

MEMORANDUM

TO: The Honorable Mayor and City Council

FROM: Mark B. Roath
City Manager

SUBJECT: City Manager's Bi-Monthly Report

DATE: July 23, 2009

General:

1. Director of Public Works/City Engineer: John Modzelewski, Cordova, Tennessee, has been hired as the new Director for Public Works as well as City Engineer. He will begin employment with the City on Monday, August 3, 2009.
2. Chief Financial Officer: Gayla Duke, Spanish Fort, Alabama, has been hired as the new Chief Financial Officer. She will begin employment with the City on Monday, August 17, 2009.
3. City Website: The City's website can be found at www.cityofmcalester.com. The newly adopted Annual Budget for FY 2009/2010 (under Finance on the home page) as well as the Crawford and Associates Hotel Tax Report (under Mayor and City Council on the home page) have been added to the site. In the coming months, the City will be working to improve the site.
4. Independent Audit for FY 2007/2008: The City's current audit firm has delayed issuing the Audit for FY 2007/2008 until the City Council adopts a formal repayment plan for funds identified as owed in the BKD Study. A City Council Subcommittee has drafted a Repayment Plan Resolution, which will be considered by the full-City Council at their regular meeting on Tuesday, July 28, 2009. Thereafter, the City's Auditor will be incorporating the Council's action into her final independent audit report, and present it to the City Council as well as Audit and Finance Advisory Committee for their review and action.
5. Independent Audit for FY 2008/2009: The City Administration has prepared an Audit Request for Proposals (RFP), and advertised the document. The deadline for audit proposals is Thursday, July 23, 2009. Thereafter, the City's Audit and Finance Advisory Committee will be reviewing the submittals, and recommending to the City Council the independent auditor for that period.

Departments:

6. Chadick Park: Mel Priddy, Community Services Director, reported that department personnel are preparing the park for a live Fox News broadcast that is scheduled for July 31st.
7. Communications Center Renovation: Jim Lyles, Police Chief, reported that the remodel of the communications center is progressing. The remodel work has entailed the total rebuild of the dispatcher area as well as several surrounding offices and the main public area.
8. DPS Accident Reports Pilot Program: Mr. Lyles also reported that the Department of Public Safety has asked the MPD to participate in a pilot program that would allow officers to document accident reports on computer, and then e-mail them to the Department of Public Safety.
9. New Fire Station: Harold Stewart, Fire Chief, reported that the constructions bids for the proposed new fire station came within the budget established by the Choctaw Nation of Oklahoma. In addition, he further reported that construction will formally begin the first week in August.
10. Main Fire Station Renovation: Mr. Stewart reported that the remodel of the Main Fire Station living quarters has begun, which a majority of the work will be done by City employees and inmate labor.
11. Building Permits Status: Pete Stasiak, Planning and Community Development Director, reported that his department has not issued any building permits for the month of July, at least to July 21st. Department staff, however, is currently inspecting seven commercial and twelve residential construction projects, which were permitted earlier and are now under construction.
12. "A" and Comanche Road Repair: Mr. Stasiak reported that Street Division crews are working to replace sections of road damaged by a 12" water main break.
13. 14th Street and Village Boulevard Utility Extension Projects: David Medley, Utilities Director, participated in a preconstruction conference on July 16, 2009. Construction is to begin as early as this week.

Upcoming Regular City Council Meetings:

- **Regular Meeting**, August 11, 2009 at 6:00 p.m. in the Council Chambers at City Hall.
- **Regular Meeting**, August 25, 2009 at 6:00 p.m. in the Council Chambers at City Hall.