November Library news:

November is the month thast we have our Kansas Reads to Preschoolers event. Over 120 preschoolers were read the book "The Napping House", and they received a personal copy to keep. This event is statewide but is supported locally by many service organizations, the Friends of the Library and volunteers. We also reminisced about the homefront during WWII and Vietnam at our Remember When program. The FOL annual meeting speaker was George Frazier author of "Last Wild Places of Kansas"

I have also attached an informational sheet that shows the benefits that the Southeast Kansas Library System provides for our library.

November Stats -Circulation - 3356 Internet usage 1140 Storytime 49 kids at 4 sessions 44 adults attended 3 programs



Garnett Public Library & the Southeast Kansas Library System

We--and you--receive many benefits from our participation in SEKLS



SEKnFIND

A catalog/circulation system with similar capabilities would cost around \$2500 annually as a standalone system. Our cost to participate: \$600. And it gives you easy access to 700,000 items--far more than we could hold in our library! Garnett users checked out 4,811 items from other SEKnFind libraries in 2016.



Allocation

We receive a general operating grant, or allocation, from SEKLS. In 2017 our allocation was \$10,952.



Tech Support

SEKLS technology staff visit our library regularly to keep things running and advise us on technology matters. During 2016 we received approximately 34 hours of tech support valued at \$75 per hour--a **\$2,550** value.



Rotating Books

About every six weeks, we get a new batch of books rotated in. During 2016, Garnett users checked out 2,001 rotating books.



Consulting

SEKLS library professionals provide consulting on a wide range of issues, from youth services to library policies to finances. During 2016 we used approximately 9.75 hours of consulting services valued at \$75



Summer Reading

Materials for the summer reading program are distributed by SEKLS. SEKLS helped pay expenses for a summer performer to come to the library in each year from 2014 to 2017.



per hour--a \$731 value.



Courier Service

Fast and efficient sharing of library materials is made possible by the Kansas Library Express. Our annual cost of \$3,400 was offset by an \$2,000 grant from SEKLS.



Continuing Education

SEKLS provides a couple of dozen continuing education opportunities for library staff and board members annually. During 2016, Garnett staff received 35.50 hours of SEKLS continuing education.

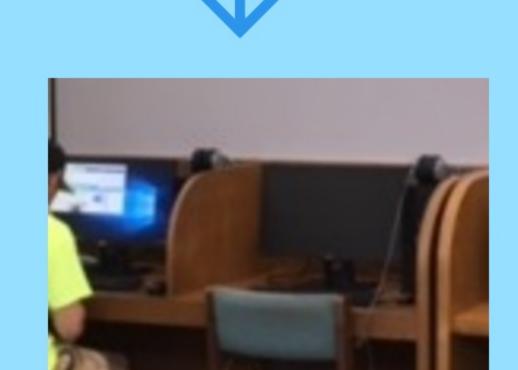


Other Grants

SEKLS offers additional grants annually. In recent years, we acquired these things through SEKLS grants.



Celebrate the book



New computers in 2014 & 2016



4 laptops



Read to Succeed with K.C. Wolf



Meeting room paint and carpet



Rocketry Presentation



Garnett Police Department

Telephone 131 West 5th Avenue Garnett, Kansas 66032-0230 (785) 448-6823

Fax (785) 448-0088

GPD Report form November 1, 2017 through November 29, 2017

On 11/6/2017, GPD took a report from the Garnett Municipal Airport and they reported having two runway lights stolen from the southeast corner of the runway. The lights were valued at \$100.00. The case is still under investigation.

On 11/08/2017, GPD assisted the Anderson County Sheriff's Office (ANSO) with the search of a person in custody that escaped from a deputy and had felony warrants, just north of Garnett. After several hours of searching for the suspect, the search was called off. The suspect was arrested early morning hours on 11/09/2017 by the ANSO.

On 11/9/2017, GPD and ANSO assisted Joe and Glenda Johnson of the Life Assembly of God Church to pass out shoes to children at the Garnett Elementary School. Along with the shoes, the kids were treated with popcorn and juice.

On 11/10/2017, GPD assisted Franklin County Sheriff's Office (FRSO) in Garnett with a child abuse and aggravated battery investigation. GPD and FRCO are working together on this investigation and is still ongoing

On 11/10/2017, a 22 year old female, reported being raped in Garnett. An investigation is ongoing into the allegations.

On 11/15/17, GPD Officer was working an off-duty, part time job, at the East Central Kansas Academy (ECKA) in Garnett and was battered by a student that was damaging school property. Three years ago, Garnett PD met with faculty from (ECKA) due to the large amounts of calls GPD was responding to there. ECKA pays certified LEO to work off duty as a School Resource Officer (SRO). This is the second battery case against an LEO this year from this school. Since the start of SRO Program, GPD has noticed a decline in calls for service to the school.

11/20/2017 through 11/26/2017, GPD is participating in the Special Traffic Enforcement Program (S.T.E.P.), a grant that is funded by KDOT. Officers from GPD worked extra hours to have extra DUI and traffic enforcement over the Thanksgiving holidays.

11/20/17, GPD removed two children, 15 and 16 years of age from their residence and placed them in Police Protective Custody as Children in Need of Care (CINC) for alleged emotional, physical, and drug abuse inside the home. This case was turned over to the Anderson County Attorney Office for review.

11/24/2017, GPD responded to Family Treasures Automotive in Garnett and took a theft report of two tires and rims that were stolen from a parked vehicle that was for sale. GPD conducted an investigation and based on citizens and nearby business owners, with quality surveillance cameras. GPD was able to make an arrest in the case and recover the items stolen valued at \$616.00. The suspect was a 40 year old male from Aurora, Missouri just passing through Garnett. Without the assistance from the citizens and surveillance cameras this case would have probably never been solved.

From 11/1/2017 until 11/29/17, GPD made 6 arrest that involved drugs or drug paraphernalia.

From 11/1/2017 until 11/29/17, GPD took a total of 181 calls for service, conducted 93 traffic stops, and had 25 calls of service for animal control.

Kurt King Chief of Police

Garnett Police Department

131 W 5th, Garnett, KS 66032

Activity Totals

11/01/2017 - 11/29/2017

| | All Arrests | Felony Arrests | Misd Arrests | Other Arrests | Summons | Traffic | Criminal | Supplement Report | Field Interview | Reports | Total Activity |
|--------|----------------|-------------------|-----------------|------------------|---------|---------|----------|----------------------|--------------------|---------|-------------------|
| Totals | 18 | 0 | 16 | 2 | 84 | 47 | 29 | 71 | 15 | 30 | 312 |

Garnett Police Department

131 W 5th, Garnett, KS 66032 Agency Statistics November 2017

| Reports Today: | 0 | MTD Reports This Year: | 28 |
|--------------------------|-----|-----------------------------------|------|
| YTD Reports This Year: | 441 | YTD Reports Unapproved This Year: | 3 |
| MTD Reports Last Year: | 37 | YTD Reports Last Year: | 499 |
| MTD Arrests This Year: | 17 | YTD Arrests This Year: | 232 |
| MTD Arrests Last Year: | 20 | YTD Arrests Last Year: | 299 |
| MTD Citations This Year: | 84 | YTD Citations This Year: | 1056 |
| MTD Citations Last Year: | 70 | YTD Citations Last Year: | 940 |

November 28, 2017

Gas and Water Utilities Report

Currently for the month we have had a total of twenty-six Kansas One Call locates, a bare steel line replacement, and an abandonment of a gas line no longer in service. There were also four gas leak complaints for the month. All of which were addressed immediately. Of those four, one of those was of greater importance. The standby regulator at the East Town Border station failed, and caused a pressure increase in the system. Fortunately, the safety relief valve performed as intended and stopped an over pressurization. This is a good thing, as part of my yearly regulator evaluation is to ensure our relief valves are in proper working order. The regulator in question is currently shut out and will be addressed this Thursday, along with the continuing evaluation of all regulator stations in the system. It is my goal to have my regulator inspection completed before my next monthly report. I have also made sure that six of our thirty-four Key Valves, valves used to shut down certain sections of the city in cases of emergency, that were inspected and greased at the end of the year in 2016, were re-inspected and greased this year. This insures that all thirty-four valves were addressed for the calendar year of 2017, and we are in full compliance with state regulations.

On the issues of water distribution and production, we had a water main break on First Avenue near Walnut, and it was repaired within three hours of discovery. I would also like to note the increased speed and efficiency with emergency jobs being performed as familiarity with my crew has grown in these instances. Concerning the east water tower, the issue we had with the level readings returned. MicroComm thought they had resolved it, but it returned a couple of weeks later, and we had to have them come back. At no charge, and with further investigation, they found the water line that went to the transducer was plugged with sediment build up. The line was cleaned, and the tower level reading instrument is in proper working order. I will soon be addressing the issue of our sludge dredging mechanism in the south sedimentation basin not working. This mechanism is responsible for pulling the sludge that settles out of our water during the cleaning process into a sump for draining out of the basin. While it is possible to operate without it for a time, it greatly reduces the proficiency of insuring the cleanest water possible before it enters filtration. I will be draining that basin next week, and then determine our plan of action for repairing it.

I have been in several meetings, and have several more upcoming meetings with individuals in regards to the proposed new water plant. I am doing my best to educate myself and understand our current situation in regards to the plants condition, requirements, and any and all avenues for future actions on this issue.

Kenneth J. Amaya Director of Gas and Water Utilities

Kenness J. amaya

Power Plant

We have everything winterized

Mowed one last time

Built a Dog transport cage for the P.D.

Built City Float- Put up in front of City Hall

Getting quotes for Motion Detectors and Cameras for the Pwr.Plt.

Will be working on refinishing some of the Kiosks in the Winter months

Change oil filters on #6 engine and test run to check for leaks

Still working on #3 engine

Electric Distribution Department

11/29/17

We finished the Christmas decorations and lights on time and were able to do a finial light test before the night of the Christmas parade. There was only one new business that requested to have Christmas lights installed, and one to have the lights reinstalled after some building maintenances was completed to their building.

I have been in contact with Kevin with Vyve Cable TV about some pole attachments as well as some service drops dangling off poles. He told me that he would be get this done within the next 30 days.

The line crew has been busy performing some routine maintenances on your electric distribution system. We have replaced some lighting on the outside of the power plant, water plant with LED's. These upgrades should reduce the expenses of security lights by 75% to 85% on the outside of the power plant, water plant. We are ready to get back to work on the Walnut St. project by removing more poles and wire from the east side of the street. We are receiving requests for tree removals, trees to be cut back from the main primary circuits to help reduce unnecessary call outs because of trees in or around primary circuits. This month we have had several service upgrades from our customers, had one new underground electric service installed at Willow St apartments. I have been working with a business the past few months on options for a 3 phase service addition. We have achieved a good solution for this business to move forward with a new 600 amp 3 phase service.

The Line Crew works very hard to insure that our customers are receiving the highest standard of electric service we can provide.

Electric Distribution Department

TROY S AAR

Troy S Hart



Small, Serene, Simply Garnett.

City Clerk's Office Report December 12, 2017

Dear Mayor Blackie and Commissioner's Gwin and Cole,

Training of billing staff continues as time allows. We are working toward all billing staff learning all aspects of their job duties in order to move the office forward for continuity of operation during vacations, illness, staffing changes or any other events.

Chris and I will begin the search for a new billing clerk. Jodie Beets' last day will be Monday, December 4, 2017.

November was a short month with the holidays, so staff worked hard to ensure we stay on track with our billing.

We received a donation from MFA Oil for \$1,800 to be used toward the purchase of fire department equipment. J.D. Mersman received a grant to help pay for radios for the firemen. We used the \$1,800 for our share of the radios purchased.

Respectfully,

Kristina Kinney
City Clerk/Finance Director

Community Development Reports for December 12, 2017

From Susan Wettstein, Director of Community Development

Zoning Administrator/Building Official Gary Giczewski attended the first of many Floodplain Management meetings on November 1, in which the city and county are involved in, to update our floodplain mapping. Due to the holidays, Gary is not holding Planning Commission meetings so that he can focus on streamlining the process of the Board's review of the Comprehensive Plan and their involvement on the new floodplain mapping. Both of these issues could be very time consuming. Gary and this volunteer board are to be commended for their time and service. They will be hitting both of these topics hard come January.

On November 1, City Manager Chris Weiner attended the Garnett Tourism Advisory Committee meeting.

I followed up with my supervisors to prepare for my 6-day absence from work during November 6-14. All of the employees I am blessed to work with kept on task and accomplished a lot while I was gone.

The Parks and Recreation Advisory Board met on November 8. See Phil's report attached.

City Manager Chris Weiner scheduled a meeting with the FAA in Kansas City, Missouri on November 20th. Accompanying us were Airport Manager Gary Ecclefield and newly appointed Airport Advisory Board President Pat Schettler. The officials from the FAA expressed how much they were very much impressed with Chris' due diligence in his research of the history of the airport and past projects when arranging this meeting, and the questions he brought to the table to get a realistic expectation of our airport plan going forward. Both Gary and Pat brought unique perspectives and insight to this meeting as well due to their own expertise. We found that we need an updated environmental assessment. The last was done in 2008. The display of thresholds on our runway do not meet FAA standards; not in the correct placement. In order to position ourselves to adequately prepare our airport for substantial improvements utilizing FAA grant funding we need to update our comprehensive plan, which does not mean to scrap the one we have but look at possibly adding a narrative defining updated information where applicable. An analysis needs to be done. Conversation also involved what we should seek through KDOT for assistance. Steps to what needs to be done were outlined. FAA Officials were very helpful in giving us direction and will continue to communicate with us. We are working to take their advice and keep on pace to meet grant deadlines and not lose out on opportunities to make our airport better for users and plan for our future. This meeting turned out very positive, in my opinion.

City Manager Chris Weiner has established weekly staff meetings held on Mondays. These meetings are very informative and collaborative, as departments utilize this time to note specific tasks Chris wants taken care of, as well as departments offering information and resources to each other.

City Manager Chris Weiner and I attended the Southeast Kansas Project 17 Economic Development meeting in Parson on November 29th. The meeting began with introductions and updates on community projects. I was impressed and excited to hear of new manufacturing and business development happening in Southeast Kansas communities with substantial job creation. Guest speaker was Janet McRae, Director of Miami County Economic Development. I have known Janet for quite a few years. Janet's duties have also expanded to tourism. She plans to visit me in the next couple of weeks to see if we can collaborate on a variety of things. She gave a presentation on the new Site Certification that Kansas Economic Development Association has identified as a priority program. One of the components in the presentation

brought about the importance of keeping information current on the LOIS (www.locationone.com) website, which is utilized by the Kansas Department of Commerce and site seekers nationwide. I have been the person who keeps LOIS updated since the website was developed and have trained Desiree Donovan, who also has been given the responsibility to maintain. Together, we maintain all known available industrial and commercial listings, both buildings and building sites for all of Anderson County.

While at the SEK Economic Development Meeting I talked with Heather Morgan, Project 17 Executive Director. During the meeting she talked about her availability to giving "Economic Development 101" guidance to city and county public officials. She spoke about helping a community that was dealing with the transition of hiring an economic development director and what communities should be assessing when in that process to be sure your community is heading in the right direction. I asked her if she would be available if our public officials would like for her to visit and she said she would be happy to. Since we are a part of Project 17 there would be no charge for this service. If this is something to be considered please let City Manager Chris Weiner know and we can arrange.

Tourism - Transient Guest Tax After Event Reports continue to be processed. We will provide the City Commission with an overview of 2017 in January. The 2018 calendar of events continues to await the dates of the Anderson County Fair and Kincaid Free Fair. Most all other dates have been determined. Our work is constant on holiday events, social media and keeping both print and online information current. We have a new t-shirt design coming in time for the holidays to further our promotion of Garnett.

The winter issue of Town Talk will be sent out the end of December. If there are topics or information you would like included, we always welcome your input. It is Mayor Blackie's turn to provide an article.

As always, if we can address any issues that might arise that the public brings before you as a commissioner, please do not hesitate to let us know what we can. You are always welcome to visit City Hall so that we can help the public prior to your meetings so that you can report to your constituents that you have heard them and we are on it!

Respectfully,

Susan Wettstein
Director of Community Development

I am attaching reports provided by department staff as follows (See attached pages):

Airport:

Airport Report Garnett Industrial Airport November – 2017 Gary Ecclefield – Manager

- Completed minutes and report.
- 2. Fuel transactions and invoices.
- 3. Sent weather data to the N.W.S.
- 4. Worked on inventorying airport assets.
- 5. Established Garnett Airport on the FAA website for pilot NOTAMS, online. (Notices to Airmen)
- 6. Two runway end light fixtures stolen from south end of runway. Reported to the City Police Department. They are investigating.
- 7. Troy Hart replaced the stolen runway end light fixtures.
- 8. Charged battery and drove courtesy car.
- 9. Still mowing as of the 3rd week in November.
- 10. City crews working on courtesy car turn signals.
- 11. City crews moving airport mail box to accommodate new drive way into Pioneer Seed Company.
- 12. Accompanied City Manager Chris Weiner, Director of Community Development Susan Wettstein and Airport Board Chairman Pat Schettler to Kansas City, MO. FAA Flight Standards Building. We met with Jason Knipp, FAA Airport Planner and Mark Schenkelberg, Airport Engineer, regarding improvements to Garnett Airport. They suggested a small extension in length to the present runway and widening it from 45 ft. to 60 ft. Funding could be obtained through FAA and KDOT grants for 90% of the project.

Pat Schettler, being an Air Traffic Controller at Kansas City Center, was able to get clearances for all of us to tour the Air Traffic Control Center at I35 and Santa Fe, on the way home. We each got to sit beside a flight controller and listen in on the live communications between the pilots and controllers. Very interesting stuff. Thank You Pat for this rare opportunity.

Flight Activity

- 1. Flight training for two student pilots.
- 2. Powered Para Glider flights.
- 3. Aerial seeding and spraying extending into November this year.
- 4. Flights landing here for fuel. (We have 24/7 credit card fueling here.)

Projects

- 1. Restroom flooring.
- 2. City hangar and airport shop roofs.
- 3. Pave fueling ramp.
- 4. Courtesy car turn signals.
- 5. Heights and hazards regulations. (Trees in the approach to runway 19.)

Economic Development:

Economic Development Director Dennis Arnold provided the following information and stated that he has visited with Commissioner Gwin recently.

- Dennis has attended a seminar on updating the regional Economic Development Strategy,
 Kansas Economic Developers Alliance Annual Conference, Kansas Economic Outlook Conference,
 KDOT Airport Seminar.
- He has met with Southeast Kansas Works with the Department of Labor to discuss new employee training programs and set up a local seminar. Dennis hosted a meeting with the local Network Kansas representative to go over changes to the local loan fund expansions.
- Continued work to identify industrial land sites close to appropriate utilities.
- He has written bylaws to set up non-profit status for the local E-Community Board and met with an attorney.
- Dennis has researched EDA grant/loan guidance updates.
- Dennis received a scholarship from the International Association of Economic Developers to an IEDC course of his choice.
- He attended the SEK Prosperity Foundation meeting, discussed two regional loans.
- Dennis met with representatives from 3 different organizations to try to develop a plan to help save the Regional Community Development Corporation, which packages SBA and regional loans.
- Dennis continues to work on funding options for road improvements for businesses.
- He worked on assisting a local industrial building owner with right-of-way issues.
- Met with first time entrepreneur to go over business plan and research gap financing possibilities for venue business.
- Dennis reviewed 5 prospect alerts from the State and reports no available buildings of proper size, and no shovel ready industrial site of proper size available here.
- Dennis assisted a prospective business who is looking for available buildings. He reports no buildings of appropriate size or configuration presently available.
- Dennis is working with a realtor on the sale of the manufacturing site on south Highway 59. Sale status is unknown. Dennis reports he has worked with the prospect in the past.
- Dennis spent time researching the Tyson project requirements.

Code Enforcement:

From the reports received from Code Enforcement Officer Pat Tate, it appears he has been following up on inspection of approximately 33 properties during the month of November. Letters have been sent and since delivery some are now in compliance, while some are a work in progress.

Planning and Zoning:

From Gary Giczewski, Building/Zoning/ADA Administrator

Here is what's happening in my world:

- 1.) US-59 has been completed and accepted by the City, final pay app and change orders have been signed off on.
- 2.) Genco project still moving forward on E. 2nd Avenue.
- 3.) Writing code violation letters as required.
- 4.) Floodplain Mapping seminars are being attended and information will be presented to the Planning Commission after the holidays in January.
- 5.) Willow Apartment project is continuing on and inspections performed as required.
- 6.) New home for Michael Canavan at 44 Lakeshore Drive is under construction and performing inspections as phases are being completed.
- 7.) 6th Avenue Boutique & Bronze is nearing completion and readying for Temporary Occupancy. The old house/store is slated for demolition later in the week of 12/4/17.
- 8.) Inspections as required as contractors complete work and call-in.

Happy Holidays!

Gary

Parks and Recreation:

From Phi Bures, Director of Parks, Recreation and Cemetery

Parks/Recreation/Cemetery Monthly Report November 30, 2017

We are still in the process of patching and repairing the holes in the pool when the temperature is warm enough for our epoxy to work. We have also removed the benches and replaced some boards on them that were badly warped and cracked. This should make for a much more enjoyable time at the pool for patrons next summer.

Dirt work continues at the cemetery leveling up graves and putting down some extra grass seed on the fresh graves. The guys have also done some work on a few stones to level them up to keep them from falling over. As with many projects we do this is a never-ending process. We take great pride in the cemetery and try to keep it looking the best we can. We also try to do as much preventative maintenance as we can as well.

Come the first full week of December basketball will be in full swing. The 3rd/4th and 5th/6th grade teams will be drafted on December 4th and their practices will start that week as well. The 1st/2nd grade has 3 weeks left in their season and the gym will then be used for games on Saturdays. Games will run every Saturday from January until March. We will be utilizing both the Recreation Center and Ray Meyer Gym for our games. Also In January we will begin the little dribblers program for the preschool and Kindergarteners. It will be a busy time on the court.

The recreation center has also been busy with the fitness classes we offer and with our regular members that come in to use the facility. We are getting close to wrapping up the last sessions of our Yoga and spin classes for this year. We are also looking at the option of offer a new class or two at the beginning of the year if we have the space and time to make this happen. As always we expect to see a lot more people coming in at the beginning of the year to start their resolutions.

The ball fields have been pretty much put to rest for the winter but that does not mean the work has stopped out there. We recently moved the monument that was at the Optimist Filed honoring C.W. Mead and Melvin Adams out to the ball complex. Both families were very pleased to see this done. Many more people will be able to see it and honor those two for all the work they did for the youth of Garnett.

With budgets being tight we are always looking for a chance at some free money so I have started working on a couple of grants that will hopefully help us out in a couple of different areas. One of which is the Recreation Center. We are looking to make the Recreation Center a 24-hour facility and to do that we are going to need to upgrade some software and also add some additional security and safety measures to the building. I am speaking to a few companies and trying to decide what will work the best for us and how much it is going to cost to retro fit our facility with this new technology. With that I hope to write a grant that will help offset these costs making it much more affordable for us to do.

The second is a grant for the ball fields. This grant will aid us in purchasing some much-needed new field equipment to prep and maintain the fields. It will also help in the purchasing of grass seed, fertilizer, and sand to top dress and reseed the outfields. We have been doing the best we can with what we have but we need to do some work on the fields to make them play better and safer for those who use them.

Trout season is in full swing and we have received our second delivery of trout. On October 27 we put approximately 549 fish in the lake. This is about a third of what we put in the first time, but at the fisherman's request these fish are bigger so we get less for our money. We are still expecting one more delivery of fish and this usually comes the first part of January. So right now the fishing should be good. I have had a few reports of people catching some so that is good. The season runs from November 1st until April 15th so there is still plenty of time to catch some trout.

If you have any questions about the parks or the things that we are doing do not hesitate to ask.

Thanks,

Phil Bures
Director of Parks and Recreation

Deputy Director of Community Development, Chamber Director:

RE: Chamber

The end of the year is very busy in our office. We just finished with our 47th Annual Christmas Parade and Lighting Ceremony. We had a record number of participants and spectators this year. We express many thanks to those who joined us and the volunteers who helped make this event possible.

We have begun our membership drive for 2018. Last year we had 95 members, the highest we have had in many years. Our members are utilizing our marketing programs and they are becoming more active within the Chamber.

The next project we are working on is our Annual Banquet. This is our yearly fundraiser that helps pay for our member socials throughout the year. This year we are holding a sports themed banquet on Thursday, January 25, 2018. Tickets to this event are \$25 for members and \$30 for non-members. We also offer specials for Corporate tables; \$180 for members, \$230 for non-members. The social begins at 5:30 p.m. followed by dinner, guest speaker, awards ceremony and live auction. Our guest speaker is Kendall Gammon, 15-year NFL veteran, author and sports broadcaster. Voting is open December 1 - December 31 for annual awards; Business, Volunteer and Organization of the Year. Everyone is welcome to attend. Contact us at 785.448.6767 for tickets and visit our website for more information (www.garnettchamber.org).

RE: Community Development/City

I have also been busy compiling inventory, budget, utility and bond data for the City. I have recently finished reading and correcting errors in the City's Code Book. I have assisted the Gas & Water department with the creation and re-creation of forms. I have assisted the Zoning Advisory Board with their minutes. I have assisted Parks and Recreation with brackets and data entry. I recently took over the minutes and treasurer's report for the Tourism Advisory Board. I researched and purchased new microphones for the Commission Room. I have been working at bettering our Facebook Live feed which has included attending the last commission meeting to make sure things ran smoothly.

Nancy and I have been planning the City's Christmas Party and I have been organizing the Angels for the Spirit of Christmas Tree in the front lobby. As always, we are keeping the website, Facebook and Instagram pages and kiosks current. We are about to start this quarter's *Town Talk*. I have been and will continue helping assist the billing department as needed.

I am enjoying my new position and am looking forward to moving towards it full time. I am excited to learn more about the City's codes and procedures!

Merry Christmas!

Desiree Donovan
Deputy Director of Community Development