



## CITY OF ALVA

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Alva, Oklahoma 73717  
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Fax: (580) 327-4965

# MEMORANDUM

Date August 15, 2016  
To: The Honorable Mayor and Council Members  
From: Joe Don Dunham, City Business Manager *J. Dunham*  
Subject: Manager's Report

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**Airport T-Hangar Construction Project:** The Airport Commission met on this project on August 8<sup>th</sup>. During this meeting the Airport Commission awarded the bid FulFab, Inc. out of Canton, Ohio. This bid included the delivery and erection of a new 8 bay nested T-Hangar. FulFab, Inc. was the lowest and best bid for both building delivery and erection at \$184,700 which is within budgeted expectations. The notice of award and contract documents have been sent to FulFab, Inc. and construction of the building is expected within the next 20 weeks.

**South Share Hangar Repair Bids:** The Airport Commission, also on August 8<sup>th</sup>, met on this project and awarded the bid to the sole bidder of Blue Sage Services out of Woodward, OK. The notice of award and contract documents have been sent to Blue Sage Services and the project is expected to start within the next month.

**Integris Medical Center – Alva Clinic Permit Application:** Questions from the Alva Planning Commission have been collected and submitted to Integris for response. We are awaiting on this response before scheduling another Planning Commission Meeting to address this issue. Regardless of this meeting date, as directed by Ordinance #2014-046 the City Council must consider the application by September 19, 2016.

**Identity Theft Red Flag Policy/Guidelines Update:** The City of Alva is currently working on updating their Identity Theft Red Flag Policy/Guidelines Policy. This policy has been required since 2008 and since the inaction of the Fair and Accurate Credit Transactions (FACT) Act which was updated in September 2012, it is required to be reviewed/updated/reported on at least annually by November. The FACT Act requires organizations that use credit cards to establish policies and procedures to assess the validity of a change of address that is related to issuing additional cards. While the City of Alva does not issue credit or debit cards, it does issue a line of credit to individuals for utilities and the Alva Airport accepts credit cards for its fuels sales. The purpose of this policy is to set guidelines for management and staff to use in establishing and maintaining policies and procedures in order to comply with the FACT Act's guidelines. This Act also limits the information which can be released. While the Act does not conflict with the Oklahoma Open Records Act, it does outline personal information which can and should be kept confidential.

**Job Openings:**

The City of Alva is currently advertising for the following positions:

Full Time Paramedic

Street Worker III

Full Time EMT Basic

Part-Time EMT Basic

**Meetings:**

Finance Committee Meeting – August 15, 2016 – 5:30pm – City Business Managers Office

Street Committee Meeting August 15, 2016 – Immediately Following City Council – City Council Chambers

Alva Tourism Board Meeting – August 17, 2016 – 5:30pm – City Council Chambers

Alva Recreation Board Meeting – August 17, 2016 – 5:30pm – ARC Classroom

OML/OTC Liaison Board Meeting – August 19, 2016 – 10:00am – OML Boardroom – OKC

Alva Planning Commission Meeting – August 22, 2016 – 6:00pm – City Council Chambers

Alva Library Board Meeting – September 6, 2016 – 9:00am – Share Conference Room – Alva Public Library

Alva Arena Authority Meeting- September 6, 2016 – 12:00pm – Wisdom Foundation Board Room

**All offices of the City of Alva, except for essential services, will be closed on September 5, 2016 for the observation of Labor Day.**