

BURLINGTON CITY CLERK'S NOTES OF INTEREST for DECEMBER 2015.

City Clerk's Office:

- **License Renewals:** due December 9th for: Trailer Court; Cereal Malt Beverage; Amusement; and Dance.
- **Trash Exemption Renewals:** due December 31st.
- **City Office Schedule:** Closed December 24th and 25th, 2015; and January 1, 2016.
- **Dog Tags for 2016** will be available beginning January 1, and are due by January 31.
- **Address Numbers** are required to be visibly displayed on *all* buildings fronting on any public street in Burlington. (City Code Chapter IV, Article 7) Having address numbers visible helps emergency personnel to locate you quicker.
- **Keep informed with IRIS - Free:** Get Immediate Response Information System ALERTS, at www.coffeycountyks.org or call Coffey County Emergency Management (620-364-2721).

Electric Department Distribution will do customer service requests, AMI meter installation, and vehicle maintenance.

Electric Department Production will do required reports, Power Plant maintenance, and Generator #1 Control repair.

Parks Department will clean public buildings and restrooms, trim trees, mulch tree leaves in Kelley Park, and do building and equipment maintenance.

Police Department will assist with the Christmas Parade on December 9. Other Holiday seasonal items will include: traffic, patrol, nuisance concerns, weather and road issues, and children out of school for the holiday break.

Street Department personnel will fill cracks and patch potholes, and prepare equipment for the winter season.

Water Department will replace water meters, work on waterline replacement project on Niagara as weather permits, and do normal duties: work orders, read meters, re-reads, line locates, and sewer taps as needed. Will do normal duties and maintenance of the water plant, as needed.