

City of Marysville

City Administrator's Monthly Report

January 2016

City Council:

Submitted is a report of the various departments and divisions of the City of Marysville for January 2016.

ADMINISTRATION DEPARTMENT

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

Financial snapshot as of January 31, 2016 (some expenses may reflect adjustments for journal entries):

Fund		Beginning Balance	Revenues	Expenditures	Journal Entries	Current Balance
100	GENERAL	480,576.87	575,550.96	195,052.57		861,075.26
200	WATER REVENUE	740,329.57	61,427.97	111,531.41		690,226.13
300	SEWAGE REVENUE	410,621.70	58,589.57	89,469.86		379,741.41
400	STREET & HIGHWAY	156,681.00	21,719.85			178,400.85
403	AIRPORT REVOLVING	7,319.25	2.50			7,321.75
405	SEWER REPLCMT	979,608.78	2,834.16			982,442.94
407	BOND & INTEREST	142,722.65	130,574.64			273,297.29
409	BOND & INT #1	208,898.98	11,414.26	19,987.50		200,325.74
410	BOND & INT #1A	310,807.09	26,403.02			337,210.11
411	SPECIAL IMPROV	2,075.76	0.71			2,076.47
503	INDUSTRIAL	139,394.72	18,319.94			157,714.66
505	FIRE EQUIP RESERV	99,390.43	2,033.90			101,424.33
506	FIRE INSURANCE PROC.	0.00				0.00
507	CEM ENDOWMENT	37,481.62				37,481.62
512	LIBRARY REVOLVING	194.92	24,000.00	11,585.93		12,608.99
513	LIBRARY	5,904.32	95,288.02	101,192.34		0.00
514	LIBRARY EMPL BENE	101.99	28,348.00	28,449.99		0.00
600	SWIMMING POOL S.TAX	1,020,140.93	50,882.10	395.40		1,070,627.63
603	SPEC LAW ENFORC	2,687.54	0.92			2,688.46
607	SPECIAL PKS & REC	21,036.58	7.18	3,000.00		18,043.76
707	KOESTER BLK MAINT	27,657.50	7,047.32	3,842.20		30,862.62
711	EMPLOY BENEFIT	164,290.04	283,009.31	36,185.54		411,113.81
715	TRANS GUEST TAX	37,857.90	20,678.67	5,662.21		52,874.36
720	MUN. EQUIP.RESERVE	247,624.68	90,084.47			337,709.15
799	CAPITAL IMPROV	184,136.32	151,062.81	301,035.17		34,163.96
800	SALES TAX IMPROV	720,276.34	123,341.06	187,499.86		656,117.54
875	WAT UTIL RESERVE	<u>602,926.52</u>	<u>5,205.67</u>			<u>608,132.19</u>
	TOTAL	6,750,744.00	1,787,827.01	1,094,889.98	0.00	7,443,681.03
900	Public Building Com.	635,240.48	115.04			635,355.52

Debt Service overview:

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

	Jan. 2016		Percent
Current	2016 YTD	2015 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:

*W-2'S, 1099'S

- Paperwork for employees W-2's and 1099's was mailed and filed online.

*TAX DISTRIBUTION

- The first distribution came from the County in the amount of \$1,041,213.65.

*2015 AUDIT

- Carol, Reese and Novelly sent a preliminary list of Audit information. She hopes to come for an onsite visit sometime in March.

*CHRISTMAS DECORATIONS

- A meeting was held with the Convention and Tourism Committee to discuss downtown Christmas decorations. Pricing and options are still being discussed.

*WESTAR

- Closing on the property that Westar purchased took place on January 8th.

***MONTHLY ONGOING ACTIVITIES:**

- Utility Bills-January Billings 1,635 totaling \$111,911.97.
- Accounts Payable
- 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:

*Water Use Report, 2015 Audit.

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 January 2016 the department conducted the following activities:

CEMETERY

- Had 02 funerals (dig grave, precession, and backfill)
- Cleared the Cemetery streets of snow as needed
- Located graves for Monument Company and citizens as needed
- Put road markers along the streets for easier snow removal.

Parks

- Did snow removal as needed and kept ice melt down on slick spots
- Did weekly trash barrel dumps in the Parks
- Did yearly inventory
- Re-built and painted all the benches in Lions and City Park
- Striped and painted 7 metal doors off the park restrooms and Hedstrom Hall
- Fixed the throttle and choke on the Gravely mower
- Worked on all string trimmers
- Hauled off materials from the water tower project
- Took 2 wood chairs apart and re-glued them for City Hall
- Replaced 2 American flags at the water tower and pony statue
- Repaired a carburetor on a leaf blower
- Fixed the wiring on a mower trailer.

Levee

- Check for and filled in critter holes
- Repaired the flap gate west of the levee on gate well #3
- Cleared limbs and logs from the tubes on Willow Creek on the Industrial Park Levee
- Continued to cut some of the larger saplings at the end of 15th. St. on the Levee.

Koester Block & Museum

- Checked for leaves at the front and back entrance of the Museum

- Scooped snow as needed
- Hauled out debris from contractors from the Museum.

Airport

- Cleaned and stocked as needed
- Checked once a week for burned out lights on the runway
- Did snow removal at the Administration building and Heliport.

Forestry - Noxious Weeds

- Picked up fallen limbs on all the properties
- Sharpened all the chains and cleaned all the chain saws.

Special Events – Miscellaneous

- Did recycling for City Hall
- Raised and lowered flags as needed on request from the Governor
- Off for New Years
- Off Martin Luther King Day.

STREET DEPARTMENT

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

For the month of January 2016, the Street Department reported the following activities:

Salt

- Put away 2 loads 56.3 tons of salt

Snow & Ice

- Salted streets on 5 days
- Bladed snow and hauled away on 2 days

Catch basins

- Cleaned and chipped ice out of catch basins on 6 days

Sweeper

- Sweeper out overnight 1 time

Miscellaneous

- Worked on gutter brooms on 7 days
- Hung and painted tin for west wall
- Worked on tin on 5 days
- Hauled waste from scout cabin to Dump On 5 days
- Patched potholes on 2 days
- Maintenance & repairs on equipment
- Repaired equipment on 3 day
- Checked worn and faded signs
- Ordered various signs
- Weekly trash run downtown
- Replaced several signs

- Maintained shop and equipment
- Finished up inventory
- Installed gates and flagpole at new firing range
- Worked on updating snow route map
- Checked on cut paving permits
- Flags put up and taken down as needed

PLANNING & ZONING

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

Planning, Zoning, Inspection and/or maintenance activities for the month of January 2016 consisted of the following as reported by David Richardson:

- I attended staff meetings for the month.
- I prepared the agenda packet for the February Planning Commission meeting.
- I made new copies of the ULDC Code book and the Comprehensive Plan for newly appointed members.
- The sewer pipe came lose in the back room of 909 Broadway, this line comes from the apartment above. The sewer line was reconnected and ceiling tiles in the back room were replaced.
- I replaced some lights inside City Hall.
- I started preparing a Site Plan for the addition on the Elementary School building.

Planning Commission

The Planning Commission met to review a Site Plan for the Marshall County Abstract and a Site Plan for a proposed addition to the Mt. Calvary Lutheran Church. Both Site Plans were approved.

Issued Permits

Twenty-Nine Electrical Inspections

Eight Gas Inspections

One Residential Permits

One Car Port

FIRE DEPARTMENT

Fire Chief – Dave Richardson - darich@bluevalley.net

Our first call for the year was a rural structure fire, next incident was a house alarm system that the lady accidentally activated, and last was traffic control in the 1600 block of Center, one of the trucks hauling the wind generators broke down half way up the hill. The fire department has three firefighters trying to get their Firefighter I certification, this class is done on Saturdays and takes several weeks of commitment.

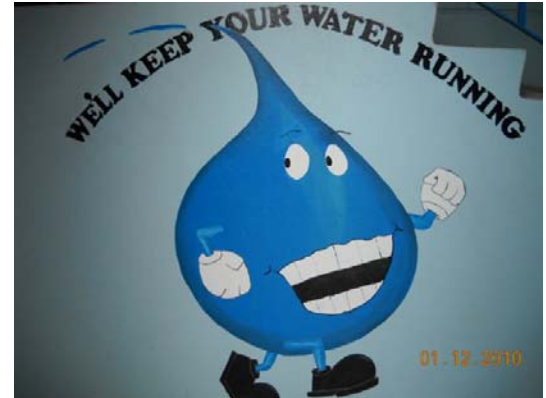
WATER DEPARTMENT

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 January 2016 are provided below as submitted by Kent.

Employee Missed Time

- ✓ For the month of January, the Water & Sewer Department missed a total of 60 hrs. for annual leave, 17 hrs. for sick leave, 112 hrs. for the New Years and M.L.K. holidays and 28 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 January were done on 2/2/16. There were 8 this time, with \$450 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.
- ✓ Called out at night because well #11 failed, got it back working and we are still waiting on a part.
- ✓ Hawkins Chemical here and delivered 4 full chlorine bottle.
- ✓ Built shelves to hold all of the water meters that we have in stock, also wired a light to it so we could see to engrave the numbers on the meters.
- ✓ Installed a water meter pit at 411 N. 14th.
- ✓ Sometime between today and Tuesday morning the pipes that were frozen burst and flooded the water plant office, bathroom, store room and pump room.
- ✓ Called to water plant because of water running out of the doors. We ended up spending the rest of the day at the plant.
- ✓ Wells are being operated in hand mode because of losing almost all of the SCADA system.
- ✓ Plumbers started to re-route the water lines so they are no longer above the ceiling in the office.
- ✓ At the water plant with the plumbers and disaster restoration team.
- ✓ Dusin's were here to measure the floor for the replacement tile.
- ✓ Micro-Comm here and got the SCADA system put back together so the wells are operating normally now, also he was able to recover the data from the old hard drive so we only lost about 1 ½ days of data.
- ✓ The plumbers were here and finished re-locating all of the water lines from above the office.
- ✓ The plumbers also had to replace a gas valve on one of the heaters in the pump room.
- ✓ Rainbow International was here and did some checking and removed some of their fans because things were drying out.
- ✓ Had a carpenter stop by to look at what all needs to be fixed at the water plant, this needs to be done before the flooring can be installed.
- ✓ Rainbow International was at the plant and removed the rest of their equipment.
- ✓ With Eisenbarth Plumbing at the water plant, the backflow preventer started leaking and needed rebuilt and they are certified to do that.

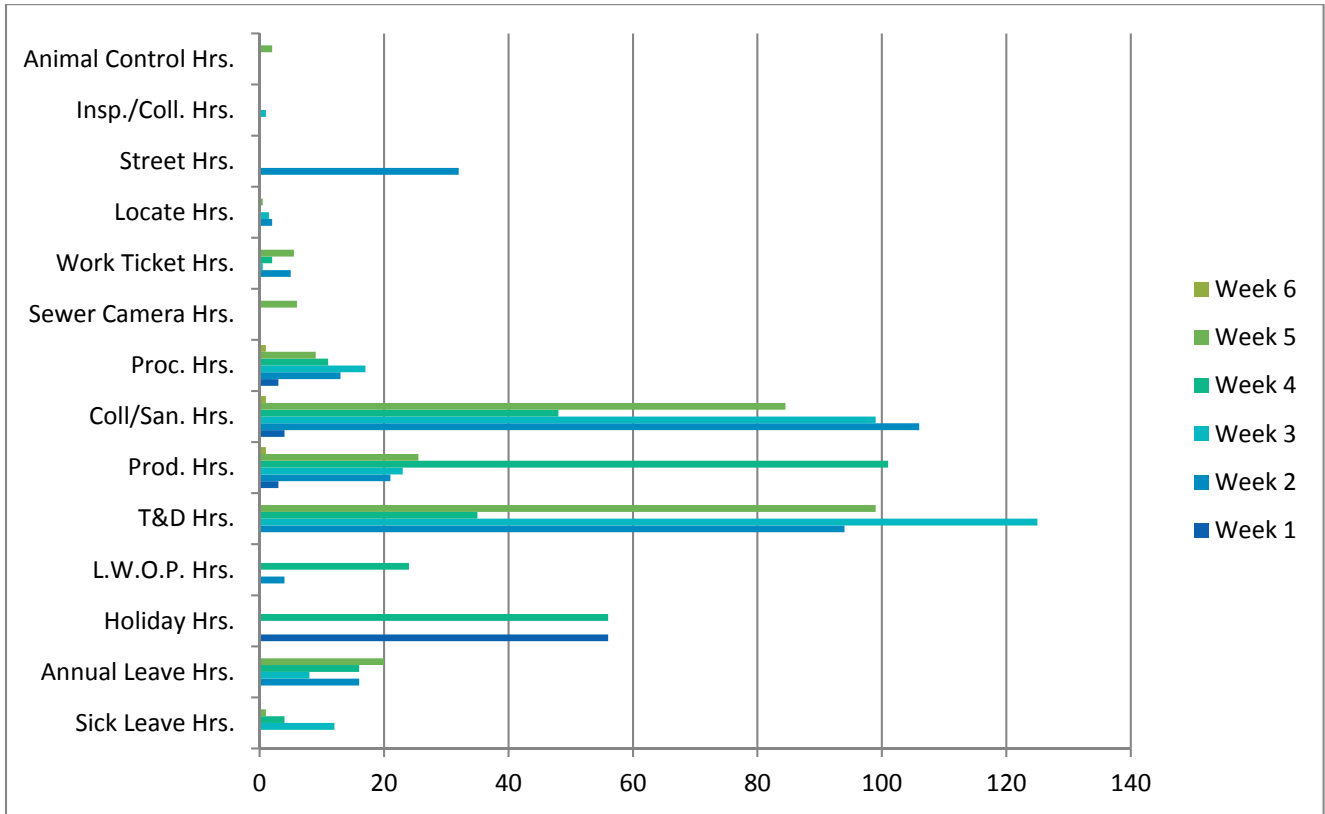
Sanitary Sewer

- 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.

- Worked on the grinder pump at the Dawg House.
- Let Mitchell Plumbing in the lagoons to dump Cambridge Place sewage.
- Kent Bargman attended a wastewater class in Washington.
- Kent Bargman attended a wastewater class in Concordia.
- Called out to 504 N. 12th for a possible sewer backup, we cleaned a main in the alley.
- Called to Frontier Farm Credit because of their sewage grinder pump not working.
- Went back up to 504 N. 20th and did some more cleaning, this time we hit a plug in the main and pulled back a 5' long 2x4.
- We also poured some dye down the sewer at 504 N. 12th and found out which main their sewer runs to.
- Prepared a list of extra CIPP for Rick, also measured the footage and counted the number of taps.
- Hanover Electric here and got the grinder pit working at Frontier Farm Credit.

Misc;

- For January we completed 61 City Hall work tickets which includes the shut offs for the month, and 32 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.
- Latta Plumbing at the water plant working on the water heater and an overhead heater in the pump room.
- Took down Christmas decorations downtown that we could get to.
- Working in the shop putting Christmas decorations away.
- Made new fence posts from rebar for our job sites.
- Finished taking down Christmas decorations downtown.
- Worked in the building behind our shop doing a parts inventory.
- Worked in the shop repairing barricades, building new saw horses etc.;
- Organized the water meters on the new shelves we built.
- Hanover Electric here and replaced the main electrical disconnects at well #11 and at P.S. #3.
- Hauled rock and spread it around at PS #3 and PS #5.
- Did more organizing at the shop by building a rack to hold all of the rolls of poly pipe we have in stock.
- Moved the snow in our parking lot, water plant, PS #3 and PS #5.
- Worked at the water plant, removed the old carpet and general cleaning.



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 January 2016.

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

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Total
	1-1-16 to 1-2- 16	1-3-16 to 1-9- 16	1-10-16 to 1-16- 16	1-17-16 to 1-23- 16	1-24-16 to 1-30- 16	1/31/16	
S.L Hours Missed			12.0	4.0	1.0		17.0
A.L. Hours Missed		16.0	8.0	16.0	20.0		60.0
Holiday Hours	56.0			56.0			112.0
Emergency/Funeral Hrs.							0.0
Workman's Comp. Hrs.							0.0
Leave w/o Pay Hrs.		4.0		24.0			28.0
Other Hrs. Missed							0.0
T&D Hours		94.0	125.0	35.0	99.0		353.0
Production Hours	3.0	21.0	23.0	101.0	25.5	1.0	174.5
Coll/San. Hours	4.0	106.0	99.0	48.0	84.5	1.0	342.5
Processing Hours	3.0	13.0	17.0	11.0	9.0	1.0	54.0
Sewer Cleaning Hrs.							0.0
Sewer Cam Hours					6.0		6.0
Meter Read Hours							0.0
Meter Repair Hrs.							0.0
Storm Sewer Hrs.							0.0
Work Ticket Hrs.		5.0	0.5	2.0	5.5		13.0
Locate Hrs.		2.0	1.5		0.5		4.0
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.		32.0					32.0
Pool Hrs.							0.0
G.P.S. Hrs.							0.0
Inspection T&D Hrs.							0.0
Inspection Coll/San. Hrs.			1.0				1.0
Animal Control Hrs.					2.0		2.0
Levee Hrs.							0.0
	66.0	293.0	287.0	297.0	253.0	3.0	1199.0

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 – January 2015 compared to January – January 2016.

The information has been condensed for the reader and summarizes year to date data. There were a total of 1882 reported cases for 2015. In 2016 the month of January has ended with 142. 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:



	2016	2015
1. Non-Injury Accidents (10-47)	5	8
2. Theft of Property	4	2
3. Criminal Damage to Property	3	4
4. Domestic Calls	3	3
5. Suicide	1	0
6. DUI	1	1
7. Sexual Battery	1	0
8. Driving while suspended	1	1
9. Calls for Service	112	95
10. Warrant Arrests	1	5

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.

Spring is here so please take great care in your driving. Weather changes in Kansas rapidly and can become dangerous from a snow storm to a tornado.

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