



## City Administrator's Report June 3, 2019

### CVB/Community Coordinator

- May has been an EXTREMELY BUSY month! The first week alone, Great Bend hosted the KCAC Softball & Baseball Tournament (May 2-5), the very successful Art & Wine Walk (May 2) where one location counted as many as 420 adults through the doors, The Wings & Wetlands Festival (May 3-4), and Cinco De Mayo which had a great turnout with the new coordinators involved.
- The CVB Board meeting was held on May 10<sup>th</sup>, we will be working towards the 2 signs as entrances to the city among many other things to help tourism of Great Bend.
- The Summer Street Stroll Farmers Market started on May 16<sup>th</sup> and will continue through the first week of October each Thursday in the square from 4-7pm.
- May 23 & 24 we hosted the KSHSAA 2-1A state baseball tournament at the Great Bend Sports Complex The event ran smooth thanks to efforts of the Park Department, Community Coordinator and Big Kudos to the Great Bend Recreation Commission for another successful tournament!
- Christina gave a lunch presentation to the Noon Lions Club on June Jaunt and summer activities on May 28.
- Christina met with Byway & Be Well Barton County members on May 29 with State of Kansas KDOT Pedestrian and Bike Director Matt Messina and Laura Crawford the Adventure Cyclist Director to discuss bike tourism in Great Bend.
- The City Band had their first concert at the Square on Thursday May 30<sup>th</sup>
- The 8<sup>th</sup> Annual June Jaunt festival is May 31-June 2 here in Great Bend! Hope to see you all exploring this weekend!

### Human Resources

- **We would like to welcome the following new staff members:**
  - Taylor Thomas – Service Person 1, Public Works
  - James Jenkins – Firefighter-EMT, Fire Department
  - A welcome to 22 new part time seasonal pool staff members hired in the month of May. (Our thanks to Megan Hammeke with the Rec. for all of her help each year with the pool staff.)
- **Here is our list of current openings**
  - **Part Time:**
    - Life Guards (must be at least 16 years of age.) – Public Lands
    - Maintenance – Public Lands (Brit Spaugh Zoo)
    - Maintenance – Public Lands (Seasonal)
  - **Full Time:**
    - Deputy Fire Chief
    - Firefighter
    - Police Officer- (Two positions)
    - Service Person I – Public Lands
    - Service Person I – (Two positions) Public Works (Streets)



- Service Person I/Operator I – (Four positions) Public Works (Utilities)

## Network Administrator

- Continuing to work with Shawna on implementing online billing
- Working on patch management for City computers
- Replaced monitors at Pool and updated computer
- Replaced UPS at Water Works and place cell phone extender for better signal coverage
- Working with Vendor on updating to web interface for Cemetery KIOSK
- Setup Wi-Fi access points for Police Department
- Setup HDMI for Fire Station 1 and 2
- Setup Simon and James G from Public works to have their documents folder backed up to server
- Migrated email from IMAP to Office 365 added City Council emails
- Added Phish Alert Button for malicious and spam email reporting
- Continuing Phishing email tests for Security Awareness Training for the city

## Public Lands

- Hosted the KCAC College Conference Championship Hosted the KSHSAA State 2-1A Baseball
- Supported
  - Cinco De Mayo
  - Mid-American Car Show
  - Pet Wash & Bake Sale
  - SDS Car Wash
- Set-up, worked, and tear down for 13 functions at the Event Center
- Mowed, sprayed, and general prep for Memorial Day
- Wetlands aquatics facility was painted, cleaned, and inspected for opening on the 25th
- Staff was certified in Lifeguarding, First-aid, CPR, and the use of the AED
- Zoo staff gave tours/programs to 40 schools totaling 1392 kids
- Reconstruction of the airport's runway is ongoing
- Assisting with the pumping of the storm water at Vets

## Public Works

### Property Maintenance Enforcement:

- 96 Complaints this month with 25 being citizen reported
  - a. 25 complaints for trash/refuse
  - b. 3 complaints for motor vehicles
  - c. 66 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



- 97 Abatement notices sent out
- 2 Abatements performed
- 108 Cases closed per citizen compliance
- 19 Motor vehicles were brought into compliance

**Street Department**

1. Bladed 55 blocks of streets, 40 blocks of alleys, and 2 miles of various roads.
2. Completed the placement of concrete for the repairs to the 18<sup>th</sup> and Baker RCBC. Forms will be removed when the water goes back down.
3. Repaired sections of sidewalk at Broadway and McKinley.
4. Cleaned misc. catch basins throughout the city.
5. 48 bags of cold patch equal to 2400 pounds of material used to patch pot holes.
6. Began mowing operations to the flood control system
7. Cleaned ditch at the northwest side of Vets Park to assist in drainage.
8. Performed unclassified excavation and general cleanup of structures along the levee.
9. Swept various streets throughout the entire city.
10. Repaired or replaced signs and posts damaged by weather or vehicular traffic at various locations throughout the city.

**Utilities**

- Wastewater Yearly Progress

	<b>2019 Actual</b>	<b>2019 Goal</b>	<b>% Completed</b>
• 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. Start up on well #8 and replaced shorted pump motor
    - ii. UCMR4 sampling
- WATER DISTRUBUTION
  - turn valves for APAC
  - Fixed four (4) water leaks
  - Replaced bad conduit on water tower
- STORMWATER SEWERS



- Manned pumps to pump ground water around lift stations to control inflow and infiltration
- SANITARY SEWERS
  - Followed up on inflow and infiltration issues
  - Replaced pump at lift station 21
- WASTEWATER PLANT
  - Monthly report to KDHE
  - Set up pumps on the flood control and secondary wet well to handle extra wastewater being discharged to the plant
  - KDHE performed a wastewater plant inspection. KDHE reported the plant was operating in a good manner.
- PRETREATMENT
  - No reportable work performed
- Locates
  - 61
- Upcoming projects
  - Water – CCR due in June
  - Wastewater – WET test (schedule TBD)
  - Wastewater – Semiannual pretreatment report to KDHE in August
  - Wastewater – Sampling of industries for the pretreatment program
- Training
  - Two employees took KDHE exams (1 water and 1 wastewater).
  - Four employees attended a class in basic electrical

#### **Engineering:**

- Attended meeting with KDOT regarding CCLIP applications for 10<sup>th</sup> Street mill and overlays.
- Submitted TEAP program application for the 10<sup>th</sup> and McKinley intersection.
- Completed KDOT Inspection certification program (Both Hitha and Simon).
- Issued five (5) permits to various contractors
- Surveyed 3<sup>rd</sup> and Kiowa drainage area to determine plan of action to eliminate flooding.
- Waterline Improvements
  - Final walkthrough  
May 29, 2019. B.  
Processing final pay  
applications.
  - Change Order for Council approval at the June 17, 2019 regular City Council meeting for contract quantity overruns and additional work authorized by the City.
- FY 2019 CCLIP Resurfacing US-56 (10<sup>th</sup>) from Hickory to 1300' west of Kiowa
  - Bid opening rescheduled to June 11, 2019 10:30 AM at City Hall.



- 10<sup>th</sup> and Grant Intersection
  - Phase II traffic control. Traffic shifted to south lanes for reconstruction of the north half of 10<sup>th</sup> Street.
  - PEC issued plan revisions for tie in grading May 30, 2019. Awaiting response from KDOT and Morgan Brothers on updated schedule.
- Crest Theatre HVAC Improvements
  - Asbestos abatement to be completed prior to HVAC improvements. B. Glassman to begin work early July 2019.
- Street Assessment and GIS Mapping  
PEC provided links to access online mapping.
- City Hall Structural Analysis
  - Report provided for City review. Awaiting City comments.
- City Standard Specifications and Details  
Review meeting April 30, 2019.
  - PEC to prepare final specifications and standard details based on comments received at the review meeting. Follow up on schedule.
- Williams and Kansas Resurfacing (197006-003) Executed contracts with Venture. PEC to request schedule from Venture for completion of the work.
- Amber Meadows Groundwater Study  
City kickoff meeting May 28, 2019.
  - Groundwater elevation summary memo and basement construction discussion at the June 17, 2019 regular City Council meeting.

## **Fire/EMS/Inspection/Code Enforcement**

### Fire/EMS/Inspection/Code Enforcement

- Chief McCormick attended the Cyber Security training.
- Inspector Burns completed the plan reviews for Walmart remodel, Scooters Coffee and Xpress Wellness Urgent Care.
- Inspector Orth assisted with America's Promise closing ceremony.
- Chief McCormick attended the monthly CPM Course meeting.
- Chief McCormick attended Force meeting.
- Department completed our annual Board of EMS inspection.
- Firefighter Burroughs successfully completed the Paramedic boards.
- Chief McCormick attended the ESF 8 and Local Emergency Management meetings.
- Chief McCormick attended the Kansas International Association of Arson Investigators meeting.
- Chief McCormick and Chief Bailey attended the Region 3 Mitigation Plan meeting.
- Two of the shifts participated in ACLS classes.
- The Fire Department held Inspector Schneider's retirement reception.
- Department personnel held Swift Water training in Flood Control prior to the flooding.
- Inspector Orth worked with shift personnel on tours of Fuller Industries and the Great Bend Coop.

THE CITY OF  
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- Task Force 5 was put on standby for recent flooding events throughout the state for Swift Water rescue. They were deployed to Lawrence following the recent tornado but were cancelled en route.
- Department personnel assisted Albert with recent flooding and utilized the boat.
- Fire Inspections Activity for May (figures represent 5/1 to 5/30)

	2018	2019
<b>Commercial Building Inspected</b>	<b>47</b>	<b>24</b>
<b>Daycare / Schools</b>	<b>3</b>	<b>3</b>
<b>Fire Extinguisher Demos</b>	<b>3</b>	<b>0</b>
<b>Violations Found</b>	<b>87</b>	<b>32</b>

- Department Activity for May (figures represent 5/1 to 5/29)

	2018	2019
<b>Fire Incidents</b>	<b>22</b>	<b>30</b>
<b>EMS Incidents</b>	<b>162</b>	<b>155</b>
<b>Total PT Contacts</b>	<b>175</b>	<b>160</b>
<b>Carbon Monoxide Calls</b>	<b>0</b>	<b>1</b>
<b>Average Response Time</b>	<b>4 mins.</b>	<b>4 mins. 14 secs.</b>
<b>Average Turnout Time</b>	<b>37 secs.</b>	<b>42 secs.</b>
<b>Overlapping Calls</b>	<b>26.63%</b>	<b>17.84%</b>
<b>Year to Date Incidents</b>	<b>939</b>	<b>941</b>

- Building Inspection (figures represent 5/1 to 5/29)

	May 2018					May 2019			
	Building	Plumbing	Electrical	Mechanical		Building	Plumbing	Electrical	Mechanical
<b>Commercial</b>	10	3	5	3		9	0	6	3
<b>Residential</b>	99	4	12	11		26	9	10	8
<b>Estimated Cost</b>	\$1,064,215.00	\$8,680.00	\$13,915.00	\$119,314.00		\$917,381.00	\$13,400.00	\$9,550.00	\$58,513.00

- Code Enforcement
  - 3 cases closed
  - 4 new cases
  - 43 total open cases
  - 26 follow-ups completed

## Police



- 05/02/2019 Chief Bailey attended the Barton County Chief of Police/Sherriff meeting held at the Hoisington P.D.
- Update: GBPD Drone arrived on 05/02/2019 and is available in an emergency as training is still ongoing. Currently GBPD is working on Policy and Procedures for the use of the Drone, as well as flight training with the device.
- On 05/06/2019 Chief Bailey attended CAPE (Child Abuse Prevention Education) meeting. This program is to aid in the reduction of child abuse through education.
- 05/06 through 05-09-2019 Det. Joel Hamlin and K-9 Handler Amber Allen attended narcotics training in Pratt, Ks.
- On 05/08/2019 Lt. Jason Settle and Cpl. Jefferson Davis presented Active Shooter training at the St. Rose Hospital for their employees.
- On 05/08/2019 Officers from GBPD attend Training at the BTSO Range. The training covered Blood Draws and Search Warrants. The training was presented by the Barton County Attorney's Office.
- 05/09/2019 Lt. Heather Smith assisted Marissa Woodmansee in instructing Middle School Students on Human Trafficking and Internet Safety.
- 05/15/2019 Det. McLemore, Det. Becker & SRO Paul Millard attended training on Cellular telephone investigations and video preservation for the Street Officer.
- On May14<sup>th</sup> & 15<sup>th</sup> Chief Bailey attended CPM training at KLETC.
- 05/20/2019-05/23/2019 Officer Art Keffer attended ASP Instructor Certification classes in Topeka.
- On 05/23/2019 Chief Bailey attended the Regional Hazard Mitigation Plan update meeting at the Pawnee County Courthouse.
- GBPD held applicant testing 05/30/19.
- GBPD Staff is working on a back ground packet of one applicant from the applicant testing held in April 2019.

### **GBPD Monthly & Yearly Stats**

- Criminal cases reported.: 272
- Accident cases reported.: 42
- Narcotic Violations:..: 7
- Citations Issued:.....: 154
- K-9 Use:.....: 0