

# City of Marysville

## City Administrator's Monthly Report

### September 2015

#### City Council:

Submitted is a report of the various departments and divisions of the City of Marysville for September 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 September 30, 2015 (some expenses may reflect adjustments for journal entries):

Fund	Beginning Balance	Revenues	Expenditures	Journal Entries	Current Balance
100 GENERAL	765,532.61	146,208.41	176,488.99	58.56	735,310.59
200 WATER REVENUE	768,409.09	90,603.87	128,443.38	3,407.16	733,976.74
300 SEWAGE REVENUE	421,129.38	65,966.13	57,830.12	146.40	429,411.79
400 STREET & HIGHWAY	169,940.22	60.78	60.00		169,941.00
403 AIRPORT REVOLVING	6,519.35	23,548.33	26,161.88		3,905.80
405 SEWER REPLCMT	1,060,653.71	2,879.35			1,063,533.06
407 BOND & INTEREST	231,602.67	20,024.99	112,405.00		139,222.66
409 BOND & INT #1	209,596.05	74.96	1,000.00		208,671.01
410 BOND & INT #1A	205,319.32	26,366.43			231,685.75
411 SPECIAL IMPROV	150.00	542.71			692.71
503 INDUSTRIAL	139,844.29	2,435.82			142,280.11
505 FIRE EQUIP RESERV	94,917.96	2,033.95	3,657.50		93,294.41
506 FIRE INSURANCE PROC.	0.00				0.00
507 CEM ENDOWMENT	37,481.62				37,481.62
512 LIBRARY REVOLVING	10,181.84	12,000.00	9,980.76		12,201.08
513 LIBRARY	0.00	12,714.35	9,582.10		3,132.25
514 LIBRARY EMPL BENE	0.00	3,047.36	3,047.36		0.00
600 SWIMMING POOL S.TAX	853,069.16	53,257.86	21,214.76		885,112.26
603 SPEC LAW ENFORC	2,863.66	1.02	179.84		2,684.84
607 SPECIAL PKS & REC	15,665.23	2,308.00			17,973.23
707 KOESTER BLK MAINT	23,245.85	3,303.31	1,780.55		24,768.61
711 EMPLOY BENEFIT	295,544.34	37,294.94	14,325.52		318,513.76
712 HEALTH INS. RESERVE	0.00				0.00
715 TRANS GUEST TAX	29,559.58	35.45	2,578.99		27,016.04
720 MUN. EQUIP.RESERVE	328,186.15	117.38	90,918.00		237,385.53
799 CAPITAL IMPROV	183,168.45	1,065.51	8,944.00		175,289.96
800 SALES TAX IMPROV	717,858.16	85,308.20	67,065.75		736,100.61
875 WAT UTIL RESERVE	646,952.15	5,231.39			652,183.54
<b>TOTAL</b>	<b>7,217,390.84</b>	<b>596,430.50</b>	<b>735,664.50</b>	<b>3,612.12</b>	<b>7,081,768.96</b>
900 Public Building Com.	635,824.64	99.10	1,000.00		634,923.74

### Debt Service overview:

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

	Sep-15		Percent
Current	2015 YTD	2014 YTD	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	1,016,420	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 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 **KDOT loans** are for a 2004 loan for curb and gutter work and a 2005 loan for N. 11<sup>th</sup> Road and North Street improvements. These were retired in 2014 with an early payment in January 2014.

The **Temporary Note issue** includes the Broadway/11<sup>th</sup> 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:

#### \*OPEN ENROLLMENT/CAFETERIA PLAN

- Open enrollment for insurance is this month.

#### \*SAFETY MEETING

- We are trying to get back on a routine with our safety program. David Ohlde provided a free class on self-defense and aggressive behavior. Brenda Rice, IMA was also provided a training on confined space.

#### \*SWIMMING POOL CLOSING

- The pool closed on September 14<sup>th</sup>. Maria will be at a future meeting to provide a wrap up on concessions, etc.

#### \*KOESTER BLOCK ADVISORY BOARD

- A meeting was held on September 25<sup>th</sup> to discuss the lease agreements for LaBella and H&R Block. A follow up meeting will be held in November.

#### \*MONTHLY ONGOING ACTIVITIES:

- Utility Bills-September Billings 1,711 totaling \$149,994.13 billed.
- Accounts Payable-twice a month
- 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:

\*Flu shots, Black Squirrel Night, Holidays

## CEMETERY & PARKS

**Cemetery and Parks Supervisor** – Dale Richardson, [dlrichcitycemetery@bluevalley.net](mailto:dlrichcitycemetery@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 September 2015 the department conducted the following activities:

**CEMETERY**

- Had 6 funerals (dig grave, precession, and backfill)
- Located graves for Monument Company and citizens as needed
- Kept mowed and trimmed
- Watered the center circle
- Boarded up the windows of the Chapel to be redone
- Cut peonies on all graves.

**Parks**

- Opened all 3 Park restrooms daily
- Re-programed the sprinkler systems on the Trail and Corridor (somehow they had multiple programs running at the same time)
- Kept all properties timed and mowed
- Did weekly trash run (check all barrels in town)
- Kept tennis courts blown off
- Rewired the water feature at Lions Park
- Helped the Street Dept. seal streets.

**Levee**

- Check for and filled in critter holes
- Checked on the condition of the tubes leaving gate well #3 to the river and found the last one to be partially mudded open.

**Koester Block & Museum**

- Mowed and trimmed weekly
- Move some items in the summer kitchen of the museum for some contract work being done
- Kept trash hauled off for contractors working on the museum.

**Airport**

- Cleaned and stocked as needed
- Checked once a week for burned out lights on the runway
- Kept mowed and trimmed
- Replaced 13 Taxiway light transformers and a large number of bulbs and fixtures because of a lightning strike
- Put up the replacement pole and light on the windsock – Picked up the e

#### Forestry - Noxious Weeds

- Picked up fallen limbs on all the properties
- Did 2 weed notices.

#### Special Events – Miscellaneous

- Did recycling for City Hall
- Raised and lowered flags as needed on request from the Governor
- Took picnic tables to the old R.R. depot for a Chamber Mixer
- Dan Morley attended a KMIT Meeting on Workmen's Compensation
- Moved bleachers and picnic tables to the 7<sup>th</sup>. St. Corridor for the Gravel Dash bicycle race
- Put up a snow fence in Hedstrom Hall for the rental for pumpkins.

## STREET DEPARTMENT

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

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

#### Sealing

- Got Equipment ready 3 days
- Sealed 2 days
- 11,198 gallons of oil
- Approx 560 tons of seal chips
- Sealed 27.5 blocks of street

#### Dump

- Operated Dump site as scheduled (Approx. 698 Visitors)

#### Concrete

- Worked on forming and pouring on 8 days
- Backfilled and dirt work on 3 days
- Poured 26.5 yards concrete

#### Bricks

- Cleaned bricks 5 days

#### 1 ½ rock

- Hauled in 71.63 tons to stockpile
- Repaired several alleys

#### Catch basins

- Cleaned Catchbasins 3 times

#### Cold mix

- Repaired numerous potholes in streets and alleys

#### Miscellaneous

- Replaced several signs
- Cleaned S 14th street ditch
- Maintained shop and equipment
- Weekly equipment checks
- Weekly trash runs downtown
- Work orders, cut paving permits,& multiple dead animal calls
- Several events (cones , Barricades , or traffic control)

**Completed**

- 6<sup>th</sup> Carolina
- 5<sup>th</sup> Center
- Parking lot patch west side of Pepsi plant
- Street sealing for the year

**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 September 2015 consisted of the following as reported by David Richardson:

- I attended staff meetings for the month.
- I made routine inspections at the Bulldog Apartment complex.
- I helped Dale prepare the window on the chapel for the new stain glass laminate. We also replaced light bulbs, light socket and ballast along the taxi way at the airport.
- Rick and I started looking into the speaker system on main street.
- I prepared the agenda packet for the September Planning Commission meeting.
- A chain on the horse swing at Dargatz park came lose, it has been repaired.
- I prepared my monthly report.
- The generator at the Police Station has a low oil pressure sensor which is setting off the alarm all of the time, this is being looked into and will be corrected.
- I rebuilt the wall area on the front of Reflection with a piece of cement board so the tiles can be replaced.
- I checked on an electrical problem at Hedstrom Hall, the transformer that supplies the power caught fire, Westar Energy was notified.
- I placed the tiles on the front of Reflections.
- Foley Equipment was here at the end of the month to service the generators, City Hall needed a new battery and a heat recirculating pump, the Police Station needed the oil pressure reset on the digital display, the generator at the Well Site will need in the near future a part that will be shipped out and replace at a later date.

Planning Commission

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

Issued Permits

Six Electrical Inspections

Two Gas Inspections

No Sign Permit

Four Building Permits

**FIRE DEPARTMENT**

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

The fire department worked three 10-48 vehicle accidents with injury, the jaws of life was needed on one of the accidents, no fatalities were reported.

Trucks and firefighters attended the 911 ceremony on Broadway. We preplanned and toured the construction of the new Bulldog Apartments. We trained on pumping all three city trucks. Some fire prevention at the schools was started at the end of the month the rest will be done in October.

# 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 September 2015 are provided below as submitted by Kent.

## **Employee Missed Time**

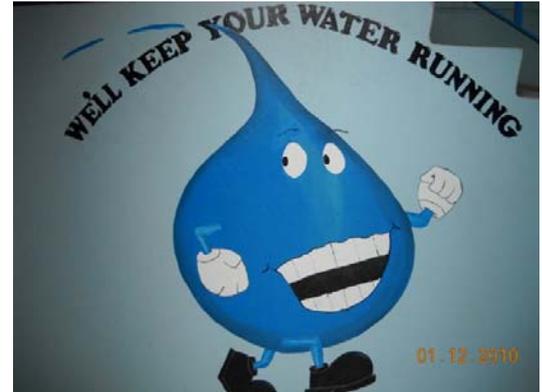
- ✓ For the month of September the Water & Sewer Department missed a total of 52 hrs. for annual leave, 8 hrs. for sick leave, 4 hrs. for L.W.O.P. and 56 hrs. for the Labor Day Holiday.

## **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 September were done on 9/30/15. There were 10 this time, with \$725 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.
- Started to replace the broken check valve on HSP #2 at the water plant but found out that an existing coupling needed to be replaced also and we had to order it.
- The first water sample taken for the Calhoun St. project.
- Turned the mains off and replaced a shut off in the meter pit for 1501 Alston.
- The second water sample taken for the Calhoun St. project.
- Filled water tower #1 and then shut the tower valve back off to let it sit with the chlorine solution to disinfect properly.
- Assisted the plumber at the old depot by finding a leak so he could fix it.
- Repaired a water meter pit at 406 Alston.
- Started working up at 16<sup>th</sup> & Jenkins getting ready for a major valve replacement.
- Drained high concentrated water out of Tower #1.
- Start to refill Tower #1 with potable water.
- Took first water sample for Tower #1.
- Started digging at 17<sup>th</sup> & Calhoun to replace and add water main valves.
- Took second water sample for Tower #1.
- Replaced broken pit at 400 Calhoun.
- Lab results for Tower #1 received, both okay.
- Shut water off at 600 N. 5<sup>th</sup> for repair.
- Shut the water off on N. 3<sup>rd</sup> St. so Larson could do a tie in on the main project.
- Switched the SCADA back and put tower #1 back into service.
- Installed two new water main valves at 17<sup>th</sup> & Calhoun.
- Repair a leak by the pit at 1303 Calhoun.
- Exercised the valves that will be needed for the last tie in on the Calhoun St. water line project.
- Started working at 15<sup>th</sup> & Alston on replacing a broken water valve.

## **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.



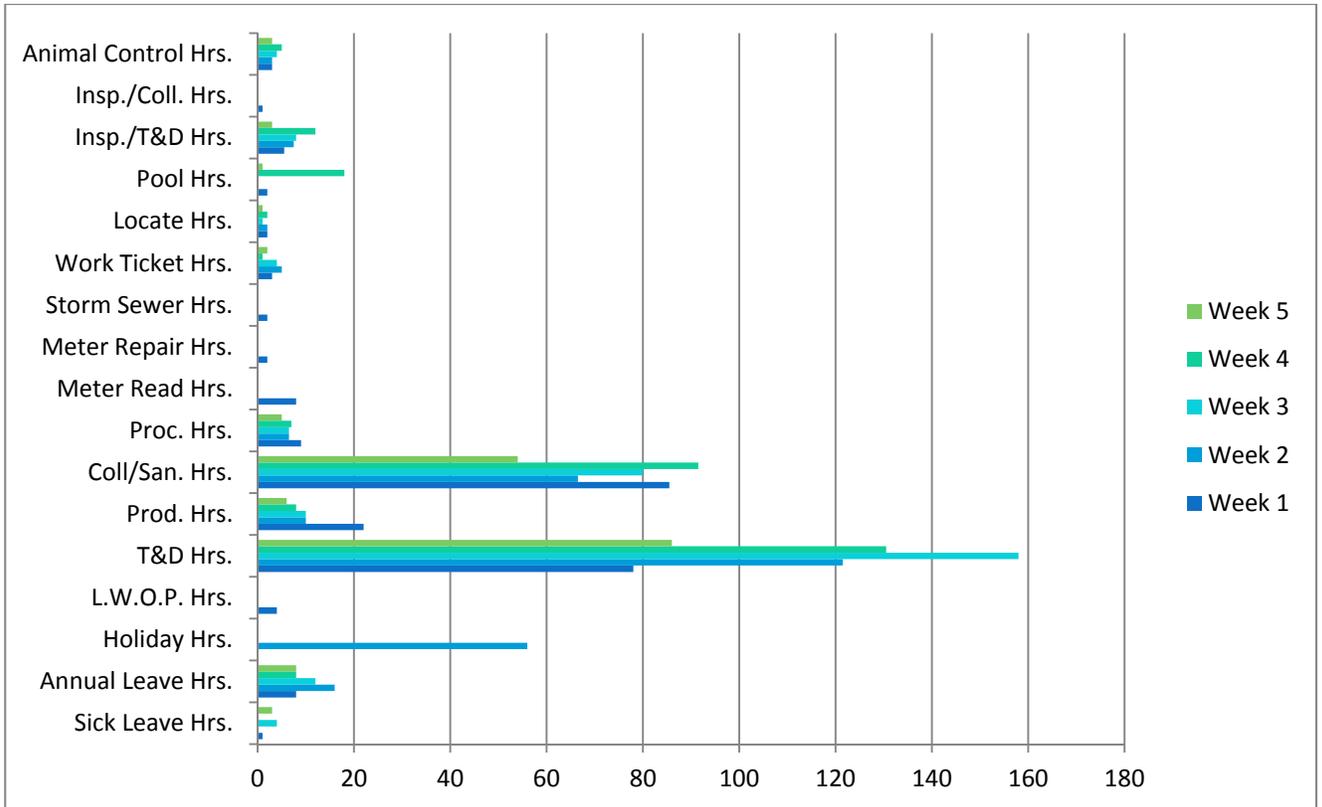
- The monthly monitoring report was completed and taken to the City Clerk.
- Have been working on some lists for upcoming years for the flush tank replacement and the CIPP.
- Installed manhole risers on two manholes in the Frank Marshall Dr. area.
- Due to the Lagoons not discharging at this time the test samples could not be taken.
- Fixed the sewer main on Zelpha Dr.

**Misc;**

- For September we completed 78 City Hall work tickets which includes the shut off's for the month, and 73 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.
- Mowed and string trimmed the Pump Stations.
- Mowed and string trimmed at the wells.
- Let the plumber into the lagoons to dump debris from Cambridge Place.
- Construction inspection at Bulldog Apartments.
- Inspect the flush tank replacement project.
- Inspect the Center St. water line project.
- Working on the drainage ditch at Cambridge Place.
- Mowed and string trimmed around the concrete structures at the lagoons.
- Worked on the garage door antennas in the storage shed behind our shop.
- Re-wired the traffic lights to flash for the Triathlon.
- Helped get the pull type portable generator out to the Orchestra on the Oregon Trail event.
- Finished the ditch grading in the ditch by Cambridge Place.
- Did some OJT with our new hire.
- Worked on the automatic water salesman at the shop, this is the coin operated bulk water dispenser, it wasn't working correctly so I ordered some repair parts.
- Crew went to a safety meeting at City Hall.
- Repaired Water Salesman check valve.
- Start draining the Aquatic Center.
- Pick up scrap metal from the tower rehab and put in the scrap pile.
- Met with Blue Valley at the tower to discuss options about old parts and the generator.
- Took possession of our new 420F Cat Backhoe and was given a little training class by a Cat representative.
- Did the every three month service of the department vehicles.
- Drained the water line at the pool

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

	<b>Week 1</b>	<b>Week 2</b>	<b>Week 3</b>	<b>Week 4</b>	<b>Week 5</b>	<b>Total</b>
	9-1-15 to 9-5-15	9-6-15 to 9-12-15	9-13-15 to 9-19- 15	9-20-15 to 9-26- 15	9-27-15 to 9-30- 15	
<b>S.L Hours Missed</b>	1.0		4.0		3.0	<b>8.0</b>
<b>A.L. Hours Missed</b>	8.0	16.0	12.0	8.0	8.0	<b>52.0</b>
<b>Holiday Hours</b>		56.0				<b>56.0</b>
<b>Emergency/Funeral Hrs.</b>						<b>0.0</b>
<b>Workman's Comp. Hrs.</b>						<b>0.0</b>
<b>Leave w/o Pay Hrs.</b>	4.0					<b>4.0</b>
<b>Other Hrs. Missed</b>						<b>0.0</b>
<b>T&amp;D Hours</b>	78.0	121.5	158.0	130.5	86.0	<b>574.0</b>
<b>Production Hours</b>	22.0	10.0	10.0	8.0	6.0	<b>56.0</b>
<b>Coll/San. Hours</b>	85.5	66.5	80.0	91.5	54.0	<b>377.5</b>
<b>Processing Hours</b>	9.0	6.5	6.5	7.0	5.0	<b>34.0</b>
<b>Sewer Cleaning Hrs.</b>						<b>0.0</b>
<b>Sewer Cam Hours</b>						<b>0.0</b>
<b>Meter Read Hours</b>	8.0					<b>8.0</b>
<b>Meter Repair Hrs.</b>	2.0					<b>2.0</b>
<b>Storm Sewer Hrs.</b>	2.0					<b>2.0</b>
<b>Work Ticket Hrs.</b>	3.0	5.0	4.0	1.0	2.0	<b>15.0</b>
<b>Locate Hrs.</b>	2.0	2.0	1.0	2.0	1.0	<b>8.0</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>						<b>0.0</b>
<b>Cemetery Hrs.</b>						<b>0.0</b>
<b>Street Hrs.</b>						<b>0.0</b>
<b>Pool Hrs.</b>	2.0			18.0	1.0	<b>21.0</b>
<b>G.P.S. Hrs.</b>						<b>0.0</b>
<b>Inspection T&amp;D Hrs.</b>	5.5	7.5	8.0	12.0	3.0	<b>36.0</b>
<b>Inspection Coll/San. Hrs.</b>	1.0					<b>1.0</b>
<b>Animal Control Hrs.</b>	3.0	3.0	4.0	5.0	3.0	<b>18.0</b>
<b>Levee Hrs.</b>						<b>0.0</b>
	236.0	294.0	287.5	283.0	172.0	1272.5



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 September 2015.

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## 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 – September 2014 compared to January – September 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 September has ended with 1465. 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)	74	83
2. Theft of Property	48	71
3. Criminal Damage to Property	44	23
4. Domestic Calls	19	29
5. Minor in Consumption – Alcohol	20	2
6. DUI	21	20
7. Search Warrants	23	12
8. Driving while suspended	25	8
9. Calls for Service	896	758
10. Warrant Arrests	45	29

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

Chief Todd R. Ackerman

Respectfully submitted.

*Rick Shain*

Rick Shain. City Administrator