

MEMORANDUM

TO: The Honorable Mayor and City Council

FROM: Mark B. Roath
City Manager

SUBJECT: City Manager's Report

DATE: February 20, 2009

General:

1. City Vehicle Accidents: On behalf of the City Administration, and without discussing the accidents themselves, I wish to express our sincere condolences to those involved.
2. City Hall: As the City Council is aware, the City Administration is in the final stage of completing the limited remodel of certain offices on the first and second floors of City Hall. At this time, the Facility Maintenance Division is finishing the office renovation for the City Clerk, Chief Financial Officer, Assistant Chief Financial Officer and Human Resource Coordinator. (It should be mentioned, that the City Hall Remodel Project would not have been possible without the financial support of the City Council and the effort put forth by the City's two-person Facilities Maintenance Division and an inmate crew.)
3. Mid-Year Budget Review: As required by the City Charter, the City Administration has conducted a mid-year review of the current budget and has proposed a number of amendments to the budget. The City Council has received a proposed Budget Amendment Ordinance that includes the proposed revisions, which is scheduled for Council consideration at the next Regular Meeting.
4. Chief Financial Officer Position: This position has been vacant since July 1, 2008. Since then the City Administration has conducted an in-house search meaning that the City staff advertised the position, received applications and interviewed potential qualified candidates. As a result of that search, eight candidates applied for the position. From those applying, we interviewed four candidates, offered the job to two of them but consecutively both individuals declined our offer. After discussing the in-house search with the City's Audit and Finance Advisory Committee, the Committee suggested that the City Administration consider seeking outside, professional executive recruitment assistance. Concurring with that suggestion, the City Administration solicited proposals from

well known public sector executive recruitment search firms including Gerald Plock and Associates; The Mercer Group, Inc.; Slavin Management Consultants and Waters-Oldani Executive Recruitment. Upon receipt of the proposals, the City Administration reviewed them and will be offering a recommendation to engage one of the firms at the next Regular City Council Meeting. (If approved, the executive recruitment search should take twelve to thirteen weeks to complete.)

5. Surplus City Property Auction: At the February 10th Regular City Council Meeting, the Council declared certain City equipment and vehicles as surplus. As a result of that action, the City Administration tentatively scheduled a City auction for Saturday, March 14th at the Southeast EXPO Center.

Departments:

6. Trees: The Community Services Department continues to work on removing dead trees along City right-of-way as well as in our Parks. They report removing eighteen tree stumps as well as cutting down ten dead trees in the last two weeks alone.
7. New Fire Station: The McAlester Fire Department reports that City elected and appointed officials met with the Project Architect, Project Manager and Grants Writer for the Choctaw Nation of Oklahoma recently. The purpose of that meeting was to discuss the floor plan for the proposed new fire station.
8. Employee Recognition: Jim Lyles, McAlester Police Chief, recently hired **Danny Kelley** as a police officer. Mr. Kelley was previously employed as a deputy with the Pittsburg County Sheriff's Office. David Medley, Utilities Director, reports that **Ray Neal**, Utility Maintenance Division, took and passed his CDL License recently.
9. "Wise Eyes" Program: As mentioned in my previous City Manager Report, representatives of the McAlester Police Department were scheduled to meet with employees of Devon Energy Corporation to discuss the Program. On February 11th, Captain Gary Wansick and 911 Coordinator Lisa Sutterfield met with Amanda Pendegrass of Devon Energy Corporation to hear an oral presentation on the Program. Also in attendance were Sergeant Richard Bedford of the Pittsburg County Sherriff's Office, and Administrative Assistant Chelesa Hayes of the Krebs Police Department. As a result of that meeting, these agencies are discussing a joint partnership with Devon Energy Corporation to implement this Program locally.
10. New Garbage Trucks: George Marcangeli, City Engineer/Public Works Director, has been notified that the two new garbage trucks will not be delivered to the

City until Mid-March. According to Waste Research, Inc., the packer bodies have been received at their facility in Choteau; however, they are waiting on the truck bodies to be delivered. (It should be mentioned, in conjunction with the request to purchase these new trucks, the City Administration expressed an interest in putting together a Request for Proposals to potentially contract refuse collection services. At this time, we are behind schedule, by 30 to 45 days, in completing that task.)

11. 2007 Storm Debris: The Public Service Company of Oklahoma has been working with the Public Works Department to grind trees and shrubs at our landfill left from the 2007 Storm. PSO is to be commended for their public service effort to help McAlester, and other Oklahoma cities, with the debris left from that and more recent storms.
12. Water Treatment Plant Enhanced Coagulation Project: The contractor is currently working on concrete coating of the third Clarifier. According to the Utilities Department, the Project is scheduled to be completed by February 23rd.
13. Backhoe and Front End Loader: David Medley, Utilities Director, is currently soliciting bids for a new backhoe and front end loader for his department.

Upcoming Regular City Council Meetings:

- **Regular Meeting**, February 24, 2009 at 6:00 p.m. in the Council Chambers at City Hall.
- **Regular Meeting**, March 10, 2009 at 6:00 p.m. in the Council Chambers at City Hall.