



—OKLAHOMA—

WHERE CHARM AND ADVENTURE MEET

## City Manager's Report

Date January 22, 2019  
To: The Honorable Mayor and Council Members  
From: Joe Don Dunham, City Business Manager *J. Dunham*  
Subject: Manager's Report

THE SECRET OF GETTING AHEAD IS GETTING STARTED.

Mark Twain

### MANAGERIAL

*FEBRUARY CITY COUNCIL MEETING* - The February City Council Meeting will not be held Tuesday February 19<sup>th</sup>. The regular meeting day of Monday, February 18<sup>th</sup> is President's Day.

*HOLIDAY CLOSURE* – The City of Alva will be closed on February 18<sup>th</sup> for the observance of President's Day. Essential Services, Police, Fire, and EMS will continue to operate as normal. Emergency services will be available if required.

Refuse service will not run on Monday, February 18<sup>th</sup>, this service will resume regular pickup on Tuesday, February 19<sup>th</sup> and will be caught up by Friday, February 22<sup>nd</sup>.

### PROJECTS

*CITY HALL HVAC* – The project has run up against another temporary setback. There has been additional asbestos found which needs to be remediated. In a chase were some of the electrical needs to be installed, there is some nonfriable asbestos. Nonfriable asbestos is asbestos that is more resistant to damage and abrasion, so is less likely to release harmful fibers into the air. Non-friable asbestos cannot be damaged by the human hand. This asbestos is less costly to remove and can be taken to any Tile D Landfill. Staff is working to get this remediated so installation can get back on track. If this can be accomplished in a timely manner the project will still be completed by the planned completion date of February 15, 2019.

*WORK ORDER SYSTEM* – The City of Alva is going live with the SeeClickFix App. A news release will be provided at the City Council Meeting.

*SWIMMING POOL* – Staff has put together a survey, which was placed on the Facebook Page. Staff is encouraging Alva Citizens to provide input via this survey. A preliminary plan has been put together so the pool can open in May and has been sent to the Oklahoma Health Department for approval.

**COMMUNITY DEVELOPEMNT**

*ECONOMIC DEVELOPMENT COMMITTEE* – The Economic Development Committee has been discussing the idea of developing an Economic Incentive Grant. This grant will provide an incentive for business owners in Alva’s Commercially Zoned Districts to make improvements to their buildings.

*PARK AND BUILDING MEETING* – The Park and Building Committee is still evaluating the Swimming Pool issues to determine the best course of action for repairs.

*PLANNING MEETINGS* – There was no Board of Adjustment on 01/14 due to lack of business. Planning Commission held a special meeting on January 8<sup>th</sup> to approve the recommendation of Kelly Schrock and Jeff Mapes to the Strategic Land Use Task Force and discuss the proposed “Young Street 6” Housing Addition. Their next meeting will be the regular meeting on 1/28 for a determination on the “Young Street 6” Housing Addition and a Strategic Planning update.

*NUISANCE REPORT* – The City of Alva has accepted quotes for the demolition of 928 Barnes and 1437 Young.

During the 2018 calendar year the City of Alva Planning Department has the following statistics.

<b>Inspections Completed</b>	
Building	27
Electrical	33
Mechanical	42
Plumbing	78
Business License	0
Sign	0
<b>Total</b>	<b>180</b>

<b>Permits Issued</b>	
Building	29
Electrical	30
Mechanical	41
Plumbing	76
Fire Protection System	0
Swimming Pool	0
Storm Shelter	0
Other Building	0
Occupancy	0
Beverage License	0
Special Event Permit	0
Solicitors License	0
Mobile Food Vendor	0
<b>Total</b>	<b>176</b>

<b>Permit Fees Collected</b>			
<b>Building</b>	\$1,874.42	<b>Electrical</b>	\$ 644.60
<b>Mechanical</b>	1,690.00	<b>Plumbing</b>	2,565.00
<b>Inspection Fee</b>	140.00	<b>Sign</b>	0.00
<b>Demolition</b>	100.00	<b>UBC Admin Fee</b>	79.00
<b>UBC Permit</b>	632.00		
<b>Total</b>			<b>\$7,725.02</b>

## **HUMAN RESOURCES**

The City of Alva currently has one employee out because of a Workers Comp Injury. We are actively advertising for a Part Time Police Officer, A full-time Firefighter I for the Rover position, 4 EMS personnel and 1 or 2 Part Time Airport Attendants.

## **LIBRARY**

Over the past year the Library has sponsored a total of 146 programs for the citizens of Alva to participate.

**YOUTH PROGRAMS AND ACTIVITIES** – The following is a brief overview of Youth programs and activities at the Library.

- Little Explorers Storytime – This is a 30-minute weekly program designed to help develop a child’s language and pre-reading skill through stories, songs and activities.
- Tuesday Activity Day Programs – These programs target Kindergarten through 6<sup>th</sup> grade students and were held 29 times during the school year. The activities include building days, craft days, game days and challenge days. All of these programs are geared o encourage creativity, cooperative collaboration, and social skills, while promoting reading and introducing STEM activities.
- In addition to these programs there were 17 small group activities for youth ages 8+ during the summer, 3 craft time programs held during Thanksgiving break, 15 summer reading programs for kindergarten through 6<sup>th</sup> grade students and 12 elementary class visits where special programs were presented throughout the year.

**ADULT, TEEN OR FAMILY PROGRAMS** – During the 2018 calendar year the following programs were held.

- Let’s Talk About Oklahoma – was a book discussion series held 6 times and was co-sponsored with the Friends of the Alva Public Library. This program is now in it’s 20<sup>th</sup> year and is funded by grants from the Oklahoma Humanities Council.
- Knit/Crochet Club – was started in October and met 5 times. The library acts as the facilitator of this group but does not provide supplies.
- Escape Room Programs – were popular last year and 3 lock box table activities were set up and available during Thanksgiving Break.
- NW Genealogy Group – meets for 10 monthly programs. The library partners with the group and helps them with the programs when needed.

**NEW PROGRAMS FOR 2019** – Some of the new programs being proposed for 2019 are as follows:

- Code Club – The target audience for the program is 8 – 10 5<sup>th</sup> grade students, with a long-term goal to provide coding skills and learn programing.
- Financial Fitness Workshop – This will be a six-week workshop with a target audience of 21 to 55 year olds. The project is grant funded through the FINRA Investor Education Foundation in conjunction with ODL, FOLIO and ALA.
- The library is exploring teen and adult programming that would encourage volunteer teens and adults with specific skills to develop workshop type activities that would appeal to a wide range of people.

**ALVA RECREATIONAL CENTER**

The Alva Recreational Center offered 20+ programs through out 2018. These programs provided activities in which 1,683 youth and adults, along with 67 teams. These programs are as follows:

Youth Activities

- Competitive Youth Basketball
- Boys and Girls Recreation League Basketball
- Spring Rec. League Soccer
- 2- Baseball Tournaments
- Travel Softball and Baseball games
- 2 – Softball Tournaments
- Rec. League T-ball
- Summer Activities (Arts & Crafts, Cheerleading)
- Fall Rec. League Soccer
- Flag Football
- Competitive Youth Basketball
- Recreation League Basketball

Adult Activities

- Women’s Volleyball
- Men’s Basketball
- Adult Soccer
- Coed Softball
- Coed Volleyball

Other Activities

- NWOSU Soccer
- NWOSU Softball
- NWOSU Intramurals
- NWOSU Robotics

Along with these scheduled programs the Alva Recreation Center hosted numerous parties, receptions, reunions and meetings. Examples of these would be Alva After Prom, Christmas and Birthday parties and family reunions.

**POLICE**

During the calendar year of 2018 Officer Kaleb Keplinger completed his CLEET training and was graduated. He is currently going through his Field Training and is expected to complete this in January or early February of 2019.

The Annual Police Statistics are as follows:

	2017	2018	VARIANCES
<b>ACCIDENTS</b>	83	60	(23)
<b>CITATIONS</b>	254	586	332
<b>TRAFFIC WARNINGS</b>	987	1,682	698
<b>REPORTS FILED/WROTE</b>	536	492	(56)
<b>TRAFFIC WARNINGS</b>	683	667	(16)
<b>TOTAL FOR CITATIONS WRITTEN</b>	\$27,312.00	\$119,286.00	\$91,974.00

**FIRE**

The following is a summary of activities at the Fire Department.

Annual Required Testing – Tested 336 fire hydrants, which showed and increased gallon per minute flow in some areas which needed improvement, preformed hydrostatic testing and washing on approximately 2 ½ miles of fire hose, annual pump testing on Engine-One, Engine-two and the Ladder truck, all passed inspections and were recertified

Training – 32 Firefighter completed 63 hours of training in various classes, i.e. Live Fire Training, City Policy Review Training and Hoisting Equipment and Ropes and Knots Training. Firefighter Spencer Burns completed Rope Rescue I & II. Firefighter Jordan Leon obtained his EMT National Certification. 7 Volunteers completed 104 hours of training to obtain their FF1 Certification.

The Fire Department responded to an increased number of calls in 2018. The annual breakdown is as follows:

	2018	2017	2016	2015	2014	2013	2012
<b>Number of Responses</b>	754	678	600	637	586	584	599

A breakdown of 2018 responses is as follows:

Type of Call	Number of Calls	Type of Call	Number of Calls
Structure Fire	13	Grass Fire	38
Smoke Investigation	15	Powerline Down/Arcing	20
Vehicles Fires	8	Misc. Fire (Fryer, Dumpster, etc.)	4
Unauthorized Burning	2	Tank Battery Fire	3
Fire Alarm (No Fire)	42	Fire Investigation	2
Odor Investigation	41	Rescue/Entrapment	4
Motor Vehicle Accidents	48	Motor Vehicle Accidents w/Fatality	2
Vehicle Stalled/Flood Water	2	EMS Calls	337
Smoke Detector Install	11	Gas Meter Hit/Leaking	10
Event Standby	9	Witness School Fire Drill	5
Funeral Assist	4	Aircraft Standby	134

### **EMERGENCY MEDICAL SERVICES**

During the calendar year of 2018 Alva's Emergency Medical Services had a lot going on. The following is a run comparison to 2017.

	2018	2017
<b>Runs Cancelled</b>	48	39
<b>Assist No Transport</b>	230	216
<b>Transported by Local Law Enforce.</b>	5	2
<b>Transported by Private Vehicle</b>	2	8
<b>Standby</b>	181	147
<b>Treated and Transported</b>	586	527
<b>Total</b>	1,052	939

Transports	2018	2017
To SMC	986	888
To Enid	91	82
To OKC	40	57
To Woodward	0	1
To Kansas	6	3
<b>Total</b>	1,123	1,031

	2018	2017
<b>Number of Patients Treated</b>	1,055	943

Training - All EMS Staff completed courses on Trauma Education, Medic Life Training; BNSF Hazmat, BLS Instructor, Shock, Cardiac Emergencies, and OKEMIS Elite Training. Both the Supervisor and Assistant Supervisor attended a Supervisor Improvement Course. There was over 14 hours of In-House Training, which included Hemorrhage Control, Psych/Behavioral Emergencies, Pediatric Assessment and Central Nervous System Injuries among others.

The Alva EMS Staff also participated in a number of special projects. They were as follows:

Job Shadowing – The Alva Middle School students who felt they had an interest in a career in Medicine and EMS were invited to the EMS Station to learn more about the requirements of EMT's, the basics of what EMS consists of, the type of equipment used and the type of skills needed to succeed in EMS.

Career Fair – Alva 6<sup>th</sup> graders gather each year at the Northwest Technology Center for a career fair. EMS participated in the last event. Tours of the ambulance was given and equipment was demonstrated. Also, an explanation of the type of education and certification was needed to be a successful EMT.

EMR & EMT Skills Testing – Skills testing is required for each level of EMT. The course instructor is not allowed to test the students so Alva EMS medics volunteer their time to proctor the skills stations at the technology center for their EMR and EMT courses.

A Is for Ambulance – Alva Pre-K students are taught the alphabet through hands-on, visual activities. The EMT duty crew took the ambulance to Washington Elementary and talked with each class about what they do and allowed them to tour the ambulance.

Vial of Life – The Alva Vial of Life program is utilized by many Alva Citizens. This program allows citizens to document health information and place in a place familiar to the EMT, so it can be retrieved in the case of an emergency. Typically, the vials are handed out at the Woods County Fair, but several are kept on the ambulance for patients who want one.

## **FINANCIAL**

Included in the City Business Manager’s report are the monthly (unaudited) financial reports ending December 31, 2018, along with the January 2019 Sales and Use Tax reports. The General Fund had a negative month-to-date cash flow of (\$65,487) and a negative year-to-date cash flow of (\$840,903). There have been no transfers into this fund at December 2018. Transfers into the General Fund for the FY 2018-2019 are \$2,079,297.

The Alva Utility Authority has a month-to-date cash flow of a positive \$161,633 and a year-to-date positive cash flow of \$375,544. This amount does include construction projects which are planned for FY 2018-2019.

## **GRANTS**

*ODOT CHIPPER GRANT* – The City of Alva received the contract back from the Oklahoma Department of Transportation and they will reimburse the City of Alva \$50,000 toward the purchase of a new chipper for the Transfer Station.

*SAFE ROUTES TO SCHOOLS (SRTS) GRANT* – This grant will be submitted by 11/23, the deadline is 11/30. Staff is still waiting on notification of awards for this grant. They have not yet been published.

## **LOANS**

DWSRF Promissory Note to OWRB, Series 2017 – The City has drawn down \$2,417,477.31 to date on this note. There is one final payment to Wynn Construction, for \$145,272.23 and a final bill to METCO for \$2,346.32. The City will be responsible for any amount over the \$2,565,000 loan cap.

Alva Utility Authority System Revenue Note, Series 2018 – There is \$1,875,000 available for projects and the Authority has drawn down \$597,039.70.

## **ANNUAL AUDIT**

Crawford and Associates has completed the compilation of the City’s financial statements and has forward this information to Angel, Johnston & Blasingame, P.C. Angel, Johnston & Blasingame, P.C.

is in the process of completing the audit report. They have been in and completed all field work required.

SALES TAX REPORT

During the Month of December, the City of Alva received \$353,360 in Sales Tax and \$16,511 in Use Tax for a total of \$369,871. This is up \$23,932 from November 2018 and \$35,762 from December 2017.

The business sectors which are the largest contributors to sales tax are Utilities, Wholesale Trade, Retail Trade and Accommodations/Food Service. These Sectors make up approximately 89% of the total collections. The Sectors which are experiencing the largest variance from FY 2017-2018 are Accommodation and Food Services, Wholesale Trade, and Real Estate Rental/Leasing.

We have received, in January, the sales and use tax money from sales which occurred in November. The sales and use tax, which was attributed to sales during this month, increased \$30,588 for collections of both sales and use tax of \$400,459. This is the largest collection since March 2016. In a couple of months staff will have enough information to determine the cause of the increase.

UTILITY BILLING REPORT

During the month of December 2018, the City of Alva has billed \$275,512 for utilities, this is up 10.4% from December 2017. The total billing is 16.99% more than the previous year. When we examine the gallons pumped from the well field, we are experiencing a 27.59% decrease from FY 2017-2018. Staff expects to pump approximately 27 million gallons of water from the water well field during the month of January 2019.

As we look at the collections for each of the services we bill, the City of Alva is experiencing the following: Water revenues are up 20.8% above the collections for last December; Garbage revenues are 13.5% above YTD 2017; Sewer revenues have increased by 23.2% as compared to YTD 2017-2018.

AGING REPORT

The aging report at December 31 reflected the following:

Current	+1 Months	+2 Months	+3 Months	+4 Months	Balance
\$254,123.31	\$9,220.79	\$3,533.64	\$2,024.14	\$19,305.61	\$288,063.02
88.22%	3.20%	1.23%	0.70%	6.65%	

At the end of December 88.22% of the monies owed to the City of Alva for utility services are less than 1 month old or considered current. The City has 6.65% of the monies owed is either four months old or older. The accounts which are over three months past due have been sent to collections. The total amount due at December 31 is \$23,629.32 less than what was due to the City of Alva at June 30, 2018.

CITY OF ALVA, OKLAHOMA  
 ALL FUNDS  
 PERIOD ENDING December 31, 2018

	ALL FUNDS		% of Budget
	BUDGET	ACTUAL	
Beginning Fund Balance	\$ 3,389,932	\$ 3,389,932	
Revenues	14,122,486	6,724,208	48%
Expenditures	<u>(12,795,124)</u>	<u>(6,353,269)</u>	50%
Revenues Over (Under) Expenditures before Transfers	\$ 1,327,362	\$ 370,939	
Transfers In	\$ 3,178,432	\$ 506,882	16%
Transfers Out	<u>(4,702,278)</u>	<u>(1,115,617)</u>	24%
Net Transfers	\$ (1,523,846)	\$ (608,734)	
Increase (Decrease) to Beginning Fund Balance	\$ (196,484)	\$ (237,795)	
Ending Fund Balance	<u>\$ 3,193,448</u>	<u>\$ 3,152,137</u>	
Ending Balance as a percentae of annual revenues	<u>23%</u>	<u>47%</u>	

Amount of unrestricted and unobligated cash and investments carried over from the end of he prior year.

The end of December 2018 represents 50% of the fiscal year. This % is a basic measure of where the fund should be year to date compared to budget.

This represents the amount by which fund reveueus exceed expenditures prior to net transfers (subsidies) from/to other funds.

Indicates the current budget, as amended, plans on spending more than it takes in; therby, decreasing the fund balance by the end of the fiscal year by this amount.

This indicates the Fund has expended more than it has collected year-to-date. Thus reducing fund balance.

This amount is considered the City's unappropriated cash reserves. Fiscally prudent goal is to keep this amount at no less than 10-15% of annual revenues.



City of Alva  
Cash Flow Statement - All Funds

12/31/2018

Revenue Summary

	Annual Budget	Current Period	Y-T-D Actual	Encumbrances	Budget Balance	Percent Of Budget
Taxes	5,093,477	384,984	3,994,974	-	1,098,503	22%
Intergovernmental	1,029,838	15,029	246,589	-	783,249	76%
Charges for Services	5,860,964	320,188	2,102,053	-	3,758,911	64%
Fines & Foreitures	98,550	505	37,723	-	60,827	62%
License & Permits	25,600	1,150	7,747	-	17,853	70%
Investment Income	32,016	1,007	19,674	-	12,342	39%
Miscellaneous	1,982,041	76,881	315,449	-	1,666,592	84%
Transfer In	3,178,432	92,078	506,882	-	2,671,550	84%
<b>Total Revenues</b>	<b>17,300,918</b>	<b>891,822</b>	<b>7,231,091</b>	<b>-</b>	<b>10,069,827</b>	<b>58%</b>

Expense Summary

General Fund						
Personnel Services	3,532,134	267,180	1,670,977	26,680	1,834,478	52%
Materials and Supplies	477,796	21,258	260,838	(21,671)	238,629	50%
Other Services & Charges	665,883	39,874	313,136	173,864	178,884	27%
Capital Outlay	1,327,593	1,536	111,465	(52,217)	1,268,346	96%
Debit Services	145,460	-	68,927	70,885	5,648	4%
Transfers	2,587,533	200,864	1,115,617	-	1,471,916	57%
<b>Total General Fund</b>	<b>8,736,399</b>	<b>530,713</b>	<b>3,540,958</b>	<b>197,540</b>	<b>4,997,901</b>	<b>57%</b>
APD Drug Task Force	29,656	-	-	-	29,656	100%
Donation Fund	82,212	2,137	10,645	(2,396)	73,962	90%
Tourism Tax	514,957	-	140,124	(68,464)	443,297	0%
Airport Fund						
Personnel Services	103,159	5,930	43,690	660	58,809	57%
Materials and Supplies	208,193	1,761	148,842	(32,439)	91,790	44%
Other Services & Charges	40,878	1,149	54,427	23,027	(36,576)	0%
Capital Outlay	141,300	-	-	-	141,300	100%
Debit Services	-	-	-	-	-	0%
Transfers	-	-	-	-	-	0%
<b>Total Airport Fund</b>	<b>493,530</b>	<b>8,839</b>	<b>246,958</b>	<b>(8,752)</b>	<b>255,324</b>	<b>52%</b>
Meter Deposit	1,061	-	-	-	1,061	100%
Cemetery Fund						
Personnel Services	69,962	4,518	29,246	377	40,339	58%
Materials and Supplies	7,300	81	2,751	(952)	5,501	75%
Other Services & Charges	7,750	431	3,431	5,321	(1,001)	0%
Capital Outlay	8,500	-	6,513	(6,513)	8,500	100%
Debit Services	-	-	-	-	-	0%
Transfers	-	-	-	-	-	0%
<b>Total Cemetery Fund</b>	<b>93,512</b>	<b>5,030</b>	<b>41,941</b>	<b>(1,768)</b>	<b>53,339</b>	<b>57%</b>
Street Fund	239,292	19,373	195,398	(20,459)	64,353	27%

	Annual Budget	Current Period	Y-T-D Actual	Encumberances	Budget Balance	Percent Of Budget
<b>AEDA Fund</b>						
Personnel Services	257,958	18,428	101,981	2,499	153,478	59%
Materials and Supplies	146,600	3,831	62,224	(4,782)	89,158	61%
Other Services & Charges	105,865	6,281	48,416	30,182	27,267	26%
Capital Outlay	39,532	-	23,612	(15,153)	31,073	79%
Debit Services	179,178	-	89,589	89,589	0	0%
Transfers	-	-	-	-	-	0%
<b>Total AEDA Fund</b>	<b>729,133</b>	<b>28,540</b>	<b>325,823</b>	<b>102,334</b>	<b>300,976</b>	<b>41%</b>
OWRB Construction	-	-	1,627,303	(1,609,847)	(17,456)	0%
Municipal Court	3,508	-	3,450	(1,614)	1,672	48%
AEDA Scholarship	560,000	-	-	-	560,000	100%
Airport Grant	-	-	-	-	-	0%
<b>AUA Fund</b>						
Personnel Services	891,550	70,304	432,828	7,189	451,533	51%
Materials and Supplies	302,027	15,533	293,281	(86,294)	95,040	31%
Other Services & Charges	241,789	10,511	185,279	156,568	(100,058)	0%
Capital Outlay	1,949,764	10,455	93,922	113,475	1,742,367	89%
Debit Services	422,267	-	330,974	302,396	(211,103)	0%
Transfers	2,114,745	-	-	-	2,114,745	100%
<b>Total AUA Fund</b>	<b>5,922,142</b>	<b>106,803</b>	<b>1,336,285</b>	<b>493,333</b>	<b>4,092,524</b>	<b>69%</b>
Homestead Capital Improve	92,000	-	-	-	92,000	100%
AUA Development	-	-	-	-	-	0%
<b>Total Expenditures</b>	<b>17,497,402</b>	<b>701,434</b>	<b>7,468,886</b>	<b>(920,093)</b>	<b>10,948,609</b>	<b>63%</b>
<b>Income Over/(Under)</b>						
Revenues	(196,484)	190,388	(237,795)		(878,782)	

<b>FUND BALANCE</b>	
Beginning Balance	<u>3,389,932</u>
Ending Balance	<u>\$ 3,152,137</u>

## City of Alva

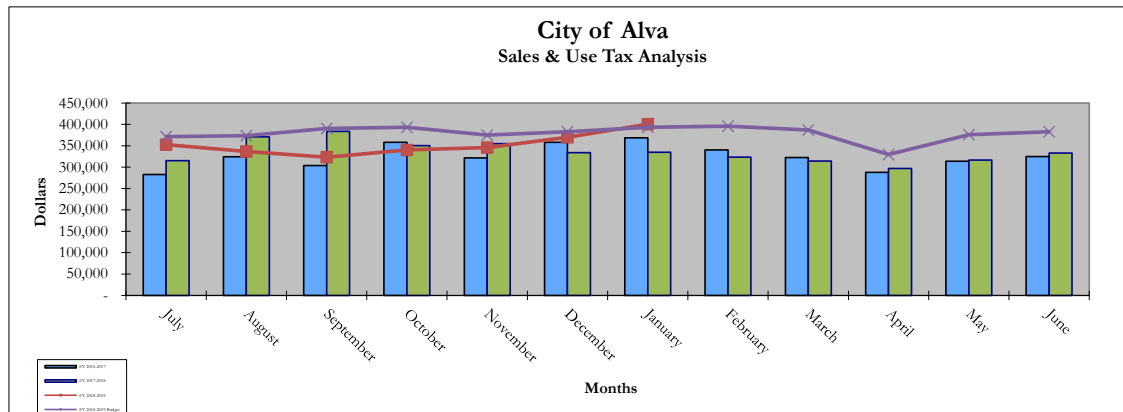
### Monthly Report of Sales Use Tax Collections

Month	Fiscal Year									
	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19
July	292,972	276,428	295,350	480,437	462,210	535,113	446,795	282,685	315,256	352,901
August	321,159	293,113	306,537	469,753	423,492	504,767	434,880	324,574	370,851	336,824
September	289,021	274,316	278,320	646,454	456,610	557,576	431,558	304,005	383,606	323,292
October	295,152	290,257	333,183	493,445	395,142	542,010	448,940	358,397	350,530	340,530
November	259,642	276,081	290,161	522,278	480,584	528,456	406,149	321,626	355,213	345,939
December	260,605	273,392	303,938	505,659	636,567	550,967	370,049	357,977	334,109	369,871
January	252,586	288,574	356,559	457,057	535,899	536,151	390,456	368,851	334,698	400,459
February	292,608	282,191	369,498	609,020	457,653	511,464	389,959	340,507	323,544	
March	250,078	262,853	410,393	442,349	460,641	506,933	424,955	322,629	314,559	
April	236,514	247,650	382,642	380,102	421,638	426,375	290,041	287,953	297,125	
May	263,710	269,245	472,210	460,219	447,687	522,230	313,642	314,072	316,471	
June	257,419	271,908	428,450	461,316	621,615	430,871	374,896	324,640	332,991	
	3,271,469	3,306,009	4,227,242	5,928,089	5,799,737	6,152,912	4,722,321	3,907,915	4,028,953	2,469,816
%inc (dec)	-5.93%	1.06%	27.87%	40.24%	-2.17%	6.09%	-23.25%	-17.25%	3.10%	

Month	Current Mo			% Variance	Y-T-D		% Variance	Received To Date	FY 18-19 Budget	Elapsed Time
	17-18	18-19	18-19		17-18	18-19				
July	\$ 315,256	\$ 352,901	11.94%	\$ 315,256	\$ 352,901	11.94%	7.75%	371,656	8.33%	
August	370,851	336,824	-9.18%	686,107	689,725	0.53%	15.15%	373,655	16.67%	
September	383,606	323,292	-15.72%	1,069,713	1,013,017	-5.30%	22.26%	390,748	25.00%	
October	350,530	340,530	-2.85%	1,420,243	1,353,547	-4.70%	29.74%	393,220	33.33%	
November	355,213	345,939	-2.61%	1,775,456	1,699,486	-4.28%	37.34%	375,310	41.67%	
December	334,109	369,871	10.70%	2,109,565	2,069,357	-1.91%	45.46%	382,692	50.00%	
January	334,698	400,459	19.65%	2,444,263	2,469,816	1.05%	54.26%	393,258	58.33%	
February	-	-	-	-	-	-	-	-	66.67%	
March	-	-	-	-	-	-	-	-	75.00%	
April	-	-	-	-	-	-	-	-	83.33%	
May	-	-	-	-	-	-	-	-	91.67%	
June	-	-	-	-	-	-	-	-	100.00%	
Total	\$ 2,444,263	\$ 2,469,816	1.05%							

**FY 18-19 Budget**

**\$4,551,742**



**Sales Tax Breakdown**

	17-18	FY 17-18
City General Fund	\$ 1,150,241	\$ 1,162,266
Hospital	718,901	726,416
Eco. Development	287,560	290,567
Scholarship	287,560	290,567
<b>Total</b>	<b>\$ 2,444,263</b>	<b>\$ 2,469,816</b>

**City of Alva**  
**Sales Tax Analysis by NAICS**

Sector	Description	Nov-16	Nov-17	Nov-18	YTD 2016	YTD 2017	YTD 2018
11	Agriculture, Forestry, Fishing and Hunting	-	-	24.97	-	-	286.83
21	Mining	169.34	20.83	(652.27)	2,106.27	315.78	183.86
22	Utilities	15,278.89	15,840.02	14,096.01	106,675.45	105,944.03	99,746.75
23	Construction	1,669.64	(3,175.74)	939.76	7,702.68	19,452.52	4,861.42
31	Manufacturing - Food; Textile; Clothing	867.14	850.11	1,218.26	4,510.33	4,424.89	3,200.88
32	Manufacturing - Wood; Metal; Lighting; Iron; Steel	1,536.61	1,405.42	2,525.65	9,461.36	15,211.27	8,854.50
33	Manufacturing - Prefabricated Metal Building; Construction; Oil & Gas	1,484.45	3,777.18	6,316.99	7,567.49	7,932.73	10,252.17
42	Wholesale Trade	53,558.05	37,783.59	41,464.84	143,725.77	187,033.94	153,740.15
44	Retail Trade - New Cars; Furniture, Computer Software; Household Appliance	62,490.03	71,110.00	79,581.87	336,727.33	355,408.53	365,200.82
45	Retail Trade - Department & General Merchandise Stores	127,919.77	115,468.25	126,066.92	614,351.19	609,380.14	604,367.95
48	Transportation and Warehousing - Transportation of Natural Gas	633.95	619.51	511.97	4,487.60	4,367.19	3,262.02
49	Transportation and Warehousing - Warehousing	14.15	23.97	3.72	67.74	46.47	89.64
51	Information	9,302.84	7,993.50	8,171.16	46,187.54	40,991.98	51,218.90
52	Finance and Insurance	3.17	(14.54)	11.87	18.95	95.90	259.11
53	Real Estate and Rental and Leasing	4,069.45	6,252.98	5,831.03	27,159.47	56,242.63	19,780.94
54	Professional, Scientific, and Technical Services	148.45	360.93	(512.05)	2,556.42	3,006.84	2,194.85
56	Administrative and Support and Waste Management and Remediation Services	43.34	(0.08)	1.11	184.76	418.28	570.46
61	Educational Services	-	-	-	(0.36)	-	1.06
71	Arts, Entertainment, and Recreation	1,952.34	2,164.75	1,540.28	8,966.86	8,954.36	6,900.22
72	Accommodation and Food Services	54,579.33	40,816.19	54,997.08	210,768.95	195,743.15	220,842.71
81	Other Services (except Public Administration)	10,382.56	15,822.65	11,828.70	49,468.68	71,191.37	57,023.55
92	Public Administration	-	-	-	9.70	8.58	8.53
	UNCLASSIFIED	(1,577.15)	333.19	826.83	9,857.81	5,925.76	5,837.67
	Total	344,526.35	317,452.71	354,794.70	1,592,561.99	1,692,096.34	1,618,684.99
		1.03	1.12				(73,411.35)

**Largest Contributors**

22	Utilities	99,746.75		
42	Wholesale Trade	153,740.15		
72	Accommodation and Food Services	220,842.71		
44	Retail Trade - New Cars; Furniture, Computer Software; Household Appliance	365,200.82		
45	Retail Trade - Department & General Merchandise Stores	604,367.95		
	Total	1,443,898.38	89%	

**Largest Variances**

72	Accommodation and Food Services	25,099.56		
42	Wholesale Trade	(33,293.79)		
53	Real Estate and Rental and Leasing	(36,461.69)		
	Total	(44,655.92)	-61%	

## City of Alva

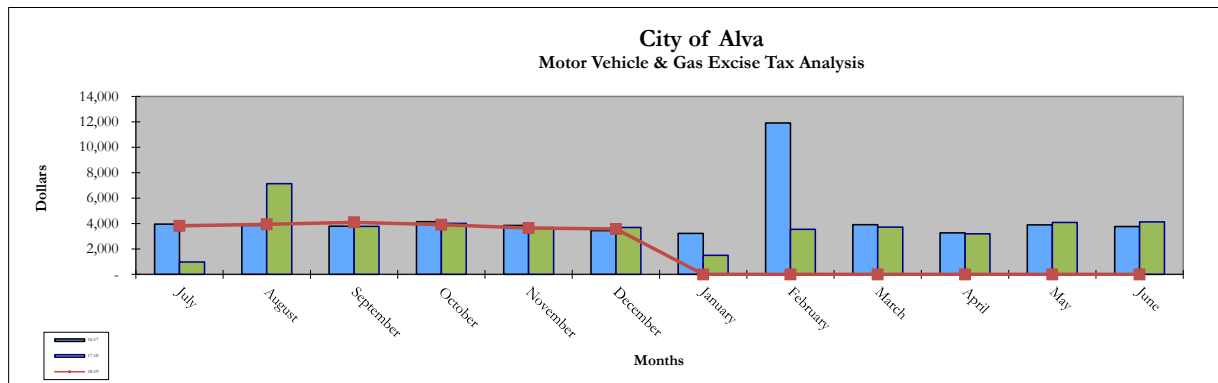
### Monthly Report of Motor Vehicle Gas Excise Tax Collections

Month	Fiscal Year											
	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	
July	3,970	6,171	4,021	4,244	3,931	3,680	3,712	3,738	3,951	966	3,826	
August	4,133	4,233	4,199	3,670	776	4,193	4,236	987	3,853	7,140	3,937	
September	3,976	4,039	524	3,695	6,827	3,734	816	849	3,796	3,775	4,092	
October	4,126	798	7,654	3,689	3,852	628	7,172	781	4,135	4,003	3,912	
November	3,661	7,020	3,751	3,497	3,736	6,967	3,977	840	3,849	3,670	3,649	
December	3,433	3,603	3,412	3,354	3,619	3,452	3,872	635	3,442	3,696	3,574	
January	3,647	3,458	3,673	3,170	3,228	4,107	4,489	972	3,223	1,503		
February	3,262	3,893	3,275	2,994	-	2,915	3,494	3,666	11,916	3,546		
March	4,656	3,786	3,213	2,784	5,640	3,265	3,876	3,902	3,909	3,714		
April	3,783	4,016	5,174	2,714	2,649	2,819	3,701	2,897	3,268	3,190		
May	753	4,446	4,175	6,010	5,890	3,056	3,845	3,202	3,895	4,078		
June	7,292	3,635	3,641	3,629	3,495	6,915	4,086	3,951	3,755	4,125		
<b>Total</b>	<b>46,693</b>	<b>49,099</b>	<b>46,710</b>	<b>43,450</b>	<b>43,642</b>	<b>45,732</b>	<b>47,275</b>	<b>26,419</b>	<b>52,992</b>	<b>43,406</b>	<b>22,989</b>	
%inc (dec)	-2.18%	5.15%	-4.87%	-6.98%								

Month	Current Mo		% Variance	Y-T-D		% Variance	Received To Date	Elapsed Time
	17-18	18-19		17-18	18-19			
July	\$ 966	\$ 3,826	296.18%	\$ 966	\$ 3,826	296.18%	6.53%	8.33%
August	7,140	3,937	-44.86%	8,105	7,763	-4.23%	13.25%	16.67%
September	3,775	4,092	8.38%	11,881	11,854	-0.22%	20.23%	25.00%
October	4,003	3,912	-2.29%	15,884	15,766	-0.74%	26.91%	33.33%
November	3,670	3,649	-0.57%	19,554	19,416	-0.71%	33.14%	41.67%
December	3,696	3,574	-3.32%	23,251	22,989	-1.12%	39.24%	50.00%
January	-	-	-	-	-	-	-	-
February	-	-	-	-	-	-	-	-
March	-	-	-	-	-	-	-	-
April	-	-	-	-	-	-	-	-
May	-	-	-	-	-	-	-	-
June	-	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 23,251</b>	<b>\$ 22,989</b>	<b>-1.12%</b>					

**FY 18-19 Budget**

**\$58,587**



**CITY OF ALVA**  
**SCHEDULE OF CHANGES IN LONG-TERM DEBT**  
**For the Month Ending December 31, 2018**

Description:	Account Number	Interest Rate	Monthly Payment	Beginning Principal	Principal Payment	Interest Payment	Ending Principal	Maturity Date
Community Bank - Equipment Lease (84%)	20836	3.50%	9,536.94	325,469.69	51,903.10	5,318.54	273,566.60	8/31/2021
Series 2014A Utility Revenue Note - Homestead		3.00%	23,831.67	718,467.23	130,435.84	11,597.89	588,031.39	7/1/2021
Series 2014B Utility Revenue Note - AMR		2.80%	1,193.34	935,000.00	0.00	3,600.00	935,000.00	1/1/2025
ODOC Contract	8141	0.00%	520.83	9,375.74	3,124.98	0.00	6,250.76	7/1/2019
ODOC Contract	11153	0.00%	1,138.01	104,697.52	6,828.42	0.00	97,869.10	7/1/2026
OWRB Loan	ORF-18-0002-DW	2.48%	9,949.85	2,565,000.00	0.00	13,212.94	2,565,000.00	9/15/2048
Utility Revenue Bonds - Series 2018		3.99%		1,875,000.00	56,250.00	43,900.39	1,818,750.00	6/8/2033
PWA Subtotal			<u>46,170.64</u>	<u>6,533,010.18</u>	<u>248,542.34</u>	<u>77,629.76</u>	<u>6,284,467.85</u>	
Community Bank - ARC	20785	3.50%	14,931.49	521,623.51	83,244.83	6,343.91	438,378.68	7/1/2020
Community Bank - Ambulance Lease		3.50%		151,310.00	9,142.12	2,038.76	142,167.88	8/31/2023
City Subtotal			<u>14,931.49</u>	<u>672,933.51</u>	<u>92,386.95</u>	<u>8,382.67</u>	<u>580,546.56</u>	
Community Bank Equipment Lease (16%)	20836	3.50%	1,816.56	61,994.23	8,446.30	853.06	53,547.92	8/31/2021
City Subtotal			<u>1,816.56</u>	<u>61,994.23</u>	<u>8,446.30</u>	<u>853.06</u>	<u>53,547.92</u>	
<b>Totals</b>			<u><b>\$ 62,918.69</b></u>	<u><b>\$ 7,267,937.92</b></u>	<u><b>\$ 349,375.59</b></u>	<u><b>\$ 86,865.49</b></u>	<u><b>\$ 6,918,562.33</b></u>	

City of Alva  
FY 18-19  
Capital Outlay Proposal

General Fund				Other Funds			
Dept	Description	Budget Approved	Actual	Dept	Description	Budget Approved	Actual
Administration	Comprehensive Plan	90,000		Donation Fund	Library Books & Misc	15,154	2,078
	Other Grants	10,000			Gun Range	9,091	
	City Hall AC/Heating Unit	300,000	-		PD - Drug Dog	11,257	
	Inspector Computer	-	1,259		PD - Kids & Cops	17,323	6,412
Utilities	New Phone System	14,000			Christmas Display	945	
Police	Police Equiped Pickup	33,876			Easter Egg Hunt	9,626	
	57' x 28' Steel Carport	-			Cemetery Beautification	9,975	
	In Car & Body Cameras	-	9,995	Airport	Seeding for Turf Runway	500	
Fire	Rural Fire Grant	4,500	1,050		Taxiway and Apron Geometry	140,800	
	Fire Rescue Unit	140,000		Cemetery	Building Repairs	1,000	
	Outdoor Warning Siren (2)	22,000			Zero Turn Mower	-	
Parks/Bldg	Outdoor Fitness Court	90,000			Road Repairs	7,500	
	Walking trail from Harper Rd to Monroe Str	400,000			Gate for North Entrance	-	100
	Professional Bldg Upgrades	-		ARC	Bleachers (4)	11,513	
	Roof Top Unit Suite B	-	6,800		Softball Field Dressing & Leveling	-	
	Basket Ball Courts	27,000			Netting at BB/SB Fields	10,000	
	Walking Trail	25,000			Railing - Soccer Field Perimeter	7,674	
					Camera System	10,345	8,459
Library	State Aid Grant	8,000					
	Books	10,000	6,419	AUA - Admin	Land Purchase	-	
	Replace Auditorium Flooring	-					
	Office Equipment (Computers/Copiers)	6,000	736	AUA - Water	Skyline Drive Sanitary Sewer	120,700	
EMS	EMS Building	-			Replace Water Dist. Line	548,194	
	Advanced EMT Training - 1 Employee	-			Water Well Video & Acid Wash	39,620	
	Carport	20,000	11,500		Booster pumps for Okla. Blvd	398,125	
	New Flooring in Office/Breakroom/Bedroom	-			Retro Fit Chlorine Inj. Sys	190,625	
	Rugged Laptops for Ambulance (2)	4,250	1,754		Sewer Camera	-	10,455
	Paramedic Training - 2 Employees	-		AUA - Sanitations	75 Yd Compactor Trailer	60,000	
	4x4 Ambulance	-			2007 Freightliner Tractor	-	25,000
ROW/Vehicle	Utility Tractor	49,102	29,000		Small Trash Truck	150,000	
	Rotary Cutter	3,518		Homestead Cap Improv	3rd Water Heater	14,000	
	Zero Turn Commercial Mower (3)	-			1st Floor/2nd Floor Flooring	-	
Street	Street Repairs (Street/Alley Fund)	239,292	166,780		Walk In Refrigeration/Freezer & Relocate D	50,000	
	Sand/Salt Spreader	-			Exterior Painting & Repair	-	
	Self Propelled Broom	-			Secure Lock Key System	-	
	Asphalt Warmer/Pothole Repair Unit	76,000			Pond Upgrades	-	
					Covered Parking	-	
					Proofer	-	1,299
					Washing Machine	-	919
APD Drug Fund	Police Capital Improvments	29,656			Generator	28,000	
				Econ. Development	Land Purchase	500,000	
					Total Capital Improvements	\$ 3,859,007	\$ 287,937