

City of Marysville

City Administrator's Monthly Report

October 2015

City Council:

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

ADMINISTRATION DEPARTMENT

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

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

Fund		Beginning Balance	Revenues	Expenditures	Journal Entries	Current Balance
100	GENERAL	735,310.59	91,472.68	140,422.17		686,361.10
200	WATER REVENUE	733,976.74	84,564.06	50,847.80		767,693.00
300	SEWAGE REVENUE	429,411.79	63,076.51	64,766.96	(12.00)	427,709.34
400	STREET & HIGHWAY	169,941.00	22,997.07	26,369.50		166,568.57
403	AIRPORT REVOLVING	3,905.80	14,718.30	16,352.38		2,271.72
405	SEWER REPLCMT	1,063,533.06	2,853.35	89,067.00		977,319.41
407	BOND & INTEREST	139,222.66	4,578.72	1,175.00		142,626.38
409	BOND & INT #1	208,671.01	26,362.33			235,033.34
410	BOND & INT #1A	231,685.75	76.97			231,762.72
411	SPECIAL IMPROV	692.71	455.04			1,147.75
503	INDUSTRIAL	142,280.11	570.45	226.60		142,623.96
505	FIRE EQUIP RESERV	93,294.41	2,031.00			95,325.41
506	FIRE INSURANCE PROC.	0.00				0.00
507	CEM ENDOWMENT	37,481.62				37,481.62
512	LIBRARY REVOLVING	12,201.08	12,000.00	13,537.26		10,663.82
513	LIBRARY	3,132.25	2,772.07	6,953.78		(1,049.46)
514	LIBRARY EMPL BENE	0.00	629.36			629.36
600	SWIMMING POOL S.TAX	885,112.26	47,698.32		(15.00)	932,795.58
603	SPEC LAW ENFORC	2,684.84	0.89			2,685.73
607	SPECIAL PKS & REC	17,973.23	55.97			18,029.20
707	KOESTER BLK MAINT	24,768.61	3,546.73	2,883.31		25,432.03
711	EMPLOY BENEFIT	318,513.76	8,167.06	50,801.92		275,878.90
712	HEALTH INS. RESERVE	0.00				0.00
715	TRANS GUEST TAX	27,016.04	21,750.75	2,093.94		46,672.85
720	MUN. EQUIP.RESERVE	237,385.53	78.87			237,464.40
799	CAPITAL IMPROV	175,289.96	1,058.24			176,348.20
800	SALES TAX IMPROV	736,100.61	92,549.11	230,604.90	18,632.70	616,677.52
875	WAT UTIL RESERVE	652,183.54	5,216.68	50,948.00		606,452.22
	TOTAL	7,081,768.96	509,280.53	747,050.52	18,605.70	6,862,604.67
900	Public Building Com.	634,923.74	104.46			635,028.20

Debt Service overview:

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

	Oct-15		Percent
Current	2015 YTD	2014 YTD	Change
General Obligation Debt	2,095,000	550,000	280.91%
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	-00.00%

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:

*ANNUAL LKM CONFERENCE

- Several attended the annual LKM Conference in Topeka this month. Each of us attended general sessions, breakout workshops and concurrent workshops. It was a very informative program this year. Congratulations to David Richardson on 40 years as Fire Chief!

*BLACK SQUIRREL NIGHT

- Our annual Black Squirrel Night was held on Friday, October 30th. The city gave 100 dozen donuts away along with coffee and cider. Because of the rain, the donuts left were taken to various places around town.

*REGION MEETING

- Debbie attended a region clerks meeting in Westmoreland on October 30th. There was a tour given of the Potawatomi County facilities and the Fire Department which was constructed as a KanStep project. There were only eight clerks in attendance.

*FLU-SHOTS

- Flu shots were given to employees who wanted them on October 28th. It is covered through Blue Cross/Blue Shield insurance.

***MONTHLY ONGOING ACTIVITIES:**

- Utility Bills-October Billings 1721 totaling \$142,918.11 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
- Agenda Packets

Things Upcoming:

*Clerk's Academy, Koester Block Meeting.

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 October 2015 the department conducted the following activities:

CEMETERY

- Had 02 funerals (dig grave, precession, and backfill)
- Located graves for Monument Company and citizens as needed
- Mowed and trimmed for the last time this season
- Watered and fertilized the center circle
- Attended a Supervisors Meeting

Parks

- Opened all 3 Park restrooms daily
- Tightened the rope on the Ferry at the Trails Park
- Straightened the frame on a picnic table and replaced a board on another one at Lions Park
- Removed graffiti on a bench on the trail in the City Park
- Started bagging leaves on all the properties
- Pulled the pumps and drained the water feature at Lions Park
- Replaced a chin up bar at Lions Park
- Replaced a 20ft. support board in the north shelter at Lions Park
- Hauled crown molding to the Art Center for a contractor.

Levee

- Check for and filled in critter holes (filled in 1 badger hole and a few smaller ones)
- Removed a log and limb jam in front of the 2 tubes on Willow Creek on the Tension levee.

Koester Block & Museum

- Mowed and trimmed weekly
- Cleaned and sprayed for bugs at the Santa House
- Removed and stored plant at the museum.

Airport

- Cleaned and stocked as needed

- Checked once a week for burned out lights on the runway
- Kept mowed and trimmed
- Replaced 1 bulb and 1 complete fixture on the runway.

Forestry - Noxious Weeds

- Attended a Tree Board Meeting
- Picked up fallen limbs on all the properties
- Cut down large limb at Trails Park
- Trimmed the tree in front of the Police Station
- Removed 2 hackberry trees and ground the stumps at Lions Park
- Cut saplings on the 8th. and 9th, St. steps
- Trimmed all the bushes in Lions and City Parks and the Cemetery.

Special Events – Miscellaneous

- Did recycling for City Hall
- Raised and lowered flags as needed on request from the Governor
- Took picnic tables and barrels to Broadway for Black Squirrel Night
- Had a Tailgate Party in the City Park
- Got the gazebo ready in the Koester Block for a wedding.

STREET DEPARTMENT

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

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

Dump Site

- Operated dump as scheduled (approx. 645 Visitors)

Concrete

- Formed, poured & Backfilled on 13 days
- Poured 19.75 yards of Concrete

Bricks

- Cleaned brick 6 days
- Relayed Brick on 5 days

Fill Sand

- Hauled in 10 loads (133.27)tons fill sand

Catch basins

- Cleaned catch basins on 2 Days

Cold mix

- Patched potholes on 3 days

1 ¼ Rock

- Repaired alleys on 2 days

Sweeper & Truck

- Sweeper out picking up seal chips on 3 days
- Sweeper out on Leaves 10 Days

Miscellaneous

- Replaced several signs
- Assisted Cem Dept. on tree removal @ lions park
- Homecoming parade
- Black Squirrel night
- Maintained shop and equipment
- Weekly trash runs downtown
- Work orders, cut paving permits,& Multiple dead animal calls

Completed

- 13th Walnut (Large brick repair)
- 700 N 14th (Small curb repair)
- 500 N 17th (Small curb repair)
- 17th Calhoun (Curb & street repairs)
- 16th Jenkins (Curb , Catch basin , & Large brick repair)
- 609 N 18th (Small sidewalk repair)
- 12th Alston (ADA sidewalk repair)
- 900 block of Hillcrest (Brick repair)

PLANNING & ZONING

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

Planning, Zoning, Inspection and/or maintenance activities for the month of October 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 prepared the agenda packet for the October Planning Commission meeting.
- I prepared my monthly report.
- The tile on the front of Reflections was installed.
- I started the changeover of my older truck to the new police truck.
- I sanded some of the crown molding for the Art Center.
- I spent several hours on the wiring for the speaker system on Main Street, it was finished in time for Black Squirrel night.
- The Cut Above had water leaking from the ceiling, it was caused by a glass of water that was spilled in the above apartment.

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 carport.

Issued Permits

Three Electrical Inspections
 Two Gas Inspections
 No Sign Permit
 Two Residential Building Permits

FIRE DEPARTMENT

Fire Chief – Dave Richardson - darich@bluevalley.net

The fire department had three emergency calls for the month. We had a vehicle fire, a semi-truck trailer was on fire in the Wal-Mart parking lot, and one cancelled in route.

There were five days that the department did fire prevention at all of the schools, pre-schools and daycare facilities in town. The trucks were in the homecoming parade. We had the KU Burn Trailer here for training this was a 4-hour training course, other departments in the surrounding counties also attended this course. We also had one firefighter attend a KU Skills Trailer training in Washington. We set up our annual Drivers Obstacle Course. For Black Squirrel night the department set up a Jaw of Life demonstration on Main Street.

WATER DEPARTMENT

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

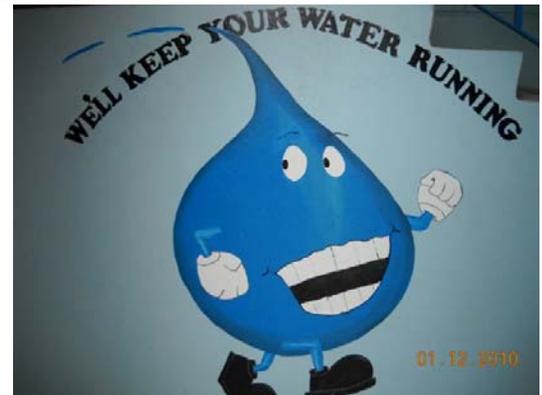
Kent's crew takes care of all the water and sewer facilities both above and below ground for the City of Marysville. In addition, they maintain the city-owned street lighting downtown and the three intersections with signals. Highlights for the month of October 2015 are provided below as submitted by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

Employee Missed Time

- ✓ For the month of October the Water & Sewer Department missed a total of 88 hrs. for annual leave, and 13 hrs. for sick 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 October were done on 11/2/15. There were 14 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.
 - Hawkins Chemical here and exchanged several empty chlorine bottles for full ones.
 - Put the valve and pipe together for the job at 15th & Alston.
 - Handed out flyers to homeowners that will be affected by the water outage tomorrow at 15th & Alston. Installed a new water valve at 15th & Alston.
 - Installed 4 new valves, two 8" and two 4" at 16th & Jenkins.
 - Handed out flyers on the Eastside on S. 11th Rd. and Keystone Rd. concerning the water tie in for the Bulldog Apartments.



- Started the backfilling process at 16th & Jenkins.
- Finished the fire hydrant installation at 16th & Jenkins.
- Install water meter pit at 310 N. 4th.
- Used the vac truck to hydro-excavate a water leak at 11th & Calhoun.
- Dug at 12th & Alston working on a water leak.
- Made Boss Motor's meter pit level with the ground.
- Repaired a water leak at 11th & Calhoun.
- Young backhoe was here and bored a new service line in for us at 311 N. 12th, this repairs the water leak at 12th & Alston.
- Worked on raising a few meter pits that were too low.
- Replaced a copper cooling tube on HSP #1.
- Crew installed a water meter pit at 1510 Laramie.
- Finished dirt work and cutting valve risers at 16th & Jenkins St.
- Water main was pressure tested on Keating St. (Bulldog Apts.).
- Installed water meter pit at 1222 Broadway.
- Work in shop building parts for 6th & Jackson St.
- Installed new fire hydrant and valves at 6th & Jackson St.
- Received Bulldog Apts. water samples results back from KDHE both okay.

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.
- Had a sewer leak at 3rd & Broadway. Crew called in to repair it.

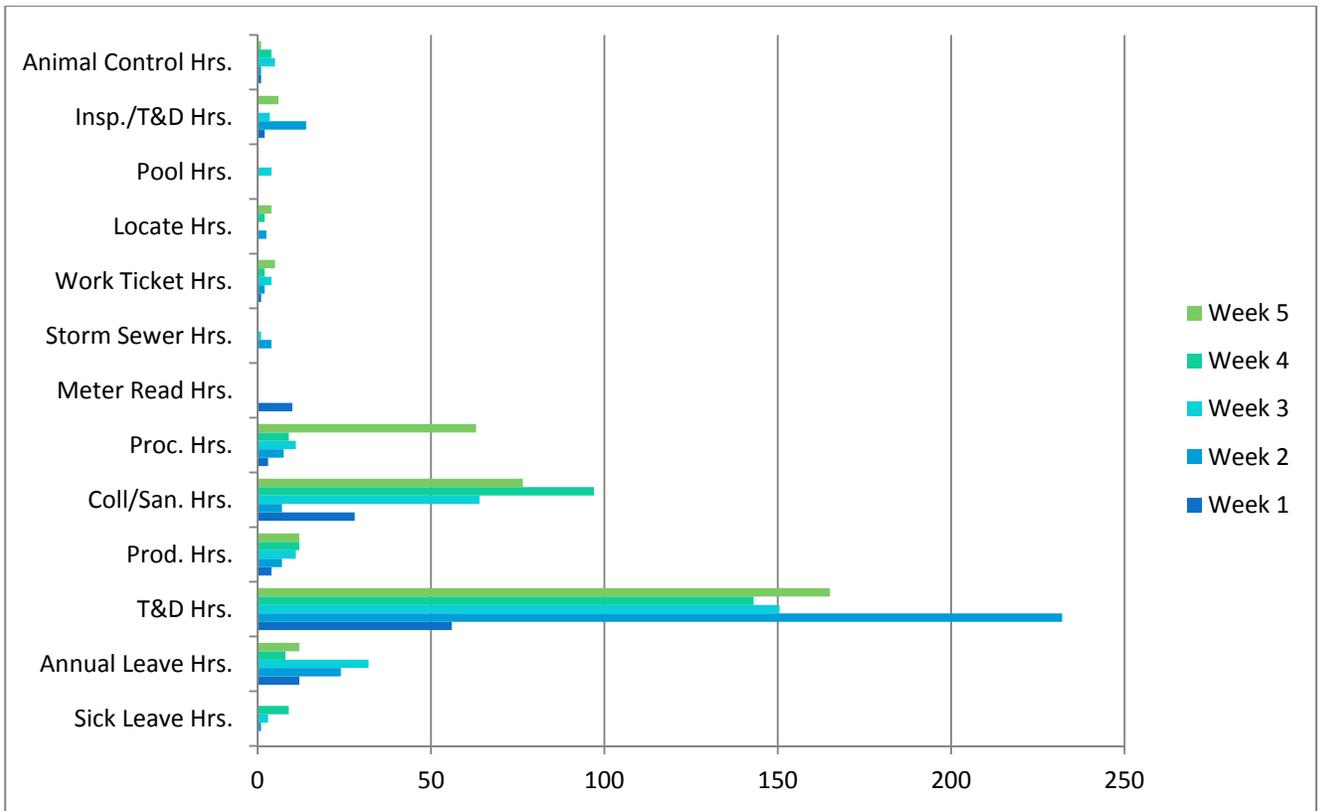
Misc.:

- For October we completed 103 City Hall work tickets which includes the shut offs for the month, and 59 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 Calhoun St. waterline project.
- Mowed and string trimmed around the concrete structures at the lagoons.
- Drove the dump truck in the homecoming parade with some of the City Council and the Mayor riding in the back.
- Worked on the storm drain repair at 16th & Jenkins.
- Worked trying to locate a conduit that goes across Broadway at 7th St.
- Called to check out a possible sink hole at 2nd & Alston.
- Dennis Marshall and Jacob Gundelfinger attended two days of class in Washington.
- Repaired the storm drain at 16th & Jenkins.
- Worked at the pool getting it winterized for the season.
- Started working on the storm drain at 3rd & Walnut.
- Had to take our new truck to the Chevy dealer to get a sensor replaced.

- Worked on #528 the truck Dave drives, fixing the seat and steering wheel.
- Cleaned and put away parts in the shed behind our shop.

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

	Week 1	Week 2	Week 3	Week 4	Week 5	Total
	10/1/15 to 10/3/15	10/4/15 to 10/10/15	10/11/15 to 10/17/15	10/18/15 to 10/24/15	10/25/15 to 10/31/15	
S.L Hours Missed		1.0	3.0	9.0		13.0
A.L. Hours Missed	12.0	24.0	32.0	8.0	12.0	88.0
Holiday Hours						0.0
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	56.0	232.0	150.5	143.0	165.0	746.5
Production Hours	4.0	7.0	11.0	12.0	12.0	46.0
Coll/San. Hours	28.0	7.0	64.0	97.0	76.5	272.5
Processing Hours	3.0	7.5	11.0	9.0	63.0	93.5
Sewer Cleaning Hrs.						0.0
Sewer Cam Hours						0.0
Meter Read Hours	10.0					10.0
Meter Repair Hrs.						0.0
Storm Sewer Hrs.		4.0	1.0			5.0
Work Ticket Hrs.	1.0	2.0	4.0	2.0	5.0	14.0
Locate Hrs.		2.5		2.0	4.0	8.5
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.			4.0			4.0
G.P.S. Hrs.						0.0
Inspection T&D Hrs.	2.0	14.0	3.5		6.0	25.5
Inspection Coll/San. Hrs.						0.0
Animal Control Hrs.	1.0	1.0	5.0	4.0	1.0	12.0
Levee Hrs.						0.0
	117.0	302.0	289.0	286.0	344.5	1338.5



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 October 2015.

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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 – October 2014 compared to January – October 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 October has ended with 1612. 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)	80	93
2. Theft of Property	51	77
3. Criminal Damage to Property	48	25
4. Domestic Calls	23	34
5. Minor in Consumption – Alcohol	20	2
6. DUI	21	21
7. Search Warrants	25	13
8. Driving while suspended	25	9
9. Calls for Service	983	852
10. Warrant Arrests	50	32

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