



City Administrator's Report January 7, 2019

CVB/Community Coordinator

- The Holiday season was a good for Great Bend! Special thanks to the Park Staff for our beautiful Trail of Lights displays and to the volunteers for helping as greeters for the Trail of Lights. Christina will give a Trail of Lights data report at our next council meeting.
- We are so excited to be named as one of the 50 Best Light Displays in America for 2017 & 2018 on msn.com! And on top of that Kansas Magazine named us a Kansas Treasure! Way to Go Great Bend!
- CVB staff attending a local Byway Meeting where the State Byway Coordinator from the Dept of Tourism & the KDOT Byway Coordinator attending. Our Wings & Wildlife Byway in coordination with Cheyenne Bottoms has been named the NEXT HOT SPOT in KANSAS! We look forward to continuing our partnership to support these efforts!
- The City Santa and the Santa's Around the World is an amazing attraction that is hosted by the Rosewood Roots & Wings Foundation. Our Santa's had a great turnout this year and we are assisting the committee to look for opportunities to maximize this grand exhibit for Great Bend!
- Retailers met for the December retail meeting to determine the 2019 Calendar of Events and next month Christina will give more information from the Retail Group.
- The City is Co-partnering with the Great Bend Tribune to provide the first ever Health and Wellness Expo at the Great Bend Events Center on Saturday January 12th. Stop by the Events Center and come into the CVB Office for a Free Cup of Coffee!
- The Icy Sidewalk Sale is set for January 19th! Twenty plus stores are participating in this effort to mark down winter items and get ready for spring inventory! Get out and shop for some great deals!

Human Resources

- Our best wishes to Dan Slack who retired from Public Lands on December 7th after almost 20 years of service with the City.
- Here is our list of current openings:
 - **Part Time:**
 - Service Person I/Zoo Maintenance –Public Lands
 - Crossing Guard – Police Department
 - **Full Time:**
 - Building Official – Fire Department
 - Captain – Fire Department
 - Firefighter (Two positions)
 - Police Officer
 - Detective – Police Department
 - Service Person 1 – Public Works
 - Service Person 1 (Water/Wastewater) – (Two Positions) Public Works



We had a very busy year in 2018; we welcomed 34 new full-time staff members as well as 4 permanent part-time staff members. I would like to thank the Council for the support shown to City Staff in 2018. We have a number of openings as we start 2019 and we look forward to continuing to look for strong new staff members to join The City of Great Bend family.

Network Administrator

- Currently reviewing revised RFPs for centralized network solution and email migration to Office 365 for the city
- Continuation on replacement of computers – working to install Windows 10 city-wide
- Checking with Cox on the possibility of getting other city departments connected by fiber.
- Completed changes with Cox and West in correcting 911 ringing for each City department location.
- Working on intranet solution for the city
- Continuing Phishing email tests and Security Awareness Training for the city

Public Lands

- MSN.com named Great Bend to the Top 50 Christmas Light Displays for the second year.
- Continue to maintain and improve our displays. Will begin removal 2nd week of January.
- Transplant, trim, and removed trees in the Public Lands
- Performed maintenance on many the city's facilities
- Painting, maintenance, and repairs to our equipment

Public Works

Property Maintenance Enforcement:

- 96 Complaints this month with 19 being citizen reported
 - a. 56 complaints for trash/refuse
 - b. 37 complaints for motor vehicles
 - c. 0 complaints for overgrown vegetation
 - d. 1 complaint for illegal dumping
 - e. 0 complaints were investigated and no violation found
 - f. 2 complaint for minimum standards
 - g. 0 complaint for graffiti
- 1 Abatement notices sent out
- 0 Abatements performed
- 39 Cases closed per citizen compliance
- 10 Motor vehicles were brought into compliance

Street Department

1. 49 bags of cold patch equal to 2450 pounds of material used to patch pot holes.
2. Crew December 20, 2018 at 4am to repair asphalt problem areas where traffic is heaviest along 10th Street.



3. 11 Tons of Hot mix Asphalt patch repairs throughout town.
4. 154 cubic yards of debris sweepers removed this month.
5. 218 Blocks of city streets bladed, and additional 1 ½ miles of roads around town.
6. 17 Blocks of alley's bladed this month.
7. Repaired 19th and Williams concrete section where manhole ring was damaged.
8. Removed and replaced valley gutter at the intersection of Kansas and Lakin east of Kansas to create a better transition and improve drainage.
9. Removed and replaced section of PCC on Harrison north of Broadway. Concrete section was failing and reinforcing steel was becoming a danger to passing motorists.
10. Compost Site cleanup.
11. One employee acquired his class B CDL.
12. Two employees acquired their herbicide and pesticide licenses.
13. New street markers at Broadway and Morphy, 3rd and Grapevine, and Lakin and Harding.
14. Signs are made for 8th and Maneth Rd, and 9th and Maneth Rd.
15. Made and installed 6 new point of interest signs.
16. Painted 10th and Harrison E/B turn arrows and Stop Bar.
17. Upgraded 2 sets of cross walk buttons.
18. Upgraded traffic control cabinet at Broadway and Williams.
19. Made new city logos for all departments.
20. Performed misc. sign and light maintenance.

Utilities

- **Wastewater Yearly Progress**

		2018 Actual	2018 Goal	% Completed
• Clean storm lines		4,250	25,000	17%
• Clean sanitary lines		102,639	100,000	102%
• 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 flow meter at well #12 (Dead end on Coolidge)

- **WATER DISTRUBUTION**

- turn valves for APAC
- Fixed six (6) water leaks
 - i. 4 service lines



ii. 2 main lines

- **WASTEWATER PLANT**
 - Monthly report to KDHE
- **Locates**
 - 141
- **January projects**
 - EPA Pretreatment annual report
 - Special waste permit renewal
 - Review and issue liquid waste permits (pretreatment)
 - Review and reissue industrial permits (pretreatment)
 - Submit RFPs for budgeted items
 - Start industrial pretreatment inspections

Engineering

- Waterline Improvements (160333)
 - Change Order #4 negotiations ongoing with APAC for fire hydrant replacement and Storz nozzles. Awaiting questions from APAC on fire hydrant replacement. Awaiting direction from Chief McCormick on Storz nozzles.
 - Water main construction nearing completion.
 - Service line reconnections through first part of 2019.
- FY 2019 Resurfacing Program US-56 (10th) from Hickory to 1300' west of Kiowa
 - Comments received from KDOT on Preliminary plans.
 - City to handle ADA ramp upgrades, curb inlet replacements, along with curb and gutter replacement outside of KDOT project.
- 10th and Grant Intersection (160441)
 - Project award to Morgan Brothers Construction at November 5, 2018 City Council meeting. Inspection by PEC Field Services.
 - Early start date March 4, 2019.
- 8th Street Paving Improvements (170887-000)
 - Project substantially complete.
 - Punch list items to be completed by Venture prior to final acceptance.
- 8th Street Waterline and Sanitary Sewer Improvements (187006-002)
 - Sanitary sewer improvements complete.
 - Waterline improvements nearing completion. Final walkthrough
- Crest Theatre HVAC Improvements (171025-000)
 - Advertise for bids February 15, 2018. Work to be completed in Spring 2019.
- Street Assessment and GIS Mapping (187006-003)
 - Base mapping setup.
 - Training with City staff on street evaluations with data collection ongoing.

Fire/EMS/Inspection/Code Enforcement

Fire/EMS/Inspection/Code Enforcement

- Thank you to First Southern Baptist Church for providing us with a great training opportunity. They have four houses they own that are going to be demolished and they allowed our firefighters to utilize these houses for hands on training prior to their demolition.
- Firefighter Florian taught the final CPR classes provided for City staff.
- Chief McCormick attended the 2019 Wildland Fire Seminar in Wichita.
- Inspector Orth assisted with taking local elementary school students Christmas shopping for America's Promise.
- Chief McCormick and Chief Stettinger are working with USD 428 and the Great Bend Police Department to develop a safety plan for the district.
- Captain Parmley resigned from the Great Bend Fire Department to pursue a position as the Director of EMS for Marion County. We would like to wish Captain Parmley luck and thank him for all the years he dedicated to GBFD.
- Fire Inspections Activity for December

	2017	2018
Commercial Building Inspected	9	24
Daycare / Schools	1	5
Fire Extinguisher Demos	n/a	0
Violations Found	10	36

- Department Activity for December

	2017	2018
Fire Incidents	36	19
EMS Incidents	168	157
Total PT Contacts	179	168
Carbon Monoxide Calls	2	2
Average Response Time	4 mins. 22 secs.	4 mins. 6 secs.
Average Turnout Time	44 secs.	39 secs.
Overlapping Calls	19.61%	12.5%
Year to Date Incidents	2,303	2,225

- Building Inspection

	December 2017					December 2018			
	Building	Plumbing	Electrical	Mechanical		Building	Plumbing	Electrical	Mechanical
Commercial	4	2	17	0		2	1	7	4
Residential	29	9	11	7		14	7	5	7
Estimated Cost	\$627,806.00	\$2,200.00	\$1,500.00	\$28,180.00		\$196,227.00	\$11,500.00	\$132,100.00	\$41,720.00

- Code Enforcement
 - 3 cases closed
 - 4 new cases
 - 31 total open cases
 - 18 follow-ups completed

Police



- On 11/28/2018 GBPD Promotional testing was held for the rank of Corporal. On 12/02/2018 Officer Jazmine Bell was promoted to the rank of Corporal.
- On 12/03/2018 to 12/07/2018 officers Taylor Reed, Bill Browne & Paul Leiker all attended Critical Incident Training at KLETC. The training is designed for law enforcement officers and dispatchers who, in their duties, are frequently called upon to deal with individuals who are suffering from brain disorders and mental health issues. The Crisis Intervention Team program is a community partnership working with the District Attorney's office, mental health agencies, multi-jurisdictional law enforcement agencies, the National Association on Mental Illness, consumers and family members. The goal is to set a standard of excellence for our officers with respect to the treatment of individuals with mental illness.
- On 12/03/2018 GBPD Det. John Reynolds (25 yrs.), SRO. Paul Millard (20 yrs.), Cpl. Jefferson Davis (15 yrs.), Cpl. Michael Bradley (5 yrs.), Det. Heather McLemore (5 yrs.) And K-9 Handler Amber Allen (5 yrs.) were recognized at the City Council Meeting for their years of service to the City of Great Bend.
- On 12/04/2018 GBPD Officers were advised of a snake bite. While investigating this incident a large amount of Marijuana and Mushrooms were located at the victim's residence. The snake bite victim was arrested and booked into BTSO Jail on charges of Possession of Marijuana and Mushrooms with intent to sell within 1000 feet of a school. Unfortunately, the snake bite victim had killed the coral cobra snake prior the officer's arrival. A second narcotic arrest warrant was also issued for the snake bite victim's girlfriend who also lived in the residence and left the residence when officer initially arrived on scene.
- On 12/05/2018 GBPD employees enjoyed the City Employee Holiday Luncheon held at the Events Center. Several City employees were honored with years of service awards.
- On Saturday 12/08/2018 the FOP (Fraternal Order of Police) did *Shop with a Cop* at the local Wal-Mart store. FOP members assisted 30 children with this event. It was a great success.
- GBPD Officers attend four hours of training on Crime Scene Investigation and Photography Techniques. This training was held at the Front door on 12/11/ & 12/12/2018.
- On 12/13& 12/14/2018 Lt. Heather Smith, Det. Joel Hamlin and K-9 Handler Amber Allen attended a two-day Rural Drug training course in Dodge City, Ks.
- On 12/14/2018 GBPD Officers worked for the Barton County Sheriff's Office so as BTSO employees could attend the BTSO Christmas party.
- On 12/15/2018 BTSO Deputies worked for GBPD employees so as GBPD employees could attend the GBPD Christmas party.
- In the Month of December DARE Graduation was held for the 5th grade elementary schools in Great Bend. Each Class met at the Event Center on separate dates to enjoy the evening festivities. SPO Paul Millard, CPL. Jefferson Davis and SPO Ethan Thomas presided over the event. All DARE graduates were assigned to write an essay about what they had learned during DARE class. The DARE Essay winners will be recognized at the City Council meeting on Jan. 7th, 2019. Dates of DARE graduations listed below. 12/11/2018 Lincoln School, 12/13/2018 Jefferson School, 12/17/2018 Riley School, 12/18/2018 Eisenhower School & 12/20/2018 Park School.
- A GBPD applicant has been given a conditional offer of employment with GBPD. Starting date for this applicant is Jan. 7th, 2019. The applicant will be assigned to 13 weeks of training with GBPD



and 14 weeks of training at KLETC. (Applicant name will be released after the Jan. 7th 2019 starting date).

- Effective 12/17/2018 Det. David Simmons resigned his position with the GBPD.
- On 12/21/2018 Officer Jason Blundell graduated from KLETC. Officer Blundell is assigned as a Patrol Officer to Sgt. Ryan DeYoung shift. Officer Blundell has completed all 27 weeks of officer training at GBPD/KLETC. Congratulations to Officer Blundell.

December Patrol Division stats:

Total Cases Reported	299
Criminal Cases Reported	205
Accident Cases Reported	36
Non-Classified	14
Miscellaneous	44
Citations Issued	132