



## City Manager's Report

Date           October 21, 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* – Staff is still working to get the mold remediation completed as soon as possible. As soon as this is complete, it appears as if some of the suites may need carpet replaced. I will be reporting on this in a future report.

*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 67 Full-Time and 50 Part-Time or Seasonal Positions filled.

The City is actively searching for the following positions: Street/Sanitation Supervisor, part-time airport attendant, 3 full-time EMT's, a CDL Driver for Sanitation and General Labor Position for Sanitation.

On October 10<sup>th</sup> we celebrated Benny Perks retirement with a small party at Public Works, where we supplied hamburgers, a cake and a small retirement gift.

### **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* – There has not been much change in this project. Staff is still working in the well field during the times they are not required to be in town repairing leaks, reading meters or doing turn-offs and turn-ons.

*NORTH HWY 281 WATER LINE CONSTRUCTION* – Staff has been preparing DEQ documents, submissions and acquiring supplies. This is a REAP Grant project and has to be complete by January 2020. This will be a priority project until it is completed.

## **UTILITIES**

*CUSTOMER SERVICE CENTER* – The Alva Customer Service Center entered and forward 141 work orders, processed 81 citations. The Customer Service Center prepared and mailed 2,528 utility bills, 35 statement billings and responded to 951 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.
18	52	15	15	9	-	7	25	44

\*Work Orders Processed

## *WATER/WASTEWATER DEPARTMENT*

During September, the Water Department addressed routine repairs and maintenance at the Alva Well Fields and meter replacements.

## **COMMUNITY DEVELOPEMNT**

*ECONOMIC DEVELOPMENT SPECIALIST* - The City of Alva was able to co-host, with RACE, another year of the Big Cruise and Car Show. By all accounts this was another wonderful year for the car show. The Community Development Specialist is working with the Chamber and other retail leadership members on a “Tactical Urbanism” Campaign. Tactical urbanism includes low-cost, temporary changes to the built environment, usually in cities, intended to improve local neighborhoods and city gathering places. Tactical urbanism is also commonly referred to as guerilla urbanism, pop-up urbanism, city repair, or D.I.Y. urbanism.

The term was popularized around 2010 to refer to a range of existing techniques. The Street Plans Collaborative defines "tactical urbanism" as an approach to urban change that features the following five characteristics:

1. A deliberate, phased approach to instigating change;
2. The offering of local solutions for local planning challenges;
3. Short-term commitment and realistic expectations;
4. Low-risks, with a possibly high reward; and
5. The development of social capital between citizens and the building of organizational capacity between public-private institutions, non-profits, and their constituents.

While the 1984 English translation of *The Practice of Everyday Life* by Frenchman Michel de Certeau used the term tactical urbanism, this was in reference to events occurring in Paris in 1968; the "tactical urbanism" that Certeau described was in opposition to "strategic urbanism", which modern concepts of tactical urbanism tend not to distinguish. The modern sense of the term is attributed to New York-based urban planner Mike Lydon. The Project for Public Spaces uses the phrase "Lighter, Quicker, Cheaper," coined by urban designer Eric Reynolds, to describe the same basic approach expressed by tactical urbanism.

*NUISANCE REPORT* - During the September 2019 the City of Alva Planning Department has the following statistics.

Inspections Completed	
Commercial Building	0
Residential Building	2
Construction	0
Electrical	2
Mechanical	7
Plumbing	5
Occupancy	3
Sign	0
<b>Total</b>	<b>19</b>

Permits Issued	
Residential Building	2
Residential Plumbing	4
Residential Mechanical	3
Residential Electrical	1
Commercial Building	0
Commercial Plumbing	1
Commercial Mechanical	4
Commercial Electrical	1
Fire Protection System	0
Swimming Pool	0
Storm Shelter	0
Other Building	0
Occupancy	3
Beverage License	0
Special Event Permit	0
Solicitors License	0
Mobile Food Vendor	0
<b>Total</b>	<b>19</b>

Permit Fees Collected				
Building	\$ 40.00		Electrical	\$ 116.00
Mechanical	245.00		Plumbing	30.00
Inspection Fee	30.00		Sign	0.00
Demolition	0.00		UBC Admin Fee	7.50
UBC Permit	60.00		Certificate of Occupancy	216.00
<b>Total</b>				<b>\$ 744.50</b>

Complaint	Complaints Filed	Completed	Pending
Grass/Weeds	0	0	0
Trash	0	0	0
Inoperable Vehicle	0	0	0
Other	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

In September there were no code compliance checks due to the complexity of the inspections which were preformed.

### **LIBRARY**

During the month of September and continuing through the Fall are programs such as stage Little Explorers Story Hour which is held weekly, the Code Club which is held bi-weekly and the Friends

of the Library's "Let's Talk About It" book series which started on September 23<sup>rd</sup> and the OSU Extension monthly "Adulthood" classes for teens and young adults.

Some of the projects Library staff is working on are the installation of book shelves which were donated by the Friends Group in the Book room and the youth areas. The evaluation and reorganization of the beginner reader books in the youth department. The evaluation of the library DVD collection, as well as the Newbury and Sequoyah collections in the youth library. There is an ongoing process of creating consistent metadata for adult fiction

Some equipment concerns are the repairs or replacement of 2 air conditioning units and 7 computer upgrades to Windows 10.

September 2019 Statistical Information:

21 New Patron cards were turned-in.

2,053 items were checked out, and 776 articles were digitally downloaded from the library e-service.

The Internet service was accessed 996 times.

141 items were added to the physical collection

27 meetings or programs were held during September

**POLICE**

During September, the Alva Police Department responded to 247 calls and made 519 traffic stops. These traffic stops resulted in 81 tickets, 438 warnings, and 23 reports. A summary of the tickets are as follows

**AUGUST INCIDENT SUMMARY**

<b>ASSAULT</b>	4	<b>BURGLARY</b>	3
<b>CIVIL</b>	2	<b>DRIVING UNDER THE INFLUENCE</b>	2
<b>DRUGS/NARCOTICS</b>	1	<b>FAMILY</b>	0
<b>WARRANTS</b>	0	<b>STOLE VEHICLES</b>	0
<b>LARCENY</b>	4	<b>OTHER OFFENSES</b>	2
<b>PUBLIC PEACE</b>	5	<b>THREATS/INTIMIDATION</b>	0
<b>TRAFFIC – IMPOUNDS</b>	1	<b>VANDALISM/DESTRUCTION</b>	0
<b>OFFENSE SUMMARY</b>	24	<b>OFFENSE REVENUE (EST.)</b>	\$8,256.00

Along with these citations there were 23 reports filed, and three accidents worked.

**FIRE**

Annual fire hose hydrostatic testing was finished in September and is now complete for this calendar year.

On September 14<sup>th</sup> & 15<sup>th</sup>, our fulltime and volunteer firemen participated in Water Shuttle training at our drill field. The training hones our skills and ability to move water from a good source to a fire-fighting operation where fire hydrants aren't available. The objective is to maintain a minimum 250 g.p.m. at a fire scene. Water shuttle operations can determine the success or failure of a response in a limited water supply situation.

Rookie firefighter Jacob Cox attended FFI & FFII at Hutchinson Community College, September 14<sup>th</sup> through 28<sup>th</sup> and is back on shift.

Assistant Chief Miller attended a week-long Oklahoma Municipal League training session in Tulsa.

During September the Fire Department was dispatched 68 times. Call details provided in the attachment. Also I have attached pictures of a violent rollover accident that we responded to yesterday three miles south of Alva.

Throughout September 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.

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

### **EMERGENCY MEDICAL SERVICES**

The monthly statistics for the EMS service are as follows:

Type of Call	September	Year-To-Date
<b>Runs Cancelled</b>	5	34
<b>Patient Dead on Scene</b>	0	9
<b>Patient Evaluated, No Treatment/Transport Required</b>	22	215
<b>Standby</b>	12	118
<b>Transported Lights/Siren</b>	7	61
<b>Transported No Lights/Siren</b>	42	339
<b>Total</b>	88	776

Transportation Destination	August	Year-To-Date
<b>Alva</b>	41	339
<b>Enid</b>	8	49
<b>Wichita, KS</b>	0	3
<b>Oklahoma City</b>	0	9
<b>Total</b>	49	400

### **ALVA REGIONAL AIRPORT**

The airport had a participant in the Reno Air Races stop for fuel on the way to Reno, NV. SPI ran cable from the storeroom to the office. Once this work is completed, the Fuel Master System will be wireless. The photocell lens that controls the lights for the Tetrahedron and Windssock were replaced and a new hose reel spring was obtained and the fuel pump was repaired. There were 34 transient aircraft sign the Guest Book during the month of September.