



City Administrator's Report March 4, 2019

CVB/Community Coordinator

Jan 2019 CVB/Community Coordinator Admin Report

- The Convention and Visitors Bureau website www.visitgreatbend.com is undergoing a remodel; we are hoping to have the site up and running by May, but July at the latest.
- CVB staff attended the Omaha RV, Boat & Travel show, with the partnership of KWEC! We had a GREAT show and promoted Great Bend as a quick family destination we reached more interested parties than we did in Denver and plan to go again next year.
- Community Service Day is just around the corner, City Staff partners with the Great Bend High School to arrange projects on City Grounds for 300+ students. This year the event is April 24th, but the school is finalizing projects soon to help keep organized.
- Christina and staff are working on the 2019 June Jaunt plans, if you have an event that needs to be included in our promotional items please contact Christina.
- The city is still \$7,000 short of our needed funds for our Independence Day fireworks, we will host them on July 3rd again this year at the Expo Complex. Please see Christina if you know of willing sponsors.

Human Resources

- I will be attending two Jobs Fairs this month:
- BCCC Education and Employment Expo, Wednesday, March 20th
- HCC Fire Science Jobs Fair, Friday, March 22nd. (This was originally scheduled in February and was postponed due to weather.)
- We would like to welcome the following new staff members:
 - Sue Meyeres, Crossing Guard
 - Matthew Adams, Police Officer
 - Nathan Smith, Service Person I, Streets – Public Works
 - Tim Wolfe, Service Person I, WPC – Public Works
- Current Openings:
 - **Part Time:**
 - Customer Service Representative/ Zoo – Public Lands
 - Crossing Guard – Police Department
 - Life Guards (must be at least 16 years of age.) – Public Lands
 - **Full Time:**
 - Firefighter (Three positions)
 - Police Officer
 - Service Person I – Public Lands
 - Service Person I (two positions) – Public Works (Water)
 - Meter Reader – Public Works



Network Administrator

- Ordered servers and backup storage from Nex-tech and migration and configuration will be in 2 weeks
- Hammeke Electric installed fiber for Fire Department so server could be moved over to City Hall
- Working on server room at City Hall – placing new electrical outlets, ethernet ports and air conditioning unit
- Upgraded laptop and Point of Sale software for Zoo
- Replacing computer at Airport for Martin
- Replacing computer at Public works for James Giles
- Changed After hours water works forwarding to on-call
- Worked with Scott Harper to get after hours message for Police Department changed
- Working to get hot line working correctly for Public works – currently forwarding to Julie at City Hall
- Continuing to work on intranet solution for the city
- Continuing Phishing email tests for Security Awareness Training for the city
- Learning and researching AWS cloud solutions

Public Lands

- Repairs and improvements to the Christmas decorations are ongoing.
- Ashley Burdick attended an Amphibian Management School.
- Remodeling of two offices at the Fire Dept. were completed.
- Remodeling to the IT office has started.
- New caging for the parrot house was built.
- Mulching of the newly transplanted trees was performed.
- Continuing maintenance and repairs to the equipment/facilities.
- Performed snow removal at the airport, and city facilities.

Public Works

Property Maintenance Enforcement:

- 68 Complaints this month with 18 being citizen reported
 - a. 43 complaints for trash/refuse
 - b. 23 complaints for motor vehicles
 - c. 0 complaints for overgrown vegetation
 - d. 2 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. 0 investigated with no violation found
- 8 Abatement notices sent out
- 0 Abatements performed
- 26 Cases closed per citizen compliance
- 1 Motor vehicles were brought into compliance



Street Department

1. 48 bags of cold patch equal to 2400 pounds of material used to patch pot holes.
2. Performed Snow/Ice removal throughout the city in compliance with the policy during three (3) events. This required 12 tons of salt and sand.
3. Performed unclassified excavation and general cleanup of structures along the levee.
4. Three (3) employees attended Traffic Control Supervisor course through ATTSA and received their certification.
5. Repaired sections of fencing that surrounds the city property located on the north side of SE 10 Rd. The public works will make improvements to the property as time and budget is available and utilize the property as a staging area for levee repairs in the future.
6. Swept various streets throughout the entire city.
7. Repaired or replaced signs and posts damaged by weather or vehicular traffic at various locations throughout the city.

Utilities

- Wastewater Yearly Progress

	2019 Actual	2019 Goal	% Completed
• Clean storm lines	0	25,000	0%
• Clean sanitary lines	19,413	100,000	19%
• Manholes rehabilitated	0	10	0%

- Water yearly Progress

	2019 Actual	2019 Goal	% Completed
• Change out fire hydrants	1	5	20%

- Projects completed
 - WATER WELLS
 - i. Rehabilitation of water well #2 has begun.
- WATER DISTRUBUTION
 - turn valves for APAC
 - Fixed eight (8) water leaks
 - Submitted the Annual Water Use report
 - Completed the repair utilizing APAC Construction to the hydrants on 24th and Washington and 24th and Adams.
- SANITARY SEWERS
 - Cleaned 6,553 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
 - No reportable work performed
- Locates
 - 97
- March projects
 - EPA pretreatment annual report
- Training
 - One (1) employee attended Back Flow/Cross Connection Prevention training and became certified at a class located in McPherson, KS.
 - Twelve (12) employees attended Water & Wastewater Test Preparation training at the Public Works Facility Conference Room.

Engineering

- Issued & inspected driveway permit for 1108 Morton Street with Construction Resolve
- Issued permits to Nex-tech to install fiber optic cable to various locations throughout the city.
- Issued permit to Brentwood Builders to allow for a street cut to repair sewer line.
- Attended meeting with Redbarn regarding outflow concerns.
- Began work on TEAP program application for the 10th and McKinley intersection.
- Waterline Improvements
 - Change Order #5 for City Council Approval on March 4, 2019.
- 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
 - Tentative project start date March 18, 2019.
 - City has requested Billy Welden remain as inspector on the waterline replacement project if there is schedule overlap.
 - Traffic engineering response to 10th and McKinley signal timing on February 22, 2019.
- Crest Theatre HVAC Improvements
 - Currently advertised for bids.
 - Pre-bid meeting at City Hall 10AM March 1, 2019.
 - Bid opening at City Hall 10AM March 15, 2019.
 - Tax credit application review ongoing by PEC and architect.
- Street Assessment and GIS Mapping
 - Base mapping setup.
 - Training with City staff on street evaluations with data collection ongoing 250 blocks of city streets have been inspected for the ArcGIS system.



Fire/EMS/Inspection/Code Enforcement

Fire/EMS/Inspection/Code Enforcement

- Chief McCormick attended a Public Manager Training Course in Kansas City.
- Chief McCormick attended the annual Kansas International Association of Arson Investigators conference.
- Half of fire personnel participated in a PALS (Pediatric Advanced Life Support) class. The remaining staff will complete this class next month.
- Chief McCormick attended the monthly Certified Public Manager class with other department heads.
- Chief Perkins attended the District 2 Fire Chief’s meeting.
- Chief Robison attended the FORCE Work Group.
- Mark Orth helped with America’s Promise that was held at Station 2.
- Code Enforcement Officer worked with the State Boiler Inspector to complete the annual inspections of the boilers in City buildings.
- Chief McCormick attended the Local Emergency Planning Commission. This workshop was attended by representatives from FEMA and several emergency agencies in Barton County.
- Chief McCormick, Chief Robison, Chief Perkins, Chief Stettinger, Inspector Schneider and Inspector Orth attended a meeting/luncheon put on by Kansas Pipeline Awareness.
- Chief McCormick and Inspector Orth attended the Farm and Ranch Show kickoff meeting.
- Half of fire personnel participated in a Pre Hospital Trauma Life Support class. The remaining staff will complete the class next month.
- Fire Inspections Activity for February

	2018	2019
Commercial Building Inspected	36	42
Daycare / Schools	2	2
Fire Extinguisher Demos	n/a	0
Violations Found	39	51

- Department Activity for February

	2018	2019
Fire Incidents	17	19
EMS Incidents	163	161
Total PT Contacts	182	169
Carbon Monoxide Calls	0	1
Average Response Time	4 mins 5 secs	4 mins 9 secs
Average Turnout Time	46 secs	39 secs
Overlapping Calls	15.56%	23.33%
Year to Date Incidents	357	366

- Building Inspection

	February 2018					February 2019			
	Building	Plumbing	Electrical	Mechanical		Building	Plumbing	Electrical	Mechanical
Commercial	5	1	3	2		3	0	2	4



Residential	12	27	9	20		14	2	5	6
Estimated Cost	\$212,949.00	\$160,357.00	\$600.00	\$71,570.00		\$268,021.00	\$0.00	\$8,200.00	\$61,615.00

- Code Enforcement
 - 3 cases closed
 - 3 new cases
 - 33 total open cases
 - 16 follow-ups completed

Police

- 02/06/2019 GBPD Detective promotional testing was completed Officer Shane Becker was promoted to the rank of Detective.
- 02/06/2019 to 02/07/2019 Det. Joel Hamlin attended Kansas Opioid Crises training in Wichita.
- Great Bend Police Department is working with the Safe Program and are beginning seat belt enforcement in School Areas from 02/25/2019 to 03/08/2019. This program targets teen drivers and their occupants. This is a State-wide partnership with law enforcement agencies across the State of Kansas. In 2018, almost half of all Kansas teens who died in motor vehicle crashes on Kansas roads were not wearing a seatbelt. Enforcement of seatbelt laws is the most effective way to encourage seat belt use and ultimately save lives. Various methods have been used to educate teens and adults about the dangers of driving unbelted. We have learned that nothing impacts human behavior more than vigorous enforcement.
- On 02/13/2019 Captain Bieberle attended the Kansas Internal Affairs quarterly training.
- On 02/19/2019 Chief Bailey spoke at the Lyons Club noon luncheon.
- On 02/27/2019 Chief Bailey and other officers attended the Opioids training held at the Great Bend Fire Department.
- On 02/25/2019—03/01/2019 Officer ART KEFFER attended training in Dodge City, Ks on Crises Intervention Training.
- 02/26/2019 Officers Jazmine Bell & Amber Allen instructed Safety Training at the Waters True Value Store 1649 K-96 Highway GBKS.
- Lt. Settle and Sgt. Davis attended pipeline training at the Stone Ridge Club.

February Patrol Division stats:

Total Cases Reported	263
Criminal Cases Reported	221
Accident Cases Reported	42
Non-Classified	0
Miscellaneous	0
Narcotic's Violations	4
Citations Issued	134