 3 days (Ice, Freezing rain)

Miscellaneous

- Replaced several signs
- Set out & picked up cones for Christmas parade
- Fall Cleanup week

- Maintained shop & equipment
- Weekly trash runs Downtown
- Hauled load of scrap iron to Smitty's salvage
- Hauled load to Landfill
- Work orders, cut paving permits, & multiple dead animal calls

Completed projects

- 806 N.16th (Curb/Driveway repair)
- Removed Asphalt and poured section of street on N.20th (82 yards concrete)
- Dug out and replaced section of street at 20th Jenkins (Cold mix)
- Dug out and replaced section of street at 20th May (Cold mix)
- Dug out and poured section of sidewalk NW corner of tennis courts

PLANNING & ZONING

Zoning Administrator/Inspector – Dave Richardson, darich@bluevalley.net.

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

- I put all of the speaker wires back into the electrical boxes on Main Street.
- I change the time on the seventh street lighting due to daylight savings.
- I met with Dale and Rick at the pool to look into the irrigation around the pool area.
- Had another water spill in the apartment it runs through the ceiling in Cut Above, I told Broody he is going to have to be more careful or he is going to be buying some new ceiling tile.
- I attended staff meetings for the month.
- I made routine inspections at the Bulldog Apartment complex.
- I prepared the agenda packet for the November Planning Commission meeting.
- I prepared my monthly report.
- I took my truck to Manhattan to have the radio and lights installed.
- I changed all of my tools from the old truck to the new truck.
- Had a heating element burn out in the water heater at City Hall.
- I changed light bulbs in City Hall.
- I helped Dales crew change X-Mas light bulbs and the lights on the outside of City Hall.
- I did an inspection on the new Fire Doors in the new addition at Valley Vet Supply.

Planning Commission

The Planning Commission had nothing on the agenda there for we had no meeting for the month.

The Zoning Board of Appeals had a Public Hearing to approve a variance on a side yard setback for the construction of a garage.

Issued Permits

One Electrical Inspections
 Five Gas Inspections
 No Sign Permit
 No Building Permits

FIRE DEPARTMENT

Fire Chief – Dave Richardson - darich@bluevalley.net

The fire department had six emergency calls for the month. We had Jaws of Life call for a one vehicle roll over west of town in front of Dave's Body shop. There was a call for smoke in a residential, after investigating we found that the smoke had come from a malfunction in the electric dish washer. We assisted Bruce's Wrecker Service with a semi-trailer that high centered its trailer when it turned the corner too short east of Marysville on Hwy. 36. We attempted to lift the trailer with our air bags but were unsuccessful, a larger wrecker needed to be called to complete the task. The department assisted the police department with traffic control at 8th and Center - they had an accident that consisted of a semi and three vehicles. The night of the ice storm there was an accident on the east side of the bridge on the west side of town. The police department had the fire department direct and slow down the traffic that was crossing the bridge, it was a solid sheet of ice. KDOT showed up and salted the bridge, the department returned to the station. One last call, cause was due to the ice storm was a cross arm on a utility pole that had a direct short and caused the pole to burn, we secured the scene and waited for Westar to fix the problem.

Training for the month consisted of First Aid Training and truck maintenance. Dennis Rockwell and a couple of firefighters gave a fire extinguisher training class to one of the Motels here in town; he gives these classes throughout the year to different health care facilities, motels, commercial and industrial companies.

WATER DEPARTMENT

Water and Wastewater Supervisor: Kent Bargman; mvillewater@bluevalley.net

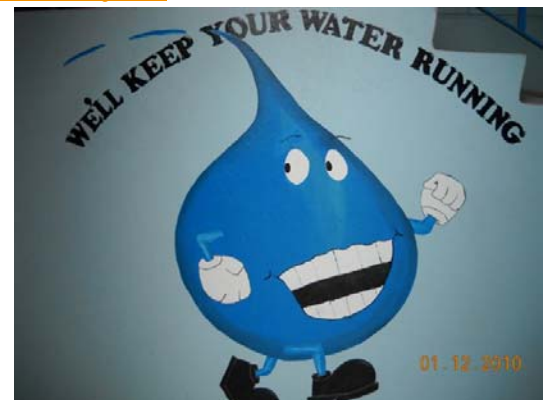
Kent's crew takes care of all the water and sewer facilities both above and below ground for the City of Marysville. In addition, they maintain the city-owned street lighting downtown and the three intersections with signals. Highlights for the month of November 2015 are provided below as submitted by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

Employee Missed Time

- ✓ For the month of November the Water & Sewer Department missed a total of 24 hrs. for annual leave, 160 hrs. for Veterans Day and Thanksgiving Holidays and 80 hrs. for L.W.O.P.

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 1st and the 15th
- ✓ The delinquent shut offs for November were done on 12/1/15. There were 15 this time, with \$1,075 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.
- ✓ Digging along west side of Landoll's on Airport Rd. to install new fire hydrant and valves.



- ✓ Put together parts for 18th & Airport Rd.
- ✓ Installed new fire hydrant and valves at 18th & Airport Rd.
- ✓ Installed a hydrant extension at 18th & Airport Rd.
- ✓ Hydro-excavated on the NE and SW corners of 4th & Carolina.
- ✓ Replaced valves on the NE and SW corners of 4th & Carolina and back filled.
- ✓ Installed a water meter pit by the Aquatic Center for a sprinkler system.
- ✓ Started digging at 12th & Laramie for a valve replacement project, hit an abandoned water tap and ended up having to shut the water down to fix it.
- ✓ Repaired a water leak at the alley entrance behind Ar-Ex Drug store, we ended up waiting to do the final repair until after the Dentist office and the Helvering Center were closed for the day.
- ✓ Marked and logged in some new water meters we received that will be going to the Bulldog Apartments project.
- ✓ Called to an emergency locate at 15th & Carolina a car hit a power pole.
- ✓ Installed 2 taps and pits also tapped 2 fire lines and installed valves at the Bulldog Apartments.

Sanitary Sewer

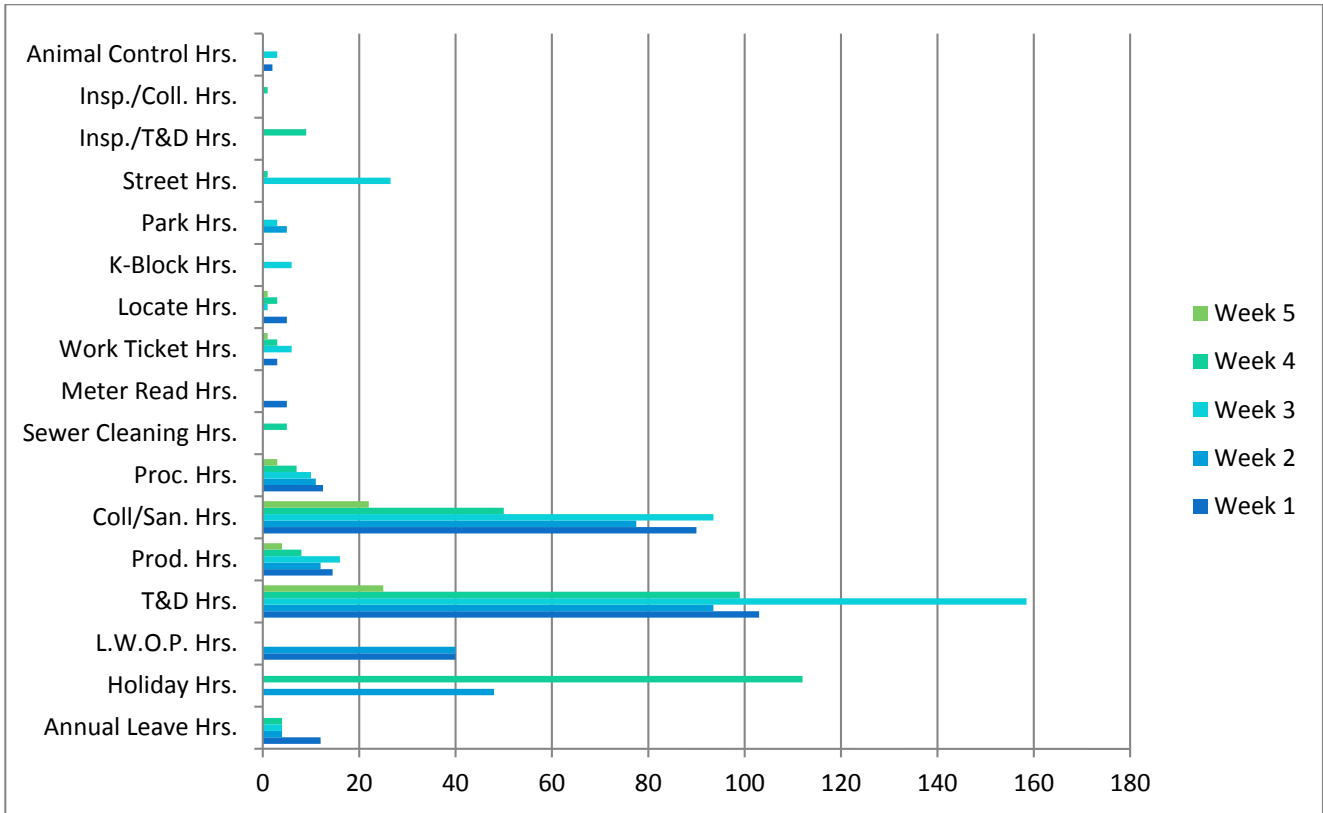
- Lagoon samples taken and sent to our lab in Salina.
- Opened the lagoons for the plumber to dump the contents of the Cambridge Place tank.
- The monthly monitoring report was completed and taken to the City Clerk.
- Cleaned sewer and manhole by KDOT building.
- Agland here today to perform routine inspections on the pump stations.
- Called to the City of Washington after hours to help with a sewer problem.

Misc;

- For November we completed 97 City Hall work tickets which includes the shut offs for the month, and 56 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.
- Dump truck was taken to mechanics to repair emergency brake cable and install a block heater.
- Checked Christmas decorations for burnt out lights and replaced as needed.
- Installed three pollards on Airport Rd. so trucks do not run over new fire hydrant and valves.
- Met with Blue Valley Telephone about the placement of a future fiber optic line at water tower hill.
- Put up Christmas lights in the evening downtown on the decorative lights and also across the highway at the three entrances to town.
- Put up Christmas decorations at the Koester House Museum.
- Put up Santa and the Horse & Sleigh on water tower hill.
- Winterized the City Park bathrooms, Dargatz Park bathrooms and the Lions Park Bathrooms.
- Shut the water off to the trail sprinkler system and drained the check valve also shut the water off to the flower garden by the pool.
- Inspect the Bulldog Apartment utility construction.
- Fueled all vehicles and equipment in preparation for the predicted winter weather.
- Used the vac truck to clean out the catch basin at 6th & Elm.

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

	Week 1	Week 2	Week 3	Week 4	Week 5	Total
	11-1-15 to 11-7-15	11-8-15 to 11-14- 15	11-15-15 to 11-21- 15	11-22-15 to 11-28- 15	11-29-15 to 11-30- 15	
S.L Hours Missed						0.0
A.L. Hours Missed	12.0	4.0	4.0	4.0		24.0
Holiday Hours		48.0		112.0		160.0
Emergency/Funeral Hrs.						0.0
Workman's Comp. Hrs.						0.0
Leave w/o Pay Hrs.	40.0	40.0				80.0
Other Hrs. Missed						0.0
T&D Hours	103.0	93.5	158.5	99.0	25.0	479.0
Production Hours	14.5	12.0	16.0	8.0	4.0	54.5
Coll/San. Hours	90.0	77.5	93.5	50.0	22.0	333.0
Processing Hours	12.5	11.0	10.0	7.0	3.0	43.5
Sewer Cleaning Hrs.				5.0		5.0
Sewer Cam Hours						0.0
Meter Read Hours	5.0					5.0
Meter Repair Hrs.						0.0
Storm Sewer Hrs.						0.0
Work Ticket Hrs.	3.0		6.0	3.0	1.0	13.0
Locate Hrs.	5.0		1.0	3.0	1.0	10.0
Traffic Lights Hrs.						0.0
Decorative Lts. Hrs.						0.0
K-Block Hrs.			6.0			6.0
Parks Hrs.		5.0	3.0			8.0
Cemetery Hrs.						0.0
Street Hrs.			26.5	1.0		27.5
Pool Hrs.						0.0
G.P.S. Hrs.						0.0
Inspection T&D Hrs.				9.0		9.0
Inspection Coll/San. Hrs.				1.0		1.0
Animal Control Hrs.	2.0		3.0			5.0
Levee Hrs.						0.0
	287.0	291.0	327.5	302.0	56.0	1263.5



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 November 2015.

POLICE DEPARTMENT

Police Chief: Todd Ackerman,
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 – November 2014 compared to January – November 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 November has ended with 1708. 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)	96	99
2. Theft of Property	59	87
3. Criminal Damage to Property	52	26
4. Domestic Calls	23	36
5. Minor in Consumption – Alcohol	20	2
6. DUI	24	22
7. Search Warrants	26	13
8. Driving while suspended	25	9
9. Calls for Service	1056	936
10. Warrant Arrests	50	33

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.

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

Chief Todd R. Ackerman

Respectfully submitted.

Rick Shain

Rick Shain. City Administrator