



City Manager's Report

Date September 16, 2019
To: The Honorable Mayor and Council Members
From: Joe Don Dunham, City Business Manager *J. Dunham*
Subject: Manager's Report

*THE DIFFERENCE BETWEEN A SUCCESSFUL PERSON AND OTHER IS NOT A LACK OF STRENGTH, NOT A LACK OF KNOWLEDGE, BUT RATHER A LACK OF WILL.
VINCE LOMBARDI*

MANAGERIAL

Professional Building Report – The roof replacement on the Professional Building was completed on September 14th, well ahead of schedule. The mold remediation company out of Clinton, Oklahoma will now be scheduled to come address the mold issue in the Professional Building. If possible this will take place over a weekend, but this schedule will have to be worked out with the tenants.

Human Resources - The City of Alva currently has one employee out because of a Workers Comp Injury. The City of Alva has 79 Full-Time Positions and 85 Part-Time or Seasonal Position approved and budgeted. Of those positions there are 71 Full-Time and 65 Part-Time or Seasonal Positions filled.

The City is actively advertising for the following positions: 3 ROW Seasonal General Labor positions; 4 EMTs; 1 Paramedic; and 1 Sanitation Drivers.

With mixed feelings we announce the retirement of one of our employees. Benny Perks has been employed with the City of Alva for thirty-six years, and he has decided that the time has come to retire.

Benny began his journey with us thirty-six years ago as a simple street sweeper operator in the Street Department. He slowly, but surely worked his way up to Street/Sanitation Department Supervisor. Benny started at an entry-level position and worked his way up to Supervisor over two of the largest departments in the City of Alva. He has provided vital input on the development of the funding needs for these two departments and has been instrumental in the implementation of the Alva Street Repair process.

Benny Perks has contributed thirty-six years of experience to the City, and his achievements will not be forgotten. Please join me in wishing him the best in the next steps of his journey.

PROJECTS

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.

WELL FIELD REHABILITATION – Crews are back working on this project. Staff is working in the well field during the times they are not required to be in town to repair leaks, read meters or do turn-offs and turn-ons. The Oklahoma Department of Environmental Quality preformed a routine inspection at the City of Alva Well Fields in July. This inspection went very well. There are some process control tests the City of Alva needs to be completing on a monthly basis and reporting on the monthly operations reports, these tests include pH, alkalinity and stability. Staff is working on an implementation plan for the rehabilitation of the water wells, so they are in compliance with DEQ standards and are uniform with wells 64 and 66. As a part of the implementation plan the Water Department will be addressing some of the smaller issues at the well field, i.e. seals and electrical, first and then moving on to the more challenging repairs. As a part of routine maintenance, the Water Department replace pumps on two wells and did some clean up in the well field.

SKYLINE SANITARY SEWER LIFT STATION – This project is complete.

UTILITIES

CUSTOMER SERVICE CENTER – The Alva Customer Service Center entered and forward 225 work orders, processed 30 citations. The Customer Service Center prepared and mailed 2,510 utility bills, 35 statement billings and responded to 971 incoming phone calls.

The miscellaneous customer transactions including but not limited to deposit refunds processed/mailed, cemetery assist/stone settings, lot purchases, multiple accident report inquiries/prints/sent, utility bill corrections, meter profile reports, background checks for OSBI, animal control impound assists and various other customer issues that arise on any given day.

Confirm Reads	Cut Off for Non-pay	Reinstate Service	Start Service	Stop Service	Profile Reports	Missed Garbage	Limbs & Leaves Pickup	Misc.
22	57	37	61	8	-	6	18	15

*Work Orders Processed

WATER/WASTEWATER DEPARTMENT

During August, the Water Department addressed routine repairs and maintenance at the Alva Well Fields and meter replacements. There were some miscellaneous repairs addressed at the swimming pool, routine breaks and water calls were addressed. A major break occurred at 5th Street and Oklahoma Blvd. The water line cracked and a valve was cut in. This required the intersection to be closed for approximately two weeks. Well #70 was taken out of service for a short time. The motor had aged beyond repair and had to be replaced. It is now back in service and pumping water to Alva. The sewer lift motor on Canyon Hills Drive was taken out of service and replaced due to age.

.SANITATION

During August, Sanitation was able to hire one critical position, but continues to be one CDL Driver short. The department continues to be down one employee, who is working light duty due to a injury. This department has experienced some equipment issues over the last month. One of the packer trucks experienced engine issues, which were going to require the replacement of the engine. This had an estimated cost of \$15,000. The department supervisor was able to find a slightly used chassis with low miles. The purchase of this chassis with the removal and replacement of the packer body was going to approximately \$10,000. Staff has elected to go this route for the cost savings.

The Crews have been working diligently to keep the trash routes caught up and keep Alva clean. Staff is working to grind the chips to clean up the Transfer Site and crews are working to pick up limbs now.

ALVA RECREATION CENTER

The Alva Recreational Center sponsored the following activities during August:

<i>Activity</i>	<i>Participations</i>	<i>No. of Children Served</i>
<i>ARC Soccer League</i>	18 Teams	132 Players
<i>ARC Flag Football League</i>	8 Teams	79 Players
<i>Co-Ed Slow Pitch Softball</i>	52 people, 4 teams, every Wednesday @ 6:30 Through October 16 th	
<i>Parties/ Reunions</i>	3 Birthday Parties	
<i>Other Activities</i>	1 Softball Practice & 4 Adult Basketball Teams	

COMMUNITY DEVELOPEMNT

ECONOMIC DEVELOPMENT SPECIALIST

The City of Alva was a co-host of the “Lights Over Alva” event on the Downtown Square. There were over 400 people in attendance at this event. “Lights Over Alva” featured three different bands and food trucks, plus the local retailers were vendors. The Community Development Specialist was able to help Invenergy Wind Energy to find an office in Alva and was instrumental in finding an Alva location for their Shareholder meeting. Other events are The Annual Cruise Car Show and the Fall Decorators for Downtown Corners.

The Community Development Specialist was also able to represent the City of Alva at the Governor’s Economic Development Conference in Edmond, the Red Carpet Country Annual Meeting in Enid and he Census Kick Of in Oklahoma City

NUISANCE REPORT

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

Inspections Completed	
Commercial Building	4
Residential Building	1
Construction	0
Electrical	2
Mechanical	3
Plumbing	5
Occupancy	2
Sign	0
Total	17

Permits Issued	
Residential Building	1
Residential Plumbing	4
Residential Mechanical	2
Residential Electrical	1
Commercial Building	4
Commercial Plumbing	1
Commercial Mechanical	1
Commercial Electrical	1
Fire Protection System	0
Swimming Pool	0
Storm Shelter	0
Other Building	0
Occupancy	2
Beverage License	0
Special Event Permit	0
Solicitors License	0
Mobile Food Vendor	0
Total	17

Permit Fees Collected				
Building	\$ 278.40		Electrical	\$ 40.00
Mechanical	75.00		Plumbing	315.00
Inspection Fee	10.00		Sign	0.00
Demolition	100.00		UBC Admin Fee	9.00
UBC Permit	72.00			
Total				\$ 899.40

Complaint	Complaints Filed	Completed	Pending
Grass/Weeds	7	6	1
Trash	1	1	0
Inoperable Vehicle	0	0	0
Other	1	1	0
Total	7	6	1

Properties Abated – 0 = 0.00

Properties Posted – 0

Citations Issued – 0

Illegal Signs Pooled - 0

LIBRARY

In August, the Little Explorers Story hour met Tuesday Morning and Tuesday Activity time met after school, the Code Club met Thursday after school bi-weekly and the Lego Club is meeting regularly. The Friends of the Library "Let's Talk About It" book series starts September 23rd, and the Library is hosting monthly OSU Extension "Adulting" classes for teens and young adults.

The Library is waiting on bookshelves which were donated by the Friends of the Library Group to for an on-going book sale. Plans are in the works to hold the annual book sale during September when shelving units arrive, and file cabinets are removed from the Library. Library staff is currently evaluating the DVD collection, and the de-selection process is taking place. Library staff is also creating consistent metadata for adult fiction and evaluating the Newbury and Sequoyah collections in the youth section.

August 2019 Statistical Information:

24 New Patron cards were turned-in.

2,144 items were checked out, and 822 articles were digitally downloaded from the library e-service.

The Internet service was accessed 996 times.

179 items were added to the physical collection

35 DVD's were donated to the library collection

19 meetings or programs were held during August

STREET DEPARTMENT

For August, the Street Department has completed or is addressing an asphalt overlay the following streets:

- College from Church to Barnes Street
- Locust from 7th to 14th Street
- Is currently working on Center Street from 7th Street to 11th Street

Currently the Street Department is focusing on the repairs on Center and will then move to Flynn Street to repair the culvert at the corner of Meno Street and Flynn Street. This corner will be a combined effort between the Woods County Commissioners and the Alva Street Department and will be a major repair job.

The weather plays an important part on the City's street repair efforts. Crews need to be aware of the weather in Alva and Woods County as well as the weather in the communities where the asphalt is purchased. So, in their down time the Street crews have been address repairs on dirt roads which are in the City limits, sweeping streets and patching pot holes. In August, the Street Department purchased 15 tons of asphalt for the purpose of patching pot holes. This has given the crews enough material to repair between 250 and 300 pot holes.

POLICE

During August, the Alva Police Department responded to 285 calls. These calls resulted in 30 tickets, 122 warnings, and 34 reports. A summary of the tickets are as follows:

AUGUST INCIDENT SUMMARY

ASSAULT	2	BURGLARY	1
CIVIL	1	DRIVING UNDER THE INFLUENCE	3
DRUGS/NARCOTICS	5	FAMILY	1
WARRANTS	4	STOLE VEHICLES	
LARCENY	3	OTHER OFFENSES	5
PUBLIC PEACE	6	THREATS/INTIMIDATION	3
TRAFFIC – IMPOUNDS	2	VANDALISM/DESTRUCTION	5
OFFENSE SUMMARY	41	OFFENSE REVENUE (EST.)	\$3,362.00

Along with these citations there were 53 reports filed, and three accidents worked.

FIRE

Annual fire hose hydrostatic testing has continued through August and is nearing completion.

In August the breathing air compressor was serviced and calibrated. The compressed breathing air was sampled and tested. The test came back showing that our compressed breathing air is of good quality.

Throughout August 2019, our firefighters continued 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.

While on shifts, firefighters are 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.

Also, toward the end of August, we had a concrete curb poured on the east side of the pad at the training field. The curb will cure a significant soil erosion problem we had there. We cleaned mowed and weeded the training grounds. A great deal of progress took place on the fence construction, and it is nearing completion.

Broken and settling concrete directly in front of bays II & III was replaced

Firefighters Devon Cushenbery and Derek Nusser trained to become Certified CPR Instructors.

Assistant Chief Miller attended a week-long Fire Marshals Association of Oklahoma training session.

Chief Trezell continues to attend all scheduled Woods County Hazardous Mitigation Planning Committee meetings. Chief Trezell is helping that committee update the Woods County Hazardous Mitigation Plan

During August, the Fire Department responded to 70 calls. The breakdown is as follows:

Type of Call	Number of Calls	Type of Call	Number of Calls
Vehicle Wreck w/Injury or fatality	0	Farm/Tank Battery Equipment Fire	0
Veh/Structure Fire/Electrical Short	4	Grass Fire	4

False Alarms	4	Smoke Detector Installation/Service	0
Miscellaneous Calls	2	Fire Response /Controlled Burn	0
Smoke/Odor Investigation	3	Agency Assist/Traffic Control	0
EMS Assists	41	Aircraft Landing Zone Scene Safety	12

EMERGENCY MEDICAL SERVICES

During August the Alva EMS Service, along with members from AFD, APD, and Woods County Dispatch, took part in a Critical Incident Stress Debriefing (CISD). This process is to aid in the recovery process and allow for healthy coping after a critical incident. Early in August, the service was “Out of Service” or 10-7 for the final ride and Celebration of Life Service for Senior Medic Crystal Avila. All Woods County Protective and Emergency Service Agencies and numerous other emergency response agencies from throughout Northwest Oklahoma attended the services.

Staff for this department recommended the hiring of one part-time applicant and conducted two other interviews during August. The employee hired has completed all of the required testings and has progressed to orientation.

The service was also able to participate in the Oklahoma Emergency Management Q1 Web EOC Drill.

Type of Call	August	Year-To-Date
Runs Cancelled	2	29
Patient Dead on Scene	1	9
Patient Evaluated, No Treatment/Transport Required	12	193
Standby	11	106
Transported Lights/Siren	8	54
Transported No Lights/Siren	38	297
Total	72	688

Transportation Destination	August	Year-To-Date
Alva	40	298
Enid	4	41
Wichita, KS	0	3
Oklahoma City	2	9
Total	46	351

ALVA REGIONAL AIRPORT

One of the Part-Time employees resigned from the Airport. Staff will be beginning the search as soon as practical. There were 25 transient aircraft sign the Guest Book during the month of August.

ALVA CEMETERY

During August, the Cemetery had four burial and three cremation services. Staff continued settling the graves from the last couple months. The team is also continuing to research columbarium designs and prices for block 11. Maintaining mowing and weed-eating. The American Legion and Boy Scouts of America held the flag retirement service on 9/11. We have begun the next step in mowing preparing to the end of the season.

FINANCIAL

Included in the City Business Manager's report are the monthly (unaudited) financial reports ending August 30, 2019, along with the September 2019 Sales and Use Tax reports. The City of Alva is budgeted to receive \$16,305,379 and at the end of August has received a total of \$1,823,269. The budgeted expenditures are \$15,450,028. The City has actually expended \$1,779,036. Transfer out were \$190,574.

This will bring Fund Balance from \$5,763,301 to \$5,616,960 at the end of August.

CASH AND INVESTMENTS

On September 16, 2019 the cash balances for all City of Alva cash account was \$24,428.23 and investments totaled \$2,132,602.91.

LOANS

Through August, the City of Alva has made \$166,461 in principal payments and \$25,843 in interest payments. As of August 30, 2019, the City owes across all entities a total of \$6,251,507.52. The payoff dates range from 7/1/2019 to 9/15/2048.

SALES TAX REPORT

During August, the City of Alva received \$297,818 in Sales Tax and \$25,044 in Use Tax for a total of \$322,862. This is down \$2,230 from July 2019 and down \$13,962 from August 2018.

At this time current NAICS data is not available. Staff will review two months' worth of data in the next report.

We have received, in September, the sales and use tax money from sales which occurred in July. The sales and use tax, which was attributed to sales during this month, has decreased slightly over the current month. The Sales and Use Tax received during August 2019 is \$355,914, which is a \$32,622 increase.

UTILITY BILLING REPORT

In August 2019, the City of Alva has billed \$345,216 for utilities, which is an increase of \$14,996 from August 2018. When we examine the gallons pumped from the well field of 50,657,000, we see a large increase over the 37,739,963 in 2018. There is also a large variance from the 37,739,963 gallons billed for August 2019. Staff believes this variances are due to several issues:

- Inaccurate metering, staff anticipates this will be corrected once the new metering system is in place by the end of this month
- Fire Hydrant testing occurred in the month of August
- Pipe breaks at the Swimming Pool

As we look at the billing for each of the utility services, the City of Alva is experiencing the following: Water revenues are consistent with August 2018; Garbage revenues have increased by \$11,118.55 over August 2018; Sewer revenues remain consistent with August 2018 collections.

AGING REPORT

The aging report at August 30 reflected the following:

Current	+1 Months	+2 Months	+3 Months	+4 Months	Balance
\$ 333,076.25	\$ 14,651.05	\$ 5,268.45	\$ 1,256.73	\$ 31,398.87	\$359,650.21
86.37%	3.80%	1.37%	0.33%	8.14%	

At the end of August 86.37% of the monies owned to the City of Alva for utility services are less than 1 month old or considered current. The City has 8.14% 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 August 31 is \$71,105.04 more than what was due to the City of Alva at June 30, 2018.