



City Administrator's Report July 1, 2019

CVB/Community Coordinator

- The 8th Annual June Jaunt is complete! Another Grand Success! Thank you so much for supporting a great event for our community!
- Christina and Staff are working on summer promotions such as the Christmas in July Event (July 8-13), Summer Sidewalk Sale (July 20), City Wide Garage Sale (July 27), Outdoor Movie Nights (July 11 & Aug 1) and Party in the Park (Aug 10) for exciting summer fun! Christina will give a full report at the next meeting.
- Staff hand delivered cards to all businesses and residents on Kansas Avenue and Williams Street from 10th to 16th Street notifying them that parking would be limited due to the mill and overlay project. It was an excellent public relations opportunity for the city to clearly communicate with patrons.
- Staff helped the GBHS class of 1979 with a Reunion Special that will take place later in the year.
- Christina attended the South-Central Kansas Tourism Meeting on June 26th in Arkansas City and also met on June 11 with other communities in the Quivira Chapter of the Santa Fe Trail to collaborate in 2020 on the 200th Anniversary of the Trail.

Human Resources

- **We would like to welcome the following new staff members:**
 - Mauricio "Mo" Uribe – Police Officer
- **Current openings:**
 - **Part Time:**
 - 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/Operator I – (Two positions) Public Works (Utilities)

Network Administrator

- Continuing to work with Shawna and Tyler Technologies to implement online billing.
- Finishing up on latest patch management for City computers and servers.
- Completing Antivirus upgrade by the end of the week.
- Placed new computer at zoo for presentations.
- Replacing two computers at Public works (part of upgrade process).
- Planning on having meeting with Windy Prairie in July on updating to web interface for Cemetery KIOSK.
- Setup Encryption for City email use.



- Continuing Phishing email tests for Security Awareness Training for the city (Results have been improved from previous months).

Public Lands

- Pumping storm water at Veterans as needed.
- Construction of the new playground equipment is ongoing.
- Supported the June Jaunt, Relay for Life, 5 functions at the Event Center, and Rodeo.
- Hosted 6 tournaments at the Sports Complex, and 207 scheduled games throughout the community.
- First phase of the airport project is near completion.
- Maintenance and improvement of all facilities are ongoing.

Public Works

Property Maintenance Enforcement:

- 104 Complaints this month with 25 being citizen reported
 - a. 27 complaints for trash/refuse
 - b. 13 complaints for motor vehicles
 - c. 58 complaints for overgrown vegetation
 - d. 3 complaint for illegal dumping
 - e. 0 complaints were investigated and no violation found
 - f. 3 complaint for minimum standards
 - g. 0 complaint for graffiti
- 76 Abatement notices sent out
- 7 Abatements performed
- 137 Cases closed per citizen compliance
- 16 Motor vehicles were brought into compliance

Street Department

1. Bladed 11.5 blocks of streets and 28 blocks of alleys
2. Removed and replaced valley gutters at 12th and Williams and Kansas and Lakin
3. Replaced stormwater inlet box and replaced section of sidewalk at the SW corner of 12th and Williams
4. Cleaned misc. catch basins throughout the city.
5. Repaired potholes throughout the entire city
6. Performed mowing operations to the flood control system
7. 18th and Baker work continues. Should be opened back up to traffic by July 10th.
8. Began fogging for mosquitos.
9. Swept various streets throughout the entire city. Hauled 45 CuYds of material.
10. Started grinding old striping for parking and crosswalks surrounding Harrison school to repaint in a safer and more visible manner.



- 11. Performed striping operations at the airport and replaced two large "X" at the Expo grounds
- 12. Surveyed the grades in the ditches along north Main and 24th Street to prepare to send out RFP to have ditch re-excavated.

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
 - i. CCR Report submitted
- WATER DISTRUBUTION
 - Repaired one (1) meter box
 - Fixed one (1) water leaks
 - Repaired one (1) main leak and replaced (3) services to the main
- STORMWATER SEWERS
 - Manned pumps to pump ground water around lift stations to control inflow and infiltration
- SANITARY SEWERS
 - Removed pump at 24th and Garfield for repair
 - Installed pump at lift station 4
- WASTEWATER PLANT
 - Monthly report to KDHE
 - Replaced bad VFD on the primary pump and a bad VFD on the secondary pump.
- PRETREATMENT
 - No reportable work performed
- Locates
 - 142
- Upcoming projects
 - 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:

1. Worked on Quantities and estimates for 3rd and Kiowa and Ditch.
2. Worked on shooting and calculating Elevations at Lechesky Ditch.
3. Worked on inspecting approach and drive way and layback curb at 3308 Meadowlark.
4. Attended pre construction meeting on project Williams and Kansas mill and overlay.
5. Worked on Williams and 12th elevations for the contractor concrete service.
6. Worked on Kansas and Lakin elevations for contractor Concrete Service.
7. Worked on looking for Maps at Shady groove near Airport.
8. Just started the Inspection on Williams mill and over lay project.
9. Attended meeting along with Bob and Kendal about water pipe line extension for a Resident living outside Great Bend city limits.

Fire/EMS/Inspection/Code Enforcement

Fire/EMS/Inspection/Code Enforcement

- Captains Stansfield and Pohlman attended the Company Officer Academy.
- Captains Yoder, Schmeidler, Petersen and Firefighter IV Stewart attended a two-part Boat Operations Class in Hutchinson and Oklahoma City.
- Chief McCormick attended an EMS Meeting at Ellinwood Fire Department.
- Great Bend Fire Department personnel participated in burn building training.
- Chief McCormick attended a Medical Service Director training in Abilene.
- Chief McCormick attended a Barton County Commission budget meeting with other EMS agencies in the area.
- Firefighters Karnosky and Tindall attended a two-part Swift Water Technician Training in Wichita and Oklahoma City.
- Chief McCormick attended the monthly CPM meeting in Lawrence with other City staff.
- Inspector Orth and Fire Department personnel assisted with the Youth Academy groups.
- "A" Shift hosted the CASA Ride Along winner.
- Inspector Burns attended training in Wichita regarding the transition from the 2012 to 2018 International Building Codes.
- Chief McCormick attended a Task Force 5 meeting.
- The department began the interview process for the Deputy Chief position.
- Firefighters Jenkins and Werth completed the recruit training and have joined a shift full time.
- We are still dealing with water in the basement at Station #2.
- The Department hosted Lee Schneider's retirement dinner from the fire service.

- Fire Inspections Activity for June *(figures represent 6/1 to 6/26)*

	2018	2019
Commercial Building Inspected	46	11
Daycare / Schools	0	3

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Fire Extinguisher Demos	3	2
Violations Found	55	24
Firework Stands Inspected	2	

- Department Activity for June (figures represent 6/1 to 6/26)

	2018	2019
Fire Incidents	27	21
EMS Incidents	177	113
Total PT Contacts	196	126
Carbon Monoxide Calls	1	3
Average Response Time	3 mins. 45 secs.	4 mins. 34 secs.
Average Turnout Time	36 secs.	39 secs.
Overlapping Calls	19.61%	20.15%
Year to Date Incidents	1,143	1,089

- Building Inspection (figures represent 6/1 to 6/26)

	June 2018				June 2019			
	Building	Plumbing	Electrical	Mechanical	Building	Plumbing	Electrical	Mechanical
Commercial	4	1	0	3	6	1	4	8
Residential	50	5	12	10	42	4	6	11
Estimated Cost	\$338,338.00	\$1,600.00	\$7,200.00	\$73,338.00	\$658,620.00	\$4,200.00	\$41,500.00	\$143,058.00

- Code Enforcement
 - 22 follow up cases
 - 3 closed cases
 - 1 new case
 - 41 total cases

Police

- Chief Bailey hosted the Chief's/Sheriff's monthly meeting.
- Det. Heather McLemore attended the National Children's Alliance Leadership Conference in Washington, DC along with CAC employees. They also meet with Congressman Roger Marshall and Kansas State Legislators while there.
- GBPD had a new Police officer start to work. Mauricio Uribe started his 13 weeks of training with GBPD. Uribe will be sent to the KLETC when student space is available.
- Chief Bailey attended The Center for Counseling and Consultation for an informative meeting on how to handle Protective Custody Cases after July 1, 2019. The Center is going to use the services of Healthsource Integrated Solutions to complete screenings of Protective Custody Subjects on weekends and holidays.
- Chief Bailey attended the CPM Training Class at Lawrence, Ks.
- Det. Joel Hamlin and K-9 Officer Amber Allen attended Hotel/Motel Drug Interdiction Training in Dodge City, Ks.

