

## **City Manager's Report for the Crescent City Council Meeting—November 10, 2015**

### **1) Water Line Replacement Project—Cardinal Engineering**

The Geotechnical Engineering Survey was performed by METCO on 9/23/2015 and determined that the "soils are not good but can handled" (Rick Schlagle explained) by building a drilled pier foundation that will increase the cost of the project by \$20-30K. The project will go out for bids around March 1, 2016. Surveys have been done by all utilities now except the City and we began our geo-locates this week. We will not have to do any preparation work as the survey cites, this will be performed by the company doing the work.

So far the City has invested \$4,975.00 in the Geotechnical survey and \$13,750.00 in the Civil Engineering portion (Total of 18,725.00 that is considered the applicant contribution and can possibly be reimbursed at time of funding.)

### **2) CDBG Emergency Generator Project—Cardinal Engineering**

We posted the notices today for the public that on November 26, 2015 the City will submit a request to the OK Department of Commerce for the release of the funds for the project. Comments from the public received prior to this date will be considered by the Mayor prior to the request for release of funds. The generators will be put out for bid in January 2016.

### **3) REAP Grant—Cardinal Engineering**

We did not get the REAP Grant of \$129K although the City spent \$3500.00 on the survey. The survey concludes that the pumps need replacement due to their age (40 years old) and the chlorination facilities are old and in bad condition. If one pump fails the City water supply is crippled but if both fail then the entire City is out of water. There are plans to work with our Grant Writer in June 2016 to try for another grant and add a grant, so this could still be possible to get our Well Houses repaired. I have asked Steven to assess the current situation with the houses and to have a report ready for next Council meeting.

### **4) Name badges for City employees and will issue City ID badges in the next week so that we are prepared in the event of a natural disaster where employees need to report to Incident Command Posts/Locations. All essential employees will be going through National Incident Management Training (NIMS) to learn protocols for emergency situations. Also, a training opportunity for our supervisors has been offered by Ponca City. Each month there will be a class held at Pioneer Tech specifically formatted for helping employees learn how to manage and supervise. I am planning to take advantage of this training since potentially it will not cost the City anything but mileage reimbursement and meal purchase.**

### **5) Blue Cross/Blue Shield will be providing medical insurance for the City employees for the next year, and Delta Dental will provide dental insurance, and VSP will provide**

vision insurance. It is the policy of the City to only cover employees and that family coverage be paid for by the employee although they are on the same plan.

- 6) **Sick Leave Incentive Plan**—for full-time City employees. This will be a yearly plan for using sick leave. If 24 hours or less of sick leave is used within a year's time then on or about November 15<sup>th</sup> the Employee will receive \$500.00. If more than 24 hours of sick leave is used in a year's time period the \$500.00 is forfeited.
- 7) **Sales Tax Report**—First quarter of 2015-2016 projected sales tax in the amount of \$135K with an Actual of \$124,516.19 showing a loss of \$10,483.81 in the first quarter. We are still ahead of budget by a little over \$20K.
- 8) **522 Ambulance District**—The City continues to be involved in the process of helping to determine an ambulance provider for Crescent. Although the PWA Officers have not voted to approve this, I believe that \$1.50 from each utility bill could be allocated to go to the Ambulance District. I would also like to recommend that a place be put on each utility bill that allows customers to add an amount to their billing that would go to the Ambulance Fund. I plan to make these recommendations after the 522 Ambulance Board has decided on a path forward. Currently, 3 Board members and the Director have resigned.
- 9) **Finalizing work on the annual audit with Anne Elfrink, CPA.** A few areas need to be addressed as far as implementing security measures or a "checks and balance" system. Specifically, areas of concern were regarding reconciling bank statements within 30 days rather than 60 or more (Ed Stanton, CM and Bobbi Wright, City Clerk), and more oversight for issuing credits on utility accounts. Also, the issue of Comp Time was flagged as pertaining the final check written to Ed Stanton. This is an item that will be noted in her audit as "inappropriate" and I have assured her that "Comp Time" will be addressed and handled differently moving forward. Only Non-Exempt employees can keep up with and use Comp Time. It is not allowed for Exempt employees from this time forward as a policy of the City. The only exemption is if the Council approves Comp Time for a City Manager but this has to be done by contract specification.
- 10) **Lowe's Heroes** came out this past weekend to do work on our Softball/Baseball Field. They worked for two days and tore down the old concession stand because it was in such bad shape and built a new storage shed that can be converted to a concession stand at some point in the future. They have painted several buildings and plan to return this week to finish up the ball field.
- 11) **Had a visit from the Police Chief and Deputy Chief of Ponca City** last week to assist us in moving forward and to offer suggestions for procedures to put into place. It was very helpful and they will continue to be available to us.

# CRESCENT

## ACOG RECORD OF SALES TAXES RETURNED TO ENTITY

Raw data from Oklahoma Tax Commission reports

MONTH	AMOUNT	RATE	% CHANGE FROM PREV. MO.	SAME MO. PREV. YR.	% CHANGE FROM PREV. YR.
JUL 15	\$53,313.14	0.0300	+ 8,313.14 20.50%	\$43,581.70	22.33%
AUG 15	\$48,620.82	0.0300	+ 3,620.82 -9.65%	\$59,487.20	-18.27%
SEP 15	\$22,583.23	0.0300	- 22,416.77 -115.30%	\$34,173.32	-33.92%
OCT 15	\$38,994.35	0.0300	- 6,005.65 42.09%	\$31,979.59	21.94%
NOV 15	\$0.00	0.0300		\$77,728.93	
DEC 15	\$0.00	0.0300		\$60,574.01	
JAN 16	\$0.00	0.0300		\$50,818.66	
FEB 16	\$0.00	0.0300		\$57,740.63	
MAR 16	\$0.00	0.0300		\$51,275.83	
APR 16	\$0.00	0.0300		\$52,682.30	
MAY 16	\$0.00	0.0300		\$46,100.85	
JUN 16	\$0.00	0.0300		\$42,383.34	
YTD TOT.	\$163,511.54			\$608,526.36	

