**City Manager Report**

January 9, 2017

**Week of January 3rd – January 9th**

01/03: Read and Responded to my emails. Working on evaluation documentation. Started the Department Head Meeting. Those Present were David, Leo, Ken, Mike, Merlin, Russ, Lori, Brenda and Debbie. Chief Staatz said we received the Special Washer & Dryer Grant for Bunker Gear. Mike that several lights were out due to the burglary at Kay’s Pharmacy or from vandals. Merlin reported the fuel tank and pump is working fine at the Airport. Russ advised us concerning the burglary Kay’s. Lori has submitted the Transportation Bus Grant with KDOT. David said he would need to replace the Master Water Meter soon. Spoke with Rellena Crowe concerning Legal issues. Spoke with the Billing Clerk concerning documentation. Spoke to Brad Jantz concerning issues involving 201 S. 10th St. Spoke with Chief Almes concerning issues with 201 S. 10th St. Went to 201 S. 10th St. to explain and request to the Home Owner the need to fill out and complete the Utility Application form concerning extra people living in the home. The Home Owner refused to fill out the forms with the required information. I explained to the Home Owner the consequences for not filling out and completing said documentation. Again, the Home Owner refused to complete the documentation. Given the refusal of the Home Owner to comply with City Codes and Departmental Paperwork, I ordered the Utility Department Supervisor to have the utilities shut-off until the Home Owner complies with the Regulations. The shut-off of utilities was completed by city personnel at approximately 11:30 am. Read and Responded to my afternoon emails. Spoke with Brad Jantz concerning City Commission Policy on Tax Relief. Preparing documentation for the City Commission Meeting tonight. Talked with Mayor Souza concerning city issues. Ready to go to tonight’s City Commission Meeting. City Commission Meeting started on time at 6:00 pm. The meeting was over at approximately 7:03 pm. Spoke with Brad Jantz concerning Legal issues. I secured City Hall at approximately 8:04 pm.

01/04: Could not Read and Responded to my emails. My Internet seems to be malfunctioning again. Working on the Work Order Service Log. Removed the completed work service orders and One-Call digging authorizations and entering new Work Service and One-Call digging orders. I told Brenda to get our techs working on the internet access problem. Spoke with Commissioner Walter concerning street and other city issues. Spoke with Roger Boeling concerning two City Hall Boardroom meetings scheduled for the 12th. Spoke with Commissioner Jones concerning the Land Bank Meeting on the 12th. Spoke with Steve from Asphalt Zipper as a follow-up. Unable to Read and Responded to my afternoon emails. The internet is still off in the City Offices but the USD 487 internet is working fine. Spoke with Randy Barton of Dickinson County Environmental Services Department concerning the Recycle Trailer. They will be delivering ours between now and Friday. Spoke with Leo concerning the Recycle Trailer delivery. Internet service is back to working. Read and Responded to my emails. Spoke with Debbie Goembel with the Herington Housing Authority concerning street issues.

01/05: Read and Responded to my emails. Laying out the floor plan for City Hall and USD 487 offices. Reviewing employee personnel files. Responded to help requests from the cities of Coffeyville and Neodesha. I have documentation ready to be signed off-on by employees. Contacted Tim at Federal Surplus and have staff to go to Topeka and pick up replacement air compressors. Working on the Work Order Service Log. I took completed orders out and placed new Work Order Service Requests in the Log. Laying out the floor plan for City Hall and USD 487 offices. Read and Responded to my afternoon emails. Contacted Tim at Federal Surplus and have staff to go to Topeka and pick up the replacement air compressors. Working on the review of several employee personnel files. Set up training for staff. Working on a new employee’s documentation. Talked with Brad Jantz concerning Legal issues. Talked with Annetta Flax concerning new employee paperwork being ready for her to pick it up and complete by next week. Spoke with Leo concerning street and personnel evaluation issues. Annetta Flax came in and picked up all required documentation to be completed by her. I secured City Hall at approximately 5:04 pm.

01/06: Could not Read and Responded to my emails. The internet at City Hall is down again. Working on employee evaluation documentation sheets. Spoke with Chris Barnes concerning the December 2016 city invoice. Reviewed the Work Order Service Log. I removed the completed Service Orders and One-Call Dig Orders and entered new Work Orders. Spoke with Gloria Boomer concerning the home she bought at the Sheriff’s Tax Sale. Read and Responded to my afternoon emails. Spoke with Beth Demont concerning the city’s Logo. Spoke with Leo Schlesener concerning city issues. Spoke with Denis Yoder, Interim Superintendent for USD 487 concerning City Hall security issues. Spoke to Commissioner Jones concerning the Land Bank. Spoke with Buddy Bayes concerning plumbing issues at City Hall. Checked the City Clerk’s Seal. It needs to be rebuilt or replaced. Met with Buddy Bayes to repair the plumbing problem at City Hall. Spoke to Leo concerning the Recycle Trailer. It is here and currently parked east of the Bowling Alley. It will likely be moved into the parking lot of Discs Unlimited in the near future. Have a Great Weekend! GO RAILERS!! I secured City Hall at 4:35 pm.

01/07: Spoke with Chief Almes at approximately 10:28 pm concerning an issue on Vane Road and the Railroad overpass bridge. Ensured the proper authorities were notified to deal with and investigate the situation. These included the Fort Riley Bomb Squad. Also ensured the city had proper Law Enforcement coverage. Notified Mayor Sousa of the situation.

01/08: I was notified by Chief Almes at approximately 2:13 am that the situation was under control by outside authorities and that city response was no longer needed and that city operations were returning to normal. I notified Mayor Souza at approximately 2:15 that we were returning to normal operations. I was contacted by KWCH News in Wichita at approximately 3:39 pm requesting information concerning this issue. Contact was ended at approximately 3:41 pm and Mayor Souza was notified.

01/09: Could not Read and Responded to my emails. The internet at City Hall is down again. Working on city employee work performance evaluation system. Internet is back up at approximately 8:00 am. Still working on documentation for the city employee evaluation system. Spoke to David Gehrke concerning water issues at the Airport. Spoke with Leo concerning street construction and equipment needs. Read and Responded to my afternoon emails. Spoke with Josh Skocny concerning poor water flow in the pits at U.S. Stone Industries at the Airport. I notified Mike Wendt and he said they would get it taken care of. Spoke to Rita Clary from the Kansas Rural Water Association. She should be here tomorrow. Spoke to Chief Almes concerning the incident on Saturday. Talked with Larry Byers concerning the lack of information on the city website. Talked with Mayor Souza concerning issues with Saturday. Sent the FY15 Financial information to the U.S. Census Bureau as required by law to their Indiana Office. Constructed and sent numerous documents to several entities concerning several city issues. Spoke with William Holland concerning city issues. Spoke with Andrew Reese concerning several city issues. I secured City Hall at approximately 5:34 pm. Spoke with Rita Clary at approximately 9:00 pm. She will definitely meet with me at 10:00 am tomorrow morning.