

City of Marysville

City Administrator's Monthly Report

June 2015

City Council:

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

ADMINISTRATION DEPARTMENT

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

Financial snapshot as of June 30, 2015 (some expenses may reflect adjustments for journal entries):

Fund		Beginning Balance	Revenues	Expenditures	Journal Entries	Current Balance
100	GENERAL	683,707.93	428,284.82	140,543.81		971,448.94
200	WATER REVENUE	714,800.78	68,762.12	52,413.16	-6.00	731,143.74
300	SEWAGE REVENUE	429,800.01	71,774.70	75,231.16		426,343.55
400	STREET & HIGHWAY	148,659.29	46.52	375.00		148,330.81
403	AIRPORT REVOLVING	20,466.13	6.40			20,472.53
405	SEWER REPLCMT	1,052,097.43	2,829.20			1,054,926.63
407	BOND & INTEREST	148,991.75	82,451.59			231,443.34
409	BOND & INT #1	295,190.77	92.37	2,461.25		292,821.89
410	BOND & INT #1A	278,496.98	26,380.14			304,877.12
411	SPECIAL IMPROV	4,751.78		4,751.78		0.00
503	INDUSTRIAL	136,668.39	12,875.97	4,000.00		145,544.36
505	FIRE EQUIP RESERV	88,826.95	2,027.79			90,854.74
506	FIRE INSURANCE PROC.	0.00				0.00
507	CEM ENDOWMENT	37,481.62				37,481.62
512	LIBRARY REVOLVING	14,131.50	12,000.00	11,425.99		14,705.51
513	LIBRARY	0.00	59,161.20			59,161.20
514	LIBRARY EMPL BENE	0.00	15,592.11			15,592.11
600	SWIMMING POOL S.TAX	1,057,964.90	75,282.59	25,143.72	1,035.00	1,109,138.77
603	SPEC LAW ENFORC	6,306.38	1.97	3,071.00		3,237.35
607	SPECIAL PKS & REC	15,517.56	2,546.84	1,115.78		16,948.62
707	KOESTER BLK MAINT	30,532.17	2,853.55	2,222.40		31,163.32
711	EMPLOY BENEFIT	240,545.13	172,652.43	36,709.79		376,487.77
715	TRANS GUEST TAX	29,150.62	9.12	2,250.32		26,909.42
720	MUN. EQUIP.RESERVE	337,475.23	105.60	3,280.21		334,300.62
799	CAPITAL IMPROV	87,912.34	76,027.51			163,939.85
800	SALES TAX IMPROV	950,678.21	81,321.39	385,237.34		646,762.26
875	WAT UTIL RESERVE	<u>631,314.72</u>	<u>5,197.54</u>			<u>636,512.26</u>
	TOTAL	7,441,468.57	1,198,283.47	750,232.71	1,029.00	7,890,548.33
900	Public Building Com.	577,513.39	91.88	350.00		577,255.27

Debt Service overview:

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

	Jun-15		
Current	2015 YTD	2014 YTD	Percent Change
General Obligation Debt	2,255,000	880,000	156.25%
KDHE Revolving loans - water	271,137	2,040,546	-86.71%
KDHE Revolving loans - sewer	1,150,325	1,513,264	-23.98%
Temporary Notes	185,000	315,000	-41.27%

The **General Obligation** debt consists of four 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 and 4) a refunding issue for KDHE loan #2435.

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 KDHE loan #2435 was refunded in 2015 and the new amount is reflected in the GO Debt.

The **Temporary Note issue** is for the Broadway/11th Road improvement which will be 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:

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 June 2015 the department conducted the following activities:

CEMETERY

- Had 01 funeral (dig grave, precession, and backfill)
- Took down and stored the Memorial Day Crosses
- Re-filled several settled graves
- Located graves for Monument Company and citizens as needed
- Sprayed the cracks in the street for weeds.

PARKS

- Opened all 3 Park restrooms

- Did weekly trash run (check all barrels in town)
- Took barrels and picnic tables up-town for the Big Blue BBQ and car show, then picked up after the weekend
- Took bleachers, picnic tables and barrels for a swim meet
- Kept tennis courts blown off
- Put a new controller on the sprinklers at the Flower Garden
- Poured a pad for a bench by the pool and then installed 5 benches along the trail and by the pool.

Levee

- Check for and filled in critter holes
- Sprayed some weeds at the gate wells.

Koester Block & Museum

- Continued working on the remodeling of the old Sandy's Pantry
- Put up more scallops and put mulch around them at the Museum
- Patched a step and hole in the sidewalk at the restaurant
- Hauled off contractor's debris at the Museum

Airport

- Replaced a light fixture that was ran over
- Met with an electrician after it was reported the taxiway lights were not working (transformer)
- Cleaned and stocked as needed
- Checked once a week for burned out lights on the runway.

Forestry - Noxious Weeds

- Picked up fallen limbs on all the properties
- Trimmed all the hedges at Lions Park
- Mowed 3 weed notices
- Spayed for weeds as needed.

Special Events – Miscellaneous

- Did annual fire extinguisher check
- Did recycling for City Hall
- Raised and lowered flags as needed on request from the Governor
- Worked the Big Blue BBQ and Car Show
- Got things ready for 2 swim meets.

STREET DEPARTMENT

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

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

Weather:

Light Rain 06/02/15

.80 inches of rain 06/03/15

1.10 inches rain 06/04/15 (Large limb down on Laramie) / Garden area started to flood

2.80 inches of rain 06/05/15

2 inches of rain 06/11/15

2.5 inches of rain 06/15/15

Unknown amount of rain 06/18/15

.50 inches of rain 06/26/15

Monitored river & fought flooding 06/03/15 thru 06/11/15

Major Projects:

17th & May (Concrete), T&D

16th & Laramie (Curb & Ada sidewalk)

100 Calhoun in alley (Area Drains)

1108 N 12th in alley (Area Drain)

Cold-mix overlay (Alley 9th – 10th Jenkins – May)

Started hot-mix overlay on Keystone Road

Other Items:

- Patched alleys & washout with rock
- Hauled cold-mix to our stockpile
- Welcome Flags, Barricades & cones for the Car Show& BBQ
- Patched some of the Chip & Seal routes
- Hauled rock & Fill Sand to our stockpiles
- Put up American flags for Flag Day
- Added rock & bladed Jayhawk & Levee Roads
- Cleaned out the ditch line at 3rd & North Street so it would drain.
- Operated the dump site as scheduled (Approx. 808 people this month)
- Kept the building & equipment well maintained
- Weekly trash runs downtown
- Patched streets & alleys as needed or requested

Materials handled in June:

- 248.21 tons of rock
- 169.43 tons Fill Sand
- 84.99 tons Hot-mix
- 94 tons of Cold-mix
- 13.5 cu yds. of concrete
- Multiple truckloads of cone & barricades for the BBQ & Car Show.

PLANNING & ZONING

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

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

- I attended staff meetings for the month.
- I attended the budget work shop.
- I prepared the agenda packet for the June Planning Commission meeting.
- I prepared my monthly report.
- I have started working on 911 Broadway again the south interior/exterior brick wall that had crumbled away has been rebuilt with new brick and the south 12 feet of floor joist stringers are being replaced with a new subfloor. Walls for the new ADA bathroom have been installed and the new AC/furnace and the linoleum floor should be done by the end of the month. Painting has been a slow process, needing more coats of paint than anticipated.
- I repaired the AWOS system at the Air Port.
- I repaired the stool at the Main Street office.
- I checked all of the electrical for the Big Blue BBQ.
- I met with Danker Roofing to check on the condition of the Library roof.
- Dale, Rick and I met with the irrigation people to check on the location for a system around the pool.

Planning Commission

There was nothing for the agenda in June, so the Planning Commission meeting was canceled.

Issued Permits

Four Electrical Inspections

Three Building Permits

FIRE DEPARTMENT

Fire Chief – Dave Richardson - darich@bluevalley.net

The department responded to two Jaws of Life calls this month; one was east of town one mile on Hwy. 36 and the other was a mile and a half north on Hwy. 77. We had a structure fire on south 6th street in the middle of the night that was a total lose but the good side is everyone got out of the house. The other calls were, hay bales, and a carbon monoxide detector alarm.

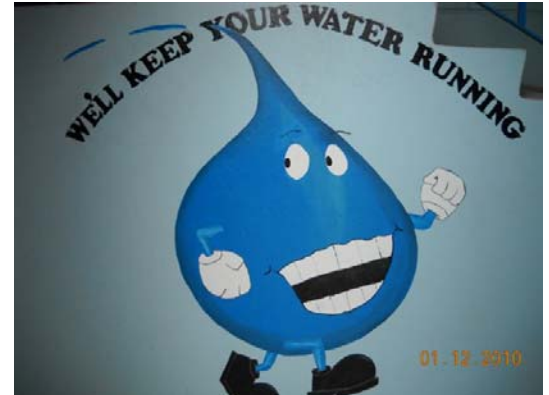
We finished the annual hose test on the city pumpers. This type of practice and testing may seem meaningless to some but it all adds up for points when ISO comes around to run an audit on the City.

This year we did finally get a decrease in the ISO insurance rating from a class 6 down to a class 5, hopefully this should show a small decline in your insurance police.

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 June 2015 are provided below as submitted by Kent.



Employee Missed Time

- ✓ For the month of June the Water & Sewer Department missed a total of 52 hrs. for annual leave, 27 hrs. for sick leave and 4 hrs. for Leave Without Pay

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 June were done on 6/30/15. There were 14 this time, with \$850 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 check on a possible water leak at 604 Spring.
- Cut down the valve risers to the proper height at 16th & Laramie so that concrete could be poured.
- Hydro-excavating on N. 8th trying to find a water tap.
- Repaired a water service line hit by a contractor in the alley between Calhoun & Alston on 2nd St.
- Called to a water leak at approx. 19th & Jenkins, got it repaired enough to turn the water back on.
- Called out for a loss of signal on well #11, well #12 is on now.
- Installed a water main valve at 5th & Center.
- Fixed a water leak by the Pepsi building along N. 6th St.
- Got the new water line pushed under the street by the hospital South Plaza.
- Backfilled the hole in the street by the Hospital South Plaza.
- Backfilled the hole in Fragels yard on the South side of the street by the Hospital South Plaza.
- Repaired a leak by the fire hydrant at 7th & North.
- Hydro excavated and finally found the tap for 918 N. 8th and then shut the service off, it is very delinquent.

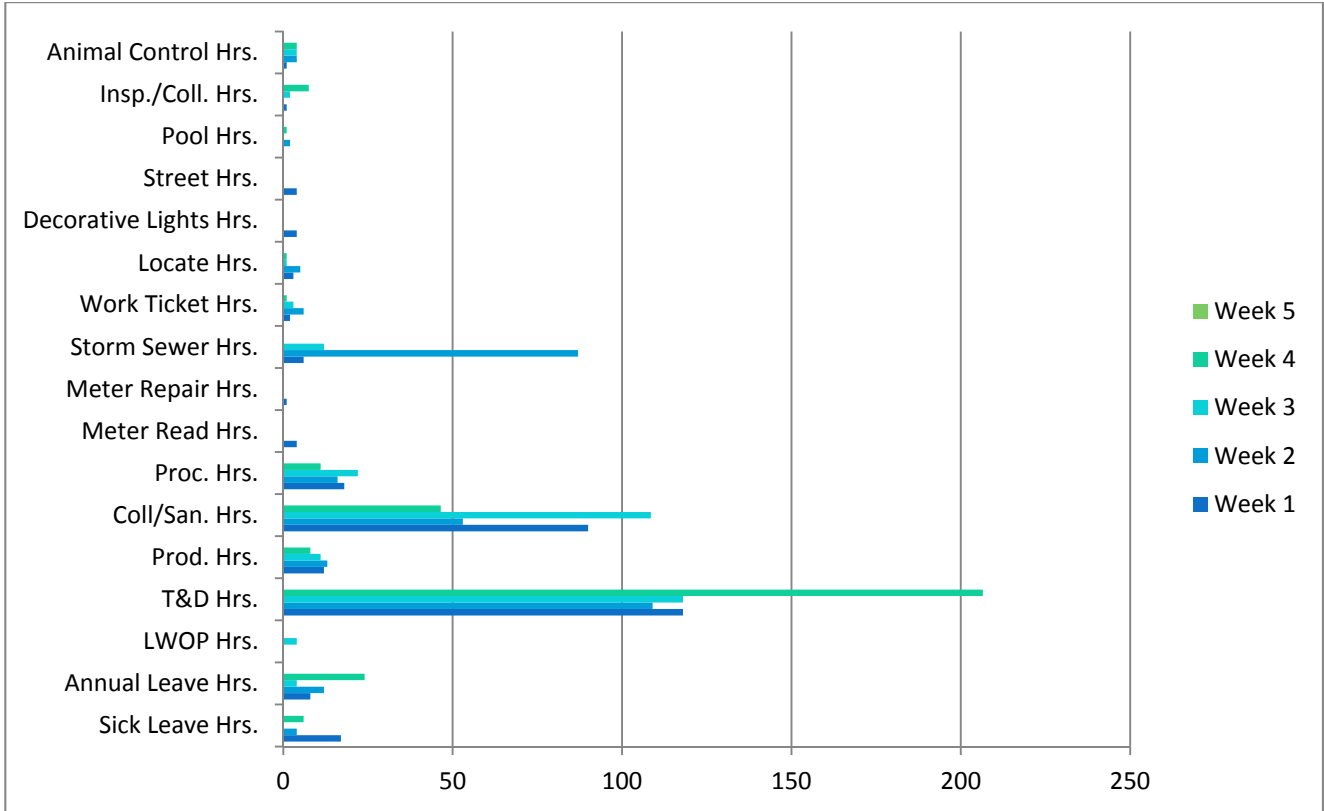
Sanitary Sewer

- 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.
- Did a deep cleaning of the debris tank on the sewer truck.
- Called out to PS #4 in early AM hours because of a high wet well alarm, area had been flooded and water was still going over the road.
- Put a blow up plug in a line between lagoon cells to slow down the flow some because of all the rain.
- Kevin and Delmar took the sewer camera to Beattie to assist the City of Beattie.
- Galen from B&W here today to check a pump at two different pump stations, Agland Electric is going to be calling Monday, they may have to come down.
- Uncovered and replaced the manhole ring & lid at the alley on N. 2nd between Carolina St. and Alston St.
- Agland Electric here today because of problems at two of our pump stations, they got the problem fixed at PS # 5 but they had to take one of the pumps from PS # 4 with them to repair.
- Replaced a grinder pump in the lift station at Marysville Ready Mix.

Misc:

- For June we completed 99 City Hall work tickets which includes the shut off's 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.
- Working on the storm sewer install at 9th & Jenkins.
- Took our new truck to Omaha to get the utility box installed.
- Attended the budget meeting at City Hall.
- Poured some concrete at 9th & Jenkins to repair the South catch basin.
- Had to use the vac truck to clean out the hole at 9th & Jenkins so we could lay the pipe in the trench.
- Assisted the contractor with getting the wire through the conduit downtown along Broadway.
- Installed the LED bulbs in the decorative lights downtown in the 500 block of Broadway.
- Took the porta potty to the trail head North of town for use by the race competitors.
- Called out for an emergency locate for Washington Co. Rural Water in the vicinity of the Sale Barn Road.
- Checked out a possible storm sewer problem at 813 Frank Marshall Dr., still working on it.
- Mowed and string trimmed the Pump Stations.
- Finished installing the new storm sewer pipe at 9th & Jenkins.
- Mowed and string trimmed at the wells.
- Worked on a punch list given to us by the pool manager.
- Let the plumber into the lagoons to dump debris from Cambridge Place.
- Delmar and Dave attended a continuing education class in Minneapolis, Ks. they each received 5 credit hours towards operator renewal.
- Kevin and Dennis used the John Deere tractor and the Dew Eze to mow inside the lagoon fence.
- Tony and Kevin went to Omaha to pick up our new truck with the new box on it.
- Took the tractor back to the dump and put the counterweight back on it.
- Took forms off of the catch basin repair at 9th & Jenkins.
- Construction inspection at Bulldog Apartments.
- Worked out in the shed behind our shop doing some cleaning.
- Cut the street around a manhole on N. 2nd getting ready to replace the ring and lid.



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 June 2015.

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

	Week 1	Week 2	Week 3	Week 4	Week 5	Total
	6-1-15 to 6-6-15	6-7-15 to 6-13-15	6-14-15 to 6-20-15	6-21-15 to 6-27-15	6-28-15 to 6-30-15	
S.L Hours Missed	17.0	4.0		6.0		27.0
A.L. Hours Missed	8.0	12.0	4.0	24.0	4.0	52.0
Holiday Hours						0.0
Emergency/Funeral Hrs.						0.0
Workman's Comp. Hrs.						0.0
Leave w/o Pay Hrs.			4.0			4.0
Other Hrs. Missed						0.0
T&D Hours	118.0	109.0	118.0	206.5	83.0	634.5
Production Hours	12.0	13.0	11.0	8.0	10.5	54.5
Coll/San. Hours	90.0	53.0	108.5	46.5	26.0	324.0
Processing Hours	18.0	16.0	22.0	11.0	4.0	71.0
Sewer Cleaning Hrs.						0.0
Sewer Cam Hours						0.0
Meter Read Hours	4.0					4.0
Meter Repair Hrs.	1.0					1.0
Storm Sewer Hrs.	6.0	87.0	12.0			105.0
Work Ticket Hrs.	2.0	6.0	3.0	1.0	2.0	14.0
Locate Hrs.	3.0	5.0	1.0	1.0	2.0	12.0
Traffic Lights Hrs.						0.0
Decorative Lts. Hrs.	4.0					4.0
K-Block Hrs.						0.0
Parks Hrs.						0.0
Cemetery Hrs.						0.0
Street Hrs.	4.0					4.0
Pool Hrs.		2.0		1.0		3.0
G.P.S. Hrs.						0.0
Inspection T&D Hrs.						0.0
Inspection Coll/San. Hrs.	1.0		2.0	7.5	6.0	16.5
Animal Control Hrs.	1.0	4.0	4.0	4.0	2.0	15.0
Levee Hrs.						0.0
	289.0	311.0	289.5	316.5	139.5	1345.5

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 – June 2014 compared to January – June 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 June has ended with 962. 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)	45	46
2. Theft of Property	34	46
3. Criminal Damage to Property	35	12
4. Domestic Calls	11	18
5. Minor in Consumption – Alcohol	20	2
6. Burglary	9	12
7. Search Warrants	20	10
8. Obstruction of Legal Process	10	7
9. Calls for Service	597	491
10. Warrant Arrests	28	25

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 be aware of leaving animals and children in a hot vehicle. If a child or animal is found alone in a hot vehicle, you are inviting yourself to receive criminal charges and a possible broken window. The police department takes these crimes very seriously and will proceed accordingly to the law.

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

Chief Todd R. Ackerman

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Respectfully submitted.

Rick Shain

Rick Shain. City Administrator