
MARCH 13, 2017

MUNICIPAL CLERK REPORT

1. FOCUS TO ESSENTIAL PROJECTS

- Continuing to work with the new software programmers to resolve billing and payment issues.
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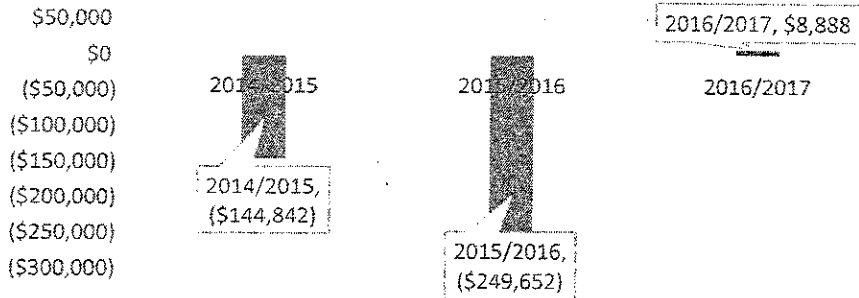
2. AS OF FEBRUARY 2017

- The Department of Public Works Department completed several repairs to water lines including those on 9th by the new Brookshire Brothers, on 3rd street and Ave E, behind the Depot, and a 6in Water main break. In addition to the water line repairs, the roads at 7th and E and 3rd and E were repaired.
- In addition to the 4in sewer line in the alley off 4th street and unclogging the sewer main at 7th street; the road and sewer tap were repaired at 11th and A. The Department of Public Works team also cleared brush and weeds from the well site and purchased materials to repair the fence at the sewer plant.
- City Hall saw the hiring of Police Officer Al Flores and Municipal Clerk Robin Skinner as new members of the team. These additions brought the total number of team members up to 9 (Department of Public Works 2, the Administrative Offices 3, and the Police Department 4).
- The City currently as a whole has a turnover rate of 50.0% having lost 5 team members throughout the year. The Department of Public Works proved the most stable with zero turnover, while the Administrative offices of City Hall had 1 separation resulting in a 34.36% turnover rate and the Police Department saw 4 officers separate resulting in a 126.18% turnover rate. Current City staffing is at 7 team members: Department of Public Works 2, the Administrative Offices 3, and the Police Department 2.
- The City has made tremendous financial strides over the previous 12 months. For the 12 months March 2016 through February 2017 the City has shown a profit of \$7,595 as opposed to losses of (\$310,052) March 2015 through February 2016 and (\$162,547) March 2014 through February 2015 . This is a \$317,647 turn-around from March 2015 through February 2016 and a \$170,142 turn-around from March 2014 through February 2015.
- Finally, February 2017 has proven to be the best February over the previous 3 years boasting a profit of \$39,041 versus profits of \$27,550 in February 2016 and profits of \$9,941 in February 2015.

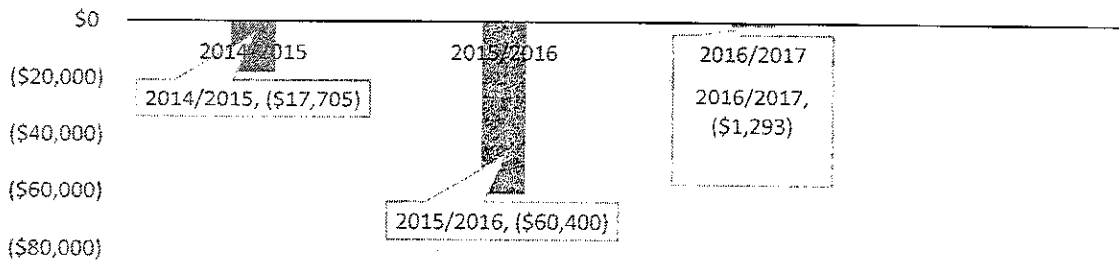
3. ITEMS TARGETED FOR COMPLETION IN MARCH 2015

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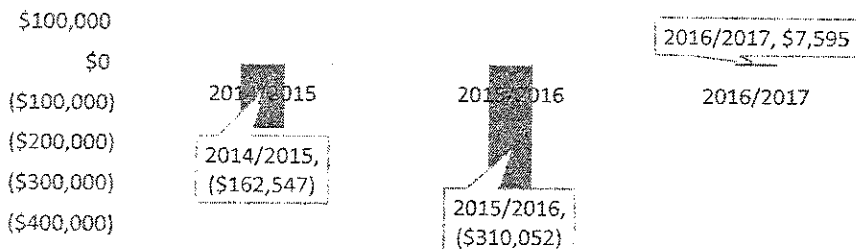
March to February
General Fund
3 Year P&L Comparison



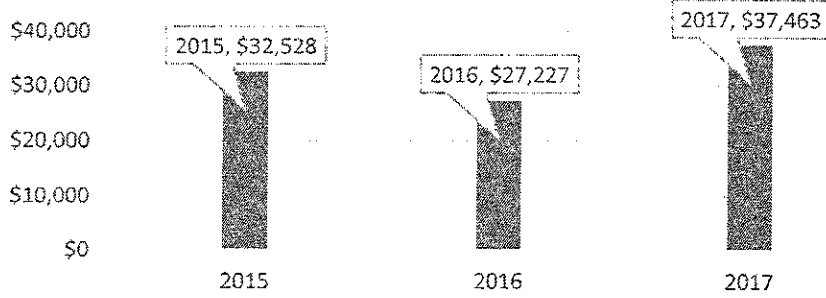
March to February
Water & Sewer Fund
3 Year P&L Comparison



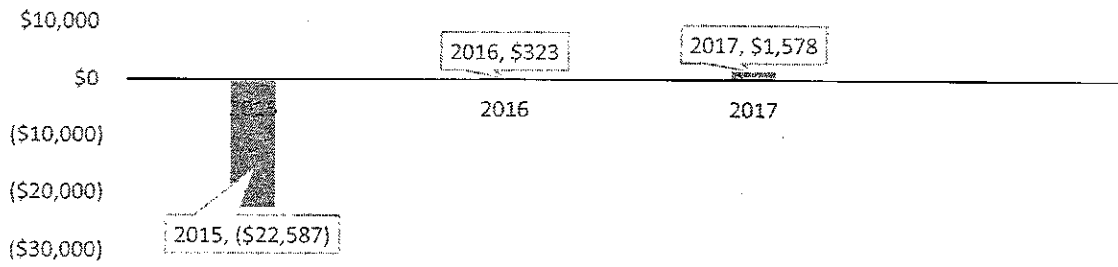
March to February
Combined Total
3 Year P&L Comparison



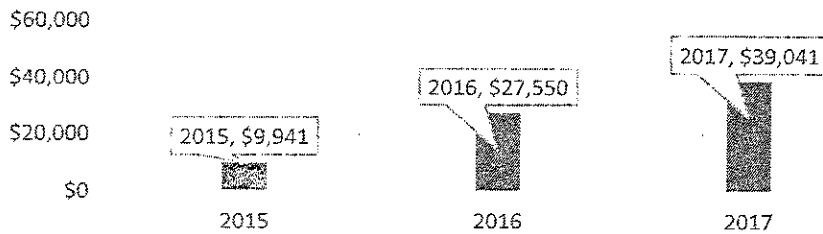
February
General Fund
3 Year P&L Comparison



February
Water & Sewer Fund
3 Year P&L Comparison



February
Combined Total
3 Year P&L Comparison



Well Readings
Time: *None* Water leaks
Time/address

Mowing
Time/location

Road repair
Time/address

Sewer issues
time/address

Other
Time/address

Sewer Plant

Time: *None*

*Filled hole
and repaired
road on 9th
St. 7 hours*

Date: 2-3-17

Well Readings	Water leaks	Mowing	Road repair	Sewer issues	Other
Time/Address	Time/address	Time/location	Time/address	time/address	Time/address

Sewer Plant

Time: 1 hour

~~Time/address~~

Take receipt
 of sewer light
 to present for
 the sewer light
 3 hours

City Workers Daily Report

Date: 2-29-17

Well Readings	Water leaks	Mowing	Road repair	Sewer issues	Other
Time: / hour	Time/address	Time/location	Time/address	time/address	Time/address
Sewer Plant					
Time: / hour					
					2 hours 211th Dunk off
					Highway Patrol Report Begone
					Speed Taper
					typed report to
					Left Bill Chairman
					4 hours volunteering to speed at Sewer plant

City Workers Daily Report

Date: 2-10-13

Well Readings	Water leaks	Mowing	Road repair	Sewer issues	Other
Time:	Time/address	Time/location	Time/address	time/address	Time/address
Sewer Plant	Trying pressure				
Time: 1 hour	separate pressure				
	low computer program				
	checked pressure on				
	1/4 pipe				
	3 lower pressure				

Well Readings	Water leaks	Mowing	Road repair	Sewer issues	Other
Time	Time/address	Time/location	Time/address	time/address	Time/address

Sewer Plant

Time: *1:30*

18

Cleaned City

at sewer plant

and replaced

6 lines

City Workers Daily Report

Date:

2-16-19

Well Readings
Time: None Water leaks
Time/address

Mowing
Time/location

Road repair
Time/address

Sewer issues
time/address

Other
Time/address

Sewer Plant

Time: None

479 Duane Lane
separation
at 479 1/2 St
296 Duane
gr. removed with
handheld
brushed
for pay
296 Duane

Cleanup back
brown

City Workers Daily Report

Date

2-22-17

Well Readings
Time: None Water leaks
Time/address

Mowing
Time/location

Road repair
Time/address

Sewer issues
time/address

Other
Time/address

Sewer Plant

Time: None

Repaired
Water Meter
at 11th & 5th
11th & 5th

City Workers Daily Report

Date: 2-23-12

Well Readings
Time: 1:00 Water leaks
Time/address

Mowing
Time/location

Road repair
Time/address

Sewer issues
Time/address

Other
Time/address

Sewer Plant

Time: 1:00

[Signature]
[Signature]

City Workers Daily Report

Date:

2-24-17

Well Readings _____ Water leaks _____

Mowing _____
Time/location _____

Road repair _____
Time/address _____

Sewer Issues _____
time/address _____

Other _____
Time/address _____

Sewer Plant _____

Time: 1:00

William McLean
W. McLean

City Workers Daily Report

Date: 2-28-17

Well Readings	Water leaks	Mowing	Road repair	Sewer issues	Other
Time:	Time/address	Time/location	Time/address	time/address	Time/address
Time: 1 hour	Time/address				
Sewer Plant	212 Lewis				
Time: 1 hour	212 Lewis				
	Spurlock				
	Red legs				
	Several times				
	2 in water				
	find on May				
	3/2 Lewis				