



City Administrator's Report February 4, 2019

CVB/Community Coordinator

Jan 2019 CVB/Community Coordinator Admin Report

- The Miss Barton County & Miss Golden Belt pageant has not happened in Great Bend for the past two years, we are looking for an energetic volunteer to help host the local pageant in 2020 so we can crown two talented women with the Miss Barton County and Miss Golden Belt titles. If you recommend anyone or have ideas please share with Christina.
- CVB & Community Coordinator Staff attended a Strengths Training at FHSU on January 11th.
- The Icy Sidewalk Sale went well for the participating stores, many reported that shoppers were out to purchase items and not just browse!
- The I Heart Great Bend Valentines Promotion is currently happening in stores. This was the retailers' idea on how to get people to shop local and help keep people exploring the stores in the slower time of year.
- The CVB Board met on January 18th at the Kansas Wetlands Education Center. The KWEC is a big partner with the CVB and if you haven't been to see their new exhibits, you should make time to go!
- CVB Staff attended the Southcentral Kansas Tourism Meeting on January 23rd in Newton. Staff will be working on the Destination Statehouse project and growing the Southcentral Kansas recruitment in helping invite others to be part of the team. The projects help grow relationships with other communities so we can enhance our regional tourism efforts.

Human Resources

- We will be at a Jobs Fair at the Fire Science building at Hutchinson Community College on Friday, February 15. Attending will be myself as well as several from the Fire Department. This is a large event with great attendance from current students of the Fire Science program.
- 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
 - Firefighter (Two positions)
 - Police Officer
 - Detective – Police Department
 - Service Person I – Public Lands
 - Service Person I (Plant) – Public Works

Network Administrator

- Preparing RFP proposal to present to council for centralized network solution and email migration to Office 365 for the City
- Met with Hammeke Electric to discuss the possibility of connecting the Fire and Police Departments to City Hall via fiber
- Working with Zoo on Point of Sale system – looking into upgrade



- Working on intranet solution for the City
- Continuing Phishing email tests for Security Awareness Training for the City
- Continuation of computer replacements – working to install Windows 10 city-wide

Public Lands

- Scott Keeler, Dale Henning, and Sara Hamlin attended KU's Supervisory Leadership Training
- Christmas decorations were taken down.
- 690 trees were trimmed in the nursery.
- 100 + trees trimmed in the parks.
- 61 trees were transplanted in the parks.
- Continue to make repairs and maintenance to the equipment / facilities.

Public Works

Property Maintenance Enforcement:

- 42 Complaints this month with 8 being citizen reported
 - a. 34 complaints for trash/refuse
 - b. 7 complaints for motor vehicles
 - c. 0 complaints for overgrown vegetation
 - d. 0 complaint for illegal dumping
 - e. 0 complaints were investigated and no violation found
 - f. 0 complaint for minimum standards
 - g. 0 complaint for graffiti
 - h. 1 investigated with no violation found
- 8 Abatement notices sent out
- 2 Abatements performed
- 82 Cases closed per citizen compliance
- 41 Motor vehicles were brought into compliance

Street Department

1. 138 bags of cold patch equal to 6900 pounds of material used to patch pot holes.
2. Painted 8th Street between Grant and McKinley. Installed new stop & street signs.
3. Performed concrete repair to alley approach on 19th Street between Baker and Kansas.
4. 158 cubic yards of debris sweepers removed this month.
5. 64 Blocks of city streets bladed.
6. 11 Blocks of alley's bladed this month.
7. Replaced three (3) photocells and four (4) bulbs on the street scape lighting.
8. Repaired pedestrian lighting at the 10th and Harrison intersection
9. Performed unclassified excavation to correct the flow line on the northern ditch along 8th Street near C Street.
10. Repaired eroded areas on the flood control.



- 11. Cleaned compost facility, screened compost, and turned windrows.
- 12. Cleaned out the Madison Street ditch. Hauled off approximately nine (9) tons.
- 13. Performed snow and ice removal.

Utilities

- Wastewater Yearly Progress

	2018 Actual	2018 Goal	% Completed
• Clean storm lines	0	25,000	0%
• Clean sanitary lines	2,910	100,000	2%
• Manholes rehabilitated	0	10	0%

- Water yearly Progress

	2018 Actual	2018 Goal	% Completed
• Change out fire hydrants	1	5	20%

- Projects completed

- WATER WELLS
 - i. No projects completed

- WATER DISTRUBUTION

- turn valves for APAC
- Fixed five (5) water leaks
 - i. 3 Service line leaks
 - ii. 2 Main line leaks
 - iii. Replaced one (1) fire hydrant

- SANITARY SEWERS

- Cleaned 2,910 feet of sanitary sewer lines

- WASTEWATER PLANT

- Monthly report to KDHE
- Annual Under Ground Storage Tank Report to KDHE
- Annual renewal of KDHE special waste permit to the landfill
- Annual Biosolids report to EPA

- PRETREATMENT

- Started receiving and reviewing Dental amalgam surveys
- Inspected Great Bend Industries
- Inspected Doonan Trailer
- Issued liquid waste hauler permits

- Locates

- 165



- January projects
 - Continue industrial permits inspections
 - EPA pretreatment annual report
 - Water use report
- Training
 - Four (4) employees attended Lift Station Operation & Maintenance training in Junction City, KS

Engineering

- Worked on calculating quantities for the proposed downtown area asphalt mill and overlay.
- Worked on updating the City's Stormwater Management Plan.
- Moved office from City Hall to the Public Works facility at 525 Morton Street.
- Waterline Improvements
 - Change Order #4 for Council approval on February 4th.
 - Additional waterline replacement along Forest being priced by APAC along with installation of Storz nozzle adaptors for fire hydrants. This will be presented for Council approval with Change Order #5.
- FY 2019 Resurfacing Program US-56 (10th) from Hickory to 1300' west of Kiowa
 - Quantities and exhibit provided for City use in bidding of additional ADA, storm sewer, as well as curb and gutter removal and replacement.
 - PEC to finalize plans on roadway resurfacing project and submit to KDOT for approval.
- 10th and Grant Intersection
 - Preconstruction meeting with City, KDOT, and Morgan Brothers Construction on February 6, 2019.
 - Early start date March 4, 2019 (TBD at preconstruction meeting).
- 8th Street Paving Improvements
 - Project complete and open to through traffic.
- 8th Street Waterline and Sanitary Sewer Improvements
 - Project complete.
- Crest Theatre HVAC Improvements
 - Advertise for bids February 15, 2018. Work to be completed in Spring 2019.
- Street Assessment and GIS Mapping
 - 250 blocks of city streets have been inspected for the ArcGIS system.

Fire/EMS/Inspection/Code Enforcement

Fire/EMS/Inspection/Code Enforcement

- Firefighter IV Matt Peterson was promoted to Captain. Four candidates tested for the Fire Captain position and it was extremely close. Congratulations Captain Peterson!
- Chief McCormick and FF Smith attended Drone Training in Hays and obtained their FFA Pt 107 Drone licenses.
- Chief McCormick spoke at the monthly meeting for the Progress Club and the Noon Lion's Club.

THE CITY OF
GREAT BEND

- Chief McCormick and Captain Yoder attended a Task Force 5 meeting in Wichita to discuss the criteria for Urban Search and Rescue Teams. The group received a grant that will provide additional training on swift water and boat operations throughout 2019. This training is put on by a Homeland Security grant.
- Chief McCormick attended a Region III meeting in Pratt.
- Chief McCormick attended the first class of a yearlong Certified Public Manager course.
- The annual Township meeting was held with the four townships covered under the Great Bend Fire Department’s territory. This meeting is held to review the annual contract rates. We are currently in year 4 of the five-year contract period.
- Chief McCormick, Chief Robison, Chief Perkins and Chief Stettinger along with other City supervisors attended the KU Leadership seminar.
- Inspector Orth completed a walkthrough with B Shift of The Fieldhouse.
- Fire Inspections Activity for January (*figures reflect 1/1 to 1/29/19*)

	2018	2019
Commercial Building Inspected	33	30
Daycare / Schools	2	2
Fire Extinguisher Demos	n/a	0
Violations Found	39	38

- Department Activity for January (*figures reflect 1/1 to 1/28/19*)

	2018	2019
Fire Incidents	28	25
EMS Incidents	149	139
Total PT Contacts	177	164
Carbon Monoxide Calls	5	2
Average Response Time	4 mins 18 secs	4 mins 13 secs
Average Turnout Time	51 secs	40 secs
Overlapping Calls	23.73%	18.9%
Year to Date Incidents	177	164

- Building Inspection (*figures reflect 1/1 to 1/29/19*)

	January 2018					January 2019			
	Building	Plumbing	Electrical	Mechanical		Building	Plumbing	Electrical	Mechanical
Commercial	3	4	1	7	4	3	2	2	
Residential	18	14	5	6	15	11	4	3	
Estimated Cost	\$313,343.00	\$7,250.00	\$7,540.00	\$161,259.00	\$328,788.00	\$5,800.00	\$4,000.00	\$27,958.00	

- Code Enforcement
 - 5 cases closed
 - 7 new cases
 - 33 total open cases
 - 30 follow-ups completed



Police

- On 01/01/2019 a hit and run accident occurred at the intersection of 9th and Main. A vehicle struck a fire hydrant at that location. Driver fled the scene on foot. On 01/03/2019 the driver was located and cited for the accident.
- On 01/08/2019 -01/11/2019 Lt. Heather Smith and Chief Bailey attended UAS training (Drone School).
- 01/014/2019-01/18/2019 Chief Bailey attended the Law Enforcement Leadership Academy at KLETC in Hutchinson Ks.
- 01/29/2019-01/31/2019 Chief Bailey and his staff attended KU Leadership training held at the Event Center.

January Patrol Division stats:

Total Cases Reported	253
Criminal Cases Reported	165
Accident Cases Reported	24
Non-Classified	13
Miscellaneous	44
Narcotic's Violations	7
Citations Issued	156