

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

**City Clerk's Office:**

- **UTILITY CUSTOMERS:** City of Burlington is diligent about getting utility bills mailed as early as possible after receiving the Power Cost Adjustment from our fuel vendor. Utility bills are always due the 10th day of every month. If you do not receive a bill prior to the 10th, you should call or come to City Hall to inquire about the balance on your bill, and remit payment before or on the 10th to avoid being charged a late penalty. In addition to receiving your bill by regular mail, you may request your bill to be emailed.
- **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).
- **Address Numbers** are required to be visibly displayed on *all* buildings fronting on any public street in Burlington. Visible numbers help emergency personnel locate you quicker.

**Electric Department Distribution:** Line maintenance, work orders, line locates

**Electric Department Production:** Power Plant and generator maintenance.

**Parks Department** will clean public restrooms and buildings, do building and equipment maintenance, open seasonal restrooms at the end of March (weather permitting), and work on gravel parking at Happy Tails Park.

**Police Department:** Continue to work nuisance property and junk vehicle complaints, continue officer training, and participate in law enforcement events such as safe enforcement targeted toward teen drivers.

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

**Water/Wastewater Department:** Normal winter duties, work on the Waterline Replacement Project, and clean sewerlines.

**Water Treatment Plant:** Install new filter media; install new valve actuators work on plant repairs.

**Water Department:** General duties. scheduled Water Treatment Plant maintenance, read meters, and repair water leaks as needed.