



City Administrator's Report May 6, 2019

CVB/Community Coordinator

- Christina Nominated Great Bend for the Nicest Place in America Contest by Readers Digest, judged by Good Morning America's Robin Roberts and many other "good news" and "happy" news Medias. Received email back wanting more details, this is a great sign!
- Worked with the Historical Society to apply for grant to bring a Smithsonian exhibit to the Historical Society.
- Worked Hospitality for vendors at the Farm & Ranch show, welcomed them to town and gave a warm welcome from the City.
- Christina presented at the Optimist Club on the latest for City events on 4/15/19
- Christina and Kendal hosted a community tour and showcase for an interested conference coming to town in 2020.
- Christina attended a tourism meeting on 4/18/19 on Human Trafficking in Tourism to help educate hotels and create awareness.
- Christina attended "Building Powerful teams with accountability" training in Hays on 4/11/19.
- Community service day with GBHS took place on April 24th, it was a beautiful day and the high school students accomplished a lot on city grounds during the day!
- On 4/25/19 Christina presented a Lunch & Learn to Cuna Mutual employees on the exciting events happening in Great Bend the first week of May.
- Events last week included: KCAC Baseball/Softball Championship with Community Night Wednesday, Downtown Art & Wine Walk, Wings & Wetlands Festival, and Cinco De Mayo in the Square. Christina will report more on each of these later this month during her report.

Human Resources

- I attended the Hutchinson Community College Jobs Fair on Thursday, April 4. We had a good location and there was a lot of traffic. I talked to a number of people who live in the Great Bend area.
- We were at the Jobs Expo on Thursday, April 25 at the Events Center. We had a great location and were busy most of the three hours talking to people who stopped by our booth.
- Of the 4 Job Fairs I have attended over the last two months, we made one hire from the event at BCCC in early March and one hire (with another interested candidate) from the Fire Science Jobs Fair in Hutch.
- **We would like to welcome the following new staff members:**
 - James Creamer – Meter Reader
 - Ben Frayer – Service Person I / Public Works
 - Jenna Pitchford – Customer Service Representative / Zoo
 - Saylor Peplinski – Intern / CVB
- **Here is our list of current openings**
 - **Part Time:**
 - Life Guards (must be at least 16 years of age.) – Public Lands
 - **Full Time:**



- Firefighter
- Police Officer- (Two positions)
- Service Person I – Public Lands
- Service Person I – Public Works (Streets)
- Service Person 1 – (Two positions) Public Works (Utilities)

Network Administrator

- Working with Shawna to begin implementation for online billing through Fund Balance and ETS
- Upgrading antivirus from VIPRE to Bitdefender for City
- Upgraded Airport computer for Martin and setup backup for computer
- Replaced firewall and UPS at Zoo
- Working with Vendor on updating KIOSK database for cemetery
- Setup Wi-Fi access points for Public Works for better Wi-Fi coverage
- Cleaned up cabling at City Hall and created a network map of building
- Cleaned up cabling at Fire Station 1 and created a network map of building
- Cleaned up cabling at Front Door and created a network map of building
- Planning stages for migration to Office 365
- Continuing Phishing email tests for Security Awareness Training for the city

Public Lands

- Hosted the Youth USSSA Soft (8U – 18U) 12 teams
- Hosted the Youth Hap Domont Tournament (7U – 14U) 42 teams
- Supported the Farm @ Ranch Show
 - Royal Family 5K for Kids
 - Kiwanis Easter Egg Hunt
 - Family Fest & Red Shoes Too
- Set up, worked, and tear down for 10 events at the Events Center
- Community Service Day with over 200 kids
- Ongoing maintenance on all facilities
- Tennis courts were completed

Public Works

Property Maintenance Enforcement:

- 157 Complaints this month with 18 being citizen reported
 - a. 103 complaints for trash/refuse
 - b. 24 complaints for motor vehicles
 - c. 19 complaints for overgrown vegetation
 - d. 6 complaint for illegal dumping
 - e. 4 complaints were investigated, and no violation found
 - f. 0 complaint for minimum standards
 - g. 0 complaint for graffiti



- 28 Abatement notices sent out
- 2 Abatements performed
- 107 Cases closed per citizen compliance
- 22 Motor vehicles were brought into compliance

Street Department

1. 18 bags of cold patch equal to 900 pounds, 12000 pounds of bulk cold mix asphalt, and 6000 pounds of hot mix of material used to patch pot holes.
2. 18th and Baker RCBC floor and walls completed. Crews working on installing reinforcing steel for the top now.
3. Hauled 5500 pounds of trash from compost site to landfill.
4. Repaired concrete section at 12th and O’Dell. Damage due to main leak. 4-3/4 yards of concrete used.
5. Repaired meter valve pit tops in the Loves driveway and Mr. Burger Driveway
6. Swept misc. streets throughout the city
7. Bladed 60 blocks of alley ways, 52 blocks of streets, and 2 miles of various areas at the edge of town and levee.
8. Maintained compost facility and created four (4) new windrows
9. Replaced Broadway & McKinley traffic signal foundation and pole/light assembly on the NE corner due to vehicular accident
10. Tested mosquito foggers in preparation of the upcoming mosquito season
11. Participated in Community Service Day with eight (8) children from the high school
12. Painted new striping at the ball complex
13. One (1) employees attended Underground Storage Tank training

Utilities

- Wastewater Yearly Progress

	2019 Actual	2019 Goal	% Completed
• Clean storm lines	700	25,000	3%
• Clean sanitary lines	38,348	100,000	38%
• Manholes rehabilitated	0	10	0%

- Water yearly Progress

	2019 Actual	2019 Goal	% Completed
• Change out fire hydrants	3	5	60%

- Projects completed

- WATER WELLS
 - i. Replaced 8” check valve and pump motor on well 6
 - ii. Performed start up on well 2 (the last of the well rehab on the water project)



- WATER DISTRIBUTION
 - i. turn valves for APAC
 - ii. Fixed sixteen (16) water leaks
 - iii. Replaced two (2) fire hydrants damaged in accidents
 - iv. Performed airport water tower inspection
- Stormwater
 - i. Cleaned 700 feet of storm lines
 - ii. Began inspection on flood control outlets
- SANITARY SEWERS
 - i. Cleaned 1,405 feet of sanitary sewer lines
 - ii. Cleaned 21 Lift Stations
- WASTEWATER PLANT
 - i. Monthly report to KDHE
- PRETREATMENT
 - i. Annual 2018 industry compliance reports sent to regulated industries
- Locates
 - i. 251
- Training
 - i. Five (5) employees took KDHE exams (2 Waste Water & 2 Water)
 - 1. One employee passed Water 1 Certification
 - ii. Sixteen (16) employees sent to various classes and training
- Upcoming
 - Water - UCMR4 Sampling in May
 - Water – CCR due in June
 - Waste Water – WET test (schedule TBD)
 - Waste Water – Semi – Annual pretreatment report to KDHE due in August
 - Waste Water – Sampling of industries for the pretreatment program (random times)

Engineering:

- Issued one (1) driveway permit for 5921 Hemlock Street and performed inspection.
- Attended KDOT certification training. Simon has completed required classes to inspect KDOT projects. Hitha still has a couple more to go to be finished.
- Met with PEC to develop a set of Standard Specifications for city construction projects.
- Met with Nextec regarding ROW questions around schools where they are adding fiber optic
- Worked with AT&T to relocate lines at the 10th and Grant intersection
- Received a complaint for a sidewalk issue at 1401 Bradley.
- Waterline Improvements (160333)
 - Project wrapping up with service line work and seeding.
 - Final walkthrough end of May.



- FY 2019 CCLIP Resurfacing US-56 (10th) from Hickory to 1300' west of Kiowa (187006-001)
 - City bidding storm sewer and curb and gutter removal and replacement.
 - Final plan approval by KDOT and authorization to bid.
 - PEC to advertise for bids. Bid opening on May 30, 2019 2:00 PM at City Hall.
- 10th and Grant Intersection (160441)
 - Phase II traffic control. Traffic shifted to south lanes for reconstruction of the north half of 10th Street.
- Crest Theatre HVAC Improvements (171025-000)
 - Project award, including all alternates, to Glassman.
 - Executing bonds and agreement forms.
 - Discuss Wheatland electrical service upgrades
- Street Assessment and GIS Mapping (187006-003)
 - City data collection ongoing.
- City Hall Structural Analysis (197006-001)
 - Report provided for City review.
- City Standard Specifications and Details (197006-002)
 - Draft specifications and details provided for City review on March 15, 2019.
 - Review meeting April 30, 2019.
- Williams and Kansas Resurfacing (197006-003)
 - Project bid April 30, 2019 for approval at May 6, 2019 City Council meeting.
 - Senior Center parking lot add alternate.
- CCLIP Applications walkthrough with KDOT on May 8, 2019.
 - Priority #1 Frey to Hickory and McKinley to Harrison.
 - Priority #2 Patton to Kennedy

Fire/EMS/Inspection/Code Enforcement

Fire/EMS/Inspection/Code Enforcement

- Chief McCormick attended the monthly CPM Course training with other department heads.
- Department personnel participated in interviewing two potential candidates.
- Inspector Burns attended the Heart of America Conference at Dodge City.
- Inspector Schneider, Inspector Burns and Chief McCormick met with representatives from Barton County to discuss 911 Addressing.
- Chief McCormick attended the Rural Water District #2 Meeting.
- Chief McCormick attended the EMS Region III meeting at Winfield.
- Chief McCormick participated in the annual Council Tours.
- Captain Yoder, Captain Peterson, Engineer Stewart, Firefighter Smiros, Firefighter Burroughs and Firefighter Landers attended Swift Water training.
- Fire Inspector Orth completed tours of the Convent and the Great Bend Coop with personnel from all three shifts.
- Chief McCormick attended the Local Emergency Planning Commission Meeting that was hosted by Amy Miller.
- Over the last couple months the firefighters have been putting in a lot of training hours with Driver/Operator training and Extraction training.
- Shift personnel completed the PHTLS training.

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- Fire Inspections Activity for April

	2018	2019
Commercial Building Inspected	18	42
Daycare / Schools	2	7
Fire Extinguisher Demos	1	2
Violations Found	21	56

- Department Activity for April

	2018	2019
Fire Incidents	46	21
EMS Incidents	161	176
Total PT Contacts	170	206
Carbon Monoxide Calls	1	0
Average Response Time	4 mins 26 secs	4 mins 11 secs
Average Turnout Time	39 secs	43 secs
Overlapping Calls	32.85%	23.86%
Year to Date Incidents	755	760

- Building Inspection

	April 2018					April 2019			
	Building	Plumbing	Electrical	Mechanical		Building	Plumbing	Electrical	Mechanical
Commercial	12	2	3	3		12	2	2	4
Residential	107	8	11	4		30	10	12	10
Estimated Cost	\$1,271,464.00	\$5,200.00	\$3,000.00	\$29,322.00		\$612,433.00	\$7,842.00	\$24,000.00	\$66,529.00

- Code Enforcement
 - 4 cases closed –1 ordinance violation, 1 property brought into compliance and 2 mobile homes demolished by property owners
 - 8 new cases
 - 42 total open cases
 - 36 follow-ups completed

Police

- Lt. Settle attended Emergency Management Class in Junction City.
- Chief Bailey attended training at KLETC.



- 04/25/2019 Lt. Settle and Officer Joshua Suss maintained a booth at the Job Fair held at the Event Center.
- GBPD held applicant testing. Two applicants passed and have moved on in the selection process.
- Chief Bailey attended the City Strategic Planning sessions on 04/08/2019-04/10/2019.
- 04/04/2019 Chief Bailey attended the Barton County Chief of Police/Sherriff meeting at BTSO.
- Update: The Drones were shipped on 04/30/2019 & should be here this week. Thanks to the council.
- **GBPD Monthly & Yearly Stats**

Criminal cases reported.: 332
 Accident cases reported.: 47
 Narcotic Violations:..: 12
 Citations Issued:.....: 187
 K-9 Use:.....: 09 call outs

332	April			
214			Unsolved	64.46%
2			NA	0.60%
15			LOP	4.52%
11			County Atty-Juvenile	3.31%
13			County Atty-Adult	3.92%
22			City Atty	6.63%
7			Arrest-Juvenile	2.11%
48			Arrest-Adult	14.46%

213	March			
50			Unsolved	23.47%
29			LOP	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	15.38%
14			County Atty-Juvenile	6.33%
22			County Atty-Adult	9.95%

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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	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%
1017		2019 Year to Date	
287		Unsolved	28.22%
9		Outside Agency Assist	0.88%
6		NA	0.59%
118		LOP	11.60%
58		County Atty-Juvenile	5.70%
92		County Atty-Adult	9.05%
124		City Atty	12.19%
42		Arrest-Juvenile	4.13%
281		Arrest-Adult	27.63%