



City Administrator's Report November 5, 2018

CVB/Community Coordinator

- CVB Staff attended the Kansas Tourism Conference last week in Junction City. It was a great conference to network and learn more about Tourism in our state. Christina will give more information during her report next meeting.
- Oct. 27th was the Annual Zoo Boo, we had 2,850 people through the gates, this number is down 650 people from last year but overall it was still a great success! Special thanks to all the staff that helped with this event, and big thanks to sponsors & everyone who hosted a booth! This is a long night for those who work the event, but the community really loves it!
- The month of November will be Explore Great Bend month again and Participating retailers will be ready to host a different event each Saturday in November. Open Houses are the first Saturday, Grow Great Bend Day is the 2nd Saturday, Find a Turkey Day is the 3rd and Black Friday and Small Business Saturday are the last two events for Explore Great Bend.
- The Holiday Event Brochure for November and December was released November 1st.
- Holiday season is coming up which means we are looking for Trail of Lights Greeters again for our Brit Spaugh Park entrance. We are gathering goodie bag items to giveaway to those that drive through but also if you are interested in being a Trail of Lights Greeter to some evening in December, Christina is gathering volunteers to be the cheerful faces that spread holiday joy.

Human Resources

- Welcome to Sreheetha "Hita" Kadiyala, Asst. City Engineer who started with us on 10-22-2018.
- **Current openings:**
 - Crossing Guard – Part Time
 - Firefighter (one opening)
 - Police Officer (one opening)
 - Deputy City Clerk (interviews have taken place)
- We hosted an all-day Open Enrollment event on Thursday, November 1 at the Event Center where employees came to meet with their Department Secretary to sign up for the benefits, they want for 2019. Representatives were there from the following companies: BC/BS, Vision Care Direct, Mitch Haney and Associates and United Way.

Network Administrator

- Question and answer process began with vendors who plan on submitting RFPs for solutions to migrate City wide setup onto one domain and connection on the same network, migrate emails to Office 365
- Phishing email test and Security Awareness Training for city staff.
- Continuation of the replacement of computers – working to install Windows 10 city-wide.
- Email update for the City email through Pen-Publishing currently any user that was on a POP email migrated to imap to provide better security and sync ability.



- Ongoing work with 911 to correct issue with proper city addresses corresponding with emergency calls.
- Working to transition off of out-dated backup or NAS solutions – as part of the network solution.

Public Lands

- Winterized all areas needed.
- Supported 2018 Zoo Boo.
- Completed improvements to the Disc Golf Course.
- Maintenance to the ball fields is ongoing.
- Started the painting of the training tower at Fire Station 2.
- 550 lbs. of Rainbow Trout were stocked at Veterans Lake on 10-25-18.
- Started efforts to minimize the impact on Veterans Lake from the migratory geese with use of noise makers.
- Completed repairs to the Christmas decorations.
- Started installation of the Christmas displays on 11-1-18.

Public Works

Property Maintenance Enforcement:

- 70 Complaints this month with 19 being citizen reported
 - a. 20 complaints for trash/refuse
 - b. 15 complaints for motor vehicles
 - c. 33 complaints for overgrown vegetation
 - d. 0 complaints were investigated and no violation found
- 36 Abatement notices sent out
- 4 Abatements performed
- 50 Cases closed per citizen compliance
- 12 Motor vehicles were brought into compliance

Street Department

- Began work on repairing section of collapsed reinforced concrete box culvert at 18th Street and Baker Street intersection
- Prepared for Air Fest event.
- Repaired failing sections of the Great Bend Fairgrounds and Drag Strip in anticipation of the Top Fuel races
- Performed miscellaneous sand alley base repairs throughout city
- Street sweeper cleaned 88 city blocks
- Performed cleanup operations following rain events to pick up limb debris and clean clogged drop inlets
- Mowed various locations throughout the city as well as flood control dykes
- Removed trees from the Lischeskey drainage ditch to clear water obstructions.



- Performed miscellaneous pothole patching throughout entire city

Utilities

- **Wastewater Yearly Progress**

	2018 Actual	2018 Goal	% Completed
• Clean storm lines	3,160	25,000	12%
• Clean sanitary lines	78,246	100,000	78%
• Manholes rehabilitated	0	12	0%

- **Water yearly Progress**

	2018 Actual	2018 Goal	% Completed
• Change out fire hydrants	5	5	100%

- **Projects completed**

- **WATER WELLS**

- i. Changed two (2) bottles of chlorine

- **WATER DISTRUBUTION**

- turn valves for APAC
- Fix fourteen (14) water leaks

- **STORMWATER**

- Cleaned Madison Ditch one (1) time

- **SANITARY SEWERS**

- Began rehabilitation of manholes process

- **WASTEWATER PLANT**

- Monthly report to KDHE
- Replaced pressure washer in wash bay
- Replaced influent flow meter
- Replaced anoxic zone gear box

- **Locates**

- 199

- **Training**

- All employees First Aid / CPR / AED
- Three (3) employees attended waste water training
- Two (2) employees attended drinking water training.



Engineering

- Waterline Improvements
 - A. Emergency repair along Odell from Lakin to 12th Street. Work will be paid for at unit price bid items to be incorporated with Change Order #4.
- FY 2019 Resurfacing Program US-56 (10th) from Hickory to 1300' west of Kiowa
 - B. Preliminary plans sent to KDOT review on October 3, 2018.
 - C. Discuss ADA ramp upgrades, curb inlet replacements, along with curb and gutter replacement at October 30, 2018 staff meeting.
- 10th and Grant Intersection
 - D. Project award to Morgan Brothers Construction at November 5, 2018 City Council meeting. Inspection by PEC Field Services.
 - E. Early start date March 2019.
- 8th Street Paving Improvements
 - F. Venture completion date December 6, 2018.
 - G. Change order for sanitary sewer extension approved by City Council at October 15, 2018 City Council meeting. Dewatering efforts ongoing for construction. Coordinating efforts with Tractor Supply Company general contractor.
- 8th Street Waterline and Sanitary Sewer Improvements
 - H. Sanitary sewer improvements incorporated into paving contract as a change order.
 - I. Waterline improvements by separate contract with construction to follow completion of 8th Street paving. Advertise for bids on October 31, 2018 with project letting on November 14, 2018. Bid award at November 19, 2018 City Council meeting.
- Crest Theatre HVAC Improvements
 - J. AutoCAD files provided to asbestos remediation contractor.
 - K. PEC to complete design documents and coordinate schedule with City staff.
- Street Assessment and GIS Mapping
 - L. Proposal for Council approval at November 5, 2018 City Council meeting.

Fire/EMS/Inspection/Code Enforcement

Fire/EMS/Inspection/Code Enforcement

- The grading permit was issued for contractors to begin the dirt work for Tractor Supply Co.
- Certificates of Occupancy have been issued for all the duplexes in Kensington Square.
- Inspector Orth performed his annual fire inspections with USD #428. All district buildings were inspected. In addition to the inspections school districts are required to perform 4 fire drills a year with the students. Inspector Orth attends one of these drills and did so this month. Minimal violations were found this year and the inspection results were reviewed with Superintendent Khris Thexton.
- Fire prevention week was a huge success as shifts visited area preschools and grade schools in the community. Special thanks go out to "B" shift for writing and presenting an entertaining and educational skit for elementary school students. Thank you to the Great Bend Recreation

Commission and USD #428 Bus Barn for providing us with a location for the skit and for helping bus students to and from the skits.

- With the assistance of the Park Department the training tower at Station #2 was power washed and repainted.
- “B” Shift participated in Zoo Boo and handed out candy at the Heartland Community Church Trunk-or-Treat on Halloween.
- Personnel participated in Disaster Medical Support Unit (DMSU) training along with Reno County EMS, Emporia Fire/EMS, Newton Fire/EMS, Barton County Health Department and Barton County Emergency Management. DMSU must be prepared to deploy to any location in Kansas to receive injured and uninjured patients in need of care and evacuation. The purpose of the training is to ensure that DMSU teams in Kansas can operate during mass casualty incidents and establish an effective and efficient division with an evacuation point capable of receiving victims who will be evacuated to hospitals or shelters.

- Fire Inspections Activity for October

	2017	2018
Commercial Building Inspected	2	14
Daycare / Schools	1	14
Fire Extinguisher Demos	n/a	1
Violations Found	3	35

- Department Activity for October

	2017	2018
Fire Incidents	27	28
EMS Incidents	186	151
Total PT Contacts	196	162
Carbon Monoxide Calls	2	4
Average Response Time	4 mins. 30 secs.	4 mins. 2 secs.
Average Turnout Time	46 secs.	37 secs.
Overlapping Calls	28.17%	22.35%
Year to Date Incidents	1,932	1,891

- Building Inspection

	October 2017					September 2018			
	Building	Plumbing	Electrical	Mechanical		Building	Plumbing	Electrical	Mechanical
Commercial	8	4	4	2		13	4	0	4
Residential	119	5	9	7		34	18	14	9
Estimated Cost	\$1,824,857.00	\$1,000.00	\$123,700.00	\$46,445.00		\$1,022,383.00	\$3,350.00	\$8,900.00	\$71,170.00

- Code Enforcement
 - 3 cases closed
 - 1 new case
 - 31 total open cases
 - 26 follow-ups completed



Police

- On 10/02/2018 Chief of Police David Bailey and Lt. Jason Settle met and spoke with the Great Bend Humane Society Board.
- On 10/04/2018 GBPD Detectives returned to Van Buren Arkansas to retrieve evidence and statements related to the double homicide occurring in July at the Barton County Fair. Evidence was returned to GBPD awaiting trial.
- K-9 Handler testing was completed 10/08/2018. Officer AMBER ALLEN was Assigned as the new GBPD K-9 handler for Lazar. Officer ALLEN and Lazar are now attending four weeks of K-9- handler training together starting October 23rd and completion date set for November 16th 2018. Training will be at Abbeville, La.
- The Narcotic Detective Position testing was conducted on October 24, 2018. A Patrol Officer will be promoted to that Narcotic Detective position when man power allows.
- GBPD Officers assisted with the Great Bend High School bonfire and car bashing on 10/18/2018 at GB Airport Expo area.
- On 10/18/2018 GBPD employees attended a luncheon held at the Event Center. The luncheon was to express a thank you to all employees and elected officials for what they do for the city and its citizens.
- All GBPD certified officers participated in Night Fire Weapons Training held at the GBPD firing range.
- GBPD participated in Zoo Boo held at Brit Spaugh Park on Saturday 10/27/2018. Officers dressed as Darren the Lion, GBPD Special Services Team members and GBPD Bike Patrol members. Officers had a great time distributing candy to the many Trick or Treat children that attended the event.
- Halloween night was another safe evening for the children to enjoy Trick or Treating.
- **October Patrol Division stats:**
 - Criminal cases reported: 223
 - Accident cases reported: 35
 - Total Offenses.....: 143
 - Warrant arrest.....: 40
 - Narcotics cases.....: 10