

City of Marysville

City Administrator's Monthly Report

August 2015

City Council:

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

ADMINISTRATION DEPARTMENT

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

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

Fund		Beginning Balance	Revenues	Expenditures	Journal Entries	Current Balance
100	GENERAL	\$846,912.00	\$70,000.19	\$151,570.97	\$191.39	\$765,532.61
200	WATER REVENUE	\$746,949.97	\$75,490.15	\$54,031.03		\$768,409.09
300	SEWAGE REVENUE	\$418,132.09	\$61,050.65	\$58,053.36		\$421,129.38
400	STREET & HIGHWAY	\$169,882.18	\$58.04			\$169,940.22
403	AIRPORT REVOLVING	\$28,272.63	\$186,506.66	\$208,259.94		\$6,519.35
405	SEWER REPLCMT	\$1,057,792.31	\$2,861.40			\$1,060,653.71
407	BOND & INTEREST	\$231,523.57	\$79.10			\$231,602.67
409	BOND & INT #1	\$209,524.47	\$71.58			\$209,596.05
410	BOND & INT #1A	\$331,275.80	\$26,406.18	\$152,362.66		\$205,319.32
411	SPECIAL IMPROV	\$50.00	\$100.00			\$150.00
503	INDUSTRIAL	\$139,796.53	\$47.76			\$139,844.29
505	FIRE EQUIP RESERV	\$92,886.23	\$2,031.73			\$94,917.96
506	FIRE INSURANCE PROC.	\$0.00				\$0.00
507	CEM ENDOWMENT	\$37,481.62				\$37,481.62
512	LIBRARY REVOLVING	\$9,755.39	\$12,000.00	\$11,573.55		\$10,181.84
513	LIBRARY	\$0.00				\$0.00
514	LIBRARY EMPL BENE	\$0.00				\$0.00
600	SWIMMING POOL S.TAX	\$1,114,582.84	\$58,048.19	\$319,325.48	(\$236.39)	\$853,069.16
603	SPEC LAW ENFORC	\$3,058.47	\$1.04	\$195.85		\$2,863.66
607	SPECIAL PKS & REC	\$16,759.50	\$5.73	\$1,100.00		\$15,665.23
707	KOESTER BLK MAINT	\$21,959.28	\$3,441.00	\$2,154.43		\$23,245.85
711	EMPLOY BENEFIT	\$331,983.78	\$113.42	\$36,552.86		\$295,544.34
712	HEALTH INS. RESERVE	\$0.00				\$0.00
715	TRANS GUEST TAX	\$35,069.19	\$11.98	\$5,521.59		\$29,559.58
720	MUN. EQUIP.RESERVE	\$333,968.46	\$114.10	\$5,896.41		\$328,186.15
799	CAPITAL IMPROV	\$171,561.84	\$11,606.61			\$183,168.45
800	SALES TAX IMPROV	\$673,264.16	\$79,729.02	\$35,135.02		\$717,858.16
875	WAT UTIL RESERVE	\$641,732.90	\$5,219.25			\$646,952.15
	TOTAL	\$7,664,175.21	\$594,993.78	\$1,041,733.15	(\$45.00)	\$7,217,390.84
900		577,356.56	281,838.08	223,370.00		635,824.64

Debt Service overview:

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

	Aug-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 7th 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. 11th Road and North Street improvements. These were retired in 2014 with an early payment in January 2014.

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:

*INDUSTRIAL PARK FLOODPLAIN

- A meeting was held with the business owners in the Industrial Park in regards to the area being in the Floodplain. Dane Bailey with Kansas Department of Ag was also here to present information and offer options for correcting the Floodplain maps.

*ASSESSMENTS

- All weed and sewer assessments were taken to the County for 2016.

*SAFETY TRAINING-WESTAR TRAILER

- It was suggested by KMIT to check into electrical training provided by Westar. Tim Boswell came to the city to look at the facility and see about pulling their training trailer into the fire department. The training is tentatively scheduled for October 1st.

*SWIMMING POOL

- We had an increase in participation of those registered for swimming lessons this year. The swimming pool will stay open until September 16th. After school begins, the pool will be open on the weekend only and for morning lap swim.

****MONTHLY ONGOING ACTIVITIES:**

- Utility Bills-August Billings 1,707 totaling \$132,981.65 billed.
- Accounts Payable-Second & Forth Tuesday's approximately 150 checks each time
- Meeting Minutes-Second and Forth Monday's
- 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:

*WORKSHOP, Pool Closing, Safety Training

CEMETERY & PARKS

Cemetery and Parks Supervisor – Dale Richardson, 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 August 2015 the department conducted the following activities:

CEMETERY

- Had 03 funerals (dig grave, precession, and backfill)
- Located graves for Monument Company and citizens as needed
- Kept mowed and trimmed
- Watered the center circle and sprayed for weeds
- Measured the windows and made a pattern of the arc so the windows can be boarded and a decal put up that looks like stained glass.

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.

Levee

- Check for and filled in critter holes
- Mowed top of the Levee
- Checked gate wells for debris.

Koester Block & Museum

- Mowed and trimmed weekly
- Hauled out weed and flower debris left by gardener
- Hauled crown molding boards to the Museum.

Airport

- Cleaned and stocked as needed
- Checked once a week for burned out lights on the runway
- Kept mowed and trimmed
- Mowed the large open area
- Replaced 2 burned out lights.

Forestry - Noxious Weeds

- Picked up fallen limbs on all the properties
- Mowed 7 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
- Moved picnic tables in the park for a school function.

STREET DEPARTMENT

Street Department Supervisor – Kent Nester; nest@bluevalley.net

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

Concrete

- Worked on concrete for 12 days during the month including removing, forming, pouring & backfilling
- Poured 18 yards of concrete and unknown amount of hand mixed concrete

Asphalt

- Worked with hot mix on 4 days
- Hauled in 24 loads from Schilling's in Manhattan for a total of 297.61 tons
- Finished seventh street overlay
- Worked with cold mix on 5 days
- Mainly patching Seal routes

Fill Sand and rock

- Hauled in 6 loads fill sand 52.19 tons
- Repaired rock alleys on 2 days
- Used from stockpile (no rock available locally)

Rain

- Rain on 4 days during month

Sealing

- Trimmed trees for 4 days
- String trimmed 3 days
- Measured and marked out shoots 1 day
- Cleaned out oil tank on two days
- Had training on oil truck

Miscellaneous

- Replaced several street signs

- Repaired several alleys
- Maintained shop and repaired equipment as needed
- Weekly equipment checks
- Hauled debris from behind scout cabin to dump
- Weekly trash runs downtown
- Work orders, cut paving permits, & multiple dead animal calls
- Operated dump site as scheduled (Approx. 677 visitors)

PLANNING & ZONING

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

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

- I attended staff meetings for the month.
- I prepared the agenda packet for the August Planning Commission meeting.
- I prepared my monthly report.
- Final week on 911 Broadway, painting has been completed, a vent cover in the ceiling and a strip of vinyl floor needs to be completed.
- I replaced fuses on the AWOS system at the Air Port.
- I replaced the wire and outlets on the water feature in Lions Park.
- I made routine inspections at the Bulldog Apartment complex.
- I dumped a load of water from the fire truck into the wash pit at the old car wash. The water department was trying to figure out if the drains, drained into the storm or sanitary system.
- I attended a meeting at city hall on the flood plain map pertaining to the Industrial Park.
- I helped Dale with the water system on the 7th street corridor.
- Dale's crew and I cleaned up and mowed seven properties around the city during the month.

Planning Commission

The Planning Commission approved the Preliminary Plat and Final Plat for Brauchi Subdivision. The Final was then sent to the Governing Body on August 24th.

Issued Permits

Three Electrical Inspections

No Gas Inspections

One Sign Permit

Two Building Permits

FIRE DEPARTMENT

Fire Chief – Dave Richardson - darich@bluevalley.net

Fire Department Activities

- The department provided mutual aid to the Beattie Fire Department on a house fire south of Home.
- We had training with the Jaws of Life, and recertified firefighters on CPR Training.

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 August 2015 are provided below as submitted by Kent.

Employee Missed Time

- ✓ For the month of August the Water & Sewer Department missed a total of 36 hrs. for annual leave, 43 hrs. for sick leave, 3 hrs. for L.W.O.P. and 16 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 1st and the 15th
- ✓ The delinquent shut offs for August were done on 8/31/15. There were 14 this time, with \$1,050 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.
- Called to a water main break at 11th & Ann.
- Called to the Sheriff's Office to shut the water off.
- Assisted the contractor with water disconnect to the flush tank on Hillcrest.
- Took the first water samples at the Center St. and 6th St. water projects.
- Took the second water samples at the Center St. and 6th St. water projects.
- Cut the concrete at 6th & Carolina so we can finish the water line installation
- Finished the water main and valve tie in at 6th & Carolina.
- Called to a water leak at 16th & Park Place.
- Called to the Sheriff's office at 2 am to shut the water off, one of their guests likes to flush things that you shouldn't flush.
- Backfilling several past job sites to finish up those projects.
- Took the Stage 2 Disinfectants and Disinfection Byproduct Rule samples which test for trihalomethanes (TTHM) and haloacetic acids (HAA5) in our water.
- Kent Bargman attended a school in Mayetta for continuing education hours that go towards the renewal of the KDHE water operator's license.
- Called after hours to turn water on at 1305 Calhoun.
- Assisted the contractor with shutting the water down for a water main tie in.
- Called to the Elementary School to shut water off for repairs.
- Shut the water down to replace a broken shut off in the pit at 208 N. 10th.
- Installed a water meter pit at 1003 Jenkins.
- Repaired a water leak at 12th & North after it was hit by a contractor.
- Install water meter pit at 809 N. 12th.
- Checked a possible water leak at 408 Center, called locates.
- Repaired a water leak at 408 Center.

- Removed a temporary valve at 2nd & Calhoun.
- Installed valve risers at 7th & Spring and 7th & Oak before concrete was poured.
- Installed a meter pit at 609 N. 18th.
- Installed valve risers at 7th & North before the overlay.
- Installed a water meter pit at 1255 Ashbury Ln.
- Changed the cooling tube on HSP #3 at the water plant.
- Repaired a fire hydrant at Wal-Mart, someone hit it and knocked it over.

Sanitary Sewer

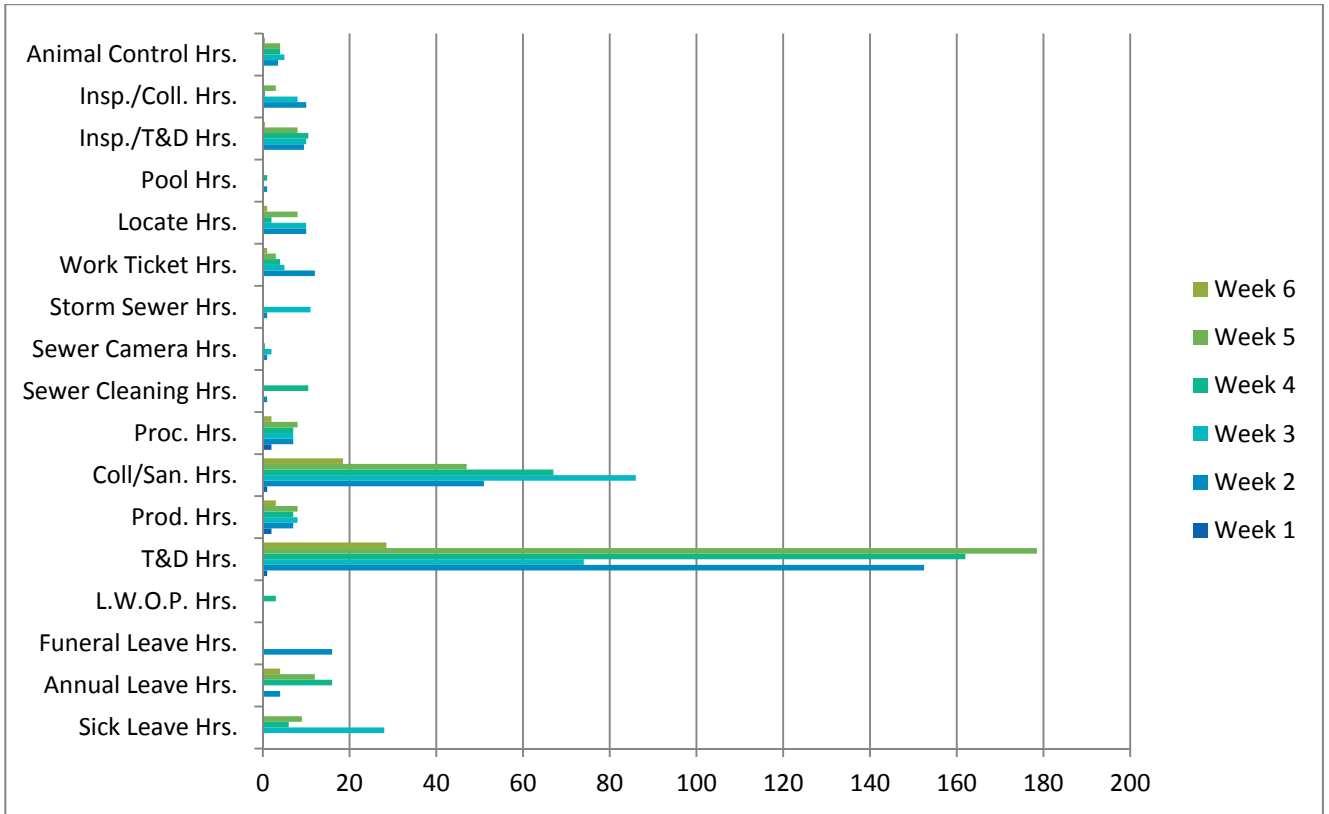
- Lagoon samples taken and sent to our lab in Salina.
- Opened the lagoons for the plumber to dump the contents of the Cambridge Place tank.
- The monthly monitoring report was completed and taken to the City Clerk.
- Have been working on some lists for upcoming years for the flush tank replacement and the CIPP.
- Agland electric here to re-install pump #2 in Pump Station #4.
- Used the sewer truck and the sewer camera to assist a plumber in an alley where they were repairing a sewer service for 408 S. 14th.
- Installed a riser on a manhole at 1309 Park Place.
- Raised a manhole on N. 7th so the street department could get going with the overlay.
- Cleaned the sewer main and then used the sewer camera on the old sewer main where the new Casey's is going, the car wash owner was concerned. We found that he was not connected to the sanitary sewer and was draining into the storm sewer which the KDHE frowns upon. He has hired a plumber and is re-plumbing his entire line.
- Cleaned the old sewer main that runs from S. 13th St. South to the old railroad right of way and then to Jackson St.
- Inspected the sewer connection at 1255 Ashbury Ln.

Misc;

- For August we completed 71 City Hall work tickets which includes the shut off's for the month, and 81 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.
- Cleaned out the back of the dump truck and the sewer truck.
- Inspect the Center St. water line project.
- Finally got to switch all the tools over to the new truck and put it into service.
- Spent most of a day doing a big locate project for AT & T which goes from their building downtown, up 11th Street and over to 16th Street on North Street.
- Replaced the broken storm sewer at 6th & Carolina and backfilled the hole.
- Interviewed and hired Jacob Gundelfinger for our open position.
- Worked on the chlorine pump at the pool.
- Pumped out the pool at 707 N. 11th St. (Meeks)
- Working on the drainage ditch at Cambridge Place.

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

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Total
	8/1/15	8-2-15 to 8-8-15	8-9-15 to 8-15-15	8-16-15 to 8-22- 15	8-23-15 to 8-29- 15	8-30-15 to 8-31- 15	
S.L Hours Missed			28.0	6.0	9.0		43.0
A.L. Hours Missed		4.0		16.0	12.0	4.0	36.0
Holiday Hours							0.0
Emergency/Funeral Hrs.		16.0					16.0
Workman's Comp. Hrs.							0.0
Leave w/o Pay Hrs.				3.0			3.0
Other Hrs. Missed							0.0
T&D Hours	1.0	152.5	74.0	162.0	178.5	28.5	596.5
Production Hours	3.0	7.0	8.0	7.0	8.0	3.0	36.0
Coll/San. Hours	1.0	51.0	86.0	67.0	47.0	18.5	270.5
Processing Hours	2.0	7.0	7.0	7.0	8.0	2.0	33.0
Sewer Cleaning Hrs.		1.0		10.5			11.5
Sewer Cam Hours		1.0	2.0	0.5			3.5
Meter Read Hours							0.0
Meter Repair Hrs.							0.0
Storm Sewer Hrs.		1.0	11.0				12.0
Work Ticket Hrs.		12.0	5.0	4.0	3.0	1.0	25.0
Locate Hrs.		10.0	10.0	2.0	8.0	1.0	31.0
Traffic Lights Hrs.							0.0
Decorative Lts. Hrs.							0.0
K-Block Hrs.							0.0
Parks Hrs.							0.0
Cemetery Hrs.							0.0
Street Hrs.							0.0
Pool Hrs.		1.0		1.0			2.0
G.P.S. Hrs.							0.0
Inspection T&D Hrs.		9.5	10.0	10.5	8.0	0.5	38.5
Inspection Coll/San. Hrs.		10.0	8.0	0.5	3.0		21.5
Animal Control Hrs.		3.5	5.0	4.0	4.0	0.5	17.0
Levee Hrs.							0.0
	7.0	286.5	254.0	301.0	288.5	59.0	1196.0



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 August 2014.

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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 – August 2014 compared to January – August 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 August has ended with 1307. 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)	63	70
2. Theft of Property	45	60
3. Criminal Damage to Property	40	21
4. Domestic Calls	18	23
5. Minor in Consumption – Alcohol	20	2
6. DUI	20	20
7. Search Warrants	23	12
8. Driving while suspended	22	8
9. Calls for Service	813	678
10. Warrant Arrests	40	28

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