

City of Marysville

City Administrator's Monthly Report

December 2015

City Council:

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

ADMINISTRATION DEPARTMENT

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

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

Fund		Beginning Balance	Revenues	Expenditures	Journal Entries	Current Balance
100	GENERAL	616,847.41	84,799.93	221,082.97		480,564.37
200	WATER REVENUE	727,189.50	65,393.42	52,241.60		740,341.32
300	SEWAGE REVENUE	430,450.56	61,655.54	81,502.65		410,603.45
400	STREET & HIGHWAY	166,624.36	56.64	10,000.00		156,681.00
403	AIRPORT REVOLVING	2,272.48	5,046.77			7,319.25
405	SEWER REPLCMT	976,776.76	2,832.02			979,608.78
407	BOND & INTEREST	142,674.15	48.50			142,722.65
409	BOND & INT #1	235,112.06	79.92		(26,293.00)	208,898.98
410	BOND & INT #1A	258,133.35	26,380.74		26,293.00	310,807.09
411	SPECIAL IMPROV	1,855.13	220.63			2,075.76
503	INDUSTRIAL	142,058.03	48.29	2,711.60		139,394.72
505	FIRE EQUIP RESERV	97,357.34	2,033.09			99,390.43
506	FIRE INSURANCE PROC.	0.00				0.00
507	CEM ENDOWMENT	37,481.62				37,481.62
512	LIBRARY REVOLVING	10,829.33	6,000.00	16,634.41		194.92
513	LIBRARY	5,904.32				5,904.32
514	LIBRARY EMPL BENE	101.99				101.99
600	SWIMMING POOL S.TAX	976,991.28	50,742.14	7,592.49		1,020,140.93
603	SPEC LAW ENFORC	2,686.63	0.91			2,687.54
607	SPECIAL PKS & REC	18,035.24	3,001.34			21,036.58
707	KOESTER BLK MAINT	28,149.81	6,654.57	7,146.88		27,657.50
711	EMPLOY BENEFIT	238,557.85	81.09	74,348.90		164,290.04
715	TRANS GUEST TAX	40,822.68	25.77	2,990.55		37,857.90
720	MUN. EQUIP.RESERVE	237,543.94	10,080.74			247,624.68
799	CAPITAL IMPROV	174,657.27	9,479.05			184,136.32
800	SALES TAX IMPROV	670,951.93	92,911.48	43,587.07		720,276.34
875	WAT UTIL RESERVE	597,723.35	5,203.17			602,926.52
	TOTAL	6,837,788.37	432,775.75	519,839.12	0.00	6,750,725.00
900	Public Building Com.	635,162.59	107.89			635,270.48

Debt Service overview:

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

	Dec-15		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:

*Holiday Party

- This year's holiday party for employees was held at City Hall on December 15th. Laurie Parks, Wagon Wheel catered. We have a GREAT turnout. The Mayor and several councilmembers were in attendance.

*Tree City USA

- The recertification application was sent for our Tree City USA status. The requirements include annual costs for tree care, maintenance, etc. along with volunteer hours.

*Quarterly Workshop

- A quarterly workshop was held on December 1ST with the main topic of discussion being a financial plan along with

*Postal Discounts

- Lineage, a postal company came to the office to assess our postal machine and see if any discounts could be offered. At this time our volume isn't enough to offer anything.

*Special Meeting

- A special meeting was held on December 22nd to talk about funding the Geometric Improvement Project.

***MONTHLY ONGOING ACTIVITIES:**

- Utility Bills-December Billings 1,671 totaling \$117,095.54 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:

*2016 Audit, Newsletter, W-2's, 1099's.

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 December 2015 the department conducted the following activities:

CEMETERY

- Fixed all broken Memorial Day Crosses and put names back on replacements and made 22 new ones
- Had 01 funerals (dig grave, precession, and backfill)
- Located graves for Monument Company and citizens as needed
- Planted 10 white fir saplings temporarily until spring.

Parks

- Did snow removal as needed
- Did weekly trash barrel dumps in the Parks
- Took down the good tennis nets and put up 3 older ones for the winter
- Took off the forms on the new pool sidewalk and back filled it with dirt
- Started the yearly maintenance of all the picnic tables and stored them for the winter
- Found a storm sewer wash out in Lions Park and covered it till repairs can be made
- Did wiring repair on 2 trucks and 1 trailer
- Worked on the used utility truck to get it stocked
- Fixed a transmission leak on truck #543
- Cleaned up the Trails Park (limbs and leaves).

Levee

- Check for and filled in critter holes
- Cleared limbs and logs from the tubes on Willow Creek on the Industrial Park Levee
- Sprayed a lot of willow saplings and brush on most of the Levee
- Started 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
- Hung a drain pipe on the gutter by the outhouses.

Airport

- Cleaned and stocked as needed
- Checked once a week for burned out lights on the runway
- Did a maintenance check on the loaner car.

Forestry - Noxious Weeds

- Put a new fuel filter and gas line on the wood chipper
- Picked up fallen limbs on all the properties
- Sprayed on the Levee
- Turned in yearly Forestry Report, trimmed 73 trees, cut down 11 trees, ground and filled in 11 stumps, transplanted 2 trees. Planted 12 trees, 26hrs. watering young trees.

Special Events – Miscellaneous

- Did recycling for City Hall
- Raised and lowered flags as needed on request from the Governor –

STREET DEPARTMENT

Street Department Supervisor – Gary Gundelfinger – marysvillestreetdept@bluevalley.net
 For the month of December 2015, the Street Department reported the following activities:

Salt/Snow/Ice

- Put Away 1 load 25.85 tons of salt
- Salted streets on 2 days (Ice & Snow)

Dump site

- Operated dump as Scheduled (approx 225 Visitors)

Concrete

- Formed, Poured, & Backfilled on 5 days
- Poured 6 $\frac{3}{4}$ yards concrete

Catch basins

- Cleaned Catch basins 4 times

Sweeper & Dump truck

- Sweeper & Truck out on 12 Days

1 $\frac{1}{4}$ rock

- Hauled in 10 loads 112.53 tons of rock
- Put down rock on 3 days

Asphalt

- Patched potholes on 5 days

Brick

- Cleaned brick on 3 days
- Placed brick on 2 days

Sand

- Hauled in 10 loads 129.58 tons Fill sand
- Hauled in 3 loads ssg-c (sand for Ice) 41.79 tons

Miscellaneous

- Weekly Trash run (downtown)
- Replaced several signs
- Set out & picked up cones for Christmas Parade
- Maintained Shop & Equipment
- Work orders, Cut paving permits, & dead animal calls
- Removed sidewalk & stump at pony express barn
- Worked on inventory
- Motor graded Jayhawk road
- Pushed over piles at dump several times
- Repaired several alleys 1 ½ rock
- Cleaned flap gates & tubes several times
- Worked on gutter brooms

PLANNING & ZONING

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

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

- I attended staff meetings for the month.
- I prepared the agenda packet for the December Planning Commission meeting.
- I prepared my monthly report.
- I attended the quarterly workshop.
- My truck went to Boss's for repairs to the passenger's door latch. I also took the truck to Manhattan to get the radio installed.
- I had to make adjustments to the lights on the 7th street trail, they were not coming on.
- It was time to meet the boiler inspector at the Koester House Museum, everything checked out ok for another year.
- I checked the panel box for a camper in the City Park.
- I assigned the addresses for Hartley Ridge Subdivision.
- Rick and I checked on a water leak in the roof at the City Library, roofing companies were notified.
- I meet with the electricians about the lighting on the old water tower.
- I helped Dales crew with snow removal.
- I started the electrical inspections at the Bulldog Apartments.

Planning Commission

The Planning Commission met to amend a Site Plan for Hometown Lumber, this amendment was for an increase in square footage of a structure from an original Site Plan on April 9, 2015.

Issued Permits

Fourteen Electrical Inspections
 One Gas Inspections
 No Sign Permit
 Four Building Permits

FIRE DEPARTMENT

Fire Chief – Dave Richardson - darich@bluevalley.net

The fire department had three emergency calls for the month. One rural grass fire, and two odor calls one was a propane odor, and the other was a natural gas leak on the top of the Wal-Mart store, Kansas Gas was called and shut down the gas line.

The fire department participated in the Christmas Parade with Santa riding on the truck. We had a rescue training at one of the meeting, and the meeting before Christmas we had pizza for everyone.

We had 17 firefighters complete an Exterior Fire Fighting Training course and 2 that completed the Firefighter Skills Training, both courses are provided by the Kansas Fire & Rescue Training Institute.

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 December 2015 are provided below as submitted by Kent.

Employee Missed Time

- ✓ For the month of December the Water & Sewer Department missed a total of 60 hrs. for annual leave, 35 hrs. for sick leave and 112 hrs. for the Christmas 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 1st and the 15th
- ✓ The delinquent shut offs for December were done on 12/30/15. There were 13 this time, with \$950 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 by SCADA for a fail on High Service Pump #3.
- ✓ Called by SCADA for a fail on High Service Pump #1.



- ✓ Checked the static pressure at the fire hydrants on Keating Street so the sprinkler contractor could set the heads to the proper pressure.
- ✓ Called by SCADA for a fail at Well #10.
- ✓ Worked at 12th & Laramie getting the hole cleaned back out so we can do the valve installation next week.
- ✓ Heineken Electric here to work on VFD #3 which is what caused the failure on HSP #3 it is bad and by a stroke of luck on the last day of its warranty so hopefully it will not cost us.
- ✓ Worked up at 12th & Laramie cleaning pipes where we will cut them next Wednesday when we install the new valves.
- ✓ Installed water meter pit at 1185 Timbercreek Dr.
- ✓ Called out by the SCADA twice for well #11.
- ✓ Installed four new water main valves at 12th & Laramie.
- ✓ Worked at well # 11 on the main breaker in the control box.
- ✓ Backfilled and packed the jobsite at 12th & Laramie.
- ✓ Replaced the broken water meter pit at 1410 Carolina.
- ✓ The technician who takes care of our Cla-Val valves was here today and serviced the two large ones which are located at the well house and water plant.
- ✓ Installed a water meter pit for a building at the Bulldog Apartments.
- ✓ Installed the last meter pit and sprinkler pit at the Bulldog Apartments.
- ✓ Started digging on a valve project in the alley North of the K of C Hall.
- ✓ Worked on the tap information for all the pits and meters at the Bulldog Apartments.
- ✓ The Sensus specialist from HD Waterworks was here helping us get our programmer working properly.
- ✓ Called in for a water main break at 6th & Carolina.
- ✓ Turned the fire sprinkler system on at Bulldog Apartments for testing.
- ✓ Well # 12 failed today, switched back to well # 11 until we get the problem figured out.
- ✓ The weather was not cooperating so we backfilled an open job site and we will start again when conditions improve.

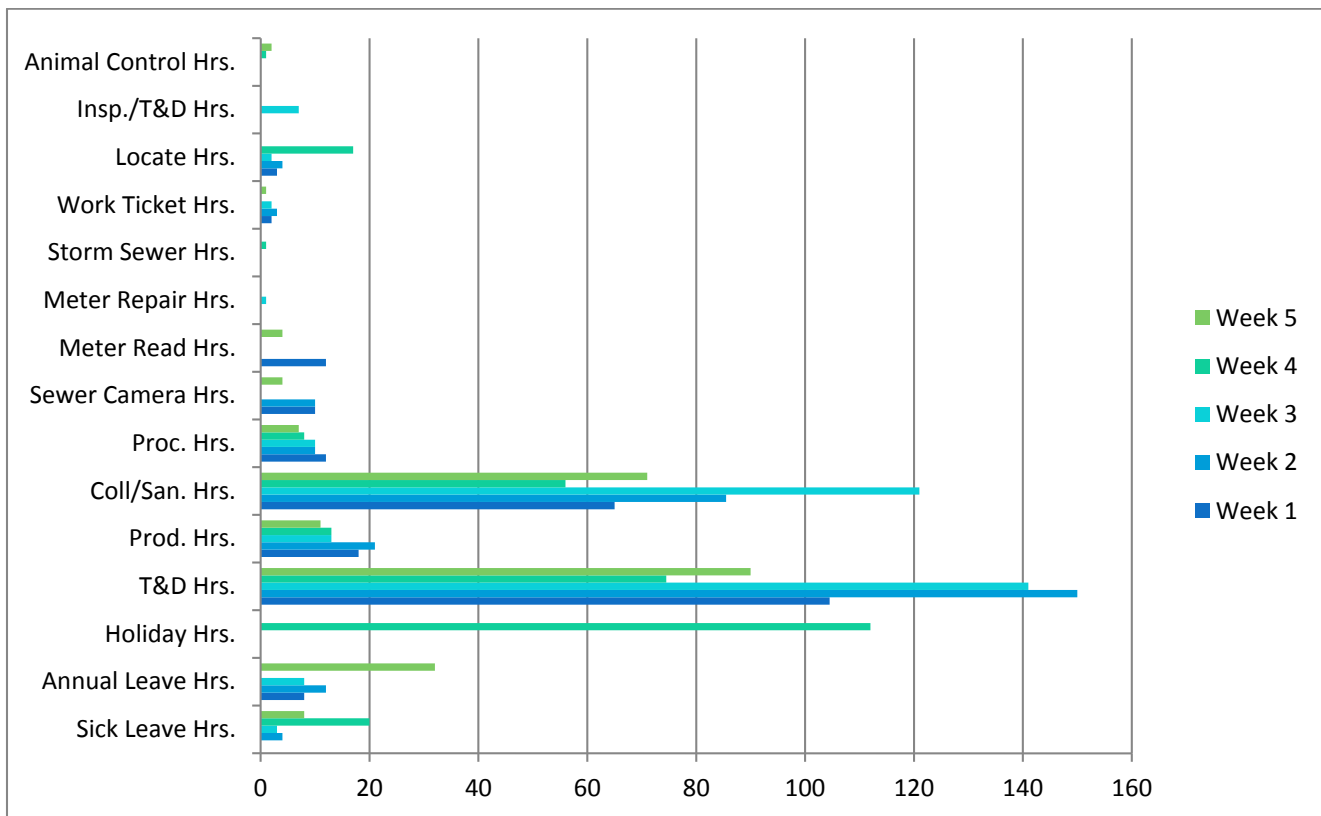
Sanitary Sewer

- 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.
- Used the sewer camera on a sewer main at 13th & Oak.
- Sprayed down Pump Stations #1, #2, #3 & #4 with a degreaser solution.
- Checked and cleaned the sewer main on S. 12th St. between Elm St. and Spring St. then we also ran the sewer camera on the same line.
- Having problems at PS #3 lots of inflow and pumps not working properly.
- Called out to PS #3 again, could not get it to work correctly so we called Hanover Electric, they came and found a bad part, bypassed the bad part so the pumps would at least run and I ordered a new part.
- Called out to 1169 Pony Express Hwy. for a grinder pump not working correctly.
- Replaced the grinder pump at 1169 Pony Express Hwy.
- Hanover Electric at PS #3 working on the controls.

Misc:

- For December we completed 91 City Hall work tickets which includes the shut off's for the month, and 18 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.
- Attended the workshop with the City Council.

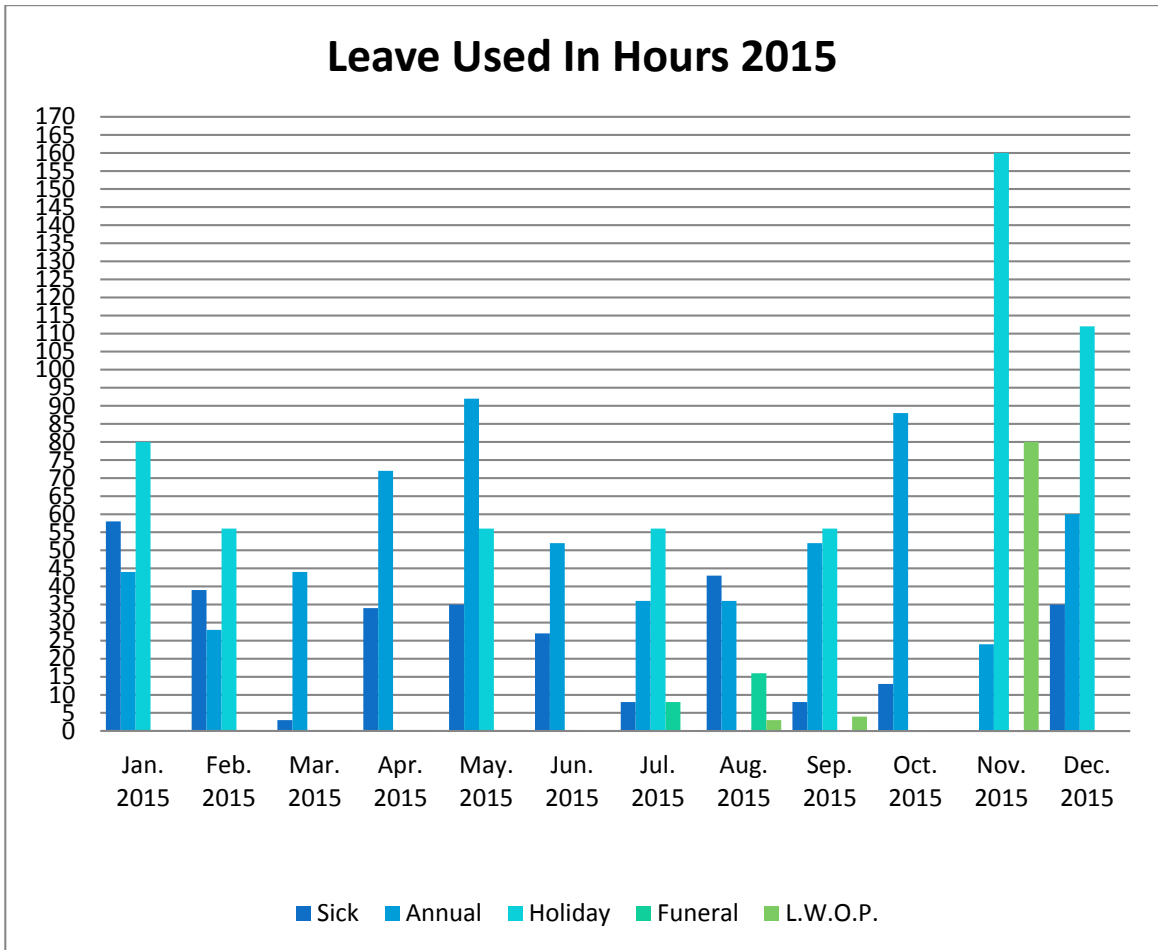
- Used the vac truck to suck mud and water out of the sprinkler pit at the Bulldog Apartments.
- Kent, Delmar and Kevin attended a meeting to prep for a deposition.
- Did some extensive cleaning at our shop and offices today, looks much better.
- Working on the inventory of our repair parts and also the new installation parts.
- Removed the urinal in the bathroom at our shop and installed storage shelves instead.
- Kent, Delmar & Kevin at County Courthouse for a deposition.
- Worked on the shelf where we keep all the tapping saddles, cleaning and putting everything back in order.
- Had a large locate to do for CES, marking everything around the high school and the elementary school.
- The new ductile iron chain saw arrived.
- Used the vac truck to clean out a catch basin at 6th & Walnut.



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 December 2015.

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
	12-1-15 to 12-5- 15	12-6-15 to 12-12- 15	12-13-15 to 12-19- 15	12-20-15 to 12-26- 15	12-27-15 to 12-31- 15	
S.L Hours Missed		4.0	3.0	20.0	8.0	35.0
A.L. Hours Missed	8.0	12.0	8.0		32.0	60.0
Holiday Hours				112.0		112.0
Emergency/Funeral Hrs.						0.0
Workman's Comp. Hrs.						0.0
Leave w/o Pay Hrs.						0.0
Other Hrs. Missed						0.0
T&D Hours	104.5	150.0	141.0	74.5	90.0	560.0
Production Hours	18.0	21.0	13.0	13.0	11.0	76.0
Coll/San. Hours	65.0	85.5	121.0	56.0	71.0	398.5
Processing Hours	12.0	10.0	10.0	8.0	7.0	47.0
Sewer Cleaning Hrs.						0.0
Sewer Cam Hours	10.0	10.0			4.0	24.0
Meter Read Hours	12.0				4.0	16.0
Meter Repair Hrs.			1.0			1.0
Storm Sewer Hrs.				1.0		1.0
Work Ticket Hrs.	2.0	3.0	2.0		1.0	8.0
Locate Hrs.	3.0	4.0	2.0	17.0		26.0
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.						0.0
G.P.S. Hrs.						0.0
Inspection T&D Hrs.			7.0			7.0
Inspection Coll/San. Hrs.						0.0
Animal Control Hrs.				1.0	2.0	3.0
Levee Hrs.						0.0
	234.5	299.5	308.0	302.5	230.0	1374.5



The graph shown above shows the distribution of all hours worked in the water/sewer department for 2015.

Hourly Breakdown for the calendar year of 2015

	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug	Sept.	Oct.	Nov.	Dec.	Total
S.L Hours Missed	58.0	39.0	3.0	34.0	35.0	27.0	8.0	43.0	8.0	13.0		35.0	303.0
A.L. Hours Missed	44.0	28.0	44.0	72.0	92.0	52.0	36.0	36.0	52.0	88.0	24.0	60.0	628.0
Holiday Hours	80.0	56.0			56.0		56.0		56.0		160.0	112.0	576.0
Emergency/Funeral Hrs.							8.0	16.0					24.0
Workman's Comp. Hrs.													0.0
Leave w/o Pay Hrs.						4.0		3.0	4.0		80.0		91.0
Other Hrs. Missed													0.0
T&D Hours	356.0	402.5	667.0	493.5	490.0	634.5	686.5	596.5	574.0	746.5	479.0	560.0	6686.0
Production Hours	112.5	61.5	56.0	58.0	51.5	54.5	47.0	36.0	56.0	46.0	54.5	76.0	709.5
Coll/San. Hours	137.0	362.0	333.5	380.0	324.0	324.0	278.5	270.5	377.5	272.5	333.0	398.5	3791.0
Processing Hours	65.0	63.0	91.0	55.0	62.0	71.0	35.5	33.0	34.0	93.5	43.5	47.0	693.5
Sewer Cleaning Hrs.	2.0		4.0		1.0		1.5	11.5			5.0		25.0
Sewer Cam Hours			4.0				2.0	3.5				24.0	33.5
Meter Read Hours		18.0		9.0	13.0	4.0	20.0		8.0	10.0	5.0	16.0	103.0
Meter Repair Hrs.	3.0	3.0			5.0	1.0	3.0		2.0			1.0	18.0
Storm Sewer Hrs.			8.0	28.0	18.0	105.0	4.0	12.0	2.0	5.0		1.0	183.0
Work Ticket Hrs.	27.5	16.0	11.0	14.0	15.0	14.0	14.0	25.0	15.0	14.0	13.0	8.0	186.5
Locate Hrs.	10.0	13.0	17.0	9.5	18.0	12.0	33.0	31.0	8.0	8.5	10.0	26.0	196.0
Traffic Lights Hrs.				0.5	0.5								1.0
Decorative Lts. Hrs.	1.5					4.0							5.5
K-Block Hrs.	2.0										6.0		8.0
Parks Hrs.			43.0	47.0	5.0		2.0				8.0		105.0
Cemetery Hrs.													0.0
Street Hrs.	28.5	1.0				4.0	8.0				27.5		69.0
Pool Hrs.	5.0			63.0	15.0	3.0	3.0	2.0	21.0	4.0			116.0
G.P.S. Hrs.													0.0
Inspection T&D Hrs.							45.5	38.5	36.0	25.5	9.0	7.0	161.5
Inspection Coll/San. Hrs.				47.0	30.0	16.5	10.5	21.5	1.0		1.0		127.5
Animal Control Hrs.	5.0	3.0	4.0	2.0	6.0	15.0	21.0	17.0	18.0	12.0	5.0	3.0	111.0
Levee Hrs.													0.0
	937.0	1066.0	1285.5	1312.5	1237.0	1345.5	1323.0	1196.0	1272.5	1338.5	1263.5	1374.5	14951.5

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 – December 2014 compared to January – December 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 December has ended with 1842. 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)	107	107
2. Theft of Property	65	96
3. Criminal Damage to Property	54	28
4. Domestic Calls	30	40
5. Minor in Consumption – Alcohol	20	2
6. DUI	25	22
7. Search Warrants	26	15
8. Driving while suspended	26	12
9. Calls for Service	1139	1014
10. Warrant Arrests	53	35

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.

Winter is here so please take great care in your driving. Stopping distances are great as well a sliding. Marysville keeps their Emergency Snow Routs and Primary Snow Routs very clean.

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