



City Administrator's Report April 1, 2019

CVB/Community Coordinator

- Christina attended a Regional June Jaunt meeting last week in Leoti. Things are moving along nicely with 5 communities. June Jaunt plans are being finalized so if any locals want to be part of the Great Bend schedule Christina needs the information ASAP.
- The Art & Wine Walk is set for May 2nd. This is a Thursday night this year and it's also the week of the KCAC Baseball & Softball Tournament and the Wings & Wetlands Festival. It will be a busy first week in May!
- The Retail meeting will be held April 10th at 8:30am at City Hall. This group helps direct our Community Coordinator for retail focused events and marketing, in partnership with the City
- Community Service Day with Great Bend High School is set up for April 24th; there will be over 500 students on City grounds that day doing different projects.
- The Stores Pay the Tax Sale will be held April 13th at participating locations. Buyers can purchase items that Saturday and stores will pay the sales tax for them.

Human Resources

- I attended the BCC Education and Employment Expo, Wednesday, March 20th.
- Battalion Chief John Stettinger and I attended the HCC Fire Science Jobs Fair, Friday, March 22nd. It was a great event and we came back with a number of resumes of interested candidates. We are in communication with these folks and hope to schedule some interviews.
- I will be at the Hutchinson Community College Jobs Fair on Thursday, April 4. This is a large event; last year there were over 400 job seekers in attendance.
- We will be at the Barton County Community College Jobs Fair on Thursday, April 25. This too is a large event and was very well attended last year.
- We would like to welcome the following new staff members:
 - Alexandra Hayes – Zookeeper
 - Logan Burns – Building Official
 - Bradley McCune – Zoo Maintenance
 - Jenna Phelps – Zoo Customer Service Rep
- Here is our list of current openings:
 - Part Time:
 - Crossing Guard – Police Department
 - Life Guards (must be at least 16 years of age.) – Public Lands
 - Full Time:
 - Firefighter (Three positions)
 - Police Officer (Two positions)
 - Service Person I – Public Lands
 - Service Person I – Public Works (Water)
 - Service Person I – Wastewater Treatment Plant
 - Meter Reader – Public Works
 - Service Person I – Public Works



Network Administrator

- Server migration and backup storage will be configured with Nex-tech April 4th & 5th.
- Will be upgrading Fund Balance software on server and workstations April 4th.
- Installed access points for Fire Department for better Wi-Fi coverage.
- Upgraded internet and installed access points at Front Door.
- Working to upgrade Wi-Fi for better coverage at Public Works.
- Working to upgrade a few computers at Public Works.
- Replacing computer in KIOSK at Cemetery – working with Vendor on updating KIOSK database.
- Continuing to work on intranet solution for the city.
- Continuing Phishing email tests for Security Awareness Training for the city.
- Continuing to learn and research AWS cloud solutions.

Public Lands

- Construction of the IT server room was completed
- Hosted the first sanctioned Disc Golf Tournament with 20+ teams
- Supported 4 events at EXPO grounds
- Set up and tear down for 12 events at the Event Center
- Aquatics Director Megan Hammeke instructed two courses for lifeguard, first-aid, and CPR certifications
- Annual inspections and maintenance of the Wetlands has begun
- Spraying, fertilizing, and overall maintenance is ongoing
- Improvements to all ball fields are ongoing

Public Works

Property Maintenance Enforcement:

- 76 Complaints this month with 18 being citizen reported
 - a. 47 complaints for trash/refuse
 - b. 21 complaints for motor vehicles
 - c. 0 complaints for overgrown vegetation
 - d. 6 complaint for illegal dumping
 - e. 2 complaints were investigated and no violation found
 - f. 0 complaint for minimum standards
 - g. 0 complaint for graffiti
- 21 Abatement notices sent out
- 0 Abatements performed
- 65 Cases closed per citizen compliance
- 23 Motor vehicles were brought into compliance

Street Department



1. 157 bags of cold patch equal to 7850 pounds and 6000 pounds of bulk cold mix asphalt of material used to patch pot holes.
2. Performed Snow/Ice removal throughout the city in compliance with the policy during the snow/ice event. This required 9.5 tons of salt and sand. It took work crews 5 days to complete this task and utilized 11 employees.
3. Replaced computer that controls the traffic signal at the 10th and Main intersection.
4. Swept various streets throughout the entire city.
5. Repaired or replaced signs and posts damaged by weather or vehicular traffic at various locations throughout the city.
6. Bladed 79 blocks of alley ways, 52 blocks of streets, and 1.5 miles of various areas at the edge of town and levee.
7. Began performing mowing operations on the Lischesky ditch.
8. Four (4) employees attended Temporary Traffic Control class in Salina, KS.
9. Two (2) employees attended a Compost Facility seminar.
- 10.

Utilities

- Wastewater Yearly Progress

	2019 Actual	2019 Goal	% Completed
• Clean storm lines	0	25,000	0%
• Clean sanitary lines	36,943	100,000	37%
• 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. Pull 24th & Adams (bad motor)
- WATER DISTRUBUTION
 - i. turn valves for APAC
 - ii. Fixed eleven (11) water leaks
 - iii. Installed water sampling stations
- Stormwater
 - i. Cleaned 41 catch basins
- SANITARY SEWERS
 - i. Cleaned 9,405 feet of sanitary sewer lines
- WASTEWATER PLANT



- i. Monthly report to KDHE
- PRETREATMENT
 - i. Annual 2018 industry compliance reports sent to regulated industries
- Locates
 - i. 146
- Training
 - i. Four (4) employee attended 3-day training by KRWA
 - ii. Three (3) employees took KDHE exams (2 wastewater and 1 water)

Engineering

- Inspected three (3) driveway inspections
- Attended KDOT certification training
- Submitted TEAP application for the 10th & McKinley intersection
- Submitted four (4) applications for CCLIP projects along 10th street
- Issued permits to Cox and Nex tech for fiber optic installation
- Waterline Improvements
 - Change Order #5 approved by Council. Project completion end of May.
- FY 2019 Resurfacing Program US-56 (10th) from Hickory to 1300' west of Kiowa
 - City bidding storm sewer and curb and gutter removal and replacement.
 - PEC to submit final roadway resurfacing plans to KDOT.
- 10th and Grant Intersection
 - Construction began on March 18, 2019.
 - Inspection and testing by PEC Field Services (contracted by KDOT). Assigned inspector is Mark LeValley.
- Crest Theatre HVAC Improvements
 - City requesting qualifications from additional bidders. PEC to contact and request written statement of qualifications.
- Street Assessment and GIS Mapping
 - City data collection ongoing.
- City Hall Structural Analysis
 - Report provided for City review. Awaiting City comments.
- City Standard Specifications and Details
 - Draft specifications and details provided for City review on March 15, 2019. Awaiting City comments.
- Williams and Kansas Resurfacing
 - Preliminary plans submitted for City review.
 - PEC meeting with City staff to review plans and patching location April 1, 2019.
 - Project bid in April for approval at May 6, 2019 City Council meeting.

Fire/EMS/Inspection/Code Enforcement

Fire/EMS/Inspection/Code Enforcement

- Logan Burns started at the beginning of the month. He is hired as the new Building Official and will work with Lee Schneider until Lee retires at the end of May.
- Logan and Chief McCormick attended the Noon Lion’s Club meeting.
- The remaining half of the fire personnel participated in a PALS (Pediatric Advanced Life Support) class.
- Fire Inspector Orth attended the annual Colorado Chapter ICC Educational Institute in Denver.
- Chief McCormick attended the monthly Certified Public Manager class with other department heads.
- Fire Inspector Orth assisted with the monthly America’s Promise event. This month they took a trip to the Salt Mines.
- Members of the department participated in EMS training with KU Med.
- The Great Bend Fire Department hosted and participated in Vehicle Extraction training.
- Firefighters Denner, Karnosky and Benefiel attended SCAFFA in Topeka.
- Chief McCormick attended a MERGE meeting.
- Battalion Chief Robison attended the National EMS Safety Summit in Denver.
- The Great Bend Fire Department held a promotional ceremony for Captain Petersen and Engineer Florian.
- Fire Inspections Activity for March (*Figures represent 3/1/19 to 3/27/19*)

	2018	2019
Commercial Building Inspected	19	37
Daycare / Schools	0	0
Fire Extinguisher Demos	n/a	1
Violations Found	23	41

- Department Activity for March (*Figures represent 3/1/19 to 3/27/19*)

	2018	2019
Fire Incidents	38	20
EMS Incidents	153	157
Total PT Contacts	157	181
Carbon Monoxide Calls	0	1
Average Response Time	4 mins 18 secs	4 mins 40 secs
Average Turnout Time	47 secs	52 secs
Overlapping Calls	26.7%	17.51%
Year to Date Incidents	548	546

- Building Inspection (*Figures represent 3/1/19 to 3/27/19*)

	March 2018					March 2019			
	Building	Plumbing	Electrical	Mechanical		Building	Plumbing	Electrical	Mechanical
Commercial	3	0	1	1		7	3	4	4
Residential	61	9	9	14		21	3	8	3
Estimated Cost	\$560,402.00	\$25,460.00	\$19,300.00	\$82,663.00		\$693,086.00	\$35,650.00	\$4,600.00	\$34,289.00

- Code Enforcement
 - 4 cases closed – 2 properties demolished and 2 properties brought into compliance
 - 9 new cases



- 38 total open cases
- 27 follow-ups completed

Police

- March 4th – March 9th was Severe Weather Week. On 03/05/2019 GBPD participated in severe weather test. On 03/07/2019 GBPD officers attended severe weather training held at the Crest Theater.
- Lt. Smith, Lt. Settle, Det. Hamlin & K-9 Officer Allen attended the Kansas Narcotics Officers Association (KNOA) training in Mulvane KS.
- On March 8th 2019 three GBPD Officers graduated from KLETC and become certified Police Officers in the State of Kansas. These Officers are Officer Matthew Barker, Officer Malik Moon and Officer Craig Ramsey. Sincere Congratulations to each one of them. GBPD still has two officer vacancies at this time. GBPD is currently conducting background investigations on several applicants.
- On March 9th GBPD SRO Officers Paul Millard, Ethan Thomas and Cpl. Jazamine Bell held the Dare Day Out for kids ages 3-12 at the Great Bend High School PAC Center from 1-5 PM. Over 65 children enjoyed the event.
- On 03/15/2019 Officer Chris Rowland resigned as an officer with GBPD. Officer Rowland has accepted a Law Enforcement job with another agency. Officer Rowland last day was 03/26/2019.
- On 03/26/2019 with severe weather coming GBFD Staff & GBPD Staff meet to review the City of Great Bend Emergency Management Plan.
- On 03/26/2019 Officer Amber Allen and K-9 Lazar attended training with Kansas Police Dog Assn. at Hutchinson, Ks.
- On 03/25/2019 GBPD assisted BTSO on several narcotic search warrants in Great Bend and Ellinwood, Ks.
- On 03/27/2019 GBPD executed a narcotic search warrant at 1026 Madison.

March Patrol Division stats:

Total Cases Reported	255
Criminal Cases Reported	213
Accident Cases Reported	42
Non-Classified	0
Miscellaneous	0
Narcotic's Violations	11
Citations Issued	158
K-9 Use	22

213	March			
50		Unsolved		23.47%

THE CITY OF
GREAT BEND

29		LOP - Lack of Prosecution	13.62%
15		County Atty-Juvenile	7.04%
25		County Atty-Adult	11.74%
28		City Atty	13.15%
11		Arrest-Juvenile	5.16%
55		Arrest-Adult	25.82%
221		February	
17		Unsolved	7.69%
6		Outside Agency Assist	2.71%
3		NA	1.36%
34		LOP - Lack of Prosecution	15.38%
14		County Atty-Juvenile	6.33%
22		County Atty-Adult	9.95%
34		City Atty	15.38%
7		Arrest-Juvenile	3.17%
84		Arrest-Adult	38.01%
251		January	
6		Unsolved	2.39%
3		Outside Agency Assist	1.20%
1		NA	0.40%
40		LOP - Lack of Prosecution	15.94%
18		County Atty-Juvenile	7.17%
32		County Atty-Adult	12.75%
40		City Atty	15.94%
17		Arrest-Juvenile	6.77%
94		Arrest-Adult	37.45%
685		2019 Year to Date	
73		Unsolved	10.66%
9		Outside Agency Assist	1.31%
4		NA	0.58%
103		LOP - Lack of Prosecution	15.04%
47		County Atty-Juvenile	6.86%
79		County Atty-Adult	11.53%
102		City Atty	14.89%
35		Arrest-Juvenile	34.31%
233		Arrest-Adult	34.01%