

**BURLINGTON CITY CLERK'S NOTES OF INTEREST for JANUARY 2016**

**City Clerk's Office:**

- City Hall will be closed New Years Day.
- Christmas Trees, with all tinsel and decorations removed, can be left in designated area in Municipal Parking Lot behind City Hall.
- Dog Tags are due by January 31.
- Closed January 18: City Hall will be closed on Martin Luther King Day.
  - **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](http://www.coffeycountyks.org) or call Coffey County Emergency Management (620-364-2721).

**Electric Department Distribution:** Line maintenance, shop and vehicle maintenance, customer service requests.

**Electric Department Production:** Plant maintenance and required reports.

**Parks Department** will clean public restrooms and buildings, do building maintenance, remove snow and as needed, and do vehicle and equipment maintenance as needed.

**Police Department:** Continue to work nuisances, traffic patrol, weather and road issues,.

**Street Department:** Maintain equipment and do snow and ice control as needed.

**Water Plant:** Normal winter duties; work orders; read meters; and as weather permits, work on the Waterline Replacement Project.

**Water Department:** General duties. Scheduled Water Treatment Plant maintenance.