

City of Independence

# Administrative Report

January 11, 2019



City Manager's Office

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***Tomorrow is the most important thing. ... It's perfect when it arrives, and it puts itself in our hands. It hopes we've learned something from yesterday.***

– John Wayne, actor

## Mayor Ysusi and Commission Members:

### Upcoming Meetings:

January 15, 2019	5:30 p.m.	City & Planning Commissions (joint)
January 24, 2019	5:30 p.m.	City Commission Meeting
January 31, 2019	5:30 p.m.	City Commission – Special Meeting
February 14, 2019	5:30 p.m.	City Commission Meeting
February 20, 2019	9:00 a.m.	City Commission Work Session
February 28, 2019	5:30 p.m.	City Commission Meeting

## Administration

**Human Resources** Applications are being received at KansasWorks, 317 N. Penn and on the City's website for the positions of Code Enforcement Officer, Police Officer I and Dispatcher I.

### **City Auction This Sunday January 13, 2019 at 10:30 AM at 1916 City Hall (120 N. 6<sup>th</sup>)**

The City auction has been moved to this Sunday at 10:30 AM at 120 North 6th (1916 City Hall). One of the auction items includes the Antique Fire Truck that was at the park several years ago, and was removed from the playground due to the recommendation of the City's insurance carrier. For more information and current pictures of this and other auction items visit this link: <http://www.midwestauctionsks.com/?fbclid=IwAR2tfFS5CKbUo-NvqzQI7IPWFHo2PMLessqF1lfW9fL0DWUF3ooKerFCwE4>



## Police

### Stats from January 4, 2019 through January 10, 2019

911 Calls	227	Facebook Followers	6,129
Total Reports	36	Total Calls to Dispatch	1225
Car Crashes	4	Traffic Stops	20

**Weekly Update** Best Beard Contest videos will be posted to IPD's Facebook page this week. Captain Helkenberg is leading the way in fundraising. She can be seen to the left in her beard accepting a donation from the employees of Community National Bank.



Also, on behalf of IPD, Officer Ike Dye and Chief Jerry Harrison accepted gifts from the 5<sup>th</sup> Grade Amassadors. The gifts were donated in recognition of Officer Appreciation Day on Thursday (see below).



**Employee Spotlight** Sergeant Dustin Taylor and his crew, Officers Ty Lupardus and John Anderson are in the spotlight this week. John is our newest officer having graduated from academy in Fall of 2019. Ty will be heading off to training soon to become our next canine handler.

**Case of the Week** Officers were dispatched to a report of a domestic disturbance. While investigating the disturbance officers saw evidence of drug usage. Upon further investigation officers uncovered more evidence of drug activity. Three persons were arrested at the scene and charged with possession of drugs and paraphernalia.

This case demonstrates the commitment that officers have to fighting drug activity in Independence. By taking a zero tolerance approach to drug activity IPD's goal is to make it too risky to do drugs so that offenders choose to conduct their criminal activity elsewhere. This commitment to drug enforcement is a commitment to improving the quality of life for IPD's customers, the citizens of Independence. By demonstrating commitment and teamwork Sergeant Taylor's crew exemplifies Excellence Independence.

## Public Works

**SANITATION** Monthly recycling was held January 5th with over 200 participants. Weekly recycling was held Tuesday January 8th with 50 participants.

**STREET** Street personnel are currently picking up leaves in area 11.

## Finance

Per our 2016 audit corrective plan, the Finance Director has been visiting with our INCODE consultant Randy Hollar for the past several months regarding issues that have been uncovered in our setup and use of INCODE, our financial software system. Mr. Hollar was highly recommended by our current auditors as well as the cities of Coffeyville and Caney.

Mr. Hollar has been onsite for this past week. We have been by doing an extensive exploration of our financial system configuration and use and identifying process improvements which will then be implemented. His remaining time will be spent working with our financial staff to provide training and additional insight on the use of INCODE.

## Safety and Code Enforcement

### Healthcare Update

Ambulance Activities for January 2019

- **50 Request EMS for Medical Calls**
  - **19** patients transported to the emergency room
    - **16** patients to Independence ER
    - **1** patient to CRMC ER
    - **2** patients to JPH ER
  - **12** transfers from the Independence Emergency Room
    - **5** patients to inpatient care at Labette Health
    - **3** patients to inpatient care at Jane Phillips
    - **1** patient to inpatient care at St. John's Tulsa
    - **1** patient to inpatient care at Freeman - Joplin
    - **1** patient to inpatient care at VA - Wichita
    - **1** patient to inpatient care at Via Christi - Wichita



Interlocal EMS Board Meeting was held Monday afternoon January 7<sup>th</sup>. Items worked on at the meeting were:

- Finalize procedures for Material Management access and Pharmacy access for restocking.
  - Discussion of Kid's Camp 2019 and starting committee meetings
  - Setting QA-QI network access for the Medical Director
  - Format questions on how the protocol will look for each service
  - IV Pumps for EMS units

Big Thank You to Jesse Reed for hosting and the great grilled hamburgers he provided for lunch. Next meeting will be in Parson with a date TBA soon. Agenda – Protocol revision 2019-2020

## **Emergency Management**

- Meeting with Fire-EMS and IPD officers that will be assisting with weather spotting this year. They will be obtaining the following training.
  - Spotter 1 – online course
  - Storm Furry – March 25<sup>th</sup> – Civic Center
  - Advanced Spotter Training – ICC Auditorium April 5<sup>th</sup>
- Working with Rick Whitson and Becky Dye as we prepare for the 2019 storm season.
  - City Emergency Management Meeting scheduled for Jan 16 with topics of storm siren placement, 2019 storm season, and update on projects on-going.

**ADA Update** 2018 ADA Bids – meeting with Shawn Turner on Friday January 11<sup>th</sup> to review the bids and project. Working towards presenting on possibly January 24<sup>th</sup> or first meeting in February.

Transition Plan – meeting January 11<sup>th</sup> with the Transition Committee and finalizing the assessments as we prepare to present the City of Independence Transition Plan for Commission approval.

**Safety** A Safety Committee meeting was held on January 8, 2019, with the introduction of the new members for 2019-2020. The committee was updated on the recent Department of Labor inspection of City Buildings and we began planning for the 2019 year. The goal of the Safety Committee is renewing for 2019: How can we take our safety practices and policies and refresh them and keep the Safety spirit alive and thriving in the City of Independence?

**I.T.** Meeting held with the administration and the police department as we begin implementing our replacement program and updates for 2019. The City will be upgrading all our computers to Windows 10 and Server 2016 in 2019 due to Microsoft stopping support on previous versions in 2020.

- Will be implementing test computers with Windows 10 in the police department to begin testing with current software being utilized by the police department so that any conflicts or errors can be identified and resolved before upgrading and/or replacement of desktops.
- City network testing will not begin until a current decision is made on the City Software. It currently is incompatible with Windows 10 and will require being upgraded.
- Work will begin next week to start the process of a City Wireless network for our outside buildings. This allows all City buildings to be interconnected to the City network and ultimately will provide them with access to internet and City resources. This upgrade will bring savings as we are able to bring departments onto the network and then drop current internet service being supplied to that building.

- The City continues to be vigilant in our security and back-up processes to ensure our network is secure from attacks. We still have not completely recovered from our Ransomware attack. Our I.T. people continue to work to stabilize the network and resources and ensure security.

### **Building and Code Enforcement**

- Building Inspector Cushing spent the week in Lincoln Nebraska in a Managing Floodplain training. At the conference was FEMA along with State of Kansas officials and Don has informed me the training is excellent.
- City of Independence Floodplain map will be updated this year. The State of Kansas notified Don Cushing this past week that we are to proceed with our ordinances and adoption of the new floodplain map. The State of Kansas held meetings and appeal hearings across the State and is now moving to adoption of the Statewide flood maps. Staff will be working with the City Attorney to draft the ordinances and bring to the City Commission.
- 2019 will be bringing a lot of challenges and work for Code Enforcement. We will be interviewing for the new code enforcement position next week and we will then be aggressively working on environmental issues in the City once this person is in place. Code Enforcement will also be heavily involved in the Strategic Planning as we work with beautification, inspections and vacant buildings issues.

### **Parks / Zoo / Cemetery**

**Dart Gun Training** Park and Zoo Staff completed dart gun training this afternoon. This prepares employees to be ready for any emergency that might arise. We also use the dart gun when we need to administer medication to animals. This training is scheduled a couple of times each year. Employees on their own time practice with the dart gun to increase their skills.

**Christmas Tree's** The zoo is asking the public to donate their Christmas trees. They need to have all decorations removed from the tree and can be dropped off at the parking lot next to the Lion's Den Concession. Zoo Keepers are using them for Animal Enrichment for the animals. Please call the park office at 620-332-2512 if you have a tree to donate but are not able to deliver it to the zoo. If no one answers, please leave your address on the answering machine. We will pick up the tree if you leave it at the street curb.

**Stump Removal** Two years ago we removed several diseased trees in the bison exhibit. The Cemetery Department has removed 29 stumps that were left. This will greatly help staff when cutting the grass this summer.

**Elk Pen** SEK Construction has started on the Elk Shed this week. As stated, before we had to postpone putting this shelter up due to Tommy (male elk) being in rut. This should be finished sometime next week. This will complete the shed project. This was a much-needed improvement. Thank you!

## Housing

**Tenant Based Rental Assistance Grants** Independence Housing Authority is currently working with 65 families which includes 130 community members assisting them with their rent through the Tenant Based Rental Assistance grants. In addition, the Independence Housing Authority is working with 20 landlords in housing these families.

Independence Housing Authority is thankful to our landlords for working within the program guidelines to assist these families with providing them a safe secure home. Currently the Independence Housing Authority is processing approximately 30 additional families to be assisted with the \$90,000 grant funds received in December of 2018.

## Fire/EMS

**January 8** Chief Wallis met with a committee made up of department personnel to discuss the medical bags now used and the supplies carried on each ambulance. We are determining what supplies we carry that are not being used and how we can cut down on the amount of equipment we now have to carry inside of residences to assess our patients. This should be a huge cost savings endeavor with less supplies outdated and will help us be more compatible with Labette EMS and Cherryvale EMS in our Interlocal Agreement.

Chief Wallis would like to give recognition to the following members of the committee who volunteered to serve, showing commitment to this department and exhibiting excellence in helping our department find ways to cut costs and work as a team: Michael Mayers, Shaycee Bowman, Ryan Mauersberger, Drew Rising, Jonathan Johnson, Marcus Hamilton, and Ranelle Rice. We will have this new plan implemented this month.



The Department's new Rosenbauer 101' Platform Truck is nearly ready. The projected completion date is scheduled for late February or early March. The frigid weather and snow in South Dakota have put a damper on the production line due to employees not being able to get to work and the pumps need to be drained and blown out after each test due to the freezing temperatures. We are all excited for this opportunity to purchase this truck and cannot wait to train on it and get it in service. Thanks to everyone that made this possible.

**January 12** We did have the KU burn trailer scheduled to be in town for training on interior firefighting with live fire and smoke but, it has been cancelled due to the weather forecast.

Our call volume for this week is 25 Medicals, one Aircraft Stand-By, and one Fire Alarm.

## Utilities

### Water & Sewer Activities this past week:

- Repaired five water main leaks
- 12 Water Turn Ons
- Seven Turn Offs
- Nine Main-line Locates
- Six Meter books Read
- Cleaned 1,345 feet of Sewer line

### Water Treatment Plant

- Working on replacement of control valve in number three filter
- Pulling number one low-service pump for repairs

**17<sup>th</sup> and Circle Storm Drain** There have been questions raised regarding the storm sewer at 17<sup>th</sup> and Circle and whether it was blocked. The pipe was inspected with a camera by the water/sewer crew this week, and no blockages were found in the approximately 215' long pipe. To view the footage, visit this link: [https://independences-my.sharepoint.com/:v:/g/personal/kellyp\\_independences\\_gov/ES442s3m7NpOqlrNi5Bg-PsB6a8Wd7kol\\_LYT0l86Lnehw?e=4%3a4f1tSe&at=9](https://independences-my.sharepoint.com/:v:/g/personal/kellyp_independences_gov/ES442s3m7NpOqlrNi5Bg-PsB6a8Wd7kol_LYT0l86Lnehw?e=4%3a4f1tSe&at=9)



**Just for Fun!**



**“Mayor and Commission, the City Attorney wishes us,  
but in no way guarantees, a Happy New Year.”**

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Have a great weekend.

Sincerely,

D. Craig Whitehead  
City Manager