

## MEMORANDUM

TO: The Honorable Mayor and City Council

FROM: Mark B. Roath  
City Manager

SUBJECT: City Manager's Report

DATE: June 6, 2009

### General:

1. Director of Public Works/City Engineer: As of this report, the City has received five applications for the position. As stated in our job notice, the first review of candidate applications will take place in early June, 2009.
2. Chief Financial Officer: As of this report, I have interviewed one potential candidate for the position. I am, with the assistance of the Executive Recruitment Firm, arranging for two additional candidate interviews for the position.
3. Proposed Annual Operating Budget: A Public Hearing on the Proposed Annual Operating Budget is scheduled for Tuesday, June 9, 2009, in the Council Chambers, Municipal Building at 6:00 p.m. (The Proposed Budget is available for public review on-line at the City's website [www.cityofmcalester.com](http://www.cityofmcalester.com) or during regular business hours at the City Clerk's Office, Municipal Building, 28 E. Washington.)

Note: A public hearing for the Capital Program Budget will be held separately at a later date.

4. Draft Hotel Tax Study: Mark Roath, City Manager, is currently reviewing a draft of the Hotel Tax Study prepared by Crawford and Associates, P.C., and authorized by the City Council. The Study should be completed within the next ten business days.

### Departments:

5. Komar Park: Mel Priddy, Community Services Director, reported that department personnel landscaped around the new handicapped parking lot.
6. New Fire Station: Harold Stewart, Fire Chief, reported that he recently met with the architects to review preliminary constructions plans. In so doing, he further

reported that the architects are concerned about the potential high cost to prepare the site.

7. Building Permit Activity: Pete Stasiak, Planning and Community Development Director, reported that, in May, 4 new residential building permits were issued totaling \$449,500 in valuation and 3 new commercial building permits were issued totaling \$358,000 in valuation.
8. Condemnations: Pete Stasiak reported that department personnel have posted an additional 5 residential structures for condemnation, which will be brought to the City Council for consideration, and possible action.
9. Meth Lab Training: Jim Lyles, Police Chief, reported that several department personnel recently attended a seminar on proper techniques for handling "meth labs".
10. Potholes: Pete Stasiak reported that Street Division personnel (two crews) are working to fill potholes. (Residents are encouraged to report potholes to either Helen Peters at 421-4918 or Karla Crittenden at 423-9300, extension 4990.)
11. Employee Recognitions: David Medley, Utilities Director, reported that Wayne Russell has been promoted to the position of Wastewater Superintendent effective June 1, 2009.

Upcoming Regular City Council Meetings:

- **Regular Meeting**, June 23, 2009 at 6:00 p.m. in the Council Chambers at City Hall.
- **Regular Meeting**, July 14, 2009 at 6:00 p.m. in the Council Chambers at City Hall.

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