**City Manager Report**

August 28, 2017

**Week of August 22nd – August 28th**

08/22: Read and Responded to my emails. Spoke to an employee concerning responsibilities on the job. Working on the Monthly Budget Expenditure Report. Researching information concerning current projects for the city. Preparing for tonight’s City Commission and Hospital Board Special Meeting at the Community Building. Read and Responded to my afternoon emails. Setting up the sound system at the Community Building for tonight’s meeting. Taking care of several city issues. Started the Special Meeting. Completed the Special Meeting and broke down the sound system at 9:25 PM.

08/23: Read and Responded to my emails. Researching information for city operations. Spoke to KDOT and the engineering firm concerning the SRTS Project. Spoke with outside agencies concerning city projects. Spoke to our Auditors from Hutchinson. Collecting documentation for city operations. Read and Responded to my afternoon emails. Spoke with Brad Jantz concerning city legal issues. Gathering information required at tomorrow’s Dickinson County District Court case hearing on behalf of the city. Researching State Statutes. Left City Hall at 4:15 PM.

08/24: Read and Responded to my emails. Working on Land Bank issues. Dealing with citizen complaints. Met with John Reinke from the Kansas Department of Wildlife & Parks concerning grants and other issues important to the Lake and Reservoir. Read and Responded to my afternoon emails. Went to Abilene to attend District Court per the Subpoena I was served. Read and Responded to my late afternoon emails. Received a draft of the Scope of Services & services for Engineering concerning the new Water Plant Project. Secured City Hall at 6:41 PM.

08/25: Read and Responded to my emails. Printing documents ordered by Mayor Souza. Spoke with David Gehrke concerning many tasks for the Public Works Department. Spoke with Leo Schlesener and Contractors for Streets, Telecommunications, Vehicles and the Lakes. Spoke with Citizens over issues of concern. Read and Responded to my afternoon emails. Spoke with T.J. Klaus concerning Revenue Bonds for the Hospital. He said we are ready for the next phase in acquiring funding. Spoke with Ron Wilson, Superintendent of USD 487 concerning mutual issues. Spoke with Leon Klaus of the Phone Connection.

08/26: Read and Responded to my emails. Worked on several issues. Sent documentation to the City Commissioners. Spoke with Judge John Barker concerning legal issues. Spoke with Dave Baker concerning city/state issues. Spoke with Leon Klaus concerning the Telecommunications Project. Read and Responded to my afternoon emails. Sent documentation to city contractors. Talked with Gordon Schroeder about a Permit. Made training reservations. Secured City Hall at 6:00 PM.

08/27: Read and Responded to my emails. Working on documents to send to the contractors on the Telecommunications infrastructure. I have completed the Monthly Budget Expenditure Report to send to all City Commissioners. Worked from 4:00 PM to 10:30 PM in my Home Office.

08/28: Read and Responded to my emails. Preparing documentation on several issues to be sent to the City Commission and Vendors. Met with several citizens that have complaints. Read and Responded to my afternoon emails. Spoke with several people concerning the Hospital and Street Bond issues. Working on the new Water Contract with Hope. Reviewing Ordinances and Resolutions concerning past water contracts. Went to check on Zoning and City Code issues discussed this morning. Inspected street and drainage issues. Secured City Hall at 7:30 PM.

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