



City Administrator's Report August 5, 2019

CVB/Community Coordinator

- The Events Center was a Spotlight article in the August 2019 edition of Kansas Country Living. This is a publication that Wheatland Electric puts out each month to all members in Great Bend and surrounding area.
- The Fireworks Display on July 3rd was extremely well attended. Staff will start asking for donations for next year's show at the end of this year to ensure we have the money for an annual show.
- Christmas in July was a new event added by our Community Coordinator, retailers worked hard to get up small Christmas displays and the City Band, Santa's Around the World, and Santa himself had fun on July 11th.
- Christina presented to the Kiwanis Club on July 17th to discuss all the upcoming events in Great Bend and upcoming goals for the Community Coordinator, Convention & Visitors Bureau and Events Center.
- Summer Sidewalk Sale took place on July 20th, retailers will decide how to proceed with next year's Sales. Most reported great sales that day.
- Christina attended the Rural America Summit Conference in Tulsa the Week of July 22nd, many good ideas for how to help small town retailers were shared and Christina plans to share the ideas with Great Bend Retailers. To be part of Christina's retail list, please email her at chayes@greatbendks.net to be added and kept informed with the latest for local business.
- The first annual City-Wide Garage Sale took place on July 27th, those who held the sale reported great turnouts! It will definitely be something we bring back next year.

Human Resources

- **We would like to welcome the following new staff members:**
 - Alex Cook – Service Person I Public Works (Streets)
 - Emily Bond – Service Person I Public Works (Utilities)
 - Amanda Myhre – Service Person I Public Lands
 - Dennis Steele – Service Person I Public Works (Utilities)
 - David Jeppesen – Service Person I Public Works (Streets)
 - Marvin Lewis – Service Person I Public Works (Utilities)
 - Patrick Strachan – Service Person I Public Works (Utilities)
- **Current openings:**
 - **Part Time:**
 - Maintenance – Public Lands (Brit Spaugh Zoo)
 - Maintenance – Public Lands (Seasonal)
 - **Full Time:**
 - Police Officer- (Two positions)



- Events Center Service Person 1 – CVB
- Service Person I – Public Lands

Network Administrator

- Attended Cybersecurity Training in Topeka
- Meeting with Cox and Nex-tech to discuss fiber
- Working on updating firewalls at each department for City
- Working on replacement computer for Bob and open office at City Hall (part of upgrade process)
- Replaced Alison’s computer at City Hall (part of upgrade process)
- Setup new emails for Zoo and Fire department
- Setup new ethernet and phone connections at Fire Station 1 as new office added for Deputy Chief and Logan relocation
- Still trying to schedule a meeting with Windy Prairie to update Cemetery KIOSK to web interface
- Continuing Phishing email tests for Security Awareness Training for the city (Results have been improved from previous months)
- Started sending “Scam of the Week” emails to provide more information on what to watch for in phishing emails

Public Lands

- Hosted the Legion Zone Tournaments and Hap Dumont 11U State Baseball Championship
- Supported seven functions at the Event Center
 - Fireworks show
 - BC Fair
 - Bike, Brew, Q
- JKS square metal work, corners, and inside of the bandshell were repainted
- Zoo roofs were shingled, and BS shelters and restrooms will be completed in early August
- New playground equipment at Vets is installed and the surfacing installed the 13th of August
- Last day for the pool is the 11th August
- Bark in the Park (dog swim) is 17th August from 10am to 1pm

Public Works

Property Maintenance Enforcement:

- 135 Complaints this month with 61 being citizen reported
 - 44 complaints for trash/refuse
 - 9 complaints for motor vehicles
 - 80 complaints for overgrown vegetation
 - 0 complaint for illegal dumping
 - 0 complaints were investigated and no violation found
 - 2 complaint for minimum standards
 - 0 complaint for graffiti



- 82 Abatement notices sent out
- 22 Abatements performed
- 0 Cases closed per citizen compliance
- 12 Motor vehicles were brought into compliance

Street Department

- Bladed 47 blocks of streets
- Repairs to the 18th & Baker RCBC have been completed
- Cleaned misc drainage ditches and culverts throughout the entire city
- Performed painting operations to remark the white dashes on 10th St between Patton and Baker St.
- Removed existing crosswalks and parking striping around the Harrison School and replaced with new striping that is MUTCD compliant and safer for the pedestrian traffic.
- Performed mowing operations to the flood control system
- Performed milling operations at the Expo grounds to remove pop ups due to the heat
- Performed curb and gutter repairs on Adams and Shawnee Streets.
- Swept 45 blocks of streets throughout the entire city. Hauled 50 CuYds of material. Also swept expo 1 & 2 south to return side after the fair.
- Performed repairs to the valley gutter at 1802 22nd Street
- Screened compost, turned windrows, and hauled trees at the compost facility
- Performed repairs to 4th Street between Hickory and Pine.
- Performed asphalt repairs with hot mix asphalt at various locations throughout the entire city.

Utilities

- Wastewater Yearly Progress

	2019 Actual	2019 Goal	% Completed
• Clean storm lines	1,425	25,000	6%
• Clean sanitary lines	41,658	100,000	38%
• Manholes rehabilitated	0	10	0%

- Water yearly Progress

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

- WATER DISTRUBUTION

- Repaired 14 water leaks
- Repaired 1 main leak
- Installed 1 new service

- WASTEWATER PLANT

- Monthly report to KDHE



- Replaced bad VFD on the waste sludge pump
- PRETREATMENT
 - No reportable work performed
- Locates
 - 186
- Upcoming projects
 - Wastewater – WET test (schedule TBD)
 - Wastewater – Semiannual pretreatment report to KDHE in August
 - Wastewater – Sampling of industries for the pretreatment program
- Training
 - 5 employees attended basic water well training
 - 6 employees attended water distribution training

Engineering:

- Performed inspection of Kansas and Williams Street overlays.
 - Excavation and replacement of full depth sections
 - Milled two inches and performed leveling course and placed two inches of hot mix asphalt
 - Performed pavement marking operations at the Senior Center parking lot and on Kansas and Williams St.
- Performed inspection of East 10th Street CCLIP project
 - Milled two inches of existing surface asphalt
 - Identified full depth removal and replacement sections and began operations to remove and replace them
- Issued permit for Cox Communications to replace cable near the 10th & Grant intersection
- Worked with Alpha Land Surveying in regards to right of way issues at 10th & Grant
- Issued approach permit to Suchy Construction for approach located at 3011 24th St.
- FY 2019 CCLIP Resurfacing US-56 (10th) from Hickory to 1300' west of Kiowa
 - Construction ongoing.
- 10th and Grant Intersection
 - Phase III traffic control. Traffic shifted to north lane westbound and south lane eastbound for construction of center lanes.
- Crest Theatre HVAC Improvements
 - Preconstruction meeting July 23, 2019.
 - Construction ongoing.
- Street Assessment and GIS Mapping
 - PEC provided links to access online mapping.
 - Present to Council second meeting in September?
- City Hall Structural Analysis
 - Report provided for City review. Awaiting City comments.



- City Standard Specifications and Details
 - PEC to prepare final specifications and standard details based on comments received at the review meeting. Follow up on schedule.
 - Present to Council second meeting in August?
- Williams and Kansas Resurfacing
 - Change order approved for additional surfacing improvements at Senior Center.
- Amber Meadows Groundwater Study
 - Groundwater field work summary memo at the August 19, 2019 regular City Council meeting.
- Hospital Waterline Adjustment
 - Proposal approved, PEC beginning development of plans and specifications for bidding.
- Emergency Sanitary Sewer Manhole Replacement
 - No bids received. PEC requesting more information and proposals from APAC and Nowak.

Fire/EMS/Inspection/Code Enforcement

Fire/EMS/Inspection/Code Enforcement

- The Fire Department responded to 18 fire and EMS calls on July 4th. One was a working structure fire.
 - Fire Department personnel worked a booth each night of the Barton County Fair. Staff also hosted a Touch-A-Truck Saturday afternoon.
 - Chief McCormick attended the monthly CPM Course with other City staff.
 - Chief McCormick attended the EMS Region III meeting.
 - Department personnel participated in dive training.
 - Department personnel assisted with the building of the new play area at Vet's.
 - Chief McCormick attended the Kansas International Association of Arson Investigators meeting.
 - Deputy Chief Brent Smith and FF Herbert Treff started with the department on the 29th.
 - The remodel and construction of the front office is almost complete. Inspector Burns will have the newly created office and other office staff will rearrange.
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- Fire Inspections Activity for July

		2018	2019
Commercial Building Inspected		53	30
Daycare / Schools		4	3
Fire Extinguisher Demos		4	0
Violations Found		70	43

THE CITY OF
GREAT BEND

Firework Stands Inspected			3
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- Department Activity for July

	2018	2019
Fire Incidents	42	44
EMS Incidents	152	184
Total PT Contacts	155	203
Carbon Monoxide Calls	1	2
Average Response Time	4 mins. 16 secs.	4 mins. 16 secs.
Average Turnout Time	35 secs.	37 secs.
Overlapping Calls	30.41%	25%
Year to Date Incidents	1,337	1,355

- Building Inspection

	July 2018				July 2019			
	Building	Plumbing	Electrical	Mechanical	Building	Plumbing	Electrical	Mechanical
Commercial	6	1	2	2	8	3	5	5
Residential	40	6	9	13	39	8	11	14
Estimated Cost	\$310,200.00	\$21,052.00	\$5,438.00	\$84,997.00	\$1,586,387.00	\$116,244.00	\$80,700.00	\$162,343.00

- Code Enforcement
 - o 36 follow ups
 - o 4 closed cases
 - o 5 new cases
 - o 42 total cases

Police

- Chief Bailey attended the Chiefs/Sheriffs monthly meeting on 07/11/2019 in Claflin, Ks.
- Cpl Davis attended A.L.I.C.E training (Active shooter training) July 16th and 17th.
- SRO Millard and SRO Thomas attended the Dare Conference July 21st through the 26th in Manhattan.
- Ofc Matthew Adams started his KLETC basic police academy on July 28th.
- Lt. Heather Smith assisted the Great Bend Recreation by instructing a Crime Scene Class to several area youths.
- Great Bend Police Department and other city departments worked the Cities booth at the Barton County Fair.
- Officer Jason Blundell resigned from the GBPD and began work at the Barton County Sheriff Office. GBPD is currently 2 officers short of being fully staffed.
- Chief Bailey attended the Pacesetters luncheon representing the Child Abuse Prevention Education board.
- GBPD Monthly & Yearly Stats:



Criminal cases reported.: 312
Accident cases reported.: 42
Narcotic Violations:.....: 10
Citations Issued:.....: 143