



City Administrator's Report December 3, 2018

CVB/Community Coordinator

- This November was Explore Great Bend Month. 26 stores bought in to be part of the \$1,000 Explore Great Bend Giveaway! The idea of this was created by the retailers to help get people to shop local during the month of November.
- The Home for the Holidays Festival and Parade was an amazing success! The stores were buzzing and we sold out of the Cookie Contest boxes. Special thanks to all the partners for making such a great Christmas event happen for our community!
- We still have some open dates for the Trail of Lights Greeters for the booth at Brit Spaugh Park. If anyone is interested call Christina at City Hall.
- Christina hosted 13 communities in Great Bend on the 28th for the Southcentral Kansas Tourism group. Kansas Tourism also sent a staff member to the meeting. Great Bend is proud to partner with this regional group and thanks to Mark Mingenback and Rosewood Winery for helping put Great Bend's best foot forward for the meeting.
- A friendly reminder to SHOP LOCAL this holiday season! Support our local businesses and explore the great items we have right here in town!

Human Resources

- Welcome to Alison Urban who started with us on 11-26-18. Alison is our new Deputy Finance Clerk.
- **Current openings:**
 - Crossing Guard – Part Time
 - Firefighter
 - Police Officer
 - Service Person I -Street Department
- The Mayor handed out hams to City Staff on Friday, November 16 in the parking lot of the Events Center and the employees appreciated it very much. The weather cooperated with us and it was a pleasant day to be outside.
- The City Staff Christmas Lunch will be held from 11:30 to 1pm on Wednesday, December 5 at the Events Center. This event is open to all current City Employees and City Council members. We will also recognize those employees receiving Service Awards at this lunch as well. Those employees are:
 - 5 year
 - Amber Allen – Police Dept.
 - Michael Bradley – Police Dept.
 - Nathan Florian – Fire Dept.
 - Heather McLemore – Police Dept.
 - Robert Zimmerman – Public Works
 - 10 year
 - Tim Newby – Public Lands
 - Chuck Pike – Municipal Court Judge



- Susan Thacker – Crossing Guard
- Matthew Tiede – Public Works
- 15 year
 - Jason Cauley – Public Works
 - Jefferson Davis – Police Dept.
 - James Giles – Public Works
 - Eric Yoder - Police Dept.
- 20 year
 - Paul Millard – Police Dept.
 - Mike Smith – Fire Dept.
- 25 year
 - John Reynolds – Police Dept.
 - Terra Sanders – Public Lands
 - James Tillery – Public Lands
- 30 year
 - Janie Cheney – Front Door
 - Rick Robinson – Fire Dept.
- 40 year
 - Lee Schneider – Fire Dept. (Volunteer)

Network Administrator

- Received and currently reviewing submitted proposals for centralized network solution and email migration to Office 365 for the City
- Continuation on replacement of computers – working to install Windows 10 citywide
- Completed Fund Balance updates
- Ongoing communication with Cox and West in correcting 911 ringing to Reno County for Cemetery
- Working to transition off of out-dated NAS solutions – as part of the network solution
- Continuing Phishing email tests and Security Awareness Training for the city

Public Lands

- Completed installation, Maintenance, and continue to make improvements on the Christmas decorations
- Assisted with snow removal at the airport and other areas around the city
- Began winter maintenance on all equipment
- Began tree trimming throughout the Public Lands
- Working minimize the impact on Veterans Lake from the migratory geese with use of noise makers.



Public Works

Property Maintenance Enforcement:

- 17 Complaints this month with 4 being citizen reported
 - a. 4 complaints for trash/refuse
 - b. 3 complaints for motor vehicles
 - c. 0 complaints for overgrown vegetation
 - d. 8 complaints were investigated and no violation found
 - e. 1 complaint for minimum standards
 - f. 1 complaint for graffiti
- 14 Abatement notices sent out
- 0 Abatements performed
- 30 Cases closed per citizen compliance
- 23 Motor vehicles were brought into compliance
- Assisted water department with flushing and inspecting fire hydrants. 11 hydrants were found to be inoperable and were placed out of service.

Street Department

1. Hauled leaves at compost site and turned windrows
2. 18th and Baker RCBC placed reinforcing steel for floor. Awaiting water main relocation.
3. Five (5) blocks of alleys bladed
4. Nine (9) blocks of sand roads bladed
5. Misc. sign and light repairs throughout entire city
6. Mowed on diversion and ring levee
7. Assisted water department with fire hydrant inspection
8. Completion of Frey Street repairs south of 10th to 700 Frey. Set manhole's to proper height and angle.
9. Poured small section of concrete at the 8th and Grant Street intersection
10. Cleaned downtown for Parade
11. Eleven (11) employees worked parade
12. Salt and sanded and pushed snow
13. Performed snow/ice removal throughout the city
14. Swept various locations throughout the city
15. Removed erosion barrier at Amber Meadows water retention pond.

Utilities

• Wastewater Yearly Progress

	2018 Actual	2018 Goal	% Completed
• Clean storm lines	4,250	25,000	17%
• Clean sanitary lines	82,416	100,000	82%



- Manholes rehabilitated 12 12 100%
- **Water yearly Progress**
- | | 2018 Actual | 2018 Goal | % Completed |
|----------------------------|-------------|-----------|-------------|
| • Change out fire hydrants | 4 | 5 | 80% |
- **Projects completed**
 - Water Wells
 - i. Changed all settings on wells (VFDs and pressure transducers)
- **WATER DISTRUBUTION**
 - turn valves for APAC
 - Fixed sixteen (16) water leaks
- **WASTEWATER PLANT**
 - Monthly report to KDHE
- **Locates**
 - 121
- **Training**
 - Two (2) employees attended underground storage tank recertification
 - Two (2) employees attended backflow prevention/cross connection certification
 - Three (3) employees attended water basic math and geology class
- **December projects**
 - Continue cleaning sanitary & storm sewer lines

Engineering

1. Waterline Improvements (160333)
 - A. Change Order #3 approved.
 - B. Water main construction on track for completion by end of year. Project near 90% complete overall.
 - C. Service line reconnections through first part of 2019.
2. FY 2019 Resurfacing Program US-56 (10th) from Hickory to 1300' west of Kiowa (187006-001)
 - A. Preliminary plans sent to KDOT review on October 3, 2018.
 - B. PEC preparing cost estimates for ADA ramp upgrades, curb inlet replacements, along with curb and gutter replacement for City consideration.
3. 10th and Grant Intersection (160441)
 - A. Project award to Morgan Brothers Construction at November 5, 2018 City Council meeting. Inspection by PEC Field Services.
 - B. Early start date March 2019.
4. 8th Street Paving Improvements (170887-000)
 - A. Venture completion date late December.



- B. Change Order #2 for sanitary sewer service connection, manhole invert reconstruction, and additional earthwork forthcoming.
- 5. 8th Street Waterline and Sanitary Sewer Improvements (187006-002)
 - A. Sanitary sewer improvements complete.
 - B. Waterline improvements awarded to APAC. Completion by end of January 2019 to accommodate Tractor Supply development.
- 6. Crest Theatre HVAC Improvements (171025-000)
 - A. Advertise for bids February 15, 2018. Work to be completed in Spring 2019.
- 7. Street Assessment and GIS Mapping (187006-003)
 - A. PEC schedule forthcoming.

Fire/EMS/Inspection/Code Enforcement

- The building permit was issued for the construction of Tractor Supply Co.
- The Great Bend Fire Department Social and Charity held their annual Spaghetti Feed. We had an excellent turn out and show of support from the community.
- The Great Bend Fire Department hosted around 80 firefighters from across the state for the Kansas State Firefighter’s Association Regional Fire School. Thank you to all the sponsors, firefighters, instructors and community members that helped with this event.
- Code Enforcement Officer Stuart Baker attended the annual KACE Conference to increase his knowledge and skillset on various topics related to Code Enforcement and Property Management.
- Chief McCormick and Firefighter Smith attended training along with members of the Great Bend Police Department to learn more about drones and how we can utilize them in our fields.
- Chief McCormick presented at the Barton Community College Science Day along with representatives of the Kansas Office of the State Fire Marshal.
- Great Bend Fire Department participated in the annual Home for the Holidays Parade with two fire engines and an ambulance.
- Inspector Schneider and Code Enforcement Officer Stuart Baker attended training on Backflow Prevention along with other City employees. This training helps staff be current in backflow prevention methods and practices.
- Fire Inspector Mark Orth is working with the shifts on walk-throughs of the High Rise. Two shifts have completed their walk-throughs and the third shift will complete theirs next week.
- Fire Inspections Activity for November

	2017	2018
Commercial Building Inspected	11	7
Daycare / Schools	12	7
Fire Extinguisher Demos	n/a	1
Violations Found	23	15

- Department Activity for November (*figures represent 11/1/18 to 11/28/18*)

	2017	2018
Fire Incidents	25	23
EMS Incidents	142	128

THE CITY OF
GREAT BEND

Total PT Contacts	167	151
Carbon Monoxide Calls	3	0
Average Response Time	4 mins. 7 secs.	4 mins. 31 secs.
Average Turnout Time	48 secs.	36 secs.
Overlapping Calls	20.36%	19.87%
Year to Date Incidents	2,099	2,041

- Building Inspection (*figures represent 11/1/18 to 11/28/18*)

	November 2017					November 2018			
	Building	Plumbing	Electrical	Mechanical		Building	Plumbing	Electrical	Mechanical
Commercial	5	4	0	7		8	4	0	2
Residential	60	10	7	4		13	9	5	7
Estimated Cost	\$3,133,566.00	\$66,233.00	\$8,920.00	\$133,400.00		\$1,779,034.00	\$1,900.00	\$2,000.00	\$54,063.00

- Code Enforcement
 - 2 cases closed
 - 1 new case
 - 30 total open cases
 - 15 follow-ups completed

Police

- All GBPD officers attended four hours of Sexual Assault training on 11/06 or 07/2018.
- GBPD Officers Mathew Barker, Malik Moon & Craig Ramsey were enrolled at KLETC. Officers first day was November 12th, 2018. They are to graduate from KLETC in March of 2019.
- On 11/14/2018 GBPD participated in the United Way Jean Day. GBPD Personnel paid \$1.00 to the United Way and in return they were allowed to wear jeans to work that day.
- On 11/15/2018 GBPD Lt. HEATHER SMITH, GBPD Chief Luke McCormick, John Stettinger & GBPD Chief David Bailey attended training on drones at Fort Hays State University.
- On 11/16/2018 GBPD Officer Amber Allen and K-9 Lazar graduated K-9 training school in Louisiana. These four weeks of training concluded on 11/16/2018. Officer Allen and K-9 Lazar will begin their Patrol duties together on 11/19/2018.
- GBPD provided traffic control and participated in the Home for the Holiday parade 11/24/2018.
- On 11/18/2018 GBPD Promoted a Narcotics Detective. This position has not been filled in over 18 months due to staff shortages.
- GBPD is currently one officer short of being fully staffed. Officer Brandon Taylor resigned 11/28/2018 to go to work at BTSO.
- GBPD has applicant testing scheduled for 11/29/2018. Currently there are 5 applicants scheduled to test that day for the one opening in Patrol Division.
- GBPD will promote an officer to the rank of Corporal in the month of November. Testing for this position is scheduled for 11/28/2018.



- **November Patrol Division stats:**

Total Cases Reported	222
Criminal Cases Reported	158
Accident Cases Reported	26
Non-Classified	17
Miscellaneous	21
Citations Issued	152