



OKLAHOMA

WHERE CHARM AND ADVENTURE MEET

City Manager's Report

Date: April 15, 2019
To: The Honorable Mayor and Council Members
From: Joe Don Dunham, City Business Manager *J. Dunham*
Subject: Manager's Report

YESTERDAY IS NOT OURS TO RECOVER, BUT TOMORROW IS OURS TO WIN OR LOSE.

Lyndon B. Johnson

MANAGERIAL

LEGISLATIVE ISSUES – I attended the OML Legislative Committee meeting (via conference call) on Wednesday April 3rd. During this meeting an update was given on the 2019 Legislative priorities and status on the action items from February and March were reported on.

New issues which were discussed were HB 1032 – Residential Building Design Preemption; HB 1048 – taking of groundwater rights by eminent domain; HB 1114 – Bond retainage on Public Construction Contracts; HB1404 – Gross production Tax on the Severance of Rock, Gravel, Granite, Sand, and Limestone; HB1902 – Incentive reimbursement Rate Plan for Nursing Facilities; HB 2362 and SB 841 – which both deal with a patient's right to choose a pharmacy provider; HB 2666 – Construction Management RFP Process; SB 260 – Photo monitoring device preemption; SB 708 – Handgun License Training Program; SB 762 and HB 1885 – which both deal with Local Bid Preference.

PROJECTS

CITY HALL HVAC – This project is in the wrap-up stag. The City of Alva took possession of the work site March 15th, since that time staff has been working to update the painting and flooring in both the City Council Chambers and the Customer Service Offices. Staff opened for business at 415 4th Street on April 6th.

REPLACEMENT OF WATER TRANSMISSION LINE – This project is currently on hold due to staffing levels and project requirements until the FY 2019-2020 budget year.

SWIMMING POOL – Staff received notification on Friday, April 12th the proposed rehabilitation plan was approved by the Oklahoma Department of Health. This will allow staff to start the process of ordering required equipment and start the installation. At this time, it is plausible the pool will open as planned in May.

CHLORINATION STATION CONSTRUCTION – This project started on April 1st and is moving forward.

WELL FIELD REHABILITATION – Staff is working on the rehabilitation of both wells 64 and 66 and unless there are unexpected delays will meet the DEQ established and approved time line of May 30th.

WATER/WASTEWATER DEPARTMENT

The Water/Wastewater Department has been working to comply with the DEQ approved timeline on Phase I of the Water Well Field Rehabilitation. This phase is for the rehabilitation and testing of wells 64 and 66. These wells were taken off line a few months ago after a DEQ inspection.

There have been numerous complaints concerning the apparent water leak on College Ave east of Murray Drive. Staff has investigated this issue and we have been informing citizens this is ground water seepage coming from an ATT manhole. ODEQ was down Friday to investigate this issue after a citizen complaint. ODEQ has verbally communicated to the City of Alva, they concur with staff's assessment and will be provided written documentation to the effect.

SANITATION

The Sanitation Department has been working to clean up the east side of the Transfer Station. They have placed two thirty yard roll off containers for citizen clean up. These roll offs have been placed in easy access locations for the public.

At least 75 yards of tree limbs have been picked up for chipping and cutting. Of these limbs 4 ricks of fire wood have been cut and picked up and the remainder has been chipped. These chips are available for citizens to pick up. The remainder of the time spent has been routine sanitation business.

COMMUNITY DEVELOPEMNT

ECONOMIC DEVELOPMENT SPECIALIST

Northwest Oklahoma Alliance held their legislative reception and their monthly board meeting in Oklahoma City. There were over 400 legislators and numerous people for NW Oklahoma in attendance. Senator Lankford was in Cherokee for a Town Hall meeting both the Economic Development Specialist and the City Business Manager were in attendance.

Worked with Woods County Economic Development Staff on the Annual Lt. Governor Turkey Hunt and met with Oklahoma Department of commerce to discuss finance and grant options for the Arena project.

Prepared blog information for the Visit Alva website for Facebook promotions. Helped to promote the Egg Drop/Hunt on the radio morning show. Also, prepared a Rural Economic Development Innovation grant for the installation of fiber to the home and met with staff on a pool grant through the Ardmore Institute of Health.

NUISANCE REPORT

As of this report both 1437 Young and 928 Barnes Ave. have been demolished.

During the March 2019 the City of Alva Planning Department has the following statistics.

Inspections Completed	
Commercial Building	0
Residential Building	6
Construction	0
Electrical	1
Mechanical	4
Plumbing	2
Business License	0
Sign	0
Total	13

Permits Issued	
Residential Building	6
Residential Plumbing	2
Residential Mechanical	4
Residential Electrical	0
Commercial Building	0
Commercial Plumbing	0
Commercial Mechanical	0
Commercial Electrical	1
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
Total	13

Permit Fees Collected				
Building	\$ 519.60		Electrical	\$ 0.00
Mechanical	80.00		Plumbing	90.00
Inspection Fee	30.00		Sign	0.00
Demolition	0.00		UBC Admin Fee	6.00
UBC Permit	48.00			
Total				\$ 773.60

Complaint	Complaints Filed	Completed	Pending
Grass/Weeds	1	0	1
Trash	2	0	2
Inoperable Vehicle	1	0	1
Other	1	0	1
Total	5	0	5

Properties Abated – 0 = 0.00

Properties Posted – 0

Citations Issued – 0

Illegal Signs Pooled - 0

HUMAN RESOURCES

The City of Alva currently has one employee out because of a Workers Comp Injury and two out because of personal medical issues. We have been successful at employing 4 part-time EMS employees, one is already EMT-Advanced qualified and one is EMT -Basic certified, and two Sanitation employees.

During the month two Water/Wastewater employees resigned, one to retirement and the other just a resignation. This left quite a hole in the Water Department institutional knowledge, which needed to be addressed quickly. Staff was in process of interviewing for one employee when this occurred and was successful in that hiring. We also had one request for transfer to the Water Department. The bodies were filled rather quickly, but the learning curve will be pretty steep for these employees.

The City is actively advertising for a full-time Water Department Employee, full-time Firefighter I for the Rover position, a Grounds Maintenance Position for ARC, a Parks and Building Maintenance Position, a full time Inmate Supervisor, General Laborer – Sanitation positions and both full- and part-time EMS employees. The strictly part-time positions currently open are a Airport Attendant, ARC Attendants, and Grounds Maintenance Employees.

LIBRARY

During March the Library hosted 3 of the 6 workshops on Financial Fitness, the Little Explorers Story hour/activity time, Tuesday After-School Programs and Code Club. The Friends of the Alva Public Library held their 21st Annual Chocolate Fantasy on Thursday, April 4th. The event was standing room only and a good time was had by everybody. There was an estimated \$12,000 raised at this event.

Two staff members, Angela Courson and Amy Ryerson attended a certification class in Fairview. Both are working toward certification through the Oklahoma Department of Libraries. Library Sandra Hamilton participated in an on-line webinar through Webjunction, which is a site for librarians.

March 2019 Statistical Information:

Twenty-two meetings were hosted by the Library

Staff held 9 programs for youth

1,552 items were checked out and 740 items were digitally downloaded from the library e-service.

The Internet service was accessed 932 times.

162 items were added to the physical collection

STREET DEPARTMENT

During the month of March, the Street Department has milled and reprofiled 11th Street from Flynn Street to North of Fair Street and 12th Street from Flynn to Santa Fe. In preparation of future street work staff has hauled in 5 tons of asphalt and filled approximately 120 pot holes. Millings have been placed in the alley of the 1200 block between Locust and Maple Streets and in the alley off of Skyline Drive Between Cherry and Oak Streets. As usual during this time of year the crews have been working on numerous alleys blading and filling small holes with millings

Street sweeping will begin soon on streets in preparation of chip seal jobs and some of the street crews have been helping at the Homestead to construct a small freezer pad. The crews have been working to maintain equipment, changing oil, filters and the like. They have also been replacing the teeth on the asphalt zipper and have started getting the tanks clean for chip/seal oil. We will start purchasing this soon.

POLICE

During the month of March, the Alva Police Department made 221 separate contacts. These contacts resulted in 43 tickets and 179 warnings. A summary of the tickets are as follows

JANUARY TICKETS

ASSAULT	3	BURGLARY	1
CIVIL	3	DRIVING UNDER THE INFLUENCE	3
DRUGS/NARCOTICS	8	DRUNKENNESS	2
WARRANTS	3	WEAPONS LAW VIOLATIONS	2
LIQUOR LAW VIOLATIONS	0	OTHER OFFENSES	7
PUBLIC PEACE	4	THREATS/INTIMIDATION	2
TRAFFIC – IMPOUNDS	1	VADALISM/DESTRUCTION	3
OFFENSE SUMMARY	42	OFFENSE REVENUE (EST.)	\$9,144.00

FIRE

During March 2019, firefighters continued to carry out daily and weekly procedures such as daily apparatus inspections, and weekly apparatus exercises. Apparatus exercises occur every Monday and consist of operating each pump, generator, hydraulic power unit, power tool on all apparatus. Each Monday is also a day of thorough cleaning of the fire station.

The process of updating of Pre-Fire Plans started in January and has continued thru March. Pre-Fire Plans consist of Pre-planning responses to all Commercial Property. Pre-Fire Plans are an important and necessary aspect of firefighter safety and effectiveness. Good pre-planning provides better situational awareness during a working fire. Pre-planning starts with a walkthrough that identifies critical information for each commercial building, including natural gas, water, and electric disconnects, fire alarm systems, sprinkler control valves, building access points, materials that would be hazardous, explosive in a fire, etc. The type of occupancy, type of construction, contact information and building's owner and key holders' information is recorded. This information is stored on an iPad in the first out Engine and accessed in route to a given location.

Also, while on shifts firefighters have been assigned specific daily training in areas such as fire ground tactics, fire ground operations, pumping operations, rescue operations, Haz-Mat operations and EMS continuing education. Throughout this reporting period, firefighters have completed 25.5 hours of training. Firefighter Chris Morris completed a grain entrapment training prop. It is a visual prop to teach children farm related dangers. This prop shows how rapidly one can become entrapped by moving grain. Firefighter Morris has a passion, inspired by an actual grain entrapment that resulted in a child's loss of life. He hopes to make more children aware of the dangers associated with grain.

Also, March 1st through 16th firefighter Jordan Leon completed required training of, Firefighter-I, Firefighter-II, Haz-Mat Awareness, and Haz-Mat Operations at Hutchinson Community College. Jordan completed homework assignments before attending the on-campus training which consisted of 120 hours.

Assistant Fire Chief / Fire Marshal, Bryan Miller, attended the Fire Marshal Association of Oklahoma mini-conference in Shawnee. The mini-conference was over the new marihuana rules, building and fire codes for the State of Oklahoma. OMMA (Oklahoma Medical Marihuana Association) and the Oklahoma State Fire Marshal Office were the speakers. Asst. Chief Miller was instrumental in working with the City of Cherokee to acquire a surplus oil field bunk-house that they used for temporary office

space. The bunk-house has been moved to the Fire Department Training Facility. It will be a classroom, restroom, and training rehab facility; these meets an NFPA 1402 Standard for fire training facilities.

During the month of March, the Fire Department responded to 82 calls. The breakdown is as follows:

Type of Call	Number of Calls	Type of Call	Number of Calls
Vehicle Wreck w/Injury	3	Power Line Down	1
Structure Fire/Electrical Short	2	Natural Gas	7
False Alarms	2	Smoke Detector Installation	1
Miscellaneous Calls	3	Fire Response /Controlled Burn	7
Smoke Investigation	1	Agency Assist/Traffic Control	3
EMS Assists	44	Aircraft Landing Zone Scene Safety	8

Storm Siren Test on April 3, 2019.

<u>Siren Location</u>	<u>Function</u>
Bud Rose Park	Operated properly
Oklahoma Blvd. & Lane	Did not operate properly
500 Blk. of Church Street	Operated properly
Young & Thunderbird	Operated properly
Alley of 1305 Church Street	Operated properly
½ Blk North of Hwy 64 & Ridgeway	Operated properly

Joe Goddard Enterprise, LLC was contacted immediately and requested repairs were made on siren that did not operate properly.

EMERGENCY MEDICAL SERVICES

During March EMS conducted 5 interviews for open positions which resulted in 4 recommendations for hire, 2 EMS and 2 AEMT's completed training for NREMT. This training consisted of 40 hours of educational training for EMT's and 50 hours for AEMT, along with an evaluation of skills competency. The renewal for OSDH license was submitted.

7 EMT's attended the Oklahoma Trauma Education Program on March 8th. This training was held at NWTIC and provided training on the updated material and new requirement for EMS in regards to the treatment and transport of trauma patients. 2 EMT's attended the Oklahoma Emergency Medical Technician Association Spring Conference. This training was provided by the OEMTA and included both lecture and hands-on skills training in Enid.

	March	Year-To-Date
Runs Cancelled	4	12
Patient Dead on Scene	0	4
Patient Evaluated, No Treatment/Transport Required	29	62
Standby	13	43
Transported Lights/Siren	14	28
Transported No Lights/Siren	42	130
Total	102	279

	March	Year-to-date
Number of Patients Treated	63	206

EMS made 52 transports during the month of February and 8 were transported out of Alva. This makes 119 transports year to date and 17 were transported out of Alva

FINANCIAL

Included in the City Business Manager’s report are the monthly (unaudited) financial reports ending March 31, 2019, along with the April 2019 Sales and Use Tax reports. The General Fund had a negative month-to-date cash flow of (\$109,604) and a negative year-to-date cash flow of (\$1,255,313). There have been no transfers into this fund at March 2019. 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 \$46,488 and a year-to-date positive cash flow of \$756,210. This amount does include construction projects which are planned for FY 2018-2019.

LOANS

Through the month of March, the City of Alva has made \$520,242.47 in principal payments and \$249,756.69 in interest payments. As of March 31, 2019, the City owes across all entities a total of \$6,747,695.45. The payoff dates range from 7/1/2019 to 9/15/2048.

During the month of January, the City of Alva did not drawdown an of the OWRB Loan funds. As of January 31, 2019, the City had a drawdown balance of \$2,417,477.31, which leaves a balance available to pay vendors of \$147,522.69 to make final payments to vendors. Anything over this amount will have to be paid as soon as practical.

SALES TAX REPORT

During the month of March, the City of Alva received \$303,773 in Sales Tax and \$21,469 in Use Tax for a total of \$325,242. This is down \$75,058 from February 2019 and up \$9,683 from March 2018.

The business sectors which are the largest contributors to sales tax to dare are Utilities, Wholesale Trade, Retail Trade and Accommodations/Food Service. These Sectors make up approximately 88% of the total collections. The Sectors which are experiencing the largest variance from FY 2017-2018 are Accommodation and Food Service, Retail Trade, Manufacturing and Construction.

We have received, in April, the sales and use tax money from sales which occurred in February. The sales and use tax, which was attributed to sales during this month, has increased significantly over the current month. The Sales and Use Tax received during April 2019 was \$415,160, which is a \$89,918 increase. Currently, Sales and Use Tax is 6.84% more than Last year and 7.0% less than budget projections.

UTILITY BILLING REPORT

During the month of March 2019, the City of Alva has billed \$269,208 for utilities, this is up 10% from March 2018. The total billing is 13.17% more than the previous year. When we examine the gallons pumped from the well field, we are experiencing a 5.58% decrease from FY 2017-2018. Staff expects to pump approximately 38 million gallons of water from the water well field during the month of April 2019.

As we look at the billing for each of the utility services, the city of Alva is experiencing the following: Water revenues are up 14.29% above the collections for the time frame ending march 2018; Garbage revenues are 15.80% above 2017-2018; Sewer revenues have increased by 20.66% as compared to YTD 2017-2018.

AGING REPORT

The aging report at March 31 reflected the following:

Current	+1 Months	+2 Months	+3 Months	+4 Months	Balance
\$257,471.79	\$8,308.42	\$3,803.17	\$2,240.90	\$22,661.44	\$294,485.72
87.43%	2.82%	1.29%	0.76%	7.70%	

At the end of March 87.43% of the monies owed to the City of Alva for utility services are less than 1 month old or considered current. The City has 7.70% of the monies owned 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 March 31 is \$12,322.91 less than what was due to the City of Alva at June 30, 2018.