



# McAlester City Council

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## NOTICE OF MEETING

### Regular Meeting Agenda

**Tuesday, February 12, 2008 – 6:00 pm**  
**McAlester City Hall – Council Chambers**  
**28 E. Washington**

**Don Lewis**..... Mayor  
**Weldon Smith**..... Ward One  
**Donnie Condit**..... Ward Two  
**Travis Read**..... Ward Three  
**Haven Wilkinson**..... Ward Four  
**Buddy Garvin**..... Ward Five  
**Sam Mason**..... Vice-Mayor, Ward Six

**Mark B. Roath**..... City Manager  
**Robert Ivester**..... City Attorney  
**Cora M. Middleton**..... City Clerk

*This agenda has been posted at the McAlester City Hall, distributed to the appropriate news media, and posted on the City website: [www.cityofmcalester.com](http://www.cityofmcalester.com) within the required time frame.*

*The Mayor and City Council request that all cell phones and pagers be turned off or set to vibrate. Members of the audience are requested to step outside the Council Chambers to respond to a page or to conduct a phone conversation.*

*The McAlester City Hall is wheelchair accessible. Sign interpretation or other special assistance for disabled attendees must be requested 48 hours in advance by contacting the City Clerk's Office at 918.423.9300, Extension 4956.*

#### CALL TO ORDER

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*Announce the presence of a Quorum.*

#### INVOCATION & PLEDGE OF ALLEGIANCE

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- **Sam Mason, Vice-Mayor**

#### ROLL CALL

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#### CITIZENS COMMENTS ON NON-AGENDA ITEMS

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*Residents may address Council regarding an item that is not listed on the Agenda. Residents must provide their name and address. Council requests that comments be limited to five (5) minutes.*

#### CONSENT AGENDA

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*All matters listed under the Consent Agenda are considered to be routine by the City Council and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.*

- A. **Approval of the Minutes from the January 8, 2008, Regular Meeting of the City Council.** *(Cora Middleton, City Clerk)*
- B. **Concur with Mayor's appointment of Anthony "Tony" Washington to the McAlester Regional Health Center Authority for the unexpired term of Louis Smitherman that expires February 2009.** *(Don Lewis, Mayor)*
- C. **Consider, and act upon, an Equipment Maintenance Agreement with BizTel Communications in a fixed amount of \$3,060 per annum.** *(Sherry Alessi, Assistant City Treasurer)*
- D. **Consider, and act upon, an Equipment Maintenance Agreement with BizTel Communications in a fixed amount of \$936.00 per annum.** *(Sherry Alessi, Assistant City Treasurer)*
- E. **Approval of Claims for the period of January 23, 2008 through February 12, 2008.** *(Sherry Alessi, Assistant City Treasurer)*

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ITEMS REMOVED FROM CONSENT AGENDA

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SCHEDULED BUSINESS

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- 1. **Discussion, and possible action, on the Management Advisory Group, Inc. Classification and Compensation Study including implementation options.** *(Donald C. Long, Executive Vice-President, Management Advisory Group, Inc.)*

Executive Summary

On August 14, 2007, the City Council engaged the services of Management Advisory Group, Inc. to undertake a Classification and Compensation Study for the non-uniform employees within the City organization.

- 2. **Discuss the feasibility of establishing a system by which citizens can indicate their interest in serving on the various McAlester city boards and committees.** *(Travis Read, Councilmember)*

Executive Summary

Mr. Read suggests the City establish a system like the state where a citizen would fill out a form indicating a board or committee they would like to volunteer for, and then provide their contact information, and possibly attach a resume or other information that the citizen feels is appropriate. The interest form could then be kept on file in City Hall and used at the discretion of the Mayor when a vacancy occurs.

- 3. **Consider, and act upon, an Interlocal Agreement between the Oklahoma Department of Corrections and the City of McAlester regarding the 2008 Annual Prison Rodeo.** *(Helen Wheeler, Executive Director, McAlester Chamber of Commerce)*

Executive Summary

This Interlocal Agreement, with the Department of Corrections, is to promote the 2008 Oklahoma State Prison Rodeo.

- 4. **Consider, and act upon, a Personal Service Agreement with the McAlester Area Chamber of Commerce and Agriculture, Inc.** *(Helen Wheeler, Executive Director, McAlester Chamber of Commerce)*

Executive Summary

This Personal Service Agreement is to promote the Annual Prison Rodeo, which promotion services will be provided by the McAlester Area Chamber of Commerce and Agriculture, Inc.

- 5. Consider, and act upon, a Mutual Aid Agreement with the City of Krebs, Oklahoma for law enforcement services.** *(Jim Lyles, Chief-of-Police)*

Executive Summary

This Mutual Aid Agreement, between the City and the City of Krebs, is for law enforcement services.

- 6. Consider, and act upon, an Ordinance amending General Zoning Ordinance No. 1843 (1989) and accompanying map by rezoning from A-1 (Agriculture) to C-5 (Highway Commercial) at Lot 91 in Townsite Addition No. #4.** *(Jack Southard, Premier Hospitality, Petitioner)*

Executive Summary

The Ordinance is to rezone the above property described from Agriculture (A-1) to Highway Commercial (C-5) to locate new commercial development including two hotels and one or more restaurants.

- 7. Discussion, and possible action, on the proposed revised Charter dated February 7, 2008.** *(Tim Wynn and Weldon Smith, Charter Review Committee)*

Executive Summary

The Charter Review Committee has prepared a proposed revised Charter dated February 7, 2008, which they are seeking Council's continued review and comment.

- 8. Consider, and act upon, the acceptance of the (FEMA AFG Assistance to Firefighters Grant and allowing the Fire Department to purchase of 45 hand-held radios (with accessories), 43 radio interface connections (with microphone and ear-piece) and 4 base chargers from a sole source provider.** *(Harold Stewart, Fire Chief)*

Executive Summary

The Fire Department has received a (FEMA) AFG Assistance to Firefighters Grant for the purchase of interoperable communications equipment, i.e. 45 hand-held radios, 43 radio interface connections and 4 base chargers. The Fire Department is seeking approval to accept the above named grant and for authority to purchase these items from a sole source provider.

**NEW BUSINESS**

*Any matter not known or which could not have been reasonably foreseen prior to the time of posting the Agenda in accordance with Sec. 311.9, Title 25, Oklahoma State Statutes.*

**CITY MANAGER'S REPORT**

**REMARKS AND INQUIRIES BY CITY COUNCIL**

**RECESS COUNCIL MEETING**

**CONVENE AS McALESTER AIRPORT AUTHORITY**

*Majority of a Quorum required for approval*

- **Approval of the Minutes from the January 22, 2008, Regular Meeting of the McAlester Airport Authority.** *(Cora Middleton, City Clerk)*
- **Confirm action taken on City Council Agenda Item C regarding the Claims for the period of January 23, 2008 through February 12, 2008.** *(Sherry Alessi, Assistant City Treasurer)*

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CONVENE AS McALESTER PUBLIC WORKS AUTHORITY

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*Majority of a Quorum required for approval*

- **Approval of the Minutes from the January 22, 2008, Regular Meeting of the McAlester Public Works Authority.** *(Cora Middleton, City Clerk)*
- **Confirm action taken on City Council Agenda Item C regarding the Claims for the period of January 23, 2008 through February 12, 2008.** *(Sherry Alessi, Assistant City Treasurer)*

ADJOURN MPWA

RECONVENE COUNCIL MEETING

ADJOURNMENT

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CERTIFICATION

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*I certify that this Notice of Meeting was posted on this \_\_\_ day of \_\_\_\_\_, 2008 at \_\_\_ a.m./ p.m. as required by law in accordance with Section \_\_\_\_\_ of the Oklahoma Statutes and that the appropriate news media was contacted. As a courtesy, this agenda is also posted on the City of McAlester website: [www.cityofmcalester.com](http://www.cityofmcalester.com).*

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**Cora M. Middleton, City Clerk**

Council Chambers  
Municipal Building  
January 8, 2008

The McAlester City Council met in regular session on Tuesday, January 8, 2008, at 6:00 P.M. after proper notice and agenda was posted January 4, 2008, at 3:00 P.M.

**CALL TO ORDER**

Mayor Lewis called the meeting to order. Council Roll Call was as follows:

Present: Buddy Garvin, Haven Wilkinson, Sam Mason, Weldon Smith, Donnie Condit & Mayor Lewis  
Absent: Travis Read  
Presiding: Don Lewis, Mayor

Staff Present: Robert Ivester, City Attorney and Cora Middleton, City Clerk

**INVOCATION & PLEDGE OF ALLEGIANCE**

- **Charles Neff, Pastor, Grand Avenue Methodist Church**

Mayor Lewis led the Pledge of Allegiance.

**CITIZENS' COMMENTS ON NON-AGENDA ITEMS**

Harold King asked that he be furnished with a complete agenda like the media. He stated that he had requested this before but still had not received the complete agendas.

**CONSENT AGENDA**

*All matters listed under the Consent Agenda are considered to be routine by the City Council and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.*

- A. Approval of the Minutes from the December 11, 2007, Regular Meeting of the City Council. (Cora Middleton, City Clerk)**
- B. Approval of Claims for the period of December 21, 2007 through January 8, 2008. (Sherry Alessi, Assistant City Treasurer) In the amounts of: General Fund - \$112,962.00; Revolving Evidence - \$34.00; SE Expo Center/Tourism Fund - \$2,069.21 and Economic Development - \$12,500.00.**

Councilman Wilkinson moved to approve the consent agenda. The motion was seconded by Councilman Mason.

There was no discussion and the vote was taken as follows:

AYE: Councilman Smith, Condit, Wilkinson, Garvin, Mason & Mayor Lewis  
NAY: None

Mayor Lewis declared the motion carried.

**ITEMS REMOVED FROM CONSENT AGENDA**

None

**SCHEDULED BUSINESS**

- 1. Presentation, and accept and place on file, the Independent Auditor's Report for the McAlester Regional Health Center Authority. (Shawn Beggs, Hospital Administrator)**

**Executive Summary**

*The Hospital Administrator will present the Independent Auditor's Report for the MRHCA.*

Shawn Beggs presented the McAlester Regional Health Center Authority's audit for the period ending June 30, 2007 and 2006 to the Council. He explained various aspects of the past four years including employee and patient satisfaction. He reviewed the financial statements and the debt to equity ratio for the Council.

Harold King commented on the hospital's audit.

Councilman Mason stated that the agenda item read to accept and place on file. He commented that if the audit was accepted a copy should be given to the Audit & Finance Committee for their review and possible comments. They could then report back to the Council at a later date.

Mayor Lewis asked for a motion to accept the audit and place it on file.

Councilman Mason moved to accept the audit and place it on file. The motion was seconded by Councilman Smith.

There was no further discussion and the vote was taken as follows:

AYE: Councilman Condit, Wilkinson, Garvin, Mason, Smith & Mayor Lewis  
NAY: None

Mayor Lewis declared the motion carried.

- 2. Consider, and act upon, a Contract for Administrative Services with KEDDO for administrative consulting services on a CDBG Small Cities water and sewer project in southwest McAlester. (George Marcangeli, City Engineer)**

**Executive Summary**

*This contract involves the engagement of KEDDO to perform consulting services, in the amount of \$1,500, to administer a Community Development Block Grant Project for the City.*

Councilman Condit moved to approve the contract for administrative consulting services with KEDDO. The motion was seconded by Councilman Mason.

Before the vote, Mark Roath stated that Councilman Read had two questions regarding this item and since he could not be present he had requested that those questions and answers be placed in the minutes. Mr. Roath then distributed the letter containing the questions and answers to the Council. The requested information is as follows:

1. What is the current membership fee paid the KEDDO Agency by the City of McAlester in FY 2007-2008? Answer: The City paid the KEDDO Agency \$1,084.19 in July, 2007.
2. What does the City of McAlester receive for the membership fee paid? Answer: The City departments responded as follows:
  - A. City Clerk's Office: The Office has not used the KEDDO Agency, as of this date.
  - B. City Manager's Office: As of this date, the department has not used the KEDDO Agency.
  - C. Community Services: The department does not use KEDDO services per se; however, Community Services is a Center sponsor for KNAP (Kiamichi Nutrition Area Project), which is funded by KEDDO and some McAlester seniors do participate in three KEDDO sponsored events each year (i.e. Aging Conference held in Wilburton; Senior Day at the State Capital, and the Senior Day held at the Southeast EXPO Center).
  - D. Engineering: Recently, KEDDO assisted the Engineering Department in closing out the Dura-Line Railroad Spur Project with the ODOC.
  - E. EXPO: KEDDO rents the Southeast EXPO Center once a year for the Senior Citizen Day festivities and an Economic Development Summit, which are not directly related to the City's membership fee.
  - F. Fire: The department has not used KEDDO services; however, KEDDO is a potential resource in the department's Emergency Operations Plan, i.e. KEDDO could be called upon by the department or Emergency Management in a disaster situation when there is a need to transport a large group of people, for example.
  - G. Police: The department has not used KEDDO services; however, KEDDO is the collection agency for 911 wireless funds that are received by the County and used by the City for that service. In addition, the City's 911 Coordinator has been in contact with KEDDO about their bidding on mapping services necessary to implement that system here.

There was discussion between Councilman Smith and Mason and Mark Roath regarding this information and what the City was actually receiving for this fee.

There was no further discussion, and the vote was taken as follows:

AYE: Councilman Wilkinson, Garvin, Mason, Smith, Condit & Mayor Lewis

NAY: None

Mayor Lewis declared the motion carried.

**3. Discussion, and possible action, on the proposed revised Charter dated December 14, 2007. (Tim Wynn and Weldon Smith, Charter Review Committee)**

Executive Summary

*The Charter Review Committee has prepared a revised City Charter, which they would like to present to the City Council.*

There was discussion among the Council, Mark Roath and Tim Wynn regarding the reasons why some of the changes were being suggested in the revised Charter. Mr. Wynn stated that the old charter had not been revised in several years and it seemed to be antiquated. He also stated that there was a need for balance and it needed to be more easily understood. He stated that another meeting between the Council, the Charter Review Committee and the public would help in the process of finalizing the revisions.

Mayor Lewis stated that a meeting on the 24<sup>th</sup> of January might be too late and that a meeting on the 10<sup>th</sup> might allow enough time to approve the resolution that needed to be published and submitted to the election board.

There was further discussion regarding the meeting dates for the revised charter to be considered. It was decided that the revised charter should be placed on the regular meeting scheduled for January 22<sup>nd</sup> and then also on the 24<sup>th</sup> for a special meeting.

There was no further discussion, and no vote was taken.

**4. Consider, and act upon, an Ordinance amending the Code of Ordinances, Chapter 2, Article IV, Division 3, Sections 2-131 and 2-132 regarding the creation, director and duties of the Department of Public Works; providing for repealing, savings and severability clauses; and providing for an effective date. (Mark Roath, City Manager)**

Executive Summary

*This Ordinance amends the Code of Ordinances pertaining to the Public Works Department including the head of the department.*

**ORDINANCE NO. 2274**

**AN ORDINANCE OF THE CITY OF McALESTER, OKLAHOMA AMENDING THE CODE OF ORDINANCES, CHAPTER 2, ARTICLE IV, DIVISION 3, SECTIONS 2-131 AND 2-132 REGARDING THE CREATION, DIRECTOR AND DUTIES OF THE DEPARTMENT OF PUBLIC WORKS; PROVIDING FOR REPEALING, SAVINGS AND SEVERABILITY CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE.**

Councilman Smith for approval of **ORDINANCE NO. 2274**, seconded by Councilman Condit.

Before the vote Mark Roath gave a brief overview of the changes made by the Ordinance. He explained he had compared the 2005 organizational chart to the proposed chart. He hoped that this change would help make the structure more economical and by implementing the changes now it would allow the employees that were affected by the changes time to adjust and have input on their budgets.

There was discussion among the Council regarding the changes and when they would be implemented.

Mark Roath stated that this should be ready by July 1, 2008.

There was no further discussion, and the vote was taken as follows:

AYE: Councilman Garvin, Mason, Smith, Condit, Wilkinson & Mayor Lewis

NAY: None

Mayor Lewis declared the motion carried.

5. **Consider, and act upon, an Ordinance repealing Code of Ordinances Chapter 2, Article IV, Section 2-146 pertaining to the Engineering Department; providing for repealing, savings and severability clauses; and providing for an effective date.**  
*(Mark Roath, City Manager)*

Executive Summary

*This Ordinance repeals the Code of Ordinances pertaining to the Engineering Department, which the Engineering Department will become a division within the Public Works Department.*

**ORDINANCE NO. 2275**

**AN ORDINANCE OF THE CITY OF McALESTER, OKLAHOMA REPEALING CODE OF ORDINANCES CHAPTER 2, ARTICLE IV, SECTION 2-146 PERTAINING TO THE ENGINEERING DEPARTMENT; PROVIDING FOR REPEALING, SAVINGS AND SEVERABILITY CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE.**

Councilman Condit moved to approve **ORDINANCE NO. 2275**, seconded by Councilman Wilkinson.

Before the vote, Mark Roath explained that this would abolish the old legislation regarding the Engineering Department and move it into the Public Works Department.

There was no further discussion, and the vote was taken as follows:

AYE: Councilman Mason, Smith, Condit, Wilkinson, Garvin & Mayor Lewis

NAY: None

Mayor Lewis declared the motion carried.

6. **Consider, and act upon, an Ordinance repealing Code of Ordinances Chapter 106, Article IV, Section 106-302 pertaining to the Sanitation Department; providing for repealing, savings and severability clauses; and providing for an effective date.**  
*(Mark Roath, City Manager)*

Executive Summary

*This Ordinance repeals the Code of Ordinances pertaining to the Sanitation Department, which the Sanitation Department will become a division within the Public Works Department.*

**ORDINANCE NO. 2276**

**AN ORDINANCE OF THE CITY OF McALESTER, OKLAHOMA REPEALING CODE OF ORDINANCES CHAPTER 106, ARTICLE IV, SECTION 106-302 PERTAINING TO THE SANITATION DEPARTMENT; PROVIDING FOR REPEALING, SAVINGS AND SEVERABILITY CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE.**

Councilman Condit moved for approval of **ORDINANCE NO. 2276**, seconded by Councilman Garvin.

Before the vote, Mark Roath explained that in 1974 the sanitation department was created and since the landfill and refuse were a division of public works this would clean up the code and abolish the sanitation department.

There was no further discussion, and the vote was taken as follows:

AYE: Councilman Smith, Condit, Wilkinson, Garvin, Mason & Mayor Lewis  
NAY: None

Mayor Lewis declared the motion carried.

7. **Consider, and act upon, an Ordinance amending the Code of Ordinances, Chapter 2, Article IV, Division 4, by adding Sections 2-146 and 2-147 regarding the creation, director and duties of the Department of Utilities; providing for repealing, savings and severability clauses; and providing for an effective date. (Mark Roath, City Manager)**

**Executive Summary**

*This Ordinance adds new sections to the Code of Ordinances for the Utilities Department.*

**ORDINANCE NO. 2277**

**AN ORDINANCE OF THE CITY OF McALESTER, OKLAHOMA AMENDING THE CODE OF ORDINANCES, CHAPTER 2, ARTICLE IV, DIVISION 4, BY ADDING A SECTIONS 2-146 AND 2-147 REGARDING THE CREATION, DIRECTOR AND DUTIES OF THE DEPARTMENT OF UTILITIES; PROVIDING FOR REPEALING, SAVINGS AND SEVERABILITY CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE.**

Councilman Wilkinson moved to approve **ORDINANCE NO. 2277**, seconded by Councilman Mason.

Before the vote, Mark Roath explained that this created the Utilities Department.

There was no further discussion, and the vote was taken as follows:

AYE: Councilman Smith, Condit, Wilkinson, Garvin, Mason & Mayor Lewis  
NAY: None

Mayor Lewis declared the motion carried.

8. **Consider, and act upon, an Ordinance amending the Code of Ordinances, Chapter 86, Article I, Section 86-1 regarding the creation, director and duties of the Department of Community Services; providing for repealing, savings and severability clauses; and providing for an effective date. (Mark Roath, City Manager)**

Executive Summary

*This Ordinance amends the Code of Ordinances to rename the Parks and Recreation Department to the current Community Services Department and adds several additional divisions.*

**ORDINANCE NO. 2278**

**AN ORDINANCE OF THE CITY OF McALESTER, OKLAHOMA AMENDING THE CODE OF ORDINANCES, CHAPTER 86, ARTICLE I, SECTION 86-1 REGARDING THE CREATION, DIRECTOR AND DUTIES OF THE DEPARTMENT OF COMMUNITY SERVICES; PROVIDING FOR REPEALING, SAVINGS AND SEVERABILITY CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE.**

Councilman Condit moved for approval of **ORDINANCE NO. 2278**, seconded by Councilman Garvin.

Before the vote, Mark Roath explained that the title of Community Services Department had been used since 1978 and this ordinance renames the Parks and Recreation Department to the Community Services Department. He added that this would also add several divisions to the Community Services Department.

There was no further discussion, and the vote was taken as follows:

AYE: Councilman Condit, Wilkinson, Garvin, Mason, Smith & Mayor Lewis  
NAY: None

Mayor Lewis declared the motion carried.

9. **Consider, and act upon, an Ordinance amending the Code of Ordinances, Chapter 2, Article IV, Division 1, Sections 2-117 and 2-118 and repealing Sections 2-119 and 2-120 regarding creation, director and duties of the Department of Planning and Community Development; providing for repealing, savings and severability clauses; and providing for an effective date. (Mark Roath, City Manager)**

Executive Summary

*This Ordinance amends the Code of Ordinances to rename the Community Development Department to the Department of Planning and Community Development, including establishing the director position and setting forth the duties and responsibilities of the Department.*

**ORDINANCE NO. 2279**

**AN ORDINANCE OF THE CITY OF McALESTER, OKLAHOMA AMENDING THE CODE OF ORDINANCES, CHAPTER 2, ARTICLE IV, DIVISION 1, SECTIONS 2-117, 2-118 AND REPEALING SECTIONS 2-119 AND 2-120 REGARDING THE CREATION,**

**DIRECTOR AND DUTIES OF THE DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT; PROVIDING FOR REPEALING, SAVINGS AND SEVERABILITY CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE.**

Councilman Smith moved for approval of ORDINANCE NO. 2279, seconded by Councilman Condit.

Before the vote, Mark Roath explained that this would rename the Community Development Department as the Department of Planning and Community Development.

There was no further discussion, and the vote was taken as follows:

AYE: Councilman Wilkinson, Garvin, Mason, Smith, Condit & Mayor Lewis

NAY: None

Mayor Lewis declared the motion carried.

- 10. Consider, and act upon, a Resolution appointing George Marcangeli to serve on the Board of Directors of the Association for Landfill Financial Assurance. (Mark Roath, City Manager)**

Executive Summary

*This Resolution appoints a City representative to the Board of the Association for Landfill Financial Assurance.*

Councilman Garvin moved to approve RESOLUTION NO. 08-01, appointing George Marcangeli to serve as the City of McAlester's representative on the Board of Directors of the Association for Landfill Financial Assurance. The motion was seconded by Councilman Smith.

Before the vote, Mark Roath explained that Bart Van Nieuwenhuisse had been the representative and since he no longer worked for the City, a new representative needed to be appointed. He added that George Marcangeli had previously acted in this capacity.

There was no further discussion, and the vote was taken as follows:

AYE: Councilman Wilkinson, Garvin, Mason, Smith, Condit & Mayor Lewis

NAY: None

Mayor Lewis declared the motion carried.

- 11. Consider, and act upon, Site Review and Land Use Acceptance (S.R. No. 0003) for Family Video located at 1301 Wade Watts Avenue. (Mark Roath, City Manager)**

Executive Summary

*This action authorizes the City Administration to issue a building permit for Family Video located at 1301 Wade Watts Avenue.*

Councilman Wilkinson moved to approve the Site Review and Land Use Acceptance for Family Video to be located at 1301 Wade Watts Avenue. The motion was seconded by Councilman Mason.

Before the vote, there was discussion among the Council concerning the construction of the building.

Shawn Crasher addressed the Council explaining that all construction requirements would be met and that the company would be a good neighbor and would abide by the ordinances of the City.

There was no further discussion, and the vote was taken as follows:

AYE: Councilman Garvin, Mason, Smith, Condit, Wilkinson & Mayor Lewis

NAY: None

Mayor Lewis declared the motion carried.

- 12. Consider, and act upon, a Resolution amending Resolution No. 07-09 which established the budget for Fiscal Year 2007/2008; repealing all conflicting resolutions; providing for a severability clause; and providing for an effective date.**  
*(Mark Roath, City Manager)*

Executive Summary

*This budget amendment is to fund the two recent legal actions against the City, which were the Jeremy Busby settlement and Steve Belcher arbitration award including the arbitrator's partial costs. In addition, this budget amendment appropriates an additional \$25,000 for demolition.*

Councilman Condit moved to approve RESOLUTION NO. 08-02, amending the 2007/2008 Budget for the settlement with Officer Jeremy Busby, the arbitration for Fireman Steve Belcher and the additional \$25,000.00 for demolitions. The motion was seconded by Councilman Wilkinson.

Before the vote, Mark Roath explained the reasons for this amendment.

There was discussion among the Council and Mr. Ivester regarding the settlement, the arbitration and the additional costs for the demolitions.

Harold King asked for clarification of the amounts for the amendment.

Mark Roath stated that the amounts were as follows:

Demolitions	\$25,000.00
Settlement with Busby	\$30,025.00
Arbitration for Belcher	\$72,004.00

There was no further discussion, and the vote was taken as follows:

AYE: Councilman Mason, Smith, Condit, Wilkinson, Garvin & Mayor Lewis

NAY: None

Mayor Lewis declared the motion carried.

- 13. Consider, and act upon, a Resolution establishing the Southeast EXPO Center policies, procedures and current rental fee schedule. (Jerry Lynn Wilson, EXPO Manager)**

Executive Summary

*This item involves the City Council ratifying the current EXPO Center policies, procedures and current rental fee schedule.*

Councilman Mason moved to approve a resolution establishing the Southeast EXPO Center policies, procedures and current rental fee schedule. The motion was seconded by Councilman Condit.

Before the vote, Councilman Smith asked if this could be tabled due to the inconsistencies in the document.

There was discussion among the Council, Mark Roath and Mr. Ivester regarding the wording in the document and what the procedure was going to be.

Councilman Mason remarked that if the wording was the problem then maybe these three items should be tabled until the wording could be worked out.

Mayor Lewis asked if Jerry Lynn Wilson had any comments to make on this item

Ms. Wilson stated that it was her understanding that she was not to waive any fees and if anyone wanted to be reimbursed they would have to address the Council to make that request.

Councilman Mason moved to amend the motion to table items 13, 14 and 15 until the meeting on January 22<sup>nd</sup>. The motion was seconded by Councilman Garvin.

There was no further discussion, and the vote was taken as follows:

AYE: Councilman Smith, Condit, Wilkinson, Garvin, Mason & Mayor Lewis

NAY: None

Mayor Lewis declared the motion carried.

- 14. Consider, and act upon, a Resolution directing that \$5,000 be budgeted in the General Fund each fiscal year to reimburse the Southeast EXPO Center for waiver of fees meeting the criteria of Council approved EXPO Center Policy. (Robert Ivester, City Attorney)**

Executive Summary

*This Resolution establishes a Council directive to budget \$5,000 annually to cover any waivers allowed by them during a fiscal year.*

Tabled until the January 22, 2008 meeting. See motion for item 14 above.

- 15. Consider, and act upon, a Resolution amending Resolution No. 07-09 which established the budget for Fiscal Year 2007/2008; repealing all conflicting resolutions; providing for a severability clause; and providing for an effective date. (Sam Mason, Vice-Mayor)**

Executive Summary

*This budget amendment is to fund potential Council waivers of rental fees at the Southeast EXPO Center for the remainder of this fiscal year.*

Tabled until the January 22, 2008 meeting. See motion for item 14 above.

- 16. Consider, and act upon, an Ordinance amending Section 22-34 (7) of the McAlester Code of Ordinances and declaring an emergency. (Robert Ivester, City Attorney)**

Executive Summary

*This Ordinance amends the Code section related to holding a circus including setting a fee of \$500 per day for non-profit organizations, who qualify by IRS 501(C), that hold a circus.*

**ORDINANCE NO. 2280**

**AN ORDINANCE AMENDING ARTICLE II. LICENSES GENERALLY; SECTION 22-34 (7), OF THE CITY CODES.**

Councilman Mason moved to approve ORDINANCE NO. 2280, seconded by Councilman Wilkinson.

Before the vote, Robert Ivester explained that he had been asked to create wording to exempt specific circuses from fees.

Councilman Mason stated that each year the Shrine Circus requested the permit fee be waived and with the passage of this ordinance they would no longer be required to make the annual request. He added that the Shrine Circus met the requirements in the ordinance.

There was no further discussion, and the vote was taken as follows:

AYE: Councilman Condit, Wilkinson, Garvin, Mason, Smith & Mayor Lewis

NAY: None

Mayor Lewis declared the motion carried.

- 17. Consider, and act upon, a Resolution establishing the City of McAlester's policy on the waiver of fees, permits, licenses and other related charges. (Robert Ivester, City Attorney)**

Executive Summary

*This Resolution sets a policy that there will be no waiver of fees, permits, licenses or other related charges.*

Councilman Smith moved to approve RESOLUTION NO. 08-03, setting the policy of no waiver of fees, permits, licenses or other related charges. The motion was seconded by Councilman Condit.

Before the vote, Councilman Smith asked that the City Manager start enforcing the fees that were on the books. There was discussion among the Council and Mark Roath regarding the fees that were on the books and what could be done for potential economic development projects.

There was no further discussion, and the vote was taken as follows:

AYE: Councilman Wilkinson, Garvin, Mason, Smith, Condit & Mayor Lewis

NAY: None

Mayor Lewis declared the motion carried.

**18. Consider, and possible action, requesting that the City of McAlester declare certain property surplus; and then, to donate said items to the Bugtussle Fire Department.**

*(Jim Lyles, Police Chief)*

Executive Summary

*The Bugtussle Fire Department is asking the McAlester Police Department to donate certain surplus items to them.*

Councilman Condit moved to declare certain property surplus and then donate the items to the Bugtussle Fire Department. The motion was seconded by Councilman Smith.

Before the vote, Councilman Garvin asked if a request had been received from any of the fire departments for any of the surplus material they could use.

Mark Roath stated that he was not aware of any requests and that this had come through the Police Chief. He added that the value of this property had been placed between \$400.00 and \$600.00.

Councilman Mason commented that he would like to amend the motion. He stated that since the City was not selling this property, it did not fall under the guidelines that the City had regarding the sale of surplus property. He stated that he would like to amend the motion to have the City enter into an interlocal agreement with the Bugtussle Fire Department as long as they would be available if needed to aid the City of McAlester's Fire Department. Councilman Condit seconded the amendment.

Before the vote on the amendment, John Cathey stated that the Bugtussle Fire Department did assist the City's Fire Department when needed.

There was no further discussion on the amendment, and the vote was taken as follows:

AYE: Councilman Garvin, Mason, Smith, Condit, Wilkinson & Mayor Lewis

NAY: None

Mayor Lewis declared the motion carried.

There was no further discussion on the original motion, and the vote was taken as follows:

AYE: Councilman Wilkinson, Garvin, Mason, Smith, Condit & Mayor Lewis

NAY: None

Mayor Lewis declared the motion carried.

## **NEW BUSINESS**

None

## **CITY MANAGER'S REPORT**

Mark Roath thanked the Council for their support of the reorganization. He mentioned that the Community Services Department and Traffic Control had been instrumental in putting up the Christmas lights and they were now working on getting them down.

He mentioned that the Police Department had received two grants, one for radios in the amount of \$4,500.00 and the other was for a Wolf Pack thermal visioning system in the amount of \$17,000.00.

He thanked the staff that had aided in the repair of the water line break.

## **REMARKS AND INQUIRIES BY CITY COUNCIL**

Councilman Smith asked if the Budget Workshop was open to council members. He then stated that he hoped to get a survey out to the citizens before the retreat to get their opinion on how the City was doing and what improvements needed to be made.

Councilman Garvin asked if during the tour would it be possible to have a brief stop at areas of interest.

Councilman Mason requested that along with the head count and monthly expense reports if a listing of the budget amendments to date with a running total could be furnished. He also asked if this could include a comparison to the original budget.

Councilman Mason stated that the Budget Workshop was very informative.

Mayor Lewis agreed with the comment regarding the Christmas lights and he appreciated the time that Mr. Roath had taken on the reorganization.

## **RECESS COUNCIL MEETING**

Mayor Lewis asked for a motion to recess the Regular Meeting to convene the Authorities.

Councilman Wilkinson moved to recess the Regular Meeting and convene the Authorities. The motion was seconded by Councilman Condit and the vote was taken as follows:

AYE: Councilman Mason, Smith, Condit, Wilkinson, Garvin & Mayor Lewis

NAY: None

Mayor Lewis declared the motion carried, and the Regular Meeting was recessed at 8:23 P.M.

RECONVENE COUNCIL MEETING

The Regular Meeting was reconvened at 8:25 P.M.

Councilman Wilkinson moved to recess the regular meeting for an Executive Session to discuss negotiations concerning employees and representatives of employee group: IAFF, in accordance with Title 25, Sec. 307.B.2. The motion was seconded by Councilman Garvin.

The vote was taken as follows:

AYE: Councilman Smith, Condit, Wilkinson, Garvin, Mason & Mayor Lewis

NAY: None

Mayor Lewis declared the motion carried and the meeting was recessed at 8:26 P.M.

**EXECUTIVE SESSION**

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*Recess into Executive Session in compliance with Section Title 25 Section 307 (B), et.seq. Oklahoma Statutes, to wit:*

- Section 307 (B) (2) - Discuss negotiations concerning employees and representatives of employee group: IAFF.

**RECONVENE INTO OPEN SESSION**

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*Take any action as a result from Executive Session.*

The Regular Meeting was reconvened at 9:21 P.M. Mayor Lewis reported that the Council had gone into Executive Session for the purpose of discussing negotiations concerning employees and representatives of employee group: IAFF, in accordance with Title 25, Sec. 307.B.2. No action was taken and only those matters were discussed.

ADJOURNMENT

There being no further business to come before the Council, Councilman Mason moved for the meeting to be adjourned, seconded by Councilman Smith. The vote was taken as follows:

AYE: Councilman Condit, Wilkinson, Garvin, Mason, Smith & Mayor Lewis

NAY: None

Mayor Lewis declared the motion carried, and the meeting was adjourned at 9:22 P.M.

ATTEST:

\_\_\_\_\_  
Don R. Lewis, Mayor

\_\_\_\_\_  
Cora Middleton, City Clerk



# McAlester City Council

## AGENDA REPORT

Meeting Date: February 12, 2008 Item Number: C  
Department: Finance  
Prepared By: Sherry Alessi Account Code: \_\_\_\_\_  
Date Prepared: February 7, 2008 Budgeted Amount: \_\_\_\_\_  
Exhibits: One

### Subject

Consider, and act upon, an Equipment Maintenance Agreement with BizTel Communications in a fixed amount of \$3,060 per annum.

### Recommendation

Motion to approve an Equipment Maintenance Agreement with BizTel Communications in a fixed amount of \$3,060 per annum.

### Discussion

This Agreement relates to BizTel's providing labor, parts and materials to maintain certain telephonic equipment purchased through them.

### Approved By

	<i>Initial</i>	<i>Date</i>
Department Head	<u>SA</u>	<u>02/07/08</u>
City Manager	<u>MBR</u>	<u>02/07/08</u>



**BUSINESS TELEPHONE SYSTEMS**

**TELESYS COMMUNICATIONS**

New Systems • Repairs, Moves, and Additions to Existing Systems  
Call Accounting, Voice Mail, Automated Attendant, Message On Hold, Cabling

**EQUIPMENT MAINTENANCE AGREEMENT**

**BizTel Communications**

906 E Wyandotte  
McAlester, Ok. 74501  
918-429-0000

**Customer**

City of McAlester  
28 E. Washington  
McAlester, Ok. 74501

**AGREEMENT SCHEDULE**  
**Non-System Service Contract Coverage**

- City Hall – Main Fire Dept – Police Dept - 28 E. Washington
- Central Garage – 1212 N West St
- Stipe Center– 801 N 9<sup>th</sup> and 8 City Pools
- Softball Complex – 2500 Hwy 270
- Filter Plant and West Plant – 5200 Waterworks Rd
- Lake House – 3800 Waterworks Rd
- Bailing Building – North Main
- Cemetery Office and Shop – 1311 E. Washington
- Wastewater Plant – 1910 W. Hwy 31
- East Plant – 1315 E. Krebs
- Landfill – 2410 Mitchell Rd
- Police Garage and Sewer Maintenance – 2600 N Hereford Lane
- Street and Parks Shop – 1600 E. College
- South Fire Station – 1313 S. Strong
- North Fire Station – 2717 N Main
- Butch Mellor – 104 Airport Rd
- Firing Range – 4211 N Business 69

**Equipment Covered**

**Equipment outlined in attachment "A" and associated wiring.**

*Note – Items not covered include headsets, answering machines, fax machines, credit card machines, modems, battery backups, paging equipment, programming, software, or any device not connected directly to the telephone network.*

**Effective Date 1-16-2008**

**Charges:**

Fixed Rate of \$3060.00 per year subject to payment and renewal terms.

**BizTel Communications**

**CUSTOMER**

By \_\_\_\_\_

By \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Name and Title

# Equipment Maintenance Agreement

## A. Coverage

BizTel Communications, hereinafter known as BizTel, agrees to service and maintain the equipment specified in the agreement schedule in accordance with the following terms and conditions:

1. BizTel will furnish all necessary service, including parts, materials and labor, to maintain the equipment in good working condition and service will be performed in a workmanlike manner with replacement parts of good quality. Normal maintenance work will be performed during BizTel's normal working hours, which are 8:00 a.m. to 5:00 p.m., Monday through Friday, except Holidays. Service response will normally be provided for malfunctions, which originate within the equipment within one (1) working day of the Customer's notification. Emergency service involving a total or substantial equipment outage (i.e., where the Customer's equipment is unable to place or receive calls) will normally be provided within three (3) hours of Customer's notifications.

2. This agreement covers failure of the equipment caused by normal wear and tear and does not cover other failures including but not limited to, Acts of God, alterations by any one other than BizTel including improper wiring installation or repair, theft, accident, misuse, abuse, fire, wind, flood or lightning. Further, maintenance does not include labor and material cost of additions to, relocation, rearrangements, or removal of equipment. All repair or services requested by the Customer that are outside the scope of this agreement will be furnished at BizTel's applicable rates for time and materials then in effect. Maintenance service will be rendered as provided above unless prevented by causes beyond BizTel's reasonable control. BizTel shall have, and Customer hereby grants, full and unrestricted access to the premises on which the equipment is located. BizTel is not responsible for any rigid conduit or raceway. Customer agrees to supply electrical facilities. Customer facilities shall be dry and free of dust and necessary elevator service, heat, light and sanitary facilities shall be provided by Customer.

## B. Payment and Renewal

The Customer agrees to pay BizTel the charge set forth on the Agreement Schedule, plus applicable taxes or finance charges. Payment will be due upon acceptance of this agreement and prior to the effective date for subsequent renewals. The term of this agreement is for one (1) year unless renewed. This Equipment Maintenance Agreement shall be automatically renewed from year to year thereafter, unless Customer shall advise BizTel in writing of its intention to cancel this Agreement prior to thirty (30) days before expiration of an annual term. When so renewed, any rate increase for maintenance service will be based on BizTel's prevailing rate for similar services to other Customers in the same city. If equipment is added to the system subsequent to that which is listed on the Equipment Schedule, a new charge will be computed to take into account the increased cost of servicing and maintaining the equipment added and such charge will be billed to the Customer as soon as such charges are applicable. BizTel may, at its option terminate this agreement by giving the Customer ten (10) days written notice if customer defaults in its payment to BizTel. Charges which are not paid when due shall be subject to a service charge of 1.5% per month or at the maximum rate permitted by law, whichever is lesser.

## C. Miscellaneous

1. In the performance of this agreement, BizTel shall be liable only for the expense of providing normal repair and maintenance service, but in no event be liable for special or consequential damages, for loss, damage directly or indirectly arising from Customer's inability to use the equipment whether separately or in combination with any other equipment, personal injury, or commercial loss. Further no liability will arise if performance of such service is prevented by declared government emergencies, civil disturbances, strikes or other causes beyond BizTel's control.

2. BizTel shall have the right to subcontract in whole or in part the maintenance work called for by this agreement. However, BizTel shall not be relieved of any liability under this agreement on account of a subcontract.

3. If other than BizTel's authorized representatives perform any repair, maintenance service, or supplemental installation while the equipment is under fixed rate provision of this agreement which in the opinion of BizTel increases the maintenance cost thereof, BizTel shall so notify customer and an equitable adjustment shall be made. If no agreement can be reached on the increased cost, BizTel at its option may terminate this agreement.

4. The provisions contained in the Equipment Maintenance Agreement constitute the entire agreement between BizTel and the Customer and any alteration or modifications hereto must be in writing, reference this agreement and be executed by both parties. This Agreement shall bind and benefit both parties hereto including their successors, designees and assigns.







# McAlester City Council

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## AGENDA REPORT

Meeting Date: February 12, 2008 Item Number: D  
Department: Finance  
Prepared By: Sherry Alessi Account Code: \_\_\_\_\_  
Date Prepared: February 7, 2008 Budgeted Amount: \_\_\_\_\_  
Exhibits: One

### Subject

Consider, and act upon, an Equipment Maintenance Agreement with BizTel Communications in a fixed amount of \$936 per annum.

### Recommendation

Motion to approve an Equipment Maintenance Agreement with BizTel Communications in a fixed amount of \$936 per annum.

### Discussion

This Agreement relates to BizTel's providing labor, parts and materials to maintain certain telephonic equipment purchased through them.

### Approved By

	<i>Initial</i>	<i>Date</i>
Department Head	<u>SA</u>	<u>02/07/08</u>
City Manager	<u>MBR</u>	<u>02/07/08</u>



**BUSINESS TELEPHONE SYSTEMS**

**TELESys COMMUNICATIONS**

New Systems • Repairs, Moves, and Additions to Existing Systems  
Call Accounting, Voice Mail, Automated Attendant, Message On Hold, Cabling

**EQUIPMENT MAINTENANCE AGREEMENT**

**BizTel Communications**

906 E Wyandotte  
McAlester, Ok. 74501  
918-429-0000

**Customer**

City of McAlester  
28 E. Washington  
McAlester, Ok. 74501

**AGREEMENT SCHEDULE**

**Equipment Location**

**Police Dept. – Detectives  
114 Airport Road  
McAlester, Ok. 74501**

**Equipment Covered**

1 – Norstar MICS KSU, 1 – Norstar M7324 Keypad, 15 – Norstar T7316E Keypads

*Note – Items not covered include headsets, cordless phones, answering machines, fax machines, credit card machines, modems, battery backups, paging equipment, programming, software, or any device not connected directly to the telephone system.*

**Effective Date 1-16-2008**

**Charges:**

Fixed Rate of \$ 936.00 per year subject to payment and renewal terms.

**BizTel Communications**

**CUSTOMER**

By \_\_\_\_\_

By \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Name and Title

# Equipment Maintenance Agreement

## A. Coverage

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2. This agreement covers failure of the equipment caused by normal wear and tear and does not cover other failures including but not limited to, Acts of God, alterations by any one other than BizTel including improper wiring installation or repair, theft, accident, misuse, abuse, fire, wind, flood or lightning. Further, maintenance does not include labor and material cost of additions to, relocation, rearrangements, or removal of equipment. All repair or services requested by the Customer that are outside the scope of this agreement will be furnished at BizTel's applicable rates for time and materials then in effect. Maintenance service will be rendered as provided above unless prevented by causes beyond BizTel's reasonable control. BizTel shall have, and Customer hereby grants, full and unrestricted access to the premises on which the equipment is located. BizTel is not responsible for any rigid conduit or raceway. Customer agrees to supply electrical facilities. Customer facilities shall be dry and free of dust and necessary elevator service, heat, light and sanitary facilities shall be provided by Customer.

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## C. Miscellaneous

1. In the performance of this agreement, BizTel shall be liable only for the expense of providing normal repair and maintenance service, but in no event be liable for special or consequential damages, for loss, damage directly or indirectly arising from Customer's inability to use the equipment whether separately or in combination with any other equipment, personal injury, or commercial loss. Further no liability will arise if performance of such service is prevented by declared government emergencies, civil disturbances, strikes or other causes beyond BizTel's control.
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4. The provisions contained in the Equipment Maintenance Agreement constitute the entire agreement between BizTel and the Customer and any alteration or modifications hereto must be in writing, reference this agreement and be executed by both parties. This Agreement shall bind and benefit both parties hereto including their successors, designees and assigns.

**CLAIMS FROM JAN. 23,2008 THRU  
FEB. 12, 2008.**

ACCOUNT: 03514 Regular Payments

PAYOR SET: 01

FUND : 01 GENERAL FUND

PAYOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
-----						
.-A00170	ADA PAPER CO.	I-215861	01 -5321202	OPERATING SUP COPY PAPER STANDARD 16CS	040622	474.56
.-A00200	ADAMS TRUE VALUE	I-101441	01 -5542203	REPAIRS & MAI EMERGENCY FOR SPECIAL	040623	24.30
.-A00355	ALL PAWN & SURPLUS	I-07-19939	01 -5321207	CLOTHING ALLO 3 GLOCK 22'S @ 459.99 EAC	040624	1,379.97
		I-07-19939	01 -5321207	CLOTHING ALLO 3 GLOCK 22 15RD MAGS	040624	41.97
		I-07-19939	01 -5321207	CLOTHING ALLO 3 TRANSFER FEE @ 10.00	040624	30.00
		I-07-19939	01 -5321207	CLOTHING ALLO shipping	040624	12.98
.-A00615	AMSCO SUPPLY	I-866305	01 -5548203	REPAIRS & MAI PARTS NECESSARY TO REPAIR	040626	54.40
.-A00710	ARTS ELECTRIC	I-002555	01 -5542316	REPAIRS & MAI LABOR TO INSTALL UNIT	040627	391.00
.-A00747	AT&T	I-07-19858	01 -5215315	TELEPHONE UTI 9184231802580 - ACCTS PAY	000000	2,184.62
.-A00751	ATWOODS	I-3002174	01 -5542203	REPAIRS & MAI OPEN PO FOR REPAIR AND	040628	47.01
		I-3003804	01 -5542203	REPAIRS & MAI OPEN PO FOR REPAIR AND	040628	4.01
		I-3004489	01 -5542203	REPAIRS & MAI OPEN PO FOR REPAIR AND	040628	87.83
		I-3007378	01 -5542203	REPAIRS & MAI OPEN PO FOR REPAIR AND	040628	39.90
		I-3007464	01 -5542203	REPAIRS & MAI OPEN PO FOR REPAIR AND	040628	32.78
		I-3007464	01 -5542203	REPAIRS & MAI OPEN PO FOR REPAIR AND	040628	32.87
		I-3008174	01 -5542203	REPAIRS & MAI OPEN PO FOR REPAIR AND	040628	39.90
		I-3008328	01 -5542203	REPAIRS & MAI OPEN PO FOR REPAIR AND	040628	7.33
		I-3008330	01 -5542203	REPAIRS & MAI OPEN PO FOR REPAIR AND	040628	16.98
		I-3010359	01 -5542203	REPAIRS & MAI OPEN PO FOR REPAIR AND	040628	55.97
		I-3011116	01 -5542203	REPAIRS & MAI OPEN PO FOR REPAIR AND	040628	64.84
		I-3011158	01 -5542203	REPAIRS & MAI OPEN PO FOR REPAIR AND	040628	7.98
.-A00770	AUTO PARTS CO	I-805430	01 -5862203	REPAIRS & MAI STOCK SMALL AUTO PARTS	040629	369.22
		I-806190	01 -5431316	REPAIRS & MAI MISC. PARTS & SUPPLIES	040630	8.82
		I-806235	01 -5431316	REPAIRS & MAI MISC. PARTS & SUPPLIES	040630	15.87
		I-806253	01 -5431316	REPAIRS & MAI MISC. PARTS & SUPPLIES	040630	15.44
		I-806319	01 -5431316	REPAIRS & MAI MISC. PARTS & SUPPLIES	040630	25.58
		I-806338	01 -5862203	REPAIRS & MAI BLANKET PO FOR AUTO PARTS	040630	47.27
		I-806366	01 -5862203	REPAIRS & MAI BLANKET PO FOR AUTO PARTS	040631	45.71
		I-806375	01 -5862203	REPAIRS & MAI BLANKET PO FOR AUTO PARTS	040631	78.42
		I-806388	01 -5431316	REPAIRS & MAI MISC. PARTS & SUPPLIES	040631	6.94
		I-806411	01 -5862203	REPAIRS & MAI BLANKET PO FOR AUTO PARTS	040631	69.95
		I-806531	01 -5862203	REPAIRS & MAI BLANKET PO FOR AUTO PARTS	040631	127.87
		I-806612	01 -5862203	REPAIRS & MAI BLANKET PO FOR AUTO PARTS	040631	95.32
		I-806614	01 -5862203	REPAIRS & MAI PARTS FOR SOFTBALL	040631	275.56

.CKET: 03514 Regular Payments

NDOR SET: 01

ND : 01 GENERAL FUND

NDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
-----						
-A00770	AUTO PARTS CO		continued			
	I-806615		01 -5862203	REPAIRS & MAI PARTS FOR SOFTBALL	040631	36.46
	I-806648		01 -5862203	REPAIRS & MAI BLANKET PO FOR AUTO PARTS	040631	168.15
	I-806649		01 -5862203	REPAIRS & MAI BLANKET PO FOR AUTO PARTS	040631	127.59
	I-806706		01 -5862203	REPAIRS & MAI BLANKET PO FOR AUTO PARTS	040631	130.76
	I-806758		01 -5862203	REPAIRS & MAI BLANKET PO FOR AUTO PARTS	040631	63.25
	I-806799		01 -5862203	REPAIRS & MAI BLANKET PO FOR AUTO PARTS	040631	147.67
	I-806827		01 -5862203	REPAIRS & MAI BLANKET PO FOR AUTO PARTS	040632	142.14
	I-806859		01 -5862203	REPAIRS & MAI BLANKET PO FOR AUTO PARTS	040632	16.74
	I-806861		01 -5862203	REPAIRS & MAI BLANKET PO FOR AUTO PARTS	040632	53.00
	I-806864		01 -5862203	REPAIRS & MAI BLANKET PO FOR AUTO PARTS	040632	6.38
-B00150	BEALES GOODYEAR TIRES					
	I-MC147982		01 -5862203	REPAIRS & MAI FRONT TIRE FOR CAT	040634	812.00
-B00180	BEMAC SUPPLY					
	I-S1366825.001		01 -5431204	SMALL TOOLS INFRA-RED HEATER FOR	040635	469.11
-B00385	BOB LOFTIS FURNITURE					
	I-4462		01 -5431203	REPAIRS & MAI 6 ASHLEY LEATHER RECLINER	040637	2,159.94
-B00490	BRIGGS PRINTING					
	I-526162		01 -5210202	OPERATING SUP CM PORTION OD STATIONARY	040638	71.25
	I-526162		01 -5212202	OPERATING SUP CITY CLERKS PORTION STAT.	040638	71.25
	I-526162		01 -5653202	OPERATING SUP PERSONEL PORTION OF STAT.	040638	71.25
	I-53298		01 -5321202	OPERATING SUP BUSINESS CARDS FOR:	040638	42.00
I-C00050	C M A O					
	I-07-19916		01 -5210331	EMPLOYEE TRAV WINTER CONFERENCE FEES	040639	200.00
I-C00245	CATHEY & ASSOCIATES, L.					
	I-18671		01 -5431203	REPAIRS & MAI 1/4" CLEAR TEMPERED GLASS	040640	50.00
	I-18724		01 -5548203	REPAIRS & MAI NEW CONTROL BOX FOR	040640	30.00
I-C00280	CELLULAR ONE					
	I-JAN 2008		01 -5215315	TELEPHONE UTI CELL BILL FOR JAN 2008	000000	2,304.85
I-C00320	CENTERPOINT ENERGY ARKL					
	I-07-19859		01 -5215314	GAS UTILITY 6855187-8 - 1600 COLLEGE	000000	15.17
	I-07-19859		01 -5215314	GAS UTILITY 6871293-4 - 1600 COLLEGE	000000	119.00
I-C00430	CHIEF FIRE & SAFETY CO.					
	I-151552		01 -5431203	REPAIRS & MAI LEATHER FF BOATS	040641	478.00
I-C00489	UNITED FUEL & ENERGY/CL					
	I-0893544-IN		01 -5862205	PETROLEUM PRO 4 DRUMS TRANS HYD. FLUID	040642	1,493.80
I-C00840	CRAWFORD & ASSOCIATES					
	I-07-20043		01 -5214302	CONSULTANTS/L BILLING STATEMENT FROM	040645	8,098.20

ACCOUNT: 03514 Regular Payments

PAYOR SET: 01

PAYEE : 01 GENERAL FUND

PAYOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
1-D00149	DAVID BURKE	I-07-20066	01 -5211331	EMPLOYEE TRAV REIMBURSEMENT OF	040649	204.92
1-D00213	DEBBIE COMPTON	I-07-20006	01 -5542308	CONTRACTED SE CONTRACT MEAL DELIVERY	040650	150.00
1-D00330	DEPT. OF PUBLIC SAFETY	I-04-2806133	01 -5321308	CONTRACTED SE TELETYPE RENTALS:	040653	350.00
1-D00600	DONNA M. CREWS	I-07-20056	01 -5542308	CONTRACTED SE SCOREKEEPER FEES	040655	152.00
1-D00775	JUSTIN DUVAL	I-07-20052	01 -5542308	CONTRACTED SE REFERRE FEES-16 GAMES	040657	320.00
1-E00090	EASLEY COMMUNICATIONS	I-022164	01 -5548203	REPAIRS & MAI MONTHLY PAGER FEE	040658	15.90
1-F00015	FLEETCOR TECHNOLOGIES	I-NP10935363/0935362	01 -5862205	PETROLEUM PRO DEISEL FUEL FOR GENERAL	040660	20,969.47
1-F00170	FIRST NATIONAL BANK/LOA	I-FEB. 2008	01 -5865510	CAPITAL LEASE LEASE #121 ROAD GRADER	040661	3,091.82
1-G00090	GFOAO- GOVT. FINANCE OF	I-07-19876	01 -5211330	DUES & SUBSCR GFOAO MEMBERSHIP DUES	040664	25.00
1-G00130	GALL'S INC./DYNA MED	I-5900490001019	01 -5431207	CLOTHING ALLO UNIFORM ORDER:	040665	255.92
		I-5900491101016	01 -5431207	CLOTHING ALLO UNIFORM ORDER:	040665	69.47
		I-5900492201021	01 -5431207	CLOTHING ALLO UNIFORM ORDER:	040665	136.39
		I-5900492201039	01 -5431207	CLOTHING ALLO UNIFORM ORDER:	040665	80.71
		I-5900492201047	01 -5431207	CLOTHING ALLO UNIFORM ORDER:	040665	13.71
		I-5900493201012	01 -5431207	CLOTHING ALLO UNIFORM ORDER:	040665	111.96
		I-5900495001014	01 -5431207	CLOTHING ALLO UNIFORM ORDER:	040665	175.95
		I-5900564301014	01 -5431207	CLOTHING ALLO UNIFORM ORDER:	040665	76.96
		I-5900565101017	01 -5431207	CLOTHING ALLO UNIFORM ORDER:	040665	37.95
		I-5905567601013	01 -5431207	CLOTHING ALLO UNIFORM ORDER:	040665	37.99
		I-5919784200012	01 -5321207	CLOTHING ALLO 1 7060 FLASHLIGHT	040665	121.44
		I-5919784200012	01 -5321207	CLOTHING ALLO SHIPPING	040665	5.55
		I-5919784200020	01 -5321207	CLOTHING ALLO 10 SL-20X BULBS @ 11.69	040665	122.45
		I-5921167901059	01 -5431207	CLOTHING ALLO UNIFORM ORDER-SHIPLEY	040665	125.19
1-G00375	GRAINGER, INC.	I-9541874526	01 -5542202	OPERATING SUP FORCED AIR UNIT HEATER	040667	548.78
1-H00075	HARRIS CONSTRUCTION SER	I-420223	01 -5652411	DEMOLITION 1017 W CHESTNUT	040669	1,250.00
		I-420223	01 -5652411	DEMOLITION 50 W WALKER	040669	2,589.00

CHECK: 03514 Regular Payments

ENDOR SET: 01

FUND : 01 GENERAL FUND

ENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
-----						
..-H00075	HARRIS CONSTRUCTION SER		continued			
		I-420223	01 -5652411	DEMOLITION 532 E VAN BUREN	040669	3,075.00
..-H00290	HUMPHREY PLUMBING, INC.					
		I-5230	01 -5548316	REPAIRS & MAI 6 MONTH HVAC PM FOR	040671	122.50
..-I00080	ISI					
		I-147255	01 -5431203	REPAIRS & MAI REPAIR SCBA MASK FOR F.F	040672	265.89
..-I00110	IMPRESS OFFICE SUPPLY					
		I-023727	01 -5652202	OPERATING SUP BLANKET FOR OFFICE SUPPLY	040673	111.22
		I-023728	01 -5652202	OPERATING SUP BLANKET FOR OFFICE SUPPLY	040673	9.01
		I-023808	01 -5431202	OPERATING SUP MISC. OFFICE SUPPLIES	040673	13.72
		I-023872	01 -5431202	OPERATING SUP MISC. OFFICE SUPPLIES	040673	11.88
		I-023953	01 -5431202	OPERATING SUP MISC. OFFICE SUPPLIES	040673	28.46
		I-023954	01 -5431202	OPERATING SUP MISC. OFFICE SUPPLIES	040673	6.29
		I-023960	01 -5652202	OPERATING SUP BLANKET FOR OFFICE SUPPLY	040673	18.09
		I-023973	01 -5321202	OPERATING SUP BLANKET PO MISC. SUPPLY	040673	19.48
		I-023986	01 -5431202	OPERATING SUP MISC. OFFICE SUPPLIES	040673	58.79
		I-023988	01 -5321202	OPERATING SUP BLANKET PO MISC. SUPPLY	040673	98.41
		I-023988	01 -5321202	OPERATING SUP BLANKET PO MISC. SUPPLY	040673	9.62
		I-024026	01 -5210202	OPERATING SUP 1 10901 11X8.5 5" BINDER	040673	46.79
		I-024035	01 -5212202	OPERATING SUP BLANKET PO FOR MISC.	040673	13.95
		I-024036	01 -5431202	OPERATING SUP MISC. OFFICE SUPPLIES	040673	8.52
		I-024040	01 -5431202	OPERATING SUP MISC. OFFICE SUPPLIES	040673	11.92
		I-024060	01 -5431202	OPERATING SUP MISC. OFFICE SUPPLIES	040674	36.99
		I-024063	01 -5431202	OPERATING SUP MISC. OFFICE SUPPLIES	040674	32.99
		I-024082	01 -5431202	OPERATING SUP MISC. OFFICE SUPPLIES	040674	20.54
..-I00120	INCODE					
		I-07-19901	01 -5225349	INCODE SOFTWA CEMETERY	040675	469.00
		I-07-19901	01 -5225349	INCODE SOFTWA BLDG. MAINT. PROJECTS	040675	750.00
		I-07-19910	01 -5210331	EMPLOYEE TRAV 2008 EDUCATION FORUM REG.	040675	575.00
		I-61372	01 -5225349	INCODE SOFTWA 6 MONTHS NETWORK	040675	200.00
..-I00140	INDIAN NATION WHOLESale					
		I-4554840	01 -5548203	REPAIRS & MAI JANITORIAL SUPPLIES	040676	228.75
..-I00223	INTERNAT'L CODE COUNCIL					
		I-2615940	01 -5652330	DUES & SUBSCR MEMBERSHIP DUES FOR	040677	100.00
..-K00170	KEVIN RUSHING					
		I-07-20055	01 -5542308	CONTRACTED SE REFEREE FEES-2 GAMES	040681	40.00
..-K00210	KIAMICHI ELECTRIC COOP.					
		I-07-19854	01 -5215313	ELECTRIC UTIL ELECT. BILL FOR HEREFORD	000000	652.16
..-K00270	KSM EXCHANGE LLC					
		I-T57807	01 -5862203	REPAIRS & MAI PARTS FOR GRADALL CHARGE	040683	3,597.16

ACCOUNT: 03514 Regular Payments

ENDORSET: 01

ENDOR : 01 GENERAL FUND

ENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
1-L00275	LEONARD & RINEER, P.C.	I-07-19900	01 -5214302	CONSULTANTS/L PROFESSIONAL SERVICES	040685	337.50
1-L00428	LOWE'S CREDIT SERVICES	I-09099	01 -5542203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	040686	21.98
		I-09334	01 -5548204	SMALL TOOLS DEWALT DRILL COMBO SET	040686	1,200.00
		I-09455	01 -5548204	SMALL TOOLS POWER TOOL COMBO SET TO	040686	999.76
1-M00062	MANAGEMENT ADVISORY GRO	I-417	01 -5215302	CONSULTANTS BLANKET PO FOR CONTRACT	040687	9,880.00
1-M00083	MARGARET MCMORROW - LOW	I-07-19899	01 -5214302	CONSULTANTS/L PROFESSIONAL SERVICES	040688	1,075.15
1-M00180	MATTHEW BENDER & CO., I	I-59448350	01 -5652330	DUES & SUBSCR AMERICA WITH DISABILITIES	040689	118.55
1-M00275	MED-TECH RESOURCE	I-31984	01 -5321202	OPERATING SUP 12 HT-1250 BATTERIES	040690	428.40
		I-31984	01 -5321202	OPERATING SUP 12 STINGER BULBS	040690	86.40
		I-31984	01 -5321202	OPERATING SUP 18 STINGER BATTERIES	040690	206.64
		I-31984	01 -5321202	OPERATING SUP SHIPPING	040690	24.31
1-M00570	MOORE MEDICAL CORP.	I-95049640	01 -5431202	OPERATING SUP MEDICAL SUPPLIES	040691	312.00
1-MC0020	MC CLAINS LUMBER CO.	I-001108195	01 -5865402	CAPITAL PROJE FORMING MATERIALS	040692	279.39
		I-001108234	01 -5865402	CAPITAL PROJE FORMING MATERIALS	040692	66.47
		I-001110093	01 -5865402	CAPITAL PROJE FORMING MATERIALS	040692	21.40
1-MC0148	MC ALESTER VISION CENTE	I-PACE000007	01 -5653213	SAFETY SUPPLI PRESCRIPTION SAFETY	040693	145.00
1-MC0226	MC DONALDS RESTURANT	I-#10	01 -5321202	OPERATING SUP PRISONER MEALS	040694	3.69
		I-#21	01 -5321202	OPERATING SUP PRISONER MEALS	040694	7.38
		I-#26	01 -5321202	OPERATING SUP PRISONER MEALS	040694	3.89
		I-#30	01 -5321202	OPERATING SUP PRISONER MEALS	040694	3.69
		I-#88	01 -5321202	OPERATING SUP PRISONER MEALS	040694	8.76
		I-#97	01 -5321202	OPERATING SUP PRISONER MEALS	040694	16.95
		I-#99-	01 -5321202	OPERATING SUP PRISONER MEALS	040694	3.89
1-N00040	NAT'L. ASSOC. OF FIRE	I-1-23-08	01 -5431330	DUES & SUBSCR RENEW NAT'L ASSOC. FIRE	040695	45.00
1-N00060	NAT'L. FIRE PROTECTION	I-4080943x	01 -5652330	DUES & SUBSCR MEMBERSHIP DUES FOR	040696	150.00

ACKET: 03514 Regular Payments

ENDOR SET: 01

UND : 01 GENERAL FUND

ENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
-----						
1-N00155	NATIONAL SEMINARS GROUP					
		I-690150453-001	01 -5653331	EMPLOYEE TRAV SEMINAR - THE COMPLETE	040697	179.00
1-N00250	MCALESTER NEWS CAPITAL					
		I-03522000	01 -5652317	ADVERTISING & BLANKET PO FOR CODES	040698	30.10
		I-03522001	01 -5652317	ADVERTISING & BLANKET PO FOR CODES	040698	28.60
		I-03522024	01 -5212317	ADVERTISING & BLANKET PO FOR COUNCIL	040698	16.30
		I-03522025	01 -5212317	ADVERTISING & BLANKET PO FOR COUNCIL	040698	16.15
		I-0732	01 -5212317	ADVERTISING & BLANKET PO FOR COUNCIL	040698	83.25
		I-2276	01 -5212317	ADVERTISING & BLANKET PO FOR COUNCIL	040698	16.15
		I-2277	01 -5212317	ADVERTISING & BLANKET PO FOR COUNCIL	040698	16.30
		I-2278	01 -5212317	ADVERTISING & BLANKET PO FOR COUNCIL	040698	15.55
		I-2279	01 -5212317	ADVERTISING & BLANKET PO FOR COUNCIL	040698	17.50
		I-2280	01 -5212317	ADVERTISING & BLANKET PO FOR COUNCIL	040698	12.85
1-N00343	NORTHERN SAFETY CO INC					
		I-P197544301011	01 -5865204	SMALL TOOLS 12 PR 16" STEEL TOE BOOTS	040699	225.96
		I-P197544301011	01 -5865204	SMALL TOOLS 12 RAIN SUITS @ 18.95	040699	222.79
		I-P197544301011	01 -5865204	SMALL TOOLS 2 BOXS EAR PLUGS @ 26.91	040699	53.82
.-000075	O'REILLY AUTO PARTS					
		I-0230-416838	01 -5431316	REPAIRS & MAI CHANGE OIL FILTERS IN ALL	040700	54.90
		I-0230-420201	01 -5431316	REPAIRS & MAI CHANGE OIL FILTERS IN ALL	040700	23.96
		I-0230-420251	01 -5431316	REPAIRS & MAI CHANGE OIL FILTERS IN ALL	040700	1.65
		I-0230-425028	01 -5431316	REPAIRS & MAI CHANGE OIL FILTERS IN ALL	040700	757.25
.-000128	OKLA. MUN CLERKS, TREAS					
		I-07-19874	01 -5211330	DUES & SUBSCR SHERRY ALESSI	040701	25.00
		I-07-19874	01 -5212330	DUES & SUBSCR CORA MIDDLETON	040701	25.00
.-000160	OKLA. ASSOC. CHIEF/POLI					
		I-2008-138	01 -5321331	EMPLOYEE TRAV 2 ENROLLMENT IN CHEIF	040702	500.00
		I-2008-75	01 -5321202	OPERATING SUP POLICE OFFICERS ENTRY	040702	75.00
		I-2008-75	01 -5321202	OPERATING SUP MANUEL	040702	10.00
		I-2008-75	01 -5321202	OPERATING SUP SHIPPING	040702	10.00
.-000199	OKLA. BOARD OF TESTS FO					
		I-2365	01 -5321331	EMPLOYEE TRAV 41 REQUALIFICATION	040703	410.00
.-000222	OKLA. CODE ENFORCEMENT					
		I-07-19949	01 -5652330	DUES & SUBSCR MEMBERSHIP DUES FOR	040704	25.00
.-000520	OIL-OK INDEPENDENT LIVI					
		I-JAN. 2008	01 -5215355	OIL-OK FOR IN MONTHLY FEE PER/COUNCIL	040706	2,000.00
.-000560	OMCCA					
		I-07-19960	01 -5213330	DUES & SUBSCR DISTRICT 3 KT	040707	35.00
		I-07-19960	01 -5213330	DUES & SUBSCR DISTRICT 1 KT	040707	35.00

ACCOUNT: 03514 Regular Payments

ENDOR SET: 01

JND : 01 GENERAL FUND

ENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
1-000615	THE ATHERTON HOTEL @ OS					
		I-07-19917	01 -5210331	EMPLOYEE TRAV 1 NIGHT STAY FOR CONF.	040708	96.67
		I-07-19917	01 -5210331	EMPLOYEE TRAV PARKING	040708	10.00
1-P00133	PATROL TECHNOLOGY					
		I-122607-03	01 -5321207	CLOTHING ALLO SHIRT	040709	38.00
		I-122607-03	01 -5321207	CLOTHING ALLO PANT	040709	42.00
1-P00211	PENNY HENRY					
		I-07-20007	01 -5542308	CONTRACTED SE CONTRACT MEAL DELIVERY	040711	165.00
1-P00250	PETTY CASH					
		I-07-20049	01 -5210331	EMPLOYEE TRAV MARK ROATH-CMAO CONF.	040712	8.35
		I-07-20049	01 -5321331	EMPLOYEE TRAV PD-DARRELL MILLER-MEALS	040712	45.75
		I-07-20049	01 -5322202	OPERATING SUP PD-BLOOD KIT POSTAGE	040712	2.49
		I-07-20049	01 -5322202	OPERATING SUP PD-DOG FOOD	040712	34.50
		I-07-20049	01 -5322202	OPERATING SUP PD DOG FOOD	040712	34.50
		I-07-20049	01 -5653331	EMPLOYEE TRAV TULSA-W/C COURT HEARING	040712	112.32
1-P00310	PITNEY BOWES					
		I-07-19946	01 -5215312	EQUIPMENT REN SCHEDULE 404	040713	252.39
		I-07-19946	01 -5215312	EQUIPMENT REN SCHEDULE 406	040713	1,290.00
		I-07-19946	01 -5215312	EQUIPMENT REN SCHEDULE 407	040713	279.00
.-P00340	PITTS. COUNTY ELEC. BOA					
		I-07-19959	01 -5101350	ELECTIONS PRE-ELECTION EXP.	040714	4,768.96
.-P00420	POSTMASTER					
		I-BOX 907	01 -5215312	EQUIPMENT REN YEARLY BOX FEE #907	000000	392.00
.-P00510	PRO-KIL PEST CONTROL					
		I-44602	01 -5542203	REPAIRS & MAI MONTHLY PEST CONTROL	040717	126.00
.-P00560	PUBLIC SERVICE/AEP					
		I-07-19855	01 -5215313	ELECTRIC UTIL 95205457302-1699 E CARL A	000000	24.79
		I-07-19855	01 -5215313	ELECTRIC UTIL 95792346108-CITY HALL	000000	11,819.37
		I-07-19855	01 -5215313	ELECTRIC UTIL 95235582004-LIBRARY	000000	1,970.91
		I-07-19855	01 -5215313	ELECTRIC UTIL 95481109627-333 E CARL AL	000000	147.71
		I-07-19855	01 -5215313	ELECTRIC UTIL 95722742806-225 W COMANCH	000000	4.42
		I-07-19855	01 -5215313	ELECTRIC UTIL 95242258705-AIRPORT/NARC	000000	125.98
		I-07-19855	01 -5215313	ELECTRIC UTIL 95287592018-GENERAL FUND	000000	13,515.71
.-R00090	RAM INC					
		I-94685	01 -5862203	REPAIRS & MAI 800 GAL DEISEL FOR	040718	2,209.93
		I-94697	01 -5862205	PETROLEUM PRO 1500 GAL NO LEAD FOR SHOP	040718	3,798.00
.-R00230	RENE & ROYS WESTERN WEA					
		I-007858	01 -5431207	CLOTHING ALLO BLACK BOOTS- DURANT	040719	121.50

CHECK: 03514 Regular Payments

PAYOR SET: 01

FUND : 01 GENERAL FUND

PAYOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
-R00245	RESERVE ACCOUNT-PITNEY					
		I-07-19958	01 -5215312	EQUIPMENT REN POSTAGE FOR POSTAGE	040720	2,500.00
		I-12/17/07	01 -5215312	EQUIPMENT REN POSTAGE FOR MAILING	040720	2,500.00
-R00300	RICHARD RUSHING					
		I-07-20053	01 -5542308	CONTRACTED SE REFEREE FEES-10 GAMES	040722	200.00
-R00523	ROY J. ENGLEMAN					
		I-100430	01 -5652411	DEMOLITION DEMO 109 SOUTH E ST.	040723	1,780.00
-S00190	SECURITY SYS. & ENG. IN					
		I-23934	01 -5545316	REPAIRS & MAI EMERGENCY CALL TO REPAIR	040726	89.36
-S00251	SHERATON NEW ORLEANS					
		I-07-19909	01 -5210331	EMPLOYEE TRAV INCODE TRAINING	040727	604.12
-S00725	STAPLES CREDIT PLAN					
		I-19878	01 -5225401	COMPUTER TECH 3 HPF750US NOTEBOOK	040731	1,889.94
		I-19878	01 -5225401	COMPUTER TECH 3 MOUSE @ 39.98	040731	119.94
		I-19878	01 -5225401	COMPUTER TECH 3 CASE @ 39.99	040731	79.95
		I-70599	01 -5542202	OPERATING SUP OPEN PO FOR TYPEWRITER	040731	28.58
		I-72688	01 -5542202	OPERATING SUP OPEN PO FOR TYPEWRITER	040731	67.57
		I-73801	01 -5225202	OPERATING SUP BLANKET PO FOR SUPPLIES	040731	69.98
		I-74517	01 -5225202	OPERATING SUP BLANKET PO FOR SUPPLIES	040731	108.41
		I-75123	01 -5225202	OPERATING SUP BLANKET PO FOR SUPPLIES	040731	118.52
		I-75182	01 -5321202	OPERATING SUP 3 SONY CYBER-SHOT W/80	040731	432.14
		I-75182	01 -5321202	OPERATING SUP 3 MS PRO DUO W/CARD	040731	104.94
		I-76957	01 -5542202	OPERATING SUP OPEN PO FOR TYPEWRITER	040731	95.74
I-T00185	THE MEDICINE SHOPPE					
		I-07-20051	01 -5542202	OPERATING SUP 8 VACINES FOR POISON IVY	040733	200.00
I-T00217	THE ST. PAUL COMPANIES					
		I-07-19931	01 -5215323	DAMAGES #000279194 DEDUCTIBLE	040734	10,000.00
I-T00370	TIPPIT INSURANCE					
		I-07-20046	01 -5215322	INSURANCE/BON INV#26155 CITY MANAGER	040735	350.00
I-T00443	TOMMY BUCKNER					
		I-07-20054	01 -5542308	CONTRACTED SE REFEREE GAMES-9 GAMES	040736	180.00
I-T00458	TONYA M BARNES					
		I-07-20057	01 -5542308	CONTRACTED SE CLOCK KEEPER FEES	040737	152.00
I-T00499	TRACTOR SUPPLY COMPANY					
		I-1717282642	01 -5431204	SMALL TOOLS KEROSENE HEATER FOR	040738	459.00
I-T00590	TROY CLEANERS					
		I-457471	01 -5321202	OPERATING SUP 6 BLANKETS @ 7.50 EACH	040739	45.00

ACCOUNT: 03514 Regular Payments  
 ENDOR SET: 01  
 JND : 01 GENERAL FUND

ENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
-----						
1-U00126	UNITED LAB.					
		I-02229	01 -5862205	PETROLEUM PRO GREASE, SOLVENT,	040742	1,076.70
1-U00130	UNITED SAFETY & CLAIMS					
		I-7081-7099	01 -5215106	WORKMAN'S COM MONTHLY SERVICE FEE FOR	040744	2,350.00
1-W00040	WALMART COMMUNITY BRC					
		I-00967	01 -5321202	OPERATING SUP BLANKET PO MISC. SUPPLIES	040746	339.68
		I-07-19778	01 -5213202	OPERATING SUP OPEN PO FOR SUPPLIES	040746	170.69
		I-TR#02047	01 -5321202	OPERATING SUP BLANKET PO MISC. SUPPLIES	040746	74.11
1-W00250	WHEELER METALS					
		I-355428	01 -5542316	REPAIRS & MAI MATERIALS NEEDED TO BUILD	040749	1,738.80
1-W00270	WHITE ELECTRICAL SUPPLY					
		C-CM153832	01 -5548203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	040750	113.06-
		C-CM153923	01 -5548203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	040750	15.97-
		C-CM184085	01 -5548203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	040750	161.70-
		C-CM186673	01 -5548203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	040750	219.49-
		C-CM188172	01 -5548203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	040750	69.79-
		I-213047	01 -5548203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	040750	42.75
		I-213112	01 -5548203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	040750	151.72
		I-213129	01 -5548203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	040750	116.59
		I-213338	01 -5548203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	040750	83.83
		I-213375	01 -5548203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	040750	52.24
		I-214276	01 -5548203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	040751	95.58
		I-214378	01 -5548203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	040751	100.41
		I-214388	01 -5225202	OPERATING SUP 1000' ROLL CAT 5 NETWORK	040751	84.00
		I-214542	01 -5548203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	040751	24.19
1-X00020	XEROX CORP-MAJOR ACCOUN					
		I-028324202-	01 -5652317	ADVERTISING & BASE COST PER COPY PLAN	040752	275.20
		I-030199133	01 -5215312	EQUIPMENT REN XEROX COPIER PAYMENT	040752	1,149.09
		I-030604159	01 -5215312	EQUIPMENT REN XEROX COPIER PYMT FOR	040752	1,116.29
.-Z00010	ZEE MEDICAL INK					
		I-0021714257	01 -5542202	OPERATING SUP INSECT SWABS TO CARRY	040753	39.00
		I-021714136	01 -5865202	OPERATING SUP FIRST AID SUPPLIES	040753	21.50
VENDOR SET 01 GENERAL FUND					TOTAL:	157,763.87

ACCOUNT: 03514 Regular Payments

ENDOR SET: 01

JND : 02 MPWA

ENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
1-A00103	ACCURATE ENVIRONMTAL LA	I-E7390	02 -5874304	LAB TESTING NON-COLIFORM SAMPLES	040621	1,360.00
1-A00360	ALL STATE ELECTRIC INC	I-009779	02 -5873316	REPAIRS & MAI 2 HP MOTOR FOR FLIGHT	040625	195.00
1-A00747	AT&T	I-07-19858	02 -5267315	TELEPHONE UTI 9181475113378-MUN CLERK	000000	79.60
		I-07-19858	02 -5267315	TELEPHONE UTI 9184239300410- CITY HALL	000000	3,544.86
1-A00770	AUTO PARTS CO	C-CM805514	02 -5267203	REPAIRS & MAI BLANKET PO FOR SMALL	040629	28.00-
		I-804899	02 -5267203	REPAIRS & MAI BLANKET PO FOR SMALL	040629	101.80
		I-804997	02 -5267203	REPAIRS & MAI BLANKET PO FOR SMALL	040629	58.75
		I-805078	02 -5267203	REPAIRS & MAI BLANKET PO FOR SMALL	040629	43.04
		I-805238	02 -5267203	REPAIRS & MAI BLANKET PO FOR SMALL	040629	115.50
		I-805273	02 -5267203	REPAIRS & MAI BLANKET PO FOR SMALL	040629	35.55
		I-805275	02 -5267203	REPAIRS & MAI BLANKET PO FOR SMALL	040629	199.90
		I-805561	02 -5267203	REPAIRS & MAI BLANKET PO FOR SMALL	040629	43.53
		I-805583	02 -5267203	REPAIRS & MAI FILTERS FOR ALL DEPT.	040629	2,340.44
		I-805616	02 -5267203	REPAIRS & MAI BLANKET PO FOR SMALL	040629	86.93
		I-805660	02 -5267203	REPAIRS & MAI BLANKET PO FOR SMALL	040629	80.46
		I-805769	02 -5267203	REPAIRS & MAI BLANKET PO FOR SMALL	040629	91.27
		I-805770	02 -5267203	REPAIRS & MAI BLANKET PO FOR SMALL	040629	82.48
		I-805843	02 -5267203	REPAIRS & MAI BLANKET PO FOR SMALL	040630	31.35
		I-806068	02 -5267203	REPAIRS & MAI BLANKET PO FOR SMALL	040630	70.94
		I-806075	02 -5267203	REPAIRS & MAI BLANKET PO FOR SMALL	040630	31.08
		I-806150	02 -5267203	REPAIRS & MAI BLANKET PO FOR SMALL	040630	68.30
		I-806192	02 -5267203	REPAIRS & MAI BLANKET PO FOR SMALL	040630	82.74
		I-806261	02 -5267203	REPAIRS & MAI BLANKET PO FOR SMALL	040630	158.89
		I-806263	02 -5267203	REPAIRS & MAI BLANKET PO FOR SMALL	040630	108.65
		I-806284	02 -5267203	REPAIRS & MAI BLANKET PO FOR SMALL	040630	22.70
.-B00043	B & S SUPPLY, INC.	I-58205	02 -5267203	REPAIRS & MAI NUTS, BOLTS, SCREWS, PLUGS	040633	1,235.28
.-B00150	BEALES GOODYEAR TIRES	I-MC147913	02 -5267203	REPAIRS & MAI REPAIR LOADER TIRES	040634	168.15
.-B00180	BEMAC SUPPLY	I-S1366060.001	02 -5864410	LAND IMPROVEM 80' HOSE FOR WELLS AT	040635	133.13
.-B00490	BRIGGS PRINTING	I-526162	02 -5871202	OPERATING SUP ENGINEERING PORTION	040638	71.25
.-C00489	UNITED FUEL & ENERGY/CL	I-0893544-IN	02 -5267205	PETROLEUM PRO 6 DRUMS 15W40 ROTELLA	040642	2,834.70
.-C00535	CLIFFORD POWER SYSTEMS					

ACCOUNT: 03514 Regular Payments

ENDOR SET: 01

JND : 02 MPWA

ENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
L-C00535	CLIFFORD POWER SYSTEMS					
		I-T061345-IN	02 -5873316	REPAIRS & MAI REPAIRS TO EMERGENCY	040643	4,543.02
L-C00880	CULLIGAN WATER COND INC					
		I-108	02 -5874304	LAB TESTING DISTILLED WATER FOR TEST	040647	24.00
L-D00230	DEL CIELLO PLUMBING					
		I-121807	02 -5875426	SEWER MAIN CO SEWER MAIN REPAIR,	040651	974.00
L-E00265	ERMI ENVIRONMENTAL LABS					
		I-0706994	02 -5873304	LAB TESTING METALS TESTING AT BOTH	040659	125.00
		I-0706995	02 -5873304	LAB TESTING METALS TESTING AT BOTH	040659	150.00
		I-0707022	02 -5873304	LAB TESTING METALS TESTING AT BOTH	040659	205.75
		I-0707370	02 -5873304	LAB TESTING METALS TESTING AT BOTH	040659	125.00
		I-0707401	02 -5873304	LAB TESTING METALS TESTING AT BOTH	040659	175.25
		I-0800137	02 -5873304	LAB TESTING METALS TESTING AT BOTH	040659	125.00
L-F00015	FLEETCOR TECHNOLOGIES					
		I-NP10935363/0935362	02 -5267205	PETROLEUM PRO DEISEL FUEL FOR MPWA	040660	1,315.82
L-F00170	FIRST NATIONAL BANK/LOA					
		I-FEB. 08	02 -5267522	FNB LOAN #115 LOAN#115059 WATER UPGRADE	040661	6,423.57
L-F00251	FORT COBB FUEL AUTHORIT					
		I-07-19856	02 -5267314	GAS UTILITY GAS FOR HEREFORD #1567	000000	772.38
L-F00280	FOX VALLEY SYSTEMS, INC					
		I-I0008444	02 -5875202	OPERATING SUP BLUE MARKING PAINT FOR	040662	242.14
L-F00310	FRONTIER INTNL. TRUCKS					
		I-727453	02 -5267203	REPAIRS & MAI DIFF FOR OLD ROLL OFF	040663	4,387.64
L-H00020	H L'S PAWN SHOP					
		I-07-19961	02 -5216316	REPAIRS & MAI 1 FLASH LIGHTS FOR METER	040668	119.99
L-I00140	INDIAN NATION WHOLESALE					
		I-4543062	02 -5864410	LAND IMPROVEM 10 CASES LARGE TRASH CAN	040676	335.00
L-J00110	JACKIE BRANNON CORR. CT					
		I-L144	02 -5864410	LAND IMPROVEM INMATES WORKING AT	040678	51.70
L-K00270	KSM EXCHANGE LLC					
		I-R45258	02 -5864410	LAND IMPROVEM RENT ON DOZER FOR	040683	8,000.00
L-N00343	NORTHERN SAFETY CO INC					
		I-P197543601015	02 -5866204	SMALL TOOLS 30 SAFETY VEST @ 8.74	040699	255.90
		I-P197543601015	02 -5866204	SMALL TOOLS 1 RAIN SUIT	040699	38.15
		I-P197543601015	02 -5866204	SMALL TOOLS FREIGHT	040699	15.91

ACCOUNT: 03514 Regular Payments

ENDORSET: 01

END : 02 MPWA

ENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
..-000275	OKLA DEPT. OF COMMERCE					
		I-FEB. 2008	02 -5267521	CDBG LOAN #89 CDBG LOAN# 8908	040705	1,145.83
..-P00250	PETTY CASH					
		I-07-20049	02 -5864202	OPERATING SUP LANDFILL-DOLLAR GENERAL	040712	6.00
		I-07-20049	02 -5866202	OPERATING SUP SHIP WATER SAMPLES-UPS	040712	62.33
		I-07-20049	02 -5871202	OPERATING SUP ATWOODS-CLEANING BRUSH	040712	9.78
		I-07-20049	02 -5875331	EMPLOYEE TRAV MEALS-WATER CREW-MCDON.	040712	18.95
..-P00310	PITNEY BOWES					
		I-304549	02 -5216202	OPERATING SUP 3 EZ4-1 EZ SEAL PLUS	040713	183.41
..-P00420	POSTMASTER					
		I-07-20059	02 -5216202	OPERATING SUP POSTAGE FOR BILLS - FEB.	040715	4,500.00
		I-4208	02 -5874316	REPAIRS & MAI POSTAGE FOR BULK MAILING	040716	1,700.00
..-P00560	PUBLIC SERVICE/AEP					
		I-07-19855	02 -5267313	ELECTRIC UTIL 95043496827-MPWA	000000	36,449.93
..-R00090	RAM INC					
		I-94690	02 -5267205	PETROLEUM PRO 1800 GAL DEISEL FOR	040718	5,022.00
		I-94697	02 -5267205	PETROLEUM PRO 2500 GAL DEISEL FOR SHOP	040718	6,975.00
..-R00297	RICHARD F DUDLEY					
		I-#1	02 -5871202	OPERATING SUP PROJECT #1023	040721	175.00
..-R00600	RURAL WATER DISTRICT #1					
		I-07-19857	02 -5267316	WATER UTILITY WATER @ LANDFILL #363	000000	117.24
..-S00330	SIEMENS WATER TECH.					
		I-265081	02 -5873316	REPAIRS & MAI CHAIN & 7 LIGHTS FOR EAST	040728	370.00
		I-265244	02 -5873316	REPAIRS & MAI CHAIN & 7 LIGHTS FOR EAST	040728	4,176.00
		I-265362	02 -5873316	REPAIRS & MAI CHAIN & 7 LIGHTS FOR EAST	040728	430.00
		I-265410	02 -5873316	REPAIRS & MAI CHAIN & 7 LIGHTS FOR EAST	040728	460.00
		I-265540	02 -5873316	REPAIRS & MAI CHAIN & 7 LIGHTS FOR EAST	040728	3,260.00
..-S00507	SOUTHEASTERN WELDING &					
		I-5836	02 -5873203	REPAIRS & MAI BEARING FOR SCREWLIPTS	040729	1,224.86
..-S00725	STAPLES CREDIT PLAN					
		I-27423	02 -5875202	OPERATING SUP BLANKET PO FOR INK	040731	58.99
		I-72353	02 -5875202	OPERATING SUP BLANKET PO FOR INK	040731	57.99
..-T00605	TULSA CITY-COUNTY					
		I-5660	02 -5874304	LAB TESTING COLIFORM TESTING	040740	300.00
..-T00630	TWIN CITIES READY MIX					
		I-14747	02 -5875202	OPERATING SUP FLOWABLE FILL & CONCRETE	040741	900.00
		I-14916	02 -5875202	OPERATING SUP FLOWABLE FILL & CONCRETE	040741	872.50

ACCOUNT: 03514 Regular Payments

VENDOR SET: 01

VENDOR : 02 MPWA

VENDOR	NAME	ITEM #	G/L	ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
..-U00130	UNITED SAFETY & CLAIMS						
		I-07-20020	02	-5267106	WORKMAN'S COM W/C SETTLEMENT FOR	040743	10,000.00
..-U00142	UNITED STATES POSTAL SE						
		I-07-19847	02	-5216202	OPERATING SUP 1 AZ4215R ZIP	040745	50.00
..-W00074	WARD OIL COMPANY						
		I-3276	02	-5267205	PETROLEUM PRO DEISEL FOR BACKHOE	040747	104.54
..-W00080	WASTE RESEARCH INC.						
		I-9447	02	-5267203	REPAIRS & MAI CABLE FOR ROLL OFF TRUCK	040748	1,545.06
..-W00270	WHITE ELECTRICAL SUPPLY						
		I-209571	02	-5873203	REPAIRS & MAI SUPPLIES FOR PLANTS &	040750	273.02
		I-212542	02	-5873203	REPAIRS & MAI SUPPLIES FOR PLANTS &	040750	11.88
		I-213318	02	-5873203	REPAIRS & MAI SUPPLIES FOR PLANTS &	040750	53.23
		I-213490	02	-5873203	REPAIRS & MAI SUPPLIES FOR PLANTS &	040750	47.25
					VENDOR SET 02 MPWA	TOTAL:	122,414.28

ACCOUNT: 03514 Regular Payments

ENDOR SET: 01

JND : 03 AIRPORT AUTHORITY

ENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
L-D00323	DEPT. OF ENVIR. QUALITY	I-55162187	03 -5876203	REPAIRS & MAI 2008 STORMWATER	040652	250.00
L-D00540	DOLESE BROTHERS	I-1438	03 -5876316	REPAIRS & MAI CONCRETE FOR SIDEWALK	040654	475.75
L-F00170	FIRST NATIONAL BANK/LOA	I-FEB. 2008	03 -5876511	PRINCIPAL PAY LOAN 119817/ AIRPORT IMP.	040661	2,510.00
L-P00560	PUBLIC SERVICE/AEP	I-07-19855	03 -5876313	ELECTRIC UTIL 95291700219-AIRPORT	000000	765.48
				VENDOR SET 03 AIRPORT AUTHORITY	TOTAL:	4,001.23

ACCOUNT: 03514 Regular Payments

ENDOR SET: 01

JND : 05 PARKING AUTHORITY

ENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
1-P00560	PUBLIC SERVICE/AEP					
		I-07-19855	05 -5218313	ELECTRIC UTIL 95244019006-PARKING AUTH	000000	272.48
				VENDOR SET 05 PARKING AUTHORITY	TOTAL:	272.48

ACCOUNT: 03514 Regular Payments

ENDOR SET: 01

JND : 08 NUTRITION

ENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
I-D00213	DEBBIE COMPTON					
		I-07-19998	08 -5549308	CONTRACT SERV REIMBURSEMENT OF MILEAGE	040650	126.25
I-G00220	GENE CARR					
		I-07-19999	08 -5549308	CONTRACT SERV REIMBURSEMENT OF MILEAGE	040666	151.50
I-P00211	PENNY HENRY					
		I-07-20000	08 -5549308	CONTRACT SERV REIMBURSEMENT FOR	040711	111.10
I-S00580	SOUTHWESTERN BELL					
		I-07-20001	08 -5549315	TELEPHONE UTI TELEPHONE SERVICES FOR	040730	23.31
				VENDOR SET 08 NUTRITION	TOTAL:	412.16

ACCOUNT: 03514 Regular Payments

VENDOR SET: 01

FUND : 28 SE EXPO CTR/TOURISM FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT	
-----							
1-B00192	BEN E. KEITH						
		I-00515897	28 -5654210	CONCESSION SU CONCESSION SUPPLIES	040636	21.78	
		I-00519547	28 -5654210	CONCESSION SU CONCESSION SUPPLIES	040636	424.09	
		I-00522611	28 -5654210	CONCESSION SU CONCESSION SUPPLIES	040636	456.32	
		I-00525677	28 -5654210	CONCESSION SU CONCESSION SUPPLIES	040636	965.57	
		I-00528950	28 -5654210	CONCESSION SU CONCESSION SUPPLIES	040636	75.78	
1-C00835	CRAPPIE USA, INC						
		I-AS-10-7-15	28 -5654317	ADVERTISING & 1/2 PAGE AD IN LAKE	040644	500.00	
1-D00602	DON'S LAZY S JERKY MFG						
		I-0009057	28 -5654210	CONCESSION SU BEEF JERKY FOR COUNTY	040656	84.00	
		I-0009081	28 -5654210	CONCESSION SU BEEF JERKY FOR COUNTY	040656	168.00	
1-F00170	FIRST NATIONAL BANK/LOA						
		I-FEB. 2008	28 -5654525	FNB LOAN #122 LEASE #122 EXPO EQUIP.	040661	2,619.33	
1-H00129	HEAVENLY DELIGHTS BAKER						
		I-1/24/08	28 -5654210	CONCESSION SU COOKIES FOR DHS 12/13/07	040670	24.95	
1-J00110	JACKIE BRANNON CORR. CT						
		I-F155	28 -5654308	CONTRACT SERV INMATE LABOR	040678	116.60	
1-J00202	JEFFERSON PSG						
		I-07-19979	28 -5654317	ADVERTISING & FULL PAGE COLOR ADD IN	040679	600.00	
1-K00208	KIAMICHI COUNTRY						
		I-0010008	28 -5654317	ADVERTISING & FULL PAGE AD IN 2008	040682	1,545.00	
1-L00078	LAMBERT MECHANICAL INC						
		I-071233	28 -5654316	REPAIRS & MAI NEW CPU FOR HEAT & AIR	040684	285.00	
1-P00210	PEPSI COLA						
		I-120441	28 -5654210	CONCESSION SU BAG-N-BOX & CO2 FOR	040710	275.00	
		I-120556	28 -5654210	CONCESSION SU BAG-N-BOX & CO2 FOR	040710	205.00	
1-P00250	PETTY CASH						
		I-07-20049	28 -5654202	OPERATING SUP EXPO-POSTAGE FOR PACKAGE	040712	8.80	
1-S00725	STAPLES CREDIT PLAN						
		I-01/24/07	28 -5654202	OPERATING SUP MISC. OFFICE SUPPLIES	040731	50.96	
1-W00040	WALMART COMMUNITY BRC						
		I-015221	28 -5654210	CONCESSION SU CONCESSION SUPPLIES FOR	040746	17.68	
		I-018850	28 -5654210	CONCESSION SU CONCESSION SUPPLIES FOR	040746	30.88	
		I-02/04/08	28 -5654210	CONCESSION SU CONCESSION SUPPLIES FOR	040746	43.52	
		I-02/04/08	28 -5654210	CONCESSION SU CONCESSION SUPPLIES FOR	040746	27.00	
		I-021478	28 -5654210	CONCESSION SU CONCESSION SUPPLIES FOR	040746	57.15	
		I-023481	28 -5654210	CONCESSION SU CONCESSION SUPPLIES FOR	040746	71.93	
						VENDOR SET 28 SE EXPO CTR/TOURISM FUND TOTAL:	8,674.34

ACCOUNT: 03514 Regular Payments

ENDOR SET: 01

JND : 29 E-911

ENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
-----						
1-A00747	AT&T					
		I-07-19858	29 -5324315	TELEPHONE UTI 9184239111325- E911	000000	2,029.03
1-C00847	CRYSTAL DATA					
		I-175983	29 -5324202	OPERATING SUP 2 HP 78 CARTRIDGES-COLOR	040646	67.56
1-D00097	DASH MEDICAL GLOVES					
		I-330204	29 -5324202	OPERATING SUP 2CS MED GLOVES@ 49.90	040648	113.80
		I-330204	29 -5324202	OPERATING SUP 2CS XL GLOVES @ 49.90	040648	113.80
1-J00435	JORDAN CARRIS AGENCY					
		I-07-19896	29 -5324202	OPERATING SUP NOTARY BOND: JULIE BICKLE	040680	30.00
1-S00180	SECRETARY OF STATE-NOTA					
		I-07-19894	29 -5324202	OPERATING SUP NOTARY FILING FEE	040724	10.00
		I-07-19895	29 -5324202	OPERATING SUP NOTARY NEW COMMISSION	040725	25.00
1-T00036	TBS ELECTRONICS, INC					
		I-00051095	29 -5324510	CAPITAL OUTLA 1 CM300V45 MOTOROLA	040732	359.00
				VENDOR SET 29 E-911	TOTAL:	2,748.19

ACCOUNT: 03514 Regular Payments

PAYOR SET: 01

PAYOR : 30 ECONOMIC DEVELOPMENT

PAYOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
000275	OKLA DEPT. OF COMMERCE	I-FEB. 2008	30 -5211510	CDBG / EDIF D CDBG-EDIF CONTRACT#12248	040705	282.50
				VENDOR SET 30 ECONOMIC DEVELOPMENT	TOTAL:	282.50
					REPORT GRAND TOTAL:	296,569.05

## \*\* G/L ACCOUNT TOTALS \*\*

AR	ACCOUNT	NAME	AMOUNT	-----LINE ITEM-----		-----GROUP BUDGET-----	
				ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
07-2008	01 -5101350	ELECTIONS	4,768.96	25,000	20,231.04		
	01 -5210202	OPERATING SUPPLIES	118.04	2,900	290.63-	Y	
	01 -5210331	EMPLOYEE TRAVEL & TRAININ	1,494.14	5,000	2,587.48		
	01 -5211330	DUES & SUBSCRIPTIONS	50.00	200	100.35		
	01 -5211331	EMPLOYEE TRAVEL & TRAININ	204.92	4,100	1,105.23		
	01 -5212202	OPERATING SUPPLIES	85.20	2,600	213.00		
	01 -5212317	ADVERTISING & PRINTING	194.05	6,000	3,360.38		
	01 -5212330	DUES & SUBSCRIPTIONS	25.00	600	270.00		
	01 -5213202	OPERATING SUPPLIES	170.69	4,740	1,784.41		
	01 -5213330	DUES & SUBSCRIPTIONS	70.00	1,200	585.00		
	01 -5214302	CONSULTANTS/LABOR RELATION	9,510.85	15,000	126,535.22-	Y	
	01 -5215106	WORKMAN'S COMP	2,350.00	312,758	165,440.50		
	01 -5215302	CONSULTANTS	9,880.00	50,000	18,524.96		
	01 -5215312	EQUIPMENT RENTALS	9,478.77	41,100	3,182.65		
	01 -5215313	ELECTRIC UTILITY	28,261.05	350,000	135,792.81		
	01 -5215314	GAS UTILITY	134.17	15,000	13,976.60		
	01 -5215315	TELEPHONE UTILITY	4,489.47	140,000	97,644.70		
	01 -5215322	INSURANCE/BONDS	350.00	250,000	38,149.41		
	01 -5215323	DAMAGES	10,000.00	40,000	18,473.00		
	01 -5215355	OIL-OK FOR INDEPENDENT LIV	2,000.00	24,000	4,000.00		
	01 -5225202	OPERATING SUPPLIES	380.91	5,000	2,989.86		
	01 -5225349	INCODE SOFTWARE MAINTENANC	1,419.00	21,900	269.00-	Y	
	01 -5225401	COMPUTER TECHNOLOGY	2,089.83	25,000	18,339.77		
	01 -5321202	OPERATING SUPPLIES	2,528.94	20,000	8,263.04		
	01 -5321207	CLOTHING ALLOWANCE	1,794.36	27,400	9,238.46-	Y	
	01 -5321308	CONTRACTED SERVICES	350.00	25,683	4,105.28		
	01 -5321331	EMPLOYEE TRAVEL & TRAININ	955.75	12,000	8,731.70		
	01 -5322202	OPERATING SUPPLIES	71.49	4,000	2,217.51		
	01 -5431202	OPERATING SUPPLIES	542.10	25,000	8,643.75		
	01 -5431203	REPAIRS & MAINT SUPPLIES	2,953.83	70,156	9,051.29		
	01 -5431204	SMALL TOOLS	928.11	5,000	4,071.89		
	01 -5431207	CLOTHING ALLOWANCE	1,243.70	17,250	5,941.96		
	01 -5431316	REPAIRS & MAINTENANCE	910.41	13,000	3,395.26		
	01 -5431330	DUES & SUBSCRIPTIONS	45.00	6,000	867.89-	Y	
	01 -5542202	OPERATING SUPPLIES	979.67	56,000	2,968.22-	Y	
	01 -5542203	REPAIRS & MAINT SUPPLIES	609.68	28,000	9,435.91		
	01 -5542308	CONTRACTED SERVICES	1,359.00	25,000	9,603.80		
	01 -5542316	REPAIRS & MAINTENANCE	2,129.80	20,000	11,855.41		
	01 -5545316	REPAIRS & MAINTENANCE	89.36	2,500	905.69		
	01 -5548203	REPAIRS & MAINTENANCE SUPP	416.35	40,000	11,781.29		
	01 -5548204	SMALL TOOLS	2,199.76	5,000	1,857.93		
	01 -5548316	REPAIRS & MAINTENANCE	122.50	15,000	13,905.00		
	01 -5652202	OPERATING SUPPLIES	138.32	2,500	647.58		
	01 -5652317	ADVERTISING & PRINTING	333.90	4,000	2,529.42		
	01 -5652330	DUES & SUBSCRIPTIONS	393.55	3,500	1,611.35		

## \*\* G/L ACCOUNT TOTALS \*\*

FAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====		=====GROUP BUDGET=====	
				ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
	01 -5652411	DEMOLITION	8,694.00	45,000	23,267.02		
	01 -5653202	OPERATING SUPPLIES	71.25	2,500	831.60		
	01 -5653213	SAFETY SUPPLIES	145.00	8,500	3,985.16		
	01 -5653331	EMPLOYEE TRAVEL & TRAININ	291.32	1,500	886.00		
	01 -5862203	REPAIRS & MAINT SUPPLIES	8,620.55	165,000	54,326.90		
	01 -5862205	PETROLEUM PRODUCTS	27,337.97	350,000	131,318.17		
	01 -5865202	OPERATING SUPPLIES	21.50	2,000	1,320.91		
	01 -5865204	SMALL TOOLS	502.57	2,500	857.07		
	01 -5865402	CAPITAL PROJECTS-RESURFACI	367.26	250,000	112,055.97		
	01 -5865510	CAPITAL LEASE	3,091.82	37,102	0.16		
	02 -5216202	OPERATING SUPPLIES	4,733.41	40,008	12,151.25-	Y	
	02 -5216316	REPAIRS & MAINTENANCE	119.99	8,000	2,093.22		
	02 -5267106	WORKMAN'S COMP	10,000.00	87,241	78,213.15-	Y	
	02 -5267203	REPAIRS & MAINTENANCE	11,162.43	230,000	110,140.85		
	02 -5267205	PETROLEUM PRODUCTS	16,252.06	140,000	46,847.96		
	02 -5267313	ELECTRIC UTILITY	36,449.93	475,000	198,604.93		
	02 -5267314	GAS UTILITY	772.38	3,500	2,316.93		
	02 -5267315	TELEPHONE UTILITY	3,624.46	60,000	41,756.44		
	02 -5267316	WATER UTILITY	117.24	0	1,102.26-	Y	
	02 -5267521	CDBG LOAN #8908	1,145.83	13,749	0.00		
	02 -5267522	FNB LOAN #115059	6,423.57	51,489	0.00		
	02 -5864202	OPERATING SUPPLIES	6.00	3,000	1,595.74		
	02 -5864410	LAND IMPROVEMENTS	8,519.83	190,000	89,994.60		
	02 -5866202	OPERATING SUPPLIES	62.33	3,000	2,600.52		
	02 -5866204	SMALL TOOLS	309.96	3,000	808.77		
	02 -5871202	OPERATING SUPPLIES	256.03	7,500	3,791.46		
	02 -5873203	REPAIRS & MAINT SUPPLIES	1,610.24	60,000	21,280.38		
	02 -5873304	LAB TESTING	906.00	17,000	2,780.43		
	02 -5873316	REPAIRS & MAINTENANCE	13,434.02	65,000	35,227.75		
	02 -5874304	LAB TESTING	1,684.00	31,000	15,333.11		
	02 -5874316	REPAIRS & MAINTENANCE	1,700.00	85,000	70,712.15		
	02 -5875202	OPERATING SUPPLIES	2,131.62	30,000	4,399.36		
	02 -5875331	EMPLOYEE TRAVEL & TRAININ	18.95	1,000	959.80		
	02 -5875426	SEWER MAIN CONST.	974.00	5,000	8,486.94		
	03 -5876203	REPAIRS & MAINT SUPPLIES	250.00	3,000	1,591.46		
	03 -5876313	ELECTRIC UTILITY	765.48	11,824	5,893.84		
	03 -5876316	REPAIRS & MAINTENANCE	475.75	7,531	5,835.57		
	03 -5876511	PRINCIPAL PAYMENTS	2,510.00	30,120	0.00		
	05 -5218313	ELECTRIC UTILITY	272.48	7,200	6,091.72		
	08 -5549308	CONTRACT SERVICES	388.85	4,160	791.37-	Y	
	08 -5549315	TELEPHONE UTILITY	23.31	1,000	617.27		
	28 -5654202	OPERATING SUPPLIES	59.76	8,000	4,041.16		
	28 -5654210	CONCESSION SUPPLIES	2,948.65	27,000	8,089.47		
	28 -5654308	CONTRACT SERVICES	116.60	3,000	1,477.79		
	28 -5654316	REPAIRS & MAINTENANCE	285.00	11,000	410.15		

\*\* G/L ACCOUNT TOTALS \*\*

YEAR	ACCOUNT	NAME	AMOUNT	-----LINE ITEM-----		-----GROUP BUDGET-----	
				ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
28	-5654317	ADVERTISING & PRINTING	2,645.00	10,000	635.65		
28	-5654525	FNB LOAN #122 EXPO EQUIPME	2,619.33	31,432	0.04		
29	-5324202	OPERATING SUPPLIES	360.16	6,000	5,133.84		
29	-5324315	TELEPHONE UTILITY	2,029.03	209,000	194,813.16		
29	-5324510	CAPITAL OUTLAY	359.00	25,000	490.00		
30	-5211510	CDBG / EDIF DURALINE LOAN	282.50	3,390	1,130.00		
** 2007-2008 YEAR TOTALS **			296,569.05				

NO ERRORS

\*\* END OF REPORT \*\*



# McAlester City Council

## AGENDA REPORT

Meeting Date: February 12, 2008 Item Number: 1  
Department: City Manager  
Prepared By: Mark B. Roath Account Code: \_\_\_\_\_  
Date Prepared: February 7, 2008 Budgeted Amount: \_\_\_\_\_  
Exhibits: One

### Subject

Discussion, and possible action, on the Management Advisory Group, Inc. Classification and Compensation Study including implementation options.

### Recommendation

Motion to approve the Management Advisory Group, Inc. Classification and Compensation Study.

### Discussion

On August 14, 2007, the City Council engaged the services of Management Advisory Group, Inc. to undertake a Classification and Compensation Study for the non-uniform employees within the City organization. Attached is a copy of their Study, excluding job descriptions for each position which they will submit at a later date.

### Approved By

	<i>Initial</i>	<i>Date</i>
Department Head	_____	_____
City Manager	<u>MBR</u>	<u>02/07/08</u>

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# CLASSIFICATION & COMPENSATION STUDY

FOR



The word 'OKLAHOMA' is written in a bold, white, sans-serif font on a black rectangular background.

## Unified Schedule

February 5, 2008

By:

**MANAGEMENT ADVISORY GROUP, INC.**

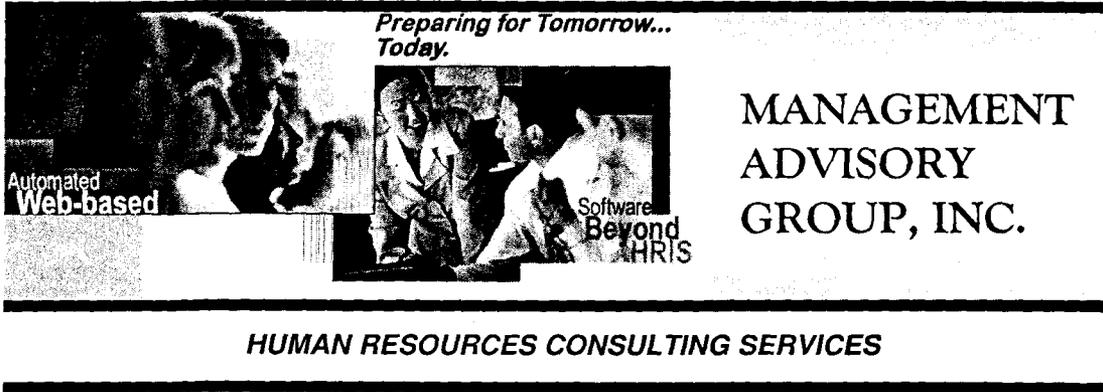
***Tallahassee Regional Office***

1850-B Gadsden Street  
Tallahassee, Florida 32308  
(850) 386-2711

***Virginia/DC Area Headquarters***

4207 Dale Blvd.  
Woodbridge, Virginia 22193  
(703) 590-7250

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February 5, 2008

Mr. Mark Roath  
City Manager  
City of McAlester  
28 E. Washington  
McAlester, OK 74501.  
918-423-9300

Dear Mr. Roath,

Management Advisory Group, Inc. (MAG) is pleased to present this *Classification and Compensation Study – Final Report* to the City of McAlester.

This report has been developed based on:

- Market salary/compensation survey results;
- Job analysis of completed questionnaires; and
- Pay plan development addressing internal equity and external market competitiveness.

This Report is presented in the following sections:

- Section 1: Introduction,
- Section 2: Methodology;
- Section 3: Personnel Policies;
- Section 4: Salary Survey Results;
- Section 5: Proposed Pay Plan and Tables; and,
- Section 6: Implementation.

---

Mr. Mark Roath  
City Manager  
City of McAlester  
February 5, 2008  
Page Two

MAG would like to express our thanks and appreciation to all City employees and staff participating in this important project. It has been our pleasure to assist the City in conducting a comprehensive compensation study.

I look forward to discussing the report findings further on February 12<sup>th</sup> with the City Council.

Sincerely,



Donald C. Long, Ph.D.  
Executive Vice-President  
Management Advisory Group, Inc.

**Virginia/DC Area Headquarters**  
4207 Dale Boulevard  
Woodbridge, Virginia 22193  
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**CITY OF MCALESTER**  
**CLASSIFICATION AND COMPENSATION STUDY**  
**FINAL REPORT**

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Letter of Transmittal

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Section 5.0 – Proposed Pay Plan and Grade Order List..... Page 5-1

*Proposed Pay Structure (hourly and annual)*

*Proposed Pay Grades*

*Proposed Pay Plan*

*Alphabetical List of Positions*

*Class Comparison List*

**SECTION 1.0**  
**Introduction**

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## ***Section 1: Introduction***

### **Introduction**

The City of McAlester contracted with Management Advisory Group, Inc. (MAG) of Washington DC and Tallahassee, Florida, to conduct a classification and compensation study. This report presents the findings and recommendations of the study. MAG's findings and recommendations are based on:

- review of current policies, procedures and forms;
- salary survey results;
- current and recently revised organizational structure;
- job analysis; and,
- internal and external equity considerations.

### **Project Goal**

The goal of the City for this project was to provide the foundation for an appropriate classification and compensation system and pay plan based on current compensation levels for similar public sector employers and market competitors.

The City recognizes that a competitive compensation package for employees is necessary to attract, retain, reward and acknowledge highly skilled and competent personnel to provide the highest level of service to the citizens of the City. In order to accomplish the mission of the City, it is essential to develop and maintain a qualified, skilled, and experienced workforce. Recruitment of skilled, qualified entry-level personnel, as well as the retention of staff, is of great importance to the continued delivery of quality, consistent, professional, and efficient services.

To this end, MAG has developed a proposed pay plan and salary adjustment recommendations for current incumbents in included City classifications. This study does not include represented positions within the police and fire departments.

### **Current Compensation Structure**

The City currently has several pay structures covering the various positions in the City. They have been adjusted over time to the point such that inconsistencies exist in the structures. It is also difficult to compare the internal relationships of positions within the City. The recommended classification and compensation structure overcomes these limitations by establishing a "unified" pay structure. In other words, all positions are placed in the same overall pay structure, thus enabling the reader to identify each position's relationship to other City positions. This is extremely helpful in understanding how positions relate to one another, and in classifying new positions that will be established over time.

### **Project Scope**

The City requested a number of services, activities, reviews, and reports within the scope of the project; specifically:

- Develop a comprehensive classification/compensation plan for City employees based upon an objective analysis and evaluation of job content. Such compensation plan must provide internal equity and yet be competitive in the marketplace in attracting and retaining qualified employees.
- Develop and conduct an external assessment or compensation survey evaluating benchmark job classifications by comparing actual job content and duties of the classification to comparable job classifications in other like organizations.
- Develop a report analyzing the results of the data from the internal and external assessment survey.
- Develop recommendations and calculate the cost of implementing the study.
- Develop recommendations and an instrument for the ongoing internal administration and maintenance of the proposed classification/compensation plan.

A list of project tasks and activities is indicated by Exhibit 1-1.

**EXHIBIT 1-1  
CITY OF McALESTER  
PROJECT TASKS**

**Project Initiation** – Developed project proposal, work plan and timeline. Executed project contract. Discussed and scheduled activities with City administration and revised project work plan.

**Orientation Sessions** - Met with department heads to discuss and describe the project purpose and focus.

**Distributed JAQ's** – Provided *Job Analysis Questionnaires* (JAQs) in an online/web-based format – all included City employees in included classifications were asked to complete the questionnaire to gather job specific information on specific duties, responsibilities, and essential job attributes.

**Developed/Distributed Salary Survey Instrument** – Developed a salary survey to gather compensation information from target organizations for selected City benchmark classifications.

**Collected/Analyzed Compensation Data** – Collected and reviewed compensation data from respondent organizations.

**Conducted Job Analysis** – Performed job analysis of compensable factors based on completed JAQs.

**Developed Revised Pay Plan** – Developed a preliminary proposed open-range pay plan based on the results of the market salary survey, job analysis, and internal/external equity considerations.

**Developed Salary Adjustment Recommendations** – Developed salary adjustment recommendations for all included City classifications based on the revised pay plan(s) and employee classification and current salary.

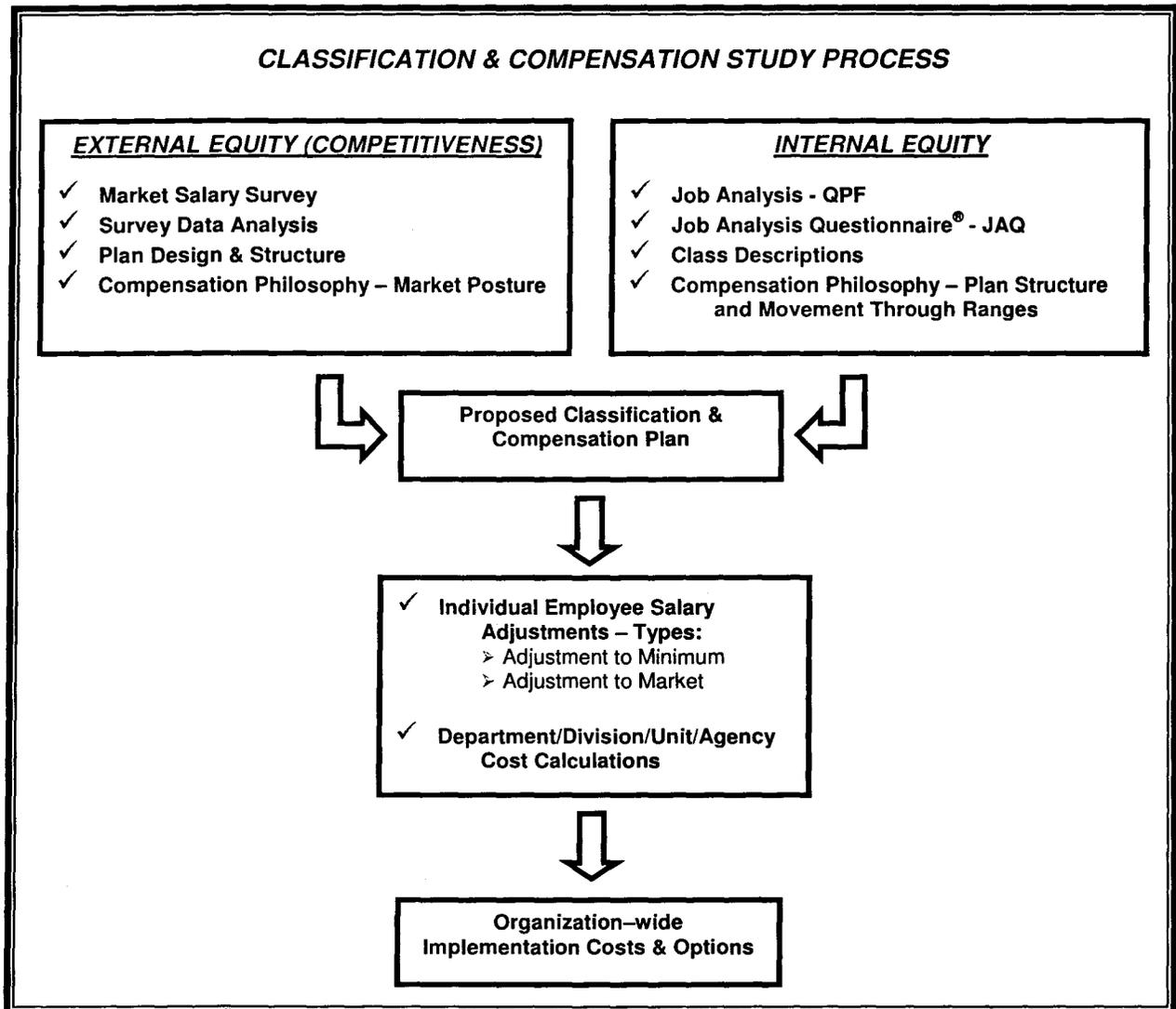
**Developed Draft Report** – Developed and submitted a Draft Report for City review integrating the job analysis, proposed pay and classification plan, and salary survey. Met with Council Members and Department Heads individually. Reviewed the Draft Report and made appropriate changes.

**Developed Final Report** – Developed and submitted a Final Report for City review integrating the job analysis, proposed pay and classification plan, salary survey, and providing implementation recommendations.

**In the Process of Completing New/Revised Class Descriptions** – Developing updated class descriptions for included City classifications based on job-specific information collected through the JAQ process.

Exhibit 1-2 illustrates a flow-chart process used for developing a proposed pay and classification plan.

**EXHIBIT 1-2  
CPS  
PROJECT FLOWCHART**



**SECTION 2.0**  
**Methodology**

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## ***Section 2: Methodology***

### **Methodology Overview**

To begin the study, the project team requested and reviewed preliminary information and arranged for on-site work with the City. MAG conducted initial discussions with administration and tailored several instruments to be used in conducting the compensation and classification analysis, including:

- a *Job Analysis Questionnaire*® (JAQ);
- *Administrative Issues Form* (AIF); and,
- a Market Salary Survey to be conducted with comparable classifications with a selected group of agencies and employers.

The study methodology included:

- collection of current City personnel, and organizational background information;
- collection of Administrative Issues information;
- development, distribution, collection, and analysis of *Job Analysis Questionnaires*®;
- identification and selection of comparable agencies for the market salary survey;
- identification of classification benchmarks;
- interviews with department heads to gather additional job-specific information and local jurisdiction perspective on the current state pay plan;
- job analysis with recommendations concerning the relative ranking of City positions to develop a classification plan that will ensure internal equity;
- a salary/wage survey and analysis to include recommendations concerning labor market competitiveness to ensure external equity;
- review of current City class descriptions;
- review of current City HR policies and procedures; and
- review of current City organizational structure and organization.

### **Initial Meetings and Orientation**

Upon agreement to proceed, the project team met with City management to discuss the study's objectives, along with the strengths and weaknesses of the current organizational structure and compensation management systems. MAG's representatives requested documentation about current compensation and classification programs, met to discuss these systems, and developed an understanding of concerns to be addressed.

### **Job Analysis Questionnaire©**

MAG evaluated the included City classifications in order to assign positions to an appropriate new pay range. The job evaluation included various factors, such as:

- Involvement with Data, People, and Assets
- Experience/Vocational Requirements
- Educational/Vocational Requirements
- Mathematical Requirements
- Communications Requirements
- Judgment Requirements
- Impact of Decisions
- Complexity of Work
- Safety of Others
- Americans with Disabilities Act Requirements
- Physical Requirements
- Equipment Usage
- Unavoidable Hazards
- Sensory Requirements

Information about each employee's job was collected through a *Job Analysis Questionnaire© (JAQ)*. MAG has developed an internet, web-based interface for questionnaire completion – employees were able to log on to our system, and complete their questionnaires electronically online. Hard copies were also available for employees without computer access at their worksite. For included positions, there was excellent participation.

The *JAQ* asked employees to rank their job in each of the above areas and provide written comments about their tasks in each area. Based on this information, each job class was evaluated by MAG's unique Job Evaluation System. The evaluation from this system resulted in a level for each job and established the relative ranking of positions within the compensation system. Additionally, job-specific requirements, functions, tasks, and responsibilities are documented for use in developing revised/new class descriptions for City classifications.

### **Market Salary Survey**

The City employs a wide range of jobs that contain a wide and diverse mix of work responsibilities. The Market Salary Survey reflected the variety of duties and responsibilities in which City employees engage. The Market Salary Survey is one of the key components of a classification and compensation study, as well as one of the more difficult and sensitive activities in the study process.

In a collaborative effort with City management, and consideration of input from an interested Council Member, MAG developed a list of target organizations to be surveyed. MAG conducted the survey and performed the technical analysis and evaluation.

Organizations typically included as targets in a salary survey are those that are:

- competing with the City for employees, for either lower level or higher level positions;
- geographically situated in such a fashion as to almost automatically be considered a competitor;
- structured similarly to the City, or providing similar types of services;
- attractive to highly valued City employees for one reason or another; and
- within a reasonable commuting distance.

### **Benchmark Classes**

The job classes included as benchmarks in the survey were clearly and concisely described. All classes had a clear and identifiable relationship to other City classes and were representative of the various functional areas within the various work areas/units.

In the survey instrument, each job was carefully described in a class profile. In addition to the statement of job duties and responsibilities, specific information pertaining to the education requirements and work experience needed for the class was included. Such specific information helped survey respondents determine how close the match was between the City's position and that of the survey respondent's organization. The respondent's matching class title, annual minimum and maximum salary, and annual hours was also included in the survey. Because the class profiles were created from the City's own currently available job specifications,

supplemented by information obtained from completed JAQs, validity was built into the process through the class profile methodology.

The data from the survey were used to assist with the classification of the various jobs within the pay structure. ***It is important to note, however, that the market study simply serves as an indicator of market trends and, consequently, the internal job analysis is the most critical element in determining pay grade assignment.***

Exhibit 2-1 indicates benchmark positions/classifications used for the salary survey. Exhibit 2-2 indicates survey targets used for the salary survey; survey respondents are illustrated in bold italics.

**EXHIBIT 2-1  
CITY OF MCALESTER  
SURVEY BENCHMARK TITLES/CLASSIFICATIONS**

- Animal Control Officer
- Auto Mechanic
- Auto Serviceman
- Building Inspector
- Building Maintenance Supervisor
- Cashier
- Central Garage Superintendent
- City Clerk
- City Engineer
- City Manager Secretary
- City Treasurer
- Code Enforcement Officer
- Community Service Director
- Computer Support Specialist
- Concrete Finisher
- Engineering Inspector
- Fire Chief
- Groundskeeper
- Heavy Equipment Operator
- Lab Technician
- Maintenance Worker
- Meter Reader
- Municipal Court Administrator
- Personnel Director
- Planning Director
- Plant Operator
- Police Chief
- Police Dispatcher
- Public Works/Utilities Director

- Recreation Supervisor
- Refuse Collector
- Refuse Driver/Operator
- Safety Compliance Officer
- Street Superintendent
- Truck Driver
- Utility Worker

**EXHIBIT 2-2  
CITY OF MCALESTER  
SURVEY TARGETS**

- City of Ada
- City of Altus
- City of Ardmore
- City of Bethany
- City of Bixby
- City of Chickasha
- City of Claremore
- City of Del City
- City of Duncan
- City of Durant
- City of El Reno
- City of Owasso
- City of Ponca City
- City of Sand Springs
- City of Sapulpa
- City of Shawnee
- City of Yukon

**Survey Results Summary and Details**

Detailed salary survey results are provided in Section 4. *It is important to note, however, that the market study simply serves as an indicator of market trends and, consequently, the internal job analysis is the most critical element in determining pay grade assignment.*

**SECTION 3.0**  
***Selected Personnel Policies***

---

### ***Section 3: Selected Personnel Policies***

As part of the overall study, Management Advisory Group was requested to offer observations and recommendations regarding certain personnel policies.

#### **Personnel Policies:**

The following recommendations cover recommendations for both the implementation of the plan as well as the on-going administration.

#### **Salary Adjustment Recommendations**

The cost to implement and maintain the compensation system should be driven by changes in the labor market and should be applied globally to the system, which adjusts each salary range, or band. Compensation systems that are well maintained address two primary issues on an annual basis:

- the cost to maintain competitiveness of the system; and,
- the cost to adjust individual salaries.

Following initial implementation of the recommendations, changes to the compensation structure should be driven by changes in the labor market. Changes in individual salaries should be driven by performance.

From time to time, the City may determine the need to adjust pay grades/ranges based on some factor – such as the Consumer Price Index (CPI) and/or annual Cost of Living Adjustment (COLA) percentage – to maintain competitiveness at salary range minimums and hiring rates, as well as accommodate current incumbent pay progression within the grades. Ideally, funding permitting, the City should conduct a salary/market review every 3 to 5 years to assess market conditions, and ensure a competitive posture in personnel recruitment and retention.

**Minimum Rate**

MAG also recognizes that a vital component of any compensation plan is the recruitment salaries offered. We have found that recruitment programs are most effective if hiring ranges, as opposed to hiring rates, are established. Hiring ranges should be adjusted each year to reflect the dynamics of the marketplace, and policies should be established to address individual equity concerns, particularly those that inhibit hiring personnel at salary levels exceeding those of current personnel. In other words, hiring ranges are components of a total salary range that can be adjusted each year based on need, whether such need is dictated by the marketplace, desires of the organization, or both. ***Typically the hiring range is considered to be from the entry level of the proposed range to the midpoint.***

Many factors should be considered when making an offer above the entry level. One factor is the current salaries of incumbents (if any) in the job class and their length of service. Another consideration is the demands of the market place. In some cases, operational necessity may require hiring above the minimum rate in order to accomplish key organizational operational objectives.

The pay grade(s) take into account the necessary previous experience and qualifications for positions assigned to that grade. On occasion, for highly skilled, technical, administrative, or managerial positions it would be necessary to hire above the minimum rate in the range. A recommendation to hire above the minimum rate in the range should be documented, and approved by the City Manager.

In order to ensure the ongoing operation of critical City service areas, the City Manager should have authority, at his/her sole discretion, to extend offers of employment at rates above the position's current pay grade midpoint (or market rate) in order to obtain the highest caliber staff and personnel possible.

**Proposed Compensation Plan**

Regardless of an organization's philosophy concerning advancement opportunities afforded to employees, it is essential that movements in the economy, and more specifically the labor market in which the City competes, be addressed at the system level. Accordingly, salary administration procedures should take their priority based on funding levels and philosophies on pay. Although MAG cannot dictate a philosophy, we recommend that a balance be achieved in addressing compensation at both the individual employee and compensation system levels.

**Allocation of Employees Within the Ranges**

For employees whose current salary level is below the minimum level in the assigned range, the salary level would be the minimum in the range. For employees with current salary levels exceeding the maximum level in the assigned range, the salary would be frozen at that level, and the employee would be ineligible for any merit or cost of living increases until the range is adjusted to allow movement. To address employees that may be "topped-out" at the maximum of their assigned range, the City may wish to reward employee performance by a salary "bonus" or merit pay amount awarded to the employee, but that is not added to the employee's base salary (to avoid further out-of-range base salary increases).

**Reclassification**

Reclassifications can occur in several ways. The most common is the reclassification of an entire class of workers. Reclassification can take place when the work performed changes substantially over a period of time. Often these changes take place when new technology is introduced, or the mission of a section is changed in response to changing legislation or changing service demands. Another type of reclassification is done for individuals whose jobs change through design or evolution. *Reclassifications do not take place independent of consideration of other positions within the overall classification system.* When a request for a reclassification is initiated, all incumbents holding the same job title should complete a *Job*

*Analysis Questionnaire*®. Key questions concerning the job should be answered to assist in determining the proper level within the overall pay and classification system. The analysis of all the information is then compared to the current position description for the various classification levels and weighted, using the same criteria that has been used to establish the level of all positions in the City's pay plan. This will allow the reviewer to determine the correct classification assignment. If it is determined that a reclassification is justified, then the reclassification assignment should be made.

### **Promotion**

When promotions occur, the raise should be commensurate with the increased responsibility associated with the new duties and assignment.

### **Advancement Within a Pay Grade**

Advancements within a grade should be considered on an annual basis, following regular established personnel policies and procedures. Unless there are extenuating circumstances that would preclude advancement to the next step, a successful annual performance evaluation would typically result in advancement to the next step.

### **Performance Evaluation**

In recent years, it appears that not all employees have received performance evaluations. Individuals who have reached the top of their range have not received their annual evaluations, under the view that no adjustment can be made anyway, so there is no purpose for preparing an evaluation. This is not recognized practice. Regardless of whether an employee has reached their "maximum" of their assigned range, an annual performance evaluation should be performed. This creates documentation of performance and offers feedback to the employee. It is absolutely in the best interests of the City to ensure that annual performance evaluations are conducted of all employees.

**Future Administration of the Plan**

In order to retain the currency of the plan, the City may exercise an optional maintenance agreement with MAG that would provide a salary survey and a recommended market adjustment of ranges. Under the provisions of MAG's maintenance agreement, assistance is always available to the City to review requests for reclassification; conduct spot surveys for market sensitive positions; provide ongoing maintenance such as database updates reflecting current salaries, terminations, and new-hires; and develop or change class descriptions.

**Benefits for Full-Time Employees**

Typically, when an employee works at least 35 hours per week, the incumbent is provided with benefits. There has been a practice in the City whereby some employees have been assigned to 30, 32, 35 hours of work, and not afforded benefits. Some employees have been in this employment situation for several years. To be consistent with other public employers, the City should consider providing benefits to employees working in excess of 32 hours on a regular basis.

**Proposed Compensation Under the New Plan**

The appropriate pay range for each job class is first established using the market data collected through our **Market Manager®** software. The **Classification Manager®** software then establishes a target salary for each employee by first calculating the cost to raise the incumbent to the minimum of the new range (if appropriate). Further, adjustments can be based on time within the position, to recognize service for the work within the position.

Minor administrative adjustments to the proposed plan may be needed as the City prepares for final implementation of the report recommendations.

**Plan Implementation**

MAG recognizes that implementation of new or revised compensation and classification programs must take into account the financial disposition, current salary levels and other variables unique to the City. Only after all of these factors are considered can a feasible implementation program be designed. After presentation of reports and recommendations from the analysis phase of this engagement, City management should take into consideration financial obligations and capabilities of the City, which include financial limitations or other restrictions that must be considered in implementing proposed programs. Alternative implementation approaches are being provided to the City in another report format.

Overall, the following costs are estimated for implementation:

- **Minimum Implementation Plan:** Brings any employees that are below the minimum, at least to the minimum of the recommended range, and places each employee on the next step up in their new assigned range. There are 25 positions below the minimum (includes vacant positions). This approach gets the City into a plan, but does not recognize time within the position and may create separation issues in which newer employees will be close in salary to experienced employees. The *annualized* cost of this approach is \$53,242 (excludes currently vacant positions). Adjustments would occur for 168 people, while nine (9) people would be "maxed out" and receive no adjustment. *The adjustments to be placed on the next step up would be very small.* This is approximately 1% of payroll for the positions in the study.
  
- **Normal Progression Plan:** This plan also brings any employees that are below the minimum, at least to the minimum of the recommended range, and places each employee on the next step up in their new assigned range. This approach uses promotion dates. There are 25 positions below the minimum (includes vacant positions). It further recognizes what is referred to as "normal progression", in which promotion dates of employees are used to calculate target salaries. The time within the position or

classification is recognized, such that the experience of the employee in the classification is counted. Adjustments would occur for 168 people, while again, nine (9) people would be "maxed out" and receive no adjustment. *The adjustments are somewhat uneven, but do provide for separation for employees experienced in their positions.* The annualized cost of this approach is \$257,185 (excludes currently vacant positions). This is approximately 5% of payroll for the positions in the study.

- **2% Flat Adjustment with Normal Progression Plan:** This plan provides for a 2% adjustment, and then assigns people to the next step up. This plan also brings any employees that are below the minimum, at least to the minimum of the recommended range. This approach uses promotion dates and the concept of normal progression (the time within the position or classification is recognized, such that the experience of the employee in the classification is counted). There are 25 positions below the minimum (includes vacant positions). Adjustments would occur for 169 people, while eight (8) people would be "maxed out" and receive no adjustment. *The adjustments are the most even of the three alternatives, and do provide for separation for employees experienced in their positions.* The annualized cost of this approach is \$305,359 (excludes currently vacant positions). This is approximately 5.9% of payroll for the positions in the study. **This is the recommended approach for the City of McAlester.** It provides adjustments to all but "maxed out" employees, results in more even adjustments than the other alternatives, and has overall costs similar to the cost adjustments provided recently to police and fire represented employees.

**SECTION 4.0**  
**Salary Survey Results**

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# Salary Survey Results Summary

# Salary Survey Results for McAlester

Job Class Title	Averages For Each Job Class				Medians For Each Job Class			City of McAlester						
	Min	Mid	Max	Actual	Min	Mid	Max	Min	Mid	Max	Range	Width		
Meter Reader	\$20,895	\$24,425	\$28,927	\$22,240	21,382	24,232	28,420	\$23,124	9.6%	\$26,148	6.6%	\$29,172	0.8%	26.2%
Groundskeeper	\$20,220	\$24,472	\$27,794	\$27,026	20,363	24,211	28,558	\$23,124	12.6%	\$26,208	6.6%	\$29,172	4.7%	26.2%
Refuse Collector	\$21,170	\$25,148	\$29,459		21,108	24,324	28,954	\$22,212	4.7%	\$25,020	-0.5%	\$27,768	-6.1%	25.0%
Animal Control Officer	\$21,674	\$26,307	\$30,914	\$26,385	21,529	26,313	30,499	\$22,512	3.7%	\$25,374	-3.7%	\$28,236	-9.5%	25.4%
Cashier	\$21,735	\$26,612	\$30,791	\$30,804	21,246	25,470	30,073	\$23,448	7.3%	\$26,550	-0.2%	\$29,652	-3.8%	26.5%
Utilityman	\$22,083	\$27,059	\$33,735	\$21,598	21,924	26,485	31,510	\$22,212	0.6%	\$25,020	-8.1%	\$27,768	-21.5%	25.0%
Police Dispatcher	\$22,936	\$27,455	\$32,222	\$26,652	22,915	26,867	31,242	\$23,448	2.2%	\$26,628	-3.1%	\$29,652	-8.7%	26.5%
Maintenance Person	\$22,743	\$27,513	\$31,462	\$32,032	22,443	27,107	30,948	\$23,124	1.6%	\$26,148	-5.2%	\$29,172	-7.8%	26.2%
Truck Driver	\$24,324	\$27,663	\$34,035	\$21,597	22,327	26,212	30,839	\$22,512	-8.0%	\$25,374	-9.0%	\$28,236	-20.5%	25.4%
Auto Serviceman	\$22,846	\$27,734	\$33,865	\$24,627	22,443	25,776	31,408	\$22,212	-2.9%	\$24,990	-11.0%	\$27,768	-22.0%	25.0%
Refuse Driver/Operator	\$23,252	\$27,770	\$32,287		23,488	27,539	31,611	\$23,124	-0.6%	\$26,148	-6.2%	\$29,172	-10.7%	26.2%
Concrete Finisher	\$22,890	\$27,891	\$32,891		22,867	27,860	32,453	\$23,532	2.7%	\$26,718	-4.4%	\$29,904	-10.0%	27.1%
Secretary	\$22,946	\$28,221	\$32,624	\$30,618	22,915	29,026	33,238	\$23,448	2.1%	\$26,628	-6.0%	\$29,652	-10.0%	26.5%
Plant Operator	\$24,511	\$28,934	\$34,214	\$23,792	24,284	29,484	35,079	\$23,124	-6.0%	\$26,208	-10.4%	\$29,172	-17.3%	26.2%
Auto Mechanic	\$24,836	\$29,958	\$35,385	\$27,976	24,461	29,162	34,445	\$24,240	-2.5%	\$27,708	-8.1%	\$31,164	-13.5%	28.6%
Heavy Equipment Operator	\$24,985	\$30,043	\$35,101		24,690	28,933	33,894	\$23,880	-4.6%	\$27,252	-10.2%	\$30,600	-14.7%	28.1%
Lab Technician	\$25,726	\$30,218	\$36,175	\$21,424	25,403	30,456	35,904	\$24,600	-4.6%	\$28,176	-7.2%	\$31,704	-14.1%	28.9%
Code Enforcement Officer	\$26,447	\$32,272	\$37,247	\$37,378	27,394	33,582	37,315	\$25,596	-3.3%	\$29,160	-10.7%	\$32,868	-13.3%	28.4%
Municipal Court Administrator	\$26,898	\$32,555	\$37,893	\$34,632	26,574	31,967	35,776	\$25,536	-5.3%	\$59,532	45.3%	\$33,540	-13.0%	31.3%
Recreation Supervisor	\$27,993	\$33,304	\$39,488	\$29,370	28,811	33,641	39,289	\$27,288	-2.6%	\$31,848	-4.6%	\$36,252	-8.9%	32.8%
City Manager Secretary	\$27,914	\$34,472	\$39,894	\$36,365	27,628	33,738	39,745	\$25,536	-9.3%	\$29,538	-16.7%	\$33,540	-18.9%	31.3%
Building Maintenance Supervisor	\$30,745	\$36,208	\$41,670		30,852	35,550	40,248	\$27,288	-12.7%	\$31,848	-13.7%	\$36,252	-14.9%	32.8%
Safety Compliance Officer	\$27,950	\$36,843	\$39,588	\$55,286	26,542	32,341	38,429	\$25,956	-7.7%	\$30,072	-22.5%	\$34,188	-15.8%	31.7%
Engineering Inspector	\$30,811	\$37,169	\$43,528		31,554	38,560	45,547	\$27,636	-11.5%	\$32,460	-14.5%	\$36,972	-17.7%	33.8%
Building Inspector	\$30,859	\$38,899	\$43,552	\$50,755	31,658	38,254	43,139	\$25,956	-18.9%	\$30,120	-29.1%	\$34,188	-27.4%	31.7%
Central Garage Superintendent	\$33,274	\$39,962	\$46,303	\$42,038	33,311	41,465	45,396	\$34,152	2.6%	\$40,644	1.7%	\$45,053	-2.8%	31.9%
Computer Support Specialist	\$35,848	\$44,355	\$52,862		36,275	42,951	49,504	\$34,152	-5.0%	\$42,342	-4.8%	\$50,532	-4.6%	48.0%
Street Superintendent	\$36,626	\$44,447	\$50,567	\$48,702	36,847	44,730	48,828	\$34,152	-7.2%	\$40,644	-9.4%	\$45,053	-12.2%	31.9%
City Clerk	\$44,647	\$52,660	\$62,631	\$51,485	44,609	51,186	64,341	\$39,216	-13.8%	\$45,396	-16.0%	\$55,284	-13.3%	41.0%
Planning Director/Economic Director	\$45,252	\$56,023	\$69,269	\$52,312	40,975	53,302	67,609							
Personnel Director	\$49,232	\$61,313	\$73,394		52,541	59,925	66,830							
Community Service Director	\$52,046	\$65,551	\$76,008	\$80,787	51,823	64,324	75,046	\$42,984	-21.1%	\$51,762	-26.6%	\$60,540	-25.6%	40.8%
City Treasurer	\$51,607	\$67,197	\$78,818	\$70,671	49,268	65,304	73,932	\$46,752	-10.4%	\$52,932	-27.0%	\$62,820	-25.5%	34.4%
Police Chief	\$53,148	\$68,064	\$78,632	\$72,846	53,456	65,047	75,046	\$51,264	-3.7%	\$58,044	-17.3%	\$67,932	-15.8%	32.5%
Fire Chief	\$54,658	\$68,600	\$80,442	\$71,226	53,529	66,467	76,096	\$47,556	-14.9%	\$55,284	-24.1%	\$65,172	-23.4%	37.0%
Public Works/Utilities Director	\$53,487	\$69,975	\$78,161	\$85,197	53,602	69,473	73,932							
City Engineer	\$53,198	\$73,013	\$81,963	\$85,688	53,456	72,211	82,042	\$56,520	5.9%	\$64,248	-13.6%	\$74,136	-10.6%	31.2%
Assistant City Manager	\$58,615	\$74,002	\$87,499	\$76,837	60,697	72,612	81,630							

# Salary Survey Results for McAlester

Job Class Title	Averages For Each Job Class			Medians For Each Job Class			City of McAlester			Range Width
	Min	Mid	Max	Actual	Min	Mid	Max	Min	Mid	
<b>Survey Averages</b>	\$32,659	\$40,377	\$47,139		\$43,945	43.23%	\$29,159	\$34,476	\$38,303	31.36%
							-12.00%	-17.12%	-23.07%	

# **Salary Survey Detail Results**

## Salary Survey Results for McAlester

### Animal Control Officer

**Descrip** The essential function of the position within the City is to protect the health and safety of the public through enforcement and education of the animal control regulations. The position is responsible for picking up animals, responding to complaints by citizens, and educating the public to prevent injuries. The position works under general supervision with the ability to make independent decisions within the boundaries of established policies and procedures.

**Quals** Requires high school diploma or GED, and one year of college or vocational school education in law enforcement or related field. Requires FEMA Basic Incident Command System - Emergency Preparedness for Public Health Workers, Parts I and II, and valid Driver's License.

Respondent	Matching Title	Match	Min	Mid	Max	Range Width	Exempt	Avg Pay	Actual Pay
City of Sapulpa	Animal Control Officer	Good		\$20,945			<input type="checkbox"/>		\$20,945
City of Ada	Animal Control Officer	Good	\$20,100	\$23,166	\$26,232	30.5%	<input type="checkbox"/>		
City of Ardmore	Animal Control Officer	Good	\$18,616	\$23,286	\$27,955	50.2%	<input type="checkbox"/>		
City of Chickasha	Animal Control Officer	Good	\$19,594	\$23,899	\$28,205	43.9%	<input type="checkbox"/>		
City of Claremore	Animal Control Officer	Good	\$19,551	\$24,048	\$28,544	46.0%	<input type="checkbox"/>		
City of Del City	Animal Control Officer	Good	\$19,760	\$24,159	\$28,558	44.5%	<input type="checkbox"/>		
City of Shawnee	Animal Control Officer	Good	\$22,443	\$26,312	\$30,181	34.5%	<input type="checkbox"/>		
City of Altus	Animal Control Officer	Good	\$21,492	\$26,315	\$31,137	44.9%	<input type="checkbox"/>		
City of Duncan	Animal Control Officer	Good	\$22,194	\$26,718	\$31,242	40.8%	<input type="checkbox"/>		
City of Bethany	Animal Control Officer	Good	\$21,565	\$26,743	\$31,921	48.0%	<input type="checkbox"/>		
City of Durant	Animal Control Officer	Good	\$22,915	\$26,867	\$30,818	34.5%	<input type="checkbox"/>		
City of Owasso	Animal Control Officer	Good	\$23,774	\$30,306	\$36,837	54.9%	<input type="checkbox"/>		
City of Bixby	Animal Control Officer	Good		\$31,824			<input type="checkbox"/>		\$31,824
City of El Reno (Canadian County)	Animal Control Officer I	Good	\$28,080	\$33,710	\$39,340	40.1%	<input type="checkbox"/>		

<b>Average</b>		<b>\$21,674</b>	<b>\$26,307</b>	<b>\$30,914</b>	<b>42.6%</b>	<b>\$26,385</b>
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<b>City of McAlester</b>		<b>\$22,512</b>	<b>\$25,374</b>	<b>\$28,236</b>	<b>25.4%</b>	
	<b>\$ Difference</b>	\$838	(\$933)	(\$2,678)		
	<b>% Difference</b>	3.7%	-3.7%	-9.5%		

## Salary Survey Results for McAlester

### Assistant City Manager

**Descrip** This is the deputy chief executive and administrative official of the City, responsible for the daily operation/management of the City. The individual in this position is hired by the City Manager, and receives guidance and performance evaluations from this authority.

**Quals** Completion of a Bachelor's Degree in Public or Business Administration Management or other required field; completion of a Master's Degree in Public Administration and Management preferred. • Five (5) - Eight (8) years of responsible experience as a city department director or an equivalent combination of training and experience. • Maintenance of a valid driver's license and ability to be insured by the City's insurance carrier.

Respondent	Matching Title	Match	Min	Mid	Max	Range Width	Exempt	Avg Pay	Actual Pay
City of Bethany	Assistant City Manager	Good	\$47,100	\$58,410	\$69,719	48.0%	<input type="checkbox"/>		
City of Claremore	Assistant City Manager	Good	\$47,041	\$62,094	\$77,147	64.0%	<input type="checkbox"/>		
City of Ponca City	Assistant City Manager-Administration	Good	\$58,326	\$68,384	\$78,442	34.5%	<input type="checkbox"/>		
City of Sapulpa	Assistant City Manager	Good		\$71,282			<input type="checkbox"/>		\$71,282
City of Durant	Assistant City Manager	Good	\$63,067	\$73,943	\$84,818	34.5%	<input type="checkbox"/>		
City of Ardmore	Assistant City Manager	Good	\$65,624	\$82,056	\$98,488	50.1%	<input type="checkbox"/>		
City of Bixby	Assistant City Manager	Good		\$82,392			<input type="checkbox"/>		\$82,392
City of Owasso	Assistant City Manager	Fair	\$70,532	\$93,456	\$116,379	65.0%	<input type="checkbox"/>		
<b>Average</b>			<b>\$58,615</b>	<b>\$74,002</b>	<b>\$87,499</b>	<b>49.3%</b>			<b>\$76,837</b>

City of McAlester

\$ Difference  
% Difference

## Salary Survey Results for McAlester

### Auto Mechanic

**Descrip** This position is located at the central garage and is under the direction of the Central Garage Superintendent. The essential function of the position within the organization is to provide maintenance and repairs of city vehicles.

**Quals** High school diploma or GED. Knowledge of automobile and small engine repair and maintenance for all types of automotive equipment. A valid driver's license is required.

Respondent	Matching Title	Match	Min	Mid	Max	Range Width	Exempt	Avg Pay	Actual Pay
City of Chickasha	Mechanic	Good	\$19,594	\$23,899	\$28,205	43.9%	<input type="checkbox"/>		
City of El Reno (Canadian County)	Mechanic II	Good	\$23,192	\$27,820	\$32,448	39.9%	<input type="checkbox"/>		
City of Sapulpa	Mechanic I	Good		\$27,976			<input type="checkbox"/>		\$27,976
City of Ada	Industrial Mechanic	Good	\$24,468	\$28,194	\$31,920	30.5%	<input type="checkbox"/>		
City of Del City	Mechanic	Good	\$23,504	\$28,829	\$34,154	45.3%	<input type="checkbox"/>		
City of Altus	Mechanic	Good	\$23,697	\$29,009	\$34,321	44.8%	<input type="checkbox"/>		
City of Ardmore	Mechanic I	Good	\$23,275	\$29,089	\$34,902	50.0%	<input type="checkbox"/>		
City of Claremore	Mechanic	Good	\$23,388	\$29,235	\$35,082	50.0%	<input type="checkbox"/>		
City of Duncan	Automotive Tech	Good	\$24,461	\$29,453	\$34,445	40.8%	<input type="checkbox"/>		
City of Durant	Mechanic	Good	\$25,294	\$29,656	\$34,018	34.5%	<input type="checkbox"/>		
City of Ponca City	Small Engine Mechanic	Good	\$27,128	\$31,806	\$36,484	34.5%	<input type="checkbox"/>		
City of Shawnee	Auto Mechanic	Good	\$27,269	\$31,970	\$36,670	34.5%	<input type="checkbox"/>		
City of Bethany	Mechanic	Good	\$27,523	\$34,132	\$40,741	48.0%	<input type="checkbox"/>		
City of Owasso	Heavy Truck & Equipment Technician	Good	\$30,077	\$38,345	\$46,613	55.0%	<input type="checkbox"/>		
<b>Average</b>			<b>\$24,836</b>	<b>\$29,958</b>	<b>\$35,385</b>	<b>42.5%</b>			<b>\$27,976</b>
<b>City of McAlester</b>			<b>\$24,240</b>	<b>\$27,708</b>	<b>\$31,164</b>	<b>28.6%</b>			
			<b>\$ Difference</b>	<b>(\$596)</b>	<b>(\$2,250)</b>	<b>(\$4,221)</b>			
			<b>% Difference</b>	<b>-2.5%</b>	<b>-8.1%</b>	<b>-13.5%</b>			

## Salary Survey Results for McAlester

### Auto Serviceman

**Descrip** Employee changes and repairs tires; maintain proper inventory of tires, tubes, etc.; assist Auto Mechanics in cleaning parts; cleans the shop area and performs daily check of gasoline and diesel tanks and oil supplies.

**Quals**

Respondent	Matching Title	Match	Min	Mid	Max	Range Width	Exempt	Avg Pay	Actual Pay
City of Altus	Auto Service Worker	Good	\$19,494	\$23,957	\$28,420	45.8%	<input type="checkbox"/>		
City of Ardmore	Tire Repair Worker	Good	\$19,573	\$24,471	\$29,370	50.1%	<input type="checkbox"/>		
City of Sapulpa	Mechanic	Good		\$24,627			<input type="checkbox"/>		\$24,627
City of El Reno (Canadian County)	Mechanic I	Good	\$22,443	\$26,926	\$31,408	39.9%	<input type="checkbox"/>		
City of Bethany	Automotive Tech	Good	\$22,643	\$28,080	\$33,517	48.0%	<input type="checkbox"/>		
City of Owasso	Heavy Truck and Equipment Technician	Good	\$30,077	\$38,345	\$46,613	55.0%	<input type="checkbox"/>		
<b>Average</b>			<b>\$22,846</b>	<b>\$27,734</b>	<b>\$33,865</b>	<b>48.2%</b>			<b>\$24,627</b>
<b>City of McAlester</b>			<b>\$22,212</b>	<b>\$24,990</b>	<b>\$27,768</b>	<b>25.0%</b>			
<b>\$ Difference</b>			<b>(\$634)</b>	<b>(\$2,744)</b>	<b>(\$6,097)</b>				
<b>% Difference</b>			<b>-2.9%</b>	<b>-11.0%</b>	<b>-22.0%</b>				

## Salary Survey Results for McAlester

### Building Inspector

<b>Descrip</b>	The purpose is to perform technical inspection work and conduct detailed construction plan reviews in order to regulate construction activities. Work involves explaining construction codes and corrective requirements to developers, contractors, property owners, and the general public.
<b>Quals</b>	Any combination of education and experience equivalent to graduation from high school supplemented by courses in blue print reading, architectural technology, structural design, civil, electrical, and mechanical engineering technology and considerable practical experience in the construction, maintenance, public works or code enforcement occupations.

Respondent	Matching Title	Match	Min	Mid	Max	Range Width	Exempt	Avg Pay	Actual Pay
City of Altus	Code Enforcement Inspector	Good	\$23,697	\$29,009	\$34,321	44.8%	<input type="checkbox"/>		
City of Chickasha	Building Inspector	Good	\$26,811	\$32,708	\$38,605	44.0%	<input type="checkbox"/>		
City of Ada	Building Inspector	Good	\$29,484	\$33,978	\$38,472	30.5%	<input type="checkbox"/>		
City of Bethany	Facility Inspector	Good	\$27,523	\$34,132	\$40,741	48.0%	<input type="checkbox"/>		
City of Sand Springs	Building Official	Good	\$32,510	\$35,183	\$37,856	16.4%	<input type="checkbox"/>		
City of Shawnee	Building Inspector	Good	\$30,056	\$35,266	\$40,477	34.7%	<input type="checkbox"/>		
City of Del City	Building Inspector	Good	\$28,995	\$35,651	\$42,307	45.9%	<input type="checkbox"/>		
City of Duncan	Code Enforcement Officer/Inspector	Good	\$31,242	\$37,606	\$43,971	40.7%	<input type="checkbox"/>		
City of Durant	Building Inspector	Good	\$33,168	\$38,901	\$44,634	34.6%	<input type="checkbox"/>		
City of Ardmore	Building Inspector	Good	\$32,074	\$40,102	\$48,131	50.1%	<input type="checkbox"/>		
City of Ponca City	Building Inspector	Good	\$34,726	\$40,714	\$46,702	34.5%	<input type="checkbox"/>		
City of Owasso	Building Inspector	Good	\$32,531	\$41,475	\$50,419	55.0%	<input type="checkbox"/>		
City of El Reno (Canadian County)	Building Inspector	Good	\$34,818	\$41,783	\$48,747	40.0%	<input type="checkbox"/>		
City of Claremore	Building Inspector	Good	\$34,396	\$44,371	\$54,346	58.0%	<input type="checkbox"/>		
City of Sapulpa	Building Inspector	Good		\$48,802			<input type="checkbox"/>		\$48,802
City of Bixby	Building Inspector	Good		\$52,709			<input type="checkbox"/>		\$52,709

<b>Average</b>		<b>\$30,859</b>	<b>\$38,899</b>	<b>\$43,552</b>	<b>41.1%</b>	<b>\$50,755</b>
<b>City of McAlester</b>		<b>\$25,956</b>	<b>\$30,120</b>	<b>\$34,188</b>	<b>31.7%</b>	
	<b>\$ Difference</b>	<b>(\$4,903)</b>	<b>(\$8,779)</b>	<b>(\$9,364)</b>		
	<b>% Difference</b>	<b>-18.9%</b>	<b>-29.1%</b>	<b>-27.4%</b>		

## Salary Survey Results for McAlester

### Building Maintenance Supervisor

Descrip

Quals

Respondent	Matching Title	Match	Min	Mid	Max	Range Width	Exempt	Avg Pay	Actual Pay
City of Ponca City	Facilities & Grounds Supervisor	Good	\$29,214	\$34,252	\$39,289	34.5%	<input type="checkbox"/>		
City of Owasso	Support Services Maintenance Supervisor	Good	\$27,804	\$35,451	\$43,097	55.0%	<input type="checkbox"/>		
City of Ada	Maintenance Supervisor	Good	\$30,852	\$35,550	\$40,248	30.5%	<input type="checkbox"/>		
City of Sand Springs	Supervisor	Good	\$34,091	\$36,910	\$39,728	16.5%	<input type="checkbox"/>		
City of Altus	Supervisor, Bldg Maint	Good	\$31,762	\$38,876	\$45,990	44.8%	<input type="checkbox"/>		
<b>Average</b>			<b>\$30,745</b>	<b>\$36,208</b>	<b>\$41,670</b>	<b>35.5%</b>			
<b>City of McAlester</b>			<b>\$27,288</b>	<b>\$31,848</b>	<b>\$36,252</b>	<b>32.8%</b>			
<b>\$ Difference</b>			<b>(\$3,457)</b>	<b>(\$4,360)</b>	<b>(\$5,418)</b>				
<b>% Difference</b>			<b>-12.7%</b>	<b>-13.7%</b>	<b>-14.9%</b>				

## Salary Survey Results for McAlester

### Cashier

Descrip This position works in the water office and takes the utility payments.

Quals

Respondent	Matching Title	Match	Min	Mid	Max	Range Width	Exempt	Avg Pay	Actual Pay
City of Chickasha	Utility Billing Clerk	Good	\$18,117	\$22,100	\$26,083	44.0%	<input type="checkbox"/>		
City of Ponca City	Utility Billing Clerk I	Good	\$20,170	\$23,648	\$27,126	34.5%	<input type="checkbox"/>		
City of Altus	Cashier	Good	\$19,494	\$23,957	\$28,420	45.8%	<input type="checkbox"/>		
City of Sand Springs	Cashier	Good	\$22,298	\$24,139	\$25,979	16.5%	<input type="checkbox"/>		
City of Del City	Customer Cashier	Good	\$19,760	\$24,159	\$28,558	44.5%	<input type="checkbox"/>		
City of Duncan	Cashier	Good	\$21,133	\$25,438	\$29,744	40.7%	<input type="checkbox"/>		
City of Bethany	Utility Billing Clerk	Good	\$20,538	\$25,470	\$30,401	48.0%	<input type="checkbox"/>		
City of Claremore	Utility Account Technician	Good	\$21,359	\$26,485	\$31,611	48.0%	<input type="checkbox"/>		
City of Shawnee	Customer Service Clerk	Good	\$24,752	\$29,026	\$33,301	34.5%	<input type="checkbox"/>		
City of Owasso	Utility Billing Clerk	Good	\$22,859	\$29,141	\$35,422	55.0%	<input type="checkbox"/>		
City of Ardmore	Customer Service Representative	Good	\$23,858	\$29,817	\$35,776	50.0%	<input type="checkbox"/>		
City of Bixby	Billing Clerk	Good		\$30,804			<input type="checkbox"/>		\$30,804
City of El Reno (Canadian County)	Utility Billing Clerk	Good	\$26,478	\$31,772	\$37,066	40.0%	<input type="checkbox"/>		

<b>Average</b>			<b>\$21,735</b>	<b>\$26,612</b>	<b>\$30,791</b>	<b>41.7%</b>			<b>\$30,804</b>
<b>City of McAlester</b>			<b>\$23,448</b>	<b>\$26,550</b>	<b>\$29,652</b>	<b>26.5%</b>			
	<b>\$ Difference</b>		<b>\$1,713</b>	<b>(\$62)</b>	<b>(\$1,139)</b>				
	<b>% Difference</b>		<b>7.3%</b>	<b>-0.2%</b>	<b>-3.8%</b>				

## Salary Survey Results for McAlester

### Central Garage Superintendent

**Descrip** This position provides mechanical work for city vehicles, trash trucks, etc.

**Quals**

Respondent	Matching Title	Match	Min	Mid	Max	Range Width	Exempt	Avg Pay	Actual Pay
City of Chickasha	Central Garage Superintendent	Good	\$26,811	\$32,708	\$38,605	44.0%	<input type="checkbox"/>		
City of El Reno (Canadian County)	Municipal Garage Superintendent	Good	\$29,432	\$35,277	\$41,122	39.7%	<input type="checkbox"/>		
City of Del City	Fleet Maintenance Supervisor	Good	\$28,995	\$35,651	\$42,307	45.9%	<input type="checkbox"/>		
City of Durant	Garage Supervisor	Good	\$30,818	\$36,133	\$41,447	34.5%	<input type="checkbox"/>		
City of Ada	Fleet Manager	Good	\$31,572	\$36,384	\$41,196	30.5%	<input type="checkbox"/>		
City of Sand Springs	Superintendent	Good	\$34,091	\$36,910	\$39,728	16.5%	<input type="checkbox"/>		
City of Duncan	Shop Foreman	Good	\$34,445	\$41,465	\$48,485	40.8%	<input type="checkbox"/>		
City of Owasso	Vehicle Maintenance Superintendent	Good	\$32,531	\$41,475	\$50,419	55.0%	<input type="checkbox"/>		
City of Sapulpa	Chief Mechanic	Good		\$42,038			<input type="checkbox"/>		\$42,038
City of Shawnee	Central Garage Superintendent	Good	\$36,566	\$42,869	\$49,171	34.5%	<input type="checkbox"/>		
City of Altus	Fleet Maintenance Director	Good	\$35,680	\$43,679	\$51,678	44.8%	<input type="checkbox"/>		
City of Ponca City	Motor Pool Superintendent	Good	\$39,289	\$46,064	\$52,839	34.5%	<input type="checkbox"/>		
City of Ardmore	Fleet Maintenance Superintendent	Good	\$39,062	\$48,849	\$58,635	50.1%	<input type="checkbox"/>		

<b>Average</b>		<b>\$33,274</b>	<b>\$39,962</b>	<b>\$46,303</b>	<input type="checkbox"/> 39.2%	<b>\$42,038</b>
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<b>City of McAlester</b>		<b>\$34,152</b>	<b>\$40,644</b>	<b>\$45,053</b>	<b>31.9%</b>	
	<b>\$ Difference</b>	\$878	\$682	(\$1,250)		
	<b>% Difference</b>	2.6%	1.7%	-2.8%		

## Salary Survey Results for McAlester

### City Clerk

**Descrip** The essential function of the position within the organization is to coordinate the legislative process for the City council and administrators. The position is responsible for research and preparation of legislation, maintaining records, and performing various ombudsmen functions. The position develops and implements programs within organizational policies; reports major activities to executive level administrators through conferences and reports.

**Quals** Requires bachelor's degree in public administration, business administration, accounting, mathematics, political science, engineering, law, or related field.

Respondent	Matching Title	Match	Min	Mid	Max	Range Width	Exempt	Avg Pay	Actual Pay
City of Ada	City Clerk	Good	\$33,948	\$39,114	\$44,280	30.4%	<input type="checkbox"/>		
City of Sapulpa	City Clerk	Good		\$41,517			<input type="checkbox"/>		\$41,517
City of Owasso	City Clerk	Good		\$45,000			<input type="checkbox"/>		\$45,000
City of Claremore	City Clerk	Good	\$38,094	\$49,522	\$60,950	60.0%	<input type="checkbox"/>		
City of Bixby	City Clerk	Good		\$51,156			<input type="checkbox"/>		\$51,156
City of Chickasha	City Clerk	Good	\$39,950	\$51,186	\$62,422	56.2%	<input type="checkbox"/>		
City of Altus	City Clerk	Good		\$54,751			<input type="checkbox"/>		\$54,751
City of Durant	City Clerk	Good	\$49,268	\$57,764	\$66,259	34.5%	<input type="checkbox"/>		
City of Del City	City Clerk	Good	\$53,019	\$59,925	\$66,830	26.0%	<input type="checkbox"/>		
City of El Reno (Canadian County)	City Clerk	Good	\$53,602	\$64,324	\$75,046	40.0%	<input type="checkbox"/>		
City of Shawnee	City Clerk	Good		\$65,000			<input type="checkbox"/>		\$65,000

<b>Average</b>		<b>\$44,647</b>	<b>\$52,660</b>	<b>\$62,631</b>	<b>40.3%</b>	<b>\$51,485</b>
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<b>City of McAlester</b>		<b>\$39,216</b>	<b>\$45,396</b>	<b>\$55,284</b>	<b>41.0%</b>	
	<b>\$ Difference</b>	(\$5,431)	(\$7,264)	(\$7,347)		
	<b>% Difference</b>	-13.8%	-16.0%	-13.3%		

## Salary Survey Results for McAlester

### City Engineer

**Descrip** The essential function of the position within the organization is to provide leadership and management of the City's Engineering Department and its associated programs. The position is responsible for supervising subordinate staff; overseeing the various functions of the department, including engineering design, surveying, development review and construction management; communicating and coordinating activities with other professionals, agencies and the general public, and performing related professional, administrative and supervisory tasks as required. The position develops and implements programs within organizational policies; reports major activities to executive level administrators through conferences and reports.

**Quals** Requires a bachelor's degree in civil engineering or a closely related field. Requires state licensure as a Professional Engineer. Requires ten years of related experience.

Respondent	Matching Title	Match	Min	Mid	Max	Range Width	Exempt	Avg Pay	Actual Pay
City of Altus	City Engineer	Good	\$40,851	\$52,964	\$65,077	59.3%	<input type="checkbox"/>		
City of Ada	City Engineer	Good	\$56,676	\$65,304	\$73,932	30.4%	<input type="checkbox"/>		
City of Owasso	Senior Civil Engineer	Good	\$49,723	\$65,882	\$82,042	65.0%	<input type="checkbox"/>		
City of Claremore	City Manager	Good	\$52,450	\$69,758	\$87,066	66.0%	<input type="checkbox"/>		
City of Ponca City	City Engineer	Good	\$59,784	\$70,094	\$80,403	34.5%	<input type="checkbox"/>		
City of Ardmore	City Engineer	Good	\$59,446	\$74,329	\$89,211	50.1%	<input type="checkbox"/>		
City of Duncan	City Engineer	Good	\$53,456	\$74,734	\$96,013	79.6%	<input type="checkbox"/>		
City of Bixby	City Engineer	Good		\$76,000			<input type="checkbox"/>		\$76,000
City of Shawnee	City Engineer	Good		\$82,784			<input type="checkbox"/>		\$82,784
City of Sand Springs	Engineer	Good		\$98,280			<input type="checkbox"/>		\$98,280
<b>Average</b>			<b>\$53,198</b>	<b>\$73,013</b>	<b>\$81,963</b>	<b>54.1%</b>			<b>\$85,688</b>
<b>City of McAlester</b>			<b>\$56,520</b>	<b>\$64,248</b>	<b>\$74,136</b>	<b>31.2%</b>			
<b>\$ Difference</b>			<b>\$3,322</b>	<b>(\$8,765)</b>	<b>(\$7,827)</b>				
<b>% Difference</b>			<b>5.9%</b>	<b>-13.6%</b>	<b>-10.6%</b>				

## Salary Survey Results for McAlester

### City Manager Secretary

Descrip

Quals

Respondent	Matching Title	Match	Min	Mid	Max	Range Width	Exempt	Avg Pay	Actual Pay
City of Sapulpa	City Manager Secretary	Good		\$28,704			<input type="checkbox"/>		\$28,704
City of El Reno (Canadian County)	Administrative Assistant/Manager	Good	\$26,478	\$31,772	\$37,066	40.0%	<input type="checkbox"/>		
City of Altus	Executive Assistant-Admin	Good	\$26,044	\$31,944	\$37,843	45.3%	<input type="checkbox"/>		
City of Ada	Administrative Secretary	Good	\$27,732	\$31,956	\$36,180	30.5%	<input type="checkbox"/>		
City of Claremore	Administrative Assistant	Good	\$25,667	\$32,341	\$39,014	52.0%	<input type="checkbox"/>		
City of Ponca City	Utility Billing Super., Sec to City Manager,	Good	\$28,501	\$33,416	\$38,331	34.5%	<input type="checkbox"/>		
City of Ardmore	Administrative Assistant	Good	\$26,978	\$33,738	\$40,498	50.1%	<input type="checkbox"/>		
City of Bethany	Exec Assistant	Good	\$27,523	\$34,132	\$40,741	48.0%	<input type="checkbox"/>		
City of Shawnee	Executive Secretary	Good	\$30,056	\$35,266	\$40,477	34.7%	<input type="checkbox"/>		
City of Owasso	Admin. Asst to the City Manager	Good	\$28,917	\$36,869	\$44,821	55.0%	<input type="checkbox"/>		
City of Duncan	Executive Assistant	Good	\$31,242	\$37,606	\$43,971	40.7%	<input type="checkbox"/>		
City of Sand Springs	Executive Secretary	Good		\$39,000			<input type="checkbox"/>		\$39,000
City of Bixby	Executive Asst.	Good		\$41,392			<input type="checkbox"/>		\$41,392

**Average**

**\$27,914    \$34,472    \$39,894    42.9%    \$36,365**

**City of McAlester**

**\$25,536    \$29,538    \$33,540    31.3%**  
**\$ Difference** (\$2,378)    (\$4,934)    (\$6,354)  
**% Difference** -9.3%    -16.7%    -18.9%

## Salary Survey Results for McAlester

### City Treasurer

**Descrip** Subject to and in accordance with the City Charter, applicable law, and such ordinances and other policies as the council may adopt, the City Treasurer shall collect or receive revenue and other money for the city; shall be responsible for its custody, safekeeping, deposit, investment and disbursement; shall maintain a general accounting system for the City government; and shall have such other powers and duties consistent with the City Charter as may be prescribed by ordinance or applicable law.

**Quals** Must obtain a Certified Municipal City Treasurer standing within three years.

Respondent	Matching Title	Match	Min	Mid	Max	Range Width	Exempt	Avg Pay	Actual Pay
City of Altus	Director, Finance	Good	\$44,932	\$55,005	\$65,077	44.8%	<input type="checkbox"/>		
City of Durant	City Treasurer	Good	\$49,268	\$57,764	\$66,259	34.5%	<input type="checkbox"/>		
City of Bethany	Finance Director	Good	\$47,100	\$58,410	\$69,719	48.0%	<input type="checkbox"/>		
City of Sand Springs	Treasurer	Good		\$58,885			<input type="checkbox"/>		\$58,885
City of Claremore	Finance Director	Good	\$47,041	\$62,094	\$77,147	64.0%	<input type="checkbox"/>		
City of Ada	Finance Director	Good	\$56,676	\$65,304	\$73,932	30.4%	<input type="checkbox"/>		
City of Sapulpa	Finance Director	Good		\$69,303			<input type="checkbox"/>		\$69,303
City of Duncan	City Treasurer(Finance Director)	Good	\$53,456	\$74,734	\$96,013	79.6%	<input type="checkbox"/>		
City of Bixby	City Treasurer	Good		\$75,000			<input type="checkbox"/>		\$75,000
City of Shawnee	City Treasurer	Good		\$79,498			<input type="checkbox"/>		\$79,498
City of Owasso	Finance Director	Good	\$62,774	\$83,175	\$103,577	65.0%	<input type="checkbox"/>		
<b>Average</b>			<b>\$51,607</b>	<b>\$67,197</b>	<b>\$78,818</b>	<b>52.7%</b>			<b>\$70,671</b>
<b>City of McAlester</b>			<b>\$46,752</b>	<b>\$52,932</b>	<b>\$62,820</b>	<b>34.4%</b>			
<b>\$ Difference</b>			<b>(\$4,855)</b>	<b>(\$14,265)</b>	<b>(\$15,998)</b>				
<b>% Difference</b>			<b>-10.4%</b>	<b>-27.0%</b>	<b>-25.5%</b>				

## Salary Survey Results for McAlester

### Code Enforcement Officer

**Descrip** The essential function of the position within the organization is to enforce City codes and ordinances to ensure public safety, health and welfare. The position is responsible for interpreting regulations and codes to customers and the general public, investigating code and regulation violations and assessing penalties, providing testimony in cases of non-compliance, and performing related tasks as required. The position works under general supervision according to some procedures; decides how and when to complete tasks.

**Quals** Requires high school diploma or GED, and one year of college or vocational school education in law enforcement, code enforcement or a closely related field.

Respondent	Matching Title	Match	Min	Mid	Max	Range Width	Exempt	Avg Pay	Actual Pay
City of Claremore	Code Enforcement Officer	Good	\$19,551	\$24,048	\$28,544	46.0%	<input type="checkbox"/>		
City of Chickasha	Code Enforcement Officer	Good	\$21,195	\$25,854	\$30,514	44.0%	<input type="checkbox"/>		
City of Del City	Code Enforcement Officer	Good	\$23,504	\$28,829	\$34,154	45.3%	<input type="checkbox"/>		
City of Altus	Code Enforcement Insp	Good	\$23,697	\$29,009	\$34,321	44.8%	<input type="checkbox"/>		
City of Ada	Code Enforcement Assistant	Good	\$25,284	\$29,130	\$32,976	30.4%	<input type="checkbox"/>		
City of Sand Springs	Code Enforcement Officer	Good	\$31,034	\$33,572	\$36,109	16.4%	<input type="checkbox"/>		
City of Shawnee	Code Enforcement Officer	Good	\$28,642	\$33,582	\$38,522	34.5%	<input type="checkbox"/>		
City of El Reno (Canadian County)	Code Enforcement Officer	Good	\$28,080	\$33,710	\$39,340	40.1%	<input type="checkbox"/>		
City of Ardmore	Code Enforcement Officer	Good	\$26,978	\$33,738	\$40,498	50.1%	<input type="checkbox"/>		
City of Owasso	Code Enforcement Officer	Good	\$27,810	\$35,454	\$43,098	55.0%	<input type="checkbox"/>		
City of Sapulpa	Code Enforcement Officer	Good		\$37,378			<input type="checkbox"/>		\$37,378
City of Duncan	Code Enforcement Officer	Good	\$31,242	\$37,606	\$43,971	40.7%	<input type="checkbox"/>		
City of Bethany	Public Information Officer	Good	\$30,344	\$37,631	\$44,917	48.0%	<input type="checkbox"/>		
<b>Average</b>			<b>\$26,447</b>	<b>\$32,272</b>	<b>\$37,247</b>	<b>40.8%</b>			<b>\$37,378</b>
<b>City of McAlester</b>			<b>\$25,596</b>	<b>\$29,160</b>	<b>\$32,868</b>	<b>28.4%</b>			
	<b>\$ Difference</b>		<b>(\$851)</b>	<b>(\$3,112)</b>	<b>(\$4,379)</b>				
	<b>% Difference</b>		<b>-3.3%</b>	<b>-10.7%</b>	<b>-13.3%</b>				

## Salary Survey Results for McAlester

### Community Service Director

Descrip This position is over the parks department, cemetery, and library nutrition.

Quals

Respondent	Matching Title	Match	Min	Mid	Max	Range Width	Exempt	Avg Pay	Actual Pay
City of Chickasha	Community Development Director	Good	\$32,867	\$42,111	\$51,355	56.3%	<input type="checkbox"/>		
City of Ada	Director of Community Development	Good	\$48,120	\$55,446	\$62,772	30.4%	<input type="checkbox"/>		
City of Del City	Community Service Director	Good	\$50,190	\$56,659	\$63,128	25.8%	<input type="checkbox"/>		
City of Bethany	Community Development Director	Good	\$47,100	\$58,410	\$69,719	48.0%	<input type="checkbox"/>		
City of Ardmore	Parks and Recreation Director	Good	\$50,024	\$62,535	\$75,046	50.0%	<input type="checkbox"/>		
City of El Reno (Canadian County)	Community Dev. Director	Good	\$53,602	\$64,324	\$75,046	40.0%	<input type="checkbox"/>		
City of Ponca City	Community Dev. Director	Good	\$62,811	\$73,642	\$84,473	34.5%	<input type="checkbox"/>		
City of Durant	Community Development Director	Good	\$63,067	\$73,943	\$84,818	34.5%	<input type="checkbox"/>		
City of Duncan	Community Development Director	Good	\$53,456	\$74,734	\$96,013	79.6%	<input type="checkbox"/>		
City of Owasso	Community Development Director	Good	\$59,220	\$78,467	\$97,714	65.0%	<input type="checkbox"/>		
City of Shawnee	Community Dev Director	Good		\$80,787			<input type="checkbox"/>		\$80,787
<b>Average</b>			<b>\$52,046</b>	<b>\$65,551</b>	<b>\$76,008</b>	<b>46.0%</b>			<b>\$80,787</b>
<b>City of McAlester</b>			<b>\$42,984</b>	<b>\$51,762</b>	<b>\$60,540</b>	<b>40.8%</b>			
<b>\$ Difference</b>			<b>(\$9,062)</b>	<b>(\$13,789)</b>	<b>(\$15,468)</b>				
<b>% Difference</b>			<b>-21.1%</b>	<b>-26.6%</b>	<b>-25.6%</b>				

## Salary Survey Results for McAlester

### Computer Support Specialist

**Descrip** Assist in development of program line-up for cable government channel.

**Quals** Associate's degree  (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

Respondent	Matching Title	Match	Min	Mid	Max	Range Width	Exempt	Avg Pay	Actual Pay
City of Duncan	Information Technology Specialist	Good	\$34,445	\$41,465	\$48,485	40.8%	<input type="checkbox"/>		
City of Del City	IT Specialist	Good	\$33,946	\$41,725	\$49,504	45.8%	<input type="checkbox"/>		
City of Yukon	Computer Systems Administrator	Good	\$36,633	\$42,951	\$49,268	34.5%	<input type="checkbox"/>		
City of Ardmore	Systems Administrator	Good	\$36,275	\$45,365	\$54,454	50.1%	<input type="checkbox"/>		
City of Owasso	Network Systems Technician	Good	\$37,940	\$50,270	\$62,601	65.0%	<input type="checkbox"/>		

**Average** \$35,848 \$44,355 \$52,862 47.5%

**City of McAlester** \$34,152 \$42,342 \$50,532 48.0%

**\$ Difference** (\$1,696) (\$2,013) (\$2,330)  
**% Difference** -5.0% -4.8% -4.6%

## Salary Survey Results for McAlester

### Concrete Finisher

**Descrip** Employee will set concrete forms, pour and finish concrete, build storm boxes, and tie off steel. Perform all activities related to the construction and re-construction requiring the use of concrete.

**Quals** Must have one (1) year apprenticeship.

Respondent	Matching Title	Match	Min	Mid	Max	Range Width	Exempt	Avg Pay	Actual Pay
City of El Reno (Canadian County)	Street Maintenance Worker I	Good	\$20,176	\$24,211	\$28,246	40.0%	<input type="checkbox"/>		
City of Ada	Construction Worker I	Good	\$21,108	\$24,324	\$27,540	30.5%	<input type="checkbox"/>		
City of Claremore	Equipment Operator	Good	\$21,359	\$26,485	\$31,611	48.0%	<input type="checkbox"/>		
City of Chickasha	Equipment Operator	Good	\$22,027	\$26,884	\$31,741	44.1%	<input type="checkbox"/>		
City of Altus	Equip. Oper III	Good	\$22,458	\$27,493	\$32,528	44.8%	<input type="checkbox"/>		
City of Durant	Equipment Operator	Good	\$24,075	\$28,227	\$32,378	34.5%	<input type="checkbox"/>		
City of Ardmore	Equipment Operator	Good	\$23,275	\$29,089	\$34,902	50.0%	<input type="checkbox"/>		
City of Owasso	Maintenance Worker I	Good	\$23,774	\$30,306	\$36,837	54.9%	<input type="checkbox"/>		
City of Duncan	Street Heavy Equipment Operator	Good	\$25,688	\$30,930	\$36,171	40.8%	<input type="checkbox"/>		
City of Bethany	Equipment Operator II	Good	\$24,964	\$30,959	\$36,953	48.0%	<input type="checkbox"/>		

<b>Average</b>			<b>\$22,890</b>	<b>\$27,891</b>	<b>\$32,891</b>	<b>43.7%</b>			
<b>City of McAlester</b>			<b>\$23,532</b>	<b>\$26,718</b>	<b>\$29,904</b>	<b>27.1%</b>			
	<b>\$ Difference</b>		\$642	(\$1,173)	(\$2,987)				
	<b>% Difference</b>		2.7%	-4.4%	-10.0%				

## Salary Survey Results for McAlester

### Engineering Inspector

Descrip

Quals

Respondent	Matching Title	Match	Min	Mid	Max	Range Width	Exempt	Avg Pay	Actual Pay
City of Durant	Assistant Building Inspector	Good	\$27,239	\$31,936	\$36,633	34.5%	<input type="checkbox"/>		
City of Claremore	Inspector	Good	\$25,667	\$32,341	\$39,014	52.0%	<input type="checkbox"/>		
City of Sand Springs	Construction Inspector	Good	\$31,034	\$33,572	\$36,109	16.4%	<input type="checkbox"/>		
City of Bethany	Facility/Maint/Inspector	Good	\$30,344	\$37,631	\$44,917	48.0%	<input type="checkbox"/>		
City of Duncan	Lead Inspector	Good	\$32,802	\$39,489	\$46,176	40.8%	<input type="checkbox"/>		
City of Ardmore	Engineering Inspector	Good	\$32,074	\$40,102	\$48,131	50.1%	<input type="checkbox"/>		
City of Shawnee	Construction Inspector	Good	\$34,798	\$40,810	\$46,821	34.5%	<input type="checkbox"/>		
City of Owasso	Infrastructure Inspector	Good	\$32,531	\$41,475	\$50,419	55.0%	<input type="checkbox"/>		

**Average**

**\$30,811    \$37,169    \$43,528    41.3%**

**City of McAlester**

**\$27,636    \$32,460    \$36,972    33.8%**

**\$ Difference**    (\$3,175)    (\$4,709)    (\$6,556)

**% Difference**    -11.5%    -14.5%    -17.7%

## Salary Survey Results for McAlester

### Fire Chief

<b>Descrip</b>	The purpose of this classification is to perform professional administrative and supervisory work directing the operations and personnel of the McAlester Fire and Rescue Department to protect the lives and property of all citizens. Work involves managing the daily operations of the department with primary responsibility in establishing, interpreting and ensuring proper execution of Departmental polices and safety procedures. Administers, explains, and implements modern firefighting techniques, fire prevention theories, proper rescue activities, and emergency medical services functions. Perform managerial tasks at the director level with responsibility for short and long term planning, budget administration, personnel management, and public relations activities.
<b>Quals</b>	Bachelor's degree in Fire Science or closely related field; ten years of progressively responsible experience in fire suppression and prevention as an officer or higher level; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess certification as a First Class Firefighter by the State of Oklahoma (required by Oklahoma Minimum Standard Training Act). Possession of a valid State of Oklahoma driver's license (Non-commercial Class B).

Respondent	Matching Title	Match	Min	Mid	Max	Range Width	Exempt	Avg Pay	Actual Pay
City of Ada	Fire Chief	Good	\$48,120	\$55,446	\$62,772	30.4%	<input type="checkbox"/>		
City of Bethany	Fire Chief	Good	\$47,100	\$58,410	\$69,719	48.0%	<input type="checkbox"/>		
City of Del City	Fire Chief	Good	\$53,019	\$59,925	\$66,830	26.0%	<input type="checkbox"/>		
City of Claremore	Fire Chief	Good	\$47,041	\$62,094	\$77,147	64.0%	<input type="checkbox"/>		
City of Durant	Fire Chief	Good	\$54,382	\$63,760	\$73,138	34.5%	<input type="checkbox"/>		
City of El Reno (Canadian County)	Fire Chief	Good	\$53,602	\$64,324	\$75,045	40.0%	<input type="checkbox"/>		
City of Sand Springs	Fire Chief	Good		\$64,480			<input type="checkbox"/>		\$64,480
City of Sapulpa	Fire Chief	Good		\$68,454			<input type="checkbox"/>		\$68,454
City of Bixby	Fire Chief	Good		\$71,152			<input type="checkbox"/>		\$71,152
City of Ardmore	Fire Chief	Good	\$59,446	\$74,329	\$89,211	50.1%	<input type="checkbox"/>		
City of Duncan	Fire Chief	Good	\$53,456	\$74,734	\$96,013	79.6%	<input type="checkbox"/>		
City of Ponca City	Fire Chief	Good	\$67,641	\$79,306	\$90,970	34.5%	<input type="checkbox"/>		
City of Shawnee	Fire Chief	Good		\$80,818			<input type="checkbox"/>		\$80,818
City of Owasso	Fire Chief	Good	\$62,774	\$83,175	\$103,577	65.0%	<input type="checkbox"/>		
<b>Average</b>			<b>\$54,658</b>	<b>\$68,600</b>	<b>\$80,442</b>	<b>47.2%</b>			<b>\$71,226</b>

City of McAlester

	\$47,556	\$55,284	\$65,172	37.0%
<b>\$ Difference</b>	(\$7,102)	(\$13,316)	(\$15,270)	
<b>% Difference</b>	-14.9%	-24.1%	-23.4%	

## Salary Survey Results for McAlester

### Groundskeeper

**Descrip** Performs moderately heavy manual work in the care and maintenance of grounds. Work involves the care and maintenance of plants, shrubs, lawns and assisting with the installation and maintenance of sprinkler systems. Work is performed under supervision according to specific instructions.

**Quals** No experience required. Six months experience preferred.

Respondent	Matching Title	Match	Min	Mid	Max	Range Width	Exempt	Avg Pay	Actual Pay
City of Chickasha	Ground Maintenance I	Good	\$14,560	\$17,014	\$19,469	33.7%	<input type="checkbox"/>		
City of Ardmore	Maintenance Worker	Good	\$18,179	\$22,724	\$27,269	50.0%	<input type="checkbox"/>		
City of Sapulpa	Park & Rec. Operator	Good		\$22,852			<input type="checkbox"/>		\$22,852
City of Ada	Cemetery Maintenance Worker I	Good	\$20,472	\$23,592	\$26,712	30.5%	<input type="checkbox"/>		
City of Shawnee	Maintenance I	Good	\$20,363	\$23,847	\$27,331	34.2%	<input type="checkbox"/>		
City of Del City	Community Center Groundskeeper	Good	\$19,760	\$24,159	\$28,558	44.5%	<input type="checkbox"/>		
City of El Reno (Canadian County)	Cemetery Laborer	Good	\$20,176	\$24,211	\$28,246	40.0%	<input type="checkbox"/>		
City of Bethany	Crew Worker I	Good	\$19,560	\$24,257	\$28,954	48.0%	<input type="checkbox"/>		
City of Duncan	Parks/Cemetery Maint. Tech	Good	\$21,133	\$25,439	\$29,744	40.7%	<input type="checkbox"/>		
City of Owasso	Greenskeeper	Good	\$21,237	\$26,010	\$30,784	45.0%	<input type="checkbox"/>		
City of Durant	Cemetery Maintenance Worker	Good	\$22,356	\$26,212	\$30,067	34.5%	<input type="checkbox"/>		
City of Sand Springs	Gardener	Good	\$24,627	\$26,614	\$28,600	16.1%	<input type="checkbox"/>		
City of Bixby	Parks Dept.	Good		\$31,200			<input type="checkbox"/>		\$31,200

**Average**

**\$20,220    \$24,472    \$27,794    37.5%    \$27,026**

**City of McAlester**

**\$23,124    \$26,208    \$29,172    26.2%**  
**\$ Difference    \$2,904    \$1,736    \$1,378**  
**% Difference    12.6%    6.6%    4.7%**

## Salary Survey Results for McAlester

### Heavy Equipment Operator

**Descrip** Operates heavy equipment to perform skilled work in excavating for utility construction and repairs.

**Quals** High school diploma or GED. All applicants must have a CDL license.

Respondent	Matching Title	Match	Min	Mid	Max	Range Width	Exempt	Avg Pay	Actual Pay
City of Claremore	Equipment Operator II	Good	\$21,359	\$26,485	\$31,611	48.0%	<input type="checkbox"/>		
City of Sand Springs	Equipment Operator	Good	\$24,627	\$26,614	\$28,600	16.1%	<input type="checkbox"/>		
City of Chickasha	Equipment Operator	Good	\$22,027	\$26,884	\$31,741	44.1%	<input type="checkbox"/>		
City of Ada	Heavy Equipment Operator	Good	\$23,340	\$26,904	\$30,468	30.5%	<input type="checkbox"/>		
City of Altus	Equipment Operator III	Good	\$22,458	\$27,493	\$32,528	44.8%	<input type="checkbox"/>		
City of Del City	Heavy Equipment Operator	Good	\$23,504	\$28,829	\$34,154	45.3%	<input type="checkbox"/>		
City of El Reno (Canadian County)	Heavy Equipment Operator	Good	\$24,045	\$28,839	\$33,634	39.9%	<input type="checkbox"/>		
City of Shawnee	Equipment Op II	Good	\$24,752	\$29,026	\$33,301	34.5%	<input type="checkbox"/>		
City of Durant	Heavy Equipment Operator	Good	\$25,926	\$30,397	\$34,868	34.5%	<input type="checkbox"/>		
City of Duncan	Street Heavy Equipment Operator	Good	\$25,688	\$30,930	\$36,171	40.8%	<input type="checkbox"/>		
City of Bethany	Equipment Oper II	Good	\$24,964	\$30,959	\$36,953	48.0%	<input type="checkbox"/>		
City of Ardmore	Heavy Equipment Operator	Good	\$26,333	\$32,916	\$39,499	50.0%	<input type="checkbox"/>		
City of Ponca City	Equipment Operator II	Good	\$30,693	\$35,986	\$41,278	34.5%	<input type="checkbox"/>		
City of Owasso	Heavy Truck & Equipment Technician	Good	\$30,073	\$38,343	\$46,614	55.0%	<input type="checkbox"/>		

**Average** \$24,985 \$30,043 \$35,101 40.5%

**City of McAlester** \$23,880 \$27,252 \$30,600 28.1%

**\$ Difference** (\$1,105) (\$2,791) (\$4,501)

**% Difference** -4.6% -10.2% -14.7%

## Salary Survey Results for McAlester

### Lab Technician

**Descrip** Perform laboratory work and operate the City's wastewater treatment plants. Run daily tests such as suspended solids, mixed liquor volatile suspended solids tests, ammonia, dissolved oxygen, fecal coli form, chlorine, run daily tests on digesters, clarifiers, sludge age, sludge volume index. Tests are for EPA and DEQ regulations. Perform technical skilled work in the operation of the wastewater treatment plant on a assigned shift. Work involves responsibility for the operation, routine servicing and care of a variety of plant equipment and the upkeep of the buildings and grounds. Duties include the operation of pumps, motors, and the reading and recording of meters and gauges at regular intervals.

**Quals** Must have a DEQ Lab license or be able to obtain one within one year or forfeit job. Must have high school diploma.

Respondent	Matching Title	Match	Min	Mid	Max	Range Width	Exempt	Avg Pay	Actual Pay
City of Sapulpa	Lab Technician	Good		\$21,424			<input type="checkbox"/>		\$21,424
City of El Reno (Canadian County)	Wastewater Operator I	Good	\$22,443	\$26,926	\$31,408	39.9%	<input type="checkbox"/>		
City of Claremore	Lab Technician	Good	\$23,388	\$29,235	\$35,082	50.0%	<input type="checkbox"/>		
City of Bethany	Water Plant Operator	Good	\$23,775	\$29,484	\$35,193	48.0%	<input type="checkbox"/>		
City of Ardmore	Water Operator I	Good	\$23,858	\$29,817	\$35,776	50.0%	<input type="checkbox"/>		
City of Durant	Lab Technician	Good	\$25,926	\$30,397	\$34,868	34.5%	<input type="checkbox"/>		
City of Altus	Laboratory Technician	Good	\$24,880	\$30,456	\$36,031	44.8%	<input type="checkbox"/>		
City of Sand Springs	Technician I	Good	\$28,246	\$30,545	\$32,843	16.3%	<input type="checkbox"/>		
City of Owasso	Wastewater Treatment Plant Operator I	Good	\$24,718	\$31,515	\$38,313	55.0%	<input type="checkbox"/>		
City of Del City	WWTP Lab Tech	Good	\$25,938	\$31,855	\$37,773	45.6%	<input type="checkbox"/>		
City of Shawnee	Lab Technician	Good	\$27,269	\$31,970	\$36,670	34.5%	<input type="checkbox"/>		
City of Duncan	Water Dist. Operator I	Good	\$28,330	\$34,102	\$39,874	40.7%	<input type="checkbox"/>		
City of Ponca City	Apparatus Driver, Laboratory Technician	Good	\$29,944	\$35,108	\$40,272	34.5%	<input type="checkbox"/>		

<b>Average</b>		<b>\$25,726</b>	<b>\$30,218</b>	<b>\$36,175</b>	<b>40.6%</b>		<b>\$21,424</b>
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<b>City of McAlester</b>		<b>\$24,600</b>	<b>\$28,176</b>	<b>\$31,704</b>	<b>28.9%</b>		
	<b>\$ Difference</b>	(\$1,126)	(\$2,042)	(\$4,471)			
	<b>% Difference</b>	-4.6%	-7.2%	-14.1%			

## Salary Survey Results for McAlester

### Maintenance Person

**Descrip** The essential function of the position within the organization is to perform unskilled maintenance work to support the operations of an assigned division or department. The position is responsible for performing manual labor, maintaining equipment and tools, and performing related work as assigned. The position works under direct supervision according to set procedures.

**Quals** Requires high school diploma, GED, or vocational training. Requires a valid state driver's license.

Respondent	Matching Title	Match	Min	Mid	Max	Range Width	Exempt	Avg Pay	Actual Pay
City of Ardmore	Maintenance Worker	Good	\$18,179	\$22,724	\$27,269	50.0%	<input type="checkbox"/>		
City of Altus	Maint. Wkr-Wtr/WW	Good	\$20,471	\$25,062	\$29,652	44.8%	<input type="checkbox"/>		
City of Ponca City	Maintenance Worker II	Good	\$22,264	\$26,104	\$29,943	34.5%	<input type="checkbox"/>		
City of Durant	Parks & Gen Servs Maintenance Worker	Good	\$22,356	\$26,212	\$30,067	34.5%	<input type="checkbox"/>		
City of Shawnee	Maintenance II	Good	\$22,443	\$26,312	\$30,181	34.5%	<input type="checkbox"/>		
City of Chickasha	Maintenance Technician	Good	\$22,027	\$26,884	\$31,741	44.1%	<input type="checkbox"/>		
City of Ada	General Maintenance Worker I	Good	\$23,712	\$27,330	\$30,948	30.5%	<input type="checkbox"/>		
City of El Reno (Canadian County)	Maintenance Worker II	Good	\$23,192	\$27,820	\$32,448	39.9%	<input type="checkbox"/>		
City of Del City	Facility Maintenance Tech	Good	\$23,504	\$28,829	\$34,154	45.3%	<input type="checkbox"/>		
City of Owasso	Maintenance Worker-Support Services	Good	\$23,774	\$30,306	\$36,837	54.9%	<input type="checkbox"/>		
City of Sand Springs	Maintenance Technician	Good	\$28,246	\$30,545	\$32,843	16.3%	<input type="checkbox"/>		
City of Bixby	Street/Laborer	Good		\$32,032			<input type="checkbox"/>		\$32,032

<b>Average</b>		<b>\$22,743</b>	<b>\$27,513</b>	<b>\$31,462</b>	<b>38.3%</b>	<b>\$32,032</b>
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<b>City of McAlester</b>		<b>\$23,124</b>	<b>\$26,148</b>	<b>\$29,172</b>	<b>26.2%</b>	
	<b>\$ Difference</b>	\$381	(\$1,365)	(\$2,290)		
	<b>% Difference</b>	1.6%	-5.2%	-7.8%		

## Salary Survey Results for McAlester

### Meter Reader

**Descrip** This position is located in the Utility Department and is under the direction of the Lead Meter Reader. Employees of the class perform work of a specialized nature involving operations and skills that can normally be acquired on the job. An employee of this class usually works independently in reading water meters for utility billings. Work involves limited contact with citizens to exchange information concerning meter reading procedures and appropriated department personnel to contact for additional information. Upon receipt of route books and oral instructions the employees work independently in acquiring and recording data on meter readings and/or needed meter repairs. Work is reviewed through customer satisfaction. General job functions include: (A) locating meters, (B) reading and recording date on meters (C) assisting Lead Meter Reader on cutoff and/or replacing dead or leaky meters. Must be able to pull close stand-by duty, utilizing city vehicles and cell phone, approximately 4 days out of every 14, for emergency service.

**Quals** Requires high school diploma, GED, or vocational training. Requires a valid state driver's license.

Respondent	Matching Title	Match	Min	Mid	Max	Range Width	Exempt	Avg Pay	Actual Pay
City of Sapulpa	Meter Reader	Good		\$20,810			<input type="checkbox"/>		\$20,810
City of Claremore	Meter Reader	Good	\$17,936	\$21,882	\$25,828	44.0%	<input type="checkbox"/>		
City of Del City	Meter Reader	Good	\$18,138	\$22,246	\$26,354	45.3%	<input type="checkbox"/>		
City of Bixby	Meter Reader	Good		\$23,670			<input type="checkbox"/>		\$23,670
City of Altus	Meter Reader	Good	\$19,494	\$23,957	\$28,420	45.8%	<input type="checkbox"/>		
City of Duncan	Meter Reader	Good	\$20,134	\$24,232	\$28,330	40.7%	<input type="checkbox"/>		
City of Shawnee	Meter Reader	Good	\$21,382	\$25,064	\$28,746	34.4%	<input type="checkbox"/>		
City of Sand Springs	Meter Reader	Good	\$23,546	\$25,397	\$27,248	15.7%	<input type="checkbox"/>		
City of Ponca City	Meter Reader	Good	\$22,264	\$26,104	\$29,943	34.5%	<input type="checkbox"/>		
City of El Reno (Canadian County)	Meter Reader I	Good	\$22,443	\$26,926	\$31,408	39.9%	<input type="checkbox"/>		
City of Ardmore	Meter Reader	Good	\$22,714	\$28,392	\$34,070	50.0%	<input type="checkbox"/>		

<b>Average</b>		<b>\$20,895</b>	<b>\$24,425</b>	<b>\$28,927</b>	<b>38.4%</b>	<b>\$22,240</b>
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<b>City of McAlester</b>		<b>\$23,124</b>	<b>\$26,148</b>	<b>\$29,172</b>	<b>26.2%</b>	
	<b>\$ Difference</b>	\$2,229	\$1,723	\$245		
	<b>% Difference</b>	9.6%	6.6%	0.8%		

## Salary Survey Results for McAlester

### Municipal Court Administrator

Descrip

Quals

Respondent	Matching Title	Match	Min	Mid	Max	Range Width	Exempt	Avg Pay	Actual Pay
City of Chickasha	Municipal Court Clerk	Good	\$19,594	\$23,899	\$28,205	43.9%	<input type="checkbox"/>		
City of Del City	Deputy Court Clerk	Good	\$19,760	\$24,159	\$28,558	44.5%	<input type="checkbox"/>		
City of Ada	Municipal Court Clerk	Good	\$25,284	\$29,130	\$32,976	30.4%	<input type="checkbox"/>		
City of Sand Springs	Deputy Court Clerk	Good	\$27,040	\$29,203	\$31,366	16.0%	<input type="checkbox"/>		
City of Claremore	Deputy Court Clerk	Good	\$23,388	\$29,235	\$35,082	50.0%	<input type="checkbox"/>		
City of Ardmore	Municipal Court Clerk	Good	\$23,858	\$29,817	\$35,776	50.0%	<input type="checkbox"/>		
City of Durant	Municipal Court Clerk	Good	\$26,574	\$31,157	\$35,740	34.5%	<input type="checkbox"/>		
City of Owasso	Court Clerk	Good	\$25,707	\$32,776	\$39,845	55.0%	<input type="checkbox"/>		
City of Shawnee	Deputy Court Clerk	Good	\$28,642	\$33,582	\$38,522	34.5%	<input type="checkbox"/>		
City of Duncan	Court Clerk	Good	\$28,390	\$34,132	\$39,874	40.5%	<input type="checkbox"/>		
City of Bixby	Court Clerk	Good		\$34,632			<input type="checkbox"/>		\$34,632
City of El Reno (Canadian County)	Municipal Court Clerk	Good	\$30,930	\$37,122	\$43,315	40.0%	<input type="checkbox"/>		
City of Altus	Chief Municipal Court officer	Good	\$31,762	\$38,876	\$45,990	44.8%	<input type="checkbox"/>		
City of Bethany	Court Admin	Good	\$38,750	\$48,055	\$57,360	48.0%	<input type="checkbox"/>		
<b>Average</b>			<b>\$26,898</b>	<b>\$32,555</b>	<b>\$37,893</b>	<b>40.9%</b>			<b>\$34,632</b>
<b>City of McAlester</b>			<b>\$25,536</b>	<b>\$29,538</b>	<b>\$33,540</b>	<b>31.3%</b>			
<b>\$ Difference</b>			<b>(\$1,362)</b>	<b>(\$3,017)</b>	<b>(\$4,353)</b>				
<b>% Difference</b>			<b>-5.3%</b>	<b>-10.2%</b>	<b>-13.0%</b>				

## Salary Survey Results for McAlester

### Personnel Director

Descrip

Quals

Respondent	MatchingTitle	Match	Min	Mid	Max	Range Width	Exempt	Avg Pay	Actual Pay
City of Altus	Human Resources Director	Good	\$38,183	\$46,739	\$55,294	44.8%	<input type="checkbox"/>		
City of El Reno (Canadian County)	Human Resources Director	Good	\$41,538	\$49,847	\$58,157	40.0%	<input type="checkbox"/>		
City of Ada	Personnel Director	Good	\$46,668	\$53,784	\$60,900	30.5%	<input type="checkbox"/>		
City of Del City	Human Resources Director	Good	\$53,019	\$59,925	\$66,830	26.0%	<input type="checkbox"/>		
City of Ardmore	Human Resources Director	Good	\$52,541	\$65,697	\$78,853	50.1%	<input type="checkbox"/>		
City of Duncan	Personnel Director	Good	\$53,456	\$74,734	\$96,013	79.6%	<input type="checkbox"/>		
City of Owasso	Human Resources Director	Good	\$59,220	\$78,467	\$97,714	65.0%	<input type="checkbox"/>		
<b>Average</b>			<b>\$49,232</b>	<b>\$61,313</b>	<b>\$73,394</b>	<b>49.1%</b>			

City of McAlester

\$ Difference

% Difference

## Salary Survey Results for McAlester

### Planning Director/Economic Director

<b>Descrip</b>	The essential function of the position within the organization is to plan, coordinate and direct the design, implementation, administration and review of City projects and plans to ensure adequate and effective facilitation of City growth and development. The position is responsible for supervising subordinate planning and zoning staff, performing current and long-range planning for City growth, managing the development review process, and performing related professional, administrative and supervisory tasks as required, including reporting planning activities to County officials, other government agencies and the general public. The position formulates long range goals for the organization; develops policy and position papers and negotiates with chief administrative officer and/or elected officials. MAG's JD Database
<b>Quals</b>	Requires education or training equivalent to a bachelor's degree in urban or regional planning, architecture, landscape architecture, or a closely related field; Master's degree is desirable. Requires ten years of related experience.

Respondent	Matching Title	Match	Min	Mid	Max	Range Width	Exempt	Avg Pay	Actual Pay
City of Altus	Director Planning	Good	\$38,183	\$46,739	\$55,294	44.8%	<input type="checkbox"/>		
City of Sand Springs	Econ Dev Director	Good		\$52,312			<input type="checkbox"/>		\$52,312
City of Owasso	City Planner	Good	\$40,975	\$54,292	\$67,609	65.0%	<input type="checkbox"/>		
City of Ardmore	Development Services Director	Good	\$56,597	\$70,751	\$84,906	50.0%	<input type="checkbox"/>		
<b>Average</b>			<b>\$45,252</b>	<b>\$56,023</b>	<b>\$69,269</b>	<b>53.1%</b>			<b>\$52,312</b>

City of McAlester

\$ Difference  
% Difference

## Salary Survey Results for McAlester

### Plant Operator

**Descrip** Perform technical skilled work in the operation of the sewage treatment plants on an assigned shift. Plant operation is 24 hours per day, 7 days per week. Work involves the service and care of various sewer plant equipment, including pumps and motors and the upkeep of the buildings and grounds. Duties include the operation of pumps and motors and reading and recording of meters and gauges at regular intervals.

**Quals** High school diploma or GED, ability to obtain "D" sewer license from DEQ.

Respondent	Matching Title	Match	Min	Mid	Max	Range Width	Exempt	Avg Pay	Actual Pay
City of Sapulpa	Plant Operator	Good		\$23,792			<input type="checkbox"/>		\$23,792
City of Claremore	Plant Operator	Good	\$19,551	\$24,048	\$28,544	46.0%	<input type="checkbox"/>		
City of Del City	WTP Operator	Good	\$21,486	\$26,312	\$31,138	44.9%	<input type="checkbox"/>		
City of El Reno (Canadian County)	Wastewater Operator I	Good	\$22,443	\$26,926	\$31,408	39.9%	<input type="checkbox"/>		
City of Durant	Waste Water Treatment Plant Operator I	Good	\$23,488	\$27,539	\$31,589	34.5%	<input type="checkbox"/>		
City of Sand Springs	Plant Operator I	Good	\$25,709	\$27,831	\$29,952	16.5%	<input type="checkbox"/>		
City of Bethany	Water Plant Operator	Good	\$23,775	\$29,484	\$35,193	48.0%	<input type="checkbox"/>		
City of Ardmore	WWTP Operator I	Good	\$23,858	\$29,817	\$35,776	50.0%	<input type="checkbox"/>		
City of Shawnee	Plant Operator	Good	\$25,979	\$30,472	\$34,965	34.6%	<input type="checkbox"/>		
City of Ada	Sewer Rudder Operator	Good	\$27,192	\$31,338	\$35,484	30.5%	<input type="checkbox"/>		
City of Owasso	Wastewater Treatment Plant Operator I	Good	\$24,710	\$31,512	\$38,314	55.1%	<input type="checkbox"/>		
City of Ponca City	Treatment Plant Operator	Good	\$27,128	\$31,806	\$36,484	34.5%	<input type="checkbox"/>		
City of Altus	Wastewater Plant Operator	Good	\$28,811	\$35,265	\$41,719	44.8%	<input type="checkbox"/>		
<b>Average</b>			<b>\$24,511</b>	<b>\$28,934</b>	<b>\$34,214</b>	<b>39.6%</b>			<b>\$23,792</b>

City of McAlester

	\$23,124	\$26,208	\$29,172	26.2%
<b>\$ Difference</b>	(\$1,387)	(\$2,726)	(\$5,042)	
<b>% Difference</b>	-6.0%	-10.4%	-17.3%	

## Salary Survey Results for McAlester

### Police Chief

**Descrip** This is the chief administrative, operational, and supervisory position in the Police Department. The Chief is appointed by and receives supervision and policy direction from the City Manager, who also conducts with the Chief periodic performance evaluations.

**Quals** Bachelor's Degree (Masters preferred) in Police Science, Criminology, Public Administration or related field; or an equivalent combination of practical experience and education. • Graduate of the Federal Bureau of Investigation (FBI) National Academy or the Southern Police Institute Command Officer course; additional requirements specified by the State Police Standards and Training Commission relative to police certification or equivalent combination of training and experience. • Maintenance of a State Driver's License • Three to Five (3 -5) years of experience in an equivalent position

Respondent	Matching Title	Match	Min	Mid	Max	Range Width	Exempt	Avg Pay	Actual Pay
City of Chickasha	Police Chief	Good	\$38,048	\$48,749	\$59,450	56.2%	<input type="checkbox"/>		
City of Ada	Police Chief	Good	\$48,120	\$55,986	\$63,852	32.7%	<input type="checkbox"/>		
City of Bethany	Police Chief	Good	\$47,100	\$58,410	\$69,719	48.0%	<input type="checkbox"/>		
City of Altus	Police Chief	Good		\$59,159			<input type="checkbox"/>		\$59,159
City of Del City	Police Chief	Good	\$53,019	\$59,925	\$66,830	26.0%	<input type="checkbox"/>		
City of Claremore	Police Chief	Good	\$47,041	\$62,094	\$77,147	64.0%	<input type="checkbox"/>		
City of Durant	Police Chief	Good	\$54,382	\$63,760	\$73,138	34.5%	<input type="checkbox"/>		
City of El Reno (Canadian County)	Police Chief	Good	\$53,602	\$64,324	\$75,046	40.0%	<input type="checkbox"/>		
City of Sand Springs	Police Chief	Good		\$65,770			<input type="checkbox"/>		\$65,770
City of Bixby	"Acting" Police Chief	Good		\$69,707			<input type="checkbox"/>		\$69,707
City of Ardmore	Police Chief	Good	\$59,446	\$74,329	\$89,211	50.1%	<input type="checkbox"/>		
City of Duncan	Police Chief	Good	\$53,456	\$74,734	\$96,013	79.6%	<input type="checkbox"/>		
City of Ponca City	Police Chief	Good	\$67,641	\$79,306	\$90,970	34.5%	<input type="checkbox"/>		
City of Sapulpa	Police Chief	Good		\$80,902			<input type="checkbox"/>		\$80,902
City of Owasso	Police Chief	Good	\$62,774	\$83,175	\$103,577	65.0%	<input type="checkbox"/>		
City of Shawnee	Police Chief	Good		\$88,691			<input type="checkbox"/>		\$88,691

<b>Average</b>		<b>\$53,148</b>	<b>\$68,064</b>	<b>\$78,632</b>	<b>47.9%</b>	<b>\$72,846</b>
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<b>City of McAlester</b>		<b>\$51,264</b>	<b>\$58,044</b>	<b>\$67,932</b>	<b>32.5%</b>	
	<b>\$ Difference</b>	(\$1,884)	(\$10,020)	(\$10,700)		
	<b>% Difference</b>	-3.7%	-17.3%	-15.8%		

## Salary Survey Results for McAlester

### Police Dispatcher

**Descrip** The incumbent is responsible to operate a communications console and related equipment to dispatch police, fire personnel and after hour city on-call staff in response to request for assistance in emergency situations in accordance with established departmental procedures and policies. Responsibilities include monitoring public safety radio frequencies and responding appropriately to 911 emergency calls. Dispatchers are expected to exercise judgment and to develop an understanding of law enforcement/police protection services as well as fire protection services and the geographic layout of the city.

**Quals** High school diploma or GED and 1-6 months of related experience and/or training; or equivalent combination of education and experience.

Respondent	Matching Title	Match	Min	Mid	Max	Range Width	Exempt	Avg Pay	Actual Pay
City of Chickasha	Communications Specialist I	Good	\$19,594	\$23,899	\$28,205	43.9%	<input type="checkbox"/>		
City of Claremore	Dispatcher	Good	\$19,551	\$24,048	\$28,544	46.0%	<input type="checkbox"/>		
City of Sapulpa	Dispatcher	Good		\$24,163			<input type="checkbox"/>		\$24,163
City of Ada	Communications Dispatcher	Good	\$22,152	\$25,518	\$28,884	30.4%	<input type="checkbox"/>		
City of Altus	Communications Specialist	Good	\$21,492	\$26,315	\$31,137	44.9%	<input type="checkbox"/>		
City of Sand Springs	Dispatcher	Good	\$24,627	\$26,614	\$28,600	16.1%	<input type="checkbox"/>		
City of Duncan	Dispatcher	Good	\$22,194	\$26,718	\$31,242	40.8%	<input type="checkbox"/>		
City of Durant	Dispatcher	Good	\$22,915	\$26,867	\$30,818	34.5%	<input type="checkbox"/>		
City of Ardmore	Communications Specialist	Good	\$22,131	\$27,685	\$33,238	50.2%	<input type="checkbox"/>		
City of Del City	Dispatcher I	Good	\$23,504	\$28,829	\$34,154	45.3%	<input type="checkbox"/>		
City of Bixby	Police Dispatcher	Good		\$29,140			<input type="checkbox"/>		\$29,140
City of Bethany	Comm Spec	Good	\$23,775	\$29,484	\$35,193	48.0%	<input type="checkbox"/>		
City of Owasso	Communications Officer/Jailer	Good	\$23,774	\$30,306	\$36,837	54.9%	<input type="checkbox"/>		
City of Shawnee	Dispatcher	Good	\$25,979	\$30,472	\$34,965	34.6%	<input type="checkbox"/>		
City of El Reno (Canadian County)	Dispatcher/Police Dept.	Good	\$26,478	\$31,772	\$37,066	40.0%	<input type="checkbox"/>		

<b>Average</b>		<b>\$22,936</b>	<b>\$27,455</b>	<b>\$32,222</b>	<b>40.5%</b>	<b>\$26,652</b>
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City of McAlester

	<b>\$23,448</b>	<b>\$26,628</b>	<b>\$29,652</b>	<b>26.5%</b>
<b>\$ Difference</b>	\$512	(\$827)	(\$2,570)	
<b>% Difference</b>	2.2%	-3.1%	-8.7%	

## Salary Survey Results for McAlester

### Public Works/Utilities Director

**Descrip** This is the chief administrative, operational and supervisory position in the Public Works Department. The individual in this position receives general supervision and policy direction from the City Manager, who provides regular informal and formal performance evaluations.

**Quals** Completion of a Bachelor's Degree from an accredited four year college or university with an emphasis in Business Management and/or Public Administration and considerable, progressively responsible, experience in public works administration or experience in local government management at a supervisory level, or any equivalent combination of training and experience. Maintenance of a valid Driver's License. • Minimum of three (3) years of experience in government at a director level.

Respondent	Matching Title	Match	Min	Mid	Max	Range Width	Exempt	Avg Pay	Actual Pay
City of Chickasha	Public Works Director	Good	\$39,950	\$51,186	\$62,422	56.2%	<input type="checkbox"/>		
City of Altus	Director, Public Works	Good	\$44,932	\$55,005	\$65,077	44.8%	<input type="checkbox"/>		
City of Bethany	Public Works Director	Good	\$47,100	\$58,410	\$69,719	48.0%	<input type="checkbox"/>		
City of Del City	Public Works Director	Good	\$53,019	\$59,925	\$66,830	26.0%	<input type="checkbox"/>		
City of Durant	Public Works Director	Good	\$54,382	\$63,760	\$73,138	34.5%	<input type="checkbox"/>		
City of El Reno (Canadian County)	Public Works/Parks Director	Good	\$53,602	\$64,324	\$75,046	40.0%	<input type="checkbox"/>		
City of Ada	Public Works Director	Good	\$56,676	\$65,304	\$73,932	30.4%	<input type="checkbox"/>		
City of Ponca City	Public Works Director	Good	\$62,811	\$73,642	\$84,473	34.5%	<input type="checkbox"/>		
City of Ardmore	Public Works Director	Good	\$59,654	\$74,599	\$89,544	50.1%	<input type="checkbox"/>		
City of Duncan	Public Works Director	Good	\$53,456	\$74,734	\$96,013	79.6%	<input type="checkbox"/>		
City of Shawnee	Utility Director	Good		\$75,213			<input type="checkbox"/>		\$75,213
City of Bixby	Public Works Director	Good		\$82,098			<input type="checkbox"/>		\$82,098
City of Owasso	Public Works Director	Good	\$62,774	\$83,175	\$103,577	65.0%	<input type="checkbox"/>		
City of Sand Springs	PW Director	Good		\$98,280			<input type="checkbox"/>		\$98,280
<b>Average</b>			<b>\$53,487</b>	<b>\$69,975</b>	<b>\$78,161</b>	<b>46.1%</b>			<b>\$85,197</b>

City of McAlester

\$ Difference  
% Difference

## Salary Survey Results for McAlester

### Recreation Supervisor

**Descrip** Develop and schedule adult recreational and fitness activities at the Recreation Center and other locations. Develop and schedule other recreational activities for all age groups during the summer months. Schedule the use of the Recreation Center and provide personnel for private use of facility. Schedule and direct part time employees in recreation department. Carries out other activities as may be assigned by the Division Director.

**Quals**

Respondent	Matching Title	Match	Min	Mid	Max	Range Width	Exempt	Avg Pay	Actual Pay
City of Claremore	Recreation Center Manager	Good	\$23,388	\$29,235	\$35,082	50.0%	<input type="checkbox"/>		
City of Sapulpa	Park & Rec. Supervisor	Good		\$29,370			<input type="checkbox"/>		\$29,370
City of Del City	Recreation Supervisor	Good	\$25,938	\$31,855	\$37,773	45.6%	<input type="checkbox"/>		
City of Chickasha	Park Superintendent	Good	\$26,811	\$32,708	\$38,605	44.0%	<input type="checkbox"/>		
City of Sand Springs	Recreation Coordinator	Good	\$31,034	\$33,572	\$36,109	16.4%	<input type="checkbox"/>		
City of El Reno (Canadian County)	Parks Field Supervisor	Good	\$28,080	\$33,710	\$39,340	40.1%	<input type="checkbox"/>		
City of Ponca City	Recreation Supervisor	Good	\$29,214	\$34,252	\$39,289	34.5%	<input type="checkbox"/>		
City of Altus	Supervisor, Recreation	Good	\$28,811	\$35,265	\$41,719	44.8%	<input type="checkbox"/>		
City of Bethany	Supervisor	Good	\$28,899	\$35,839	\$42,778	48.0%	<input type="checkbox"/>		
City of Ardmore	Recreation Supervisor	Good	\$29,765	\$37,232	\$44,699	50.2%	<input type="checkbox"/>		

<b>Average</b>			<b>\$27,993</b>	<b>\$33,304</b>	<b>\$39,488</b>	<b>41.1%</b>			<b>\$29,370</b>
<b>City of McAlester</b>			<b>\$27,288</b>	<b>\$31,848</b>	<b>\$36,252</b>	<b>32.8%</b>			
	<b>\$ Difference</b>		<b>(\$705)</b>	<b>(\$1,456)</b>	<b>(\$3,236)</b>				
	<b>% Difference</b>		<b>-2.6%</b>	<b>-4.6%</b>	<b>-8.9%</b>				

## Salary Survey Results for McAlester

### Refuse Collector

<b>Descrip</b>	Collect trash from each resident or business within the city. Service sanitation trucks.
<b>Quals</b>	High School diploma, GED, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Respondent	Matching Title	Match	Min	Mid	Max	Range Width	Exempt	Avg Pay	Actual Pay
City of Claremore	Collector	Good	\$17,936	\$20,382	\$25,828	44.0%	<input type="checkbox"/>		
City of Sand Springs	Solid Waste Collector	Good	\$22,298	\$24,139	\$25,979	16.5%	<input type="checkbox"/>		
City of Duncan	Distribution/Collection Op/Trainee	Good	\$20,134	\$24,232	\$28,330	40.7%	<input type="checkbox"/>		
City of Bethany	Solid Waste Collector	Good	\$19,560	\$24,257	\$28,954	48.0%	<input type="checkbox"/>		
City of Ada	Sanitation Collector	Good	\$21,108	\$24,324	\$27,540	30.5%	<input type="checkbox"/>		
City of Durant	Solid Waste Collector	Good	\$21,811	\$25,572	\$29,333	34.5%	<input type="checkbox"/>		
City of Ardmore	Sanitation Collector	Good	\$21,091	\$26,364	\$31,637	50.0%	<input type="checkbox"/>		
City of Ponca City	Solid Waste Collector	Good	\$22,821	\$26,757	\$30,692	34.5%	<input type="checkbox"/>		
City of Owasso	Sanitation Worker I	Good	\$23,774	\$30,306	\$36,837	54.9%	<input type="checkbox"/>		
<b>Average</b>			<b>\$21,170</b>	<b>\$25,148</b>	<b>\$29,459</b>	<b>39.2%</b>			
<b>City of McAlester</b>			<b>\$22,212</b>	<b>\$25,020</b>	<b>\$27,768</b>	<b>25.0%</b>			
	<b>\$ Difference</b>		\$1,042	(\$128)	(\$1,691)				
	<b>% Difference</b>		4.7%	-0.5%	-6.1%				

## Salary Survey Results for McAlester

### Refuse Driver/Operator

**Descrip** Drive sanitation truck, know route assignment, responsible for crew, responsible for truck such as: fueled, serviced and ready for operation, check truck for defects each day.

**Quals**

Respondent	Matching Title	Match	Min	Mid	Max	Range Width	Exempt	Avg Pay	Actual Pay
City of Durant	Solid Waste Driver	Good	\$22,356	\$26,212	\$30,067	34.5%	<input type="checkbox"/>		
City of Claremore	Driver	Good	\$21,359	\$26,485	\$31,611	48.0%	<input type="checkbox"/>		
City of Yukon	Landfill Disposal Driver	Good	\$23,488	\$27,539	\$31,589	34.5%	<input type="checkbox"/>		
City of Ada	Sanitation Driver	Good	\$25,284	\$29,130	\$32,976	30.4%	<input type="checkbox"/>		
City of Bethany	Solid Waste Driver	Good	\$23,775	\$29,484	\$35,193	48.0%	<input type="checkbox"/>		

<b>Average</b>		<b>\$23,252</b>	<b>\$27,770</b>	<b>\$32,287</b>	<b>38.9%</b>
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<b>City of McAlester</b>		<b>\$23,124</b>	<b>\$26,148</b>	<b>\$29,172</b>	<b>26.2%</b>
	<b>\$ Difference</b>	(\$128)	(\$1,622)	(\$3,115)	
	<b>% Difference</b>	-0.6%	-6.2%	-10.7%	

## Salary Survey Results for McAlester

### Safety Compliance Officer

**Descrip** Establishes and promotes the maintenance of a safe, accident free, and healthy work environment by performing the following duties personally or through department supervisors.

**Quals**

Respondent	Matching Title	Match	Min	Mid	Max	Range Width	Exempt	Avg Pay	Actual Pay
City of Owasso	Risk Management Officer/HR Analyst	Good	\$22,859	\$29,141	\$35,422	55.0%	<input type="checkbox"/>		
City of Sand Springs	Compliance Specialist I	Good	\$27,040	\$29,203	\$31,366	16.0%	<input type="checkbox"/>		
City of Altus	Risk Manager	Good	\$26,044	\$31,944	\$37,843	45.3%	<input type="checkbox"/>		
City of Claremore	Benefits & Safety Manager	Good	\$25,667	\$32,341	\$39,014	52.0%	<input type="checkbox"/>		
City of Durant	Emergency Management & Safety Director	Good	\$34,018	\$39,884	\$45,750	34.5%	<input type="checkbox"/>		
City of Ardmore	Safety, Health and Risk Manager	Good	\$32,074	\$40,102	\$48,131	50.1%	<input type="checkbox"/>		
City of Shawnee	Safety Officer	Good		\$55,286			<input type="checkbox"/>		\$55,286

<b>Average</b>			<b>\$27,950</b>	<b>\$36,843</b>	<b>\$39,588</b>	<b>41.6%</b>			<b>\$55,286</b>
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City of McAlester			<b>\$25,956</b>	<b>\$30,072</b>	<b>\$34,188</b>	<b>31.7%</b>			
	<b>\$ Difference</b>		(\$1,994)	(\$6,771)	(\$5,400)				
	<b>% Difference</b>		-7.7%	-22.5%	-15.8%				

## Salary Survey Results for McAlester

### Secretary

**Descrip** Schedules appointments, gives information to callers, and otherwise relieves officials of clerical work and minor administrative and business detail by performing the following duties.

**Quals** High school diploma or equivalent required.

Respondent	Matching Title	Match	Min	Mid	Max	Range Width	Exempt	Avg Pay	Actual Pay
City of Ada	Secretary	Good	\$20,280	\$23,370	\$26,460	30.5%	<input type="checkbox"/>		
City of Del City	Secretary	Good	\$19,760	\$24,159	\$28,558	44.5%	<input type="checkbox"/>		
City of Durant	Administrative Secretary	Good	\$22,915	\$26,867	\$30,818	34.5%	<input type="checkbox"/>		
City of Altus	Department Secretary	Good	\$22,458	\$27,493	\$32,528	44.8%	<input type="checkbox"/>		
City of Ardmore	Secretary	Good	\$22,131	\$27,685	\$33,238	50.2%	<input type="checkbox"/>		
City of El Reno (Canadian County)	Secretary II	Good	\$23,192	\$27,820	\$32,448	39.9%	<input type="checkbox"/>		
City of Shawnee	Secretary	Good	\$24,752	\$29,026	\$33,301	34.5%	<input type="checkbox"/>		
City of Sapulpa	Secretary	Good		\$29,058			<input type="checkbox"/>		\$29,058
City of Owasso	Secretary	Good	\$22,859	\$29,141	\$35,422	55.0%	<input type="checkbox"/>		
City of Bethany	Admin Assistant	Good	\$23,775	\$29,484	\$35,193	48.0%	<input type="checkbox"/>		
City of Ponca City	Administrative Secretary	Good	\$25,820	\$30,273	\$34,726	34.5%	<input type="checkbox"/>		
City of Duncan	Secretary	Good	\$24,461	\$30,316	\$36,171	47.9%	<input type="checkbox"/>		
City of Bixby	Secretary	Good		\$32,177			<input type="checkbox"/>		\$32,177

<b>Average</b>		<b>\$22,946</b>	<b>\$28,221</b>	<b>\$32,624</b>	<input type="checkbox"/> 42.2%	<b>\$30,618</b>
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<b>City of McAlester</b>		<b>\$23,448</b>	<b>\$26,628</b>	<b>\$29,652</b>	<b>26.5%</b>	
	<b>\$ Difference</b>	\$502	(\$1,593)	(\$2,972)		
	<b>% Difference</b>	2.1%	-6.0%	-10.0%		

## Salary Survey Results for McAlester

### Street Superintendent

**Descrip** The essential function of the position within the organization is to oversee City roadways. The position is responsible for providing safe and efficient roadways within the City, maintaining a clean environment through street sweeping, and providing an efficient transportation system for the movement of people and goods. The position develops and implements programs within organizational policies; reports major activities to executive level administrators through conferences and reports.

**Quals** Requires high school diploma or GED, and one year of college or vocational school education,

Respondent	Matching Title	Match	Min	Mid	Max	Range Width	Exempt	Avg Pay	Actual Pay
City of El Reno (Canadian County)	Streets Superintendent	Good	\$29,432	\$35,277	\$41,122	39.7%	<input type="checkbox"/>		
City of Sand Springs	Superintendent	Good	\$34,091	\$36,910	\$39,728	16.5%	<input type="checkbox"/>		
City of Ardmore	Street Supervisor	Good	\$31,283	\$39,114	\$46,946	50.1%	<input type="checkbox"/>		
City of Owasso	Street Superintendent	Good	\$31,283	\$39,884	\$48,485	55.0%	<input type="checkbox"/>		
City of Ada	Streets Maintenance Supervisor	Good	\$37,128	\$42,792	\$48,456	30.5%	<input type="checkbox"/>		
City of Shawnee	Street Superintendent	Good	\$36,566	\$42,869	\$49,171	34.5%	<input type="checkbox"/>		
City of Sapulpa	Street & Alley Foreman	Good		\$46,592			<input type="checkbox"/>		\$46,592
City of Bethany	Public Works Superintendent	Good	\$38,750	\$48,055	\$57,360	48.0%	<input type="checkbox"/>		
City of Durant	Street Superintendent	Good	\$42,483	\$49,809	\$57,135	34.5%	<input type="checkbox"/>		
City of Duncan	Street Superintendent	Good	\$41,870	\$50,409	\$58,947	40.8%	<input type="checkbox"/>		
City of Bixby	Director of Operations	Good		\$50,811			<input type="checkbox"/>		\$50,811
City of Ponca City	Street Maintenance Superintendent	Good	\$43,368	\$50,847	\$58,325	34.5%	<input type="checkbox"/>		
<b>Average</b>			<b>\$36,626</b>	<b>\$44,447</b>	<b>\$50,567</b>	<b>38.1%</b>			<b>\$48,702</b>
<b>City of McAlester</b>									
			<b>\$34,152</b>	<b>\$40,644</b>	<b>\$45,053</b>	<b>31.9%</b>			
	<b>\$ Difference</b>		<b>(\$2,474)</b>	<b>(\$3,803)</b>	<b>(\$5,514)</b>				
	<b>% Difference</b>		<b>-7.2%</b>	<b>-9.4%</b>	<b>-12.2%</b>				

## Salary Survey Results for McAlester

### Truck Driver

**Descrip** This position drives the city dump trucks.

**Quals**

Respondent	Matching Title	Match	Min	Mid	Max	Range Width	Exempt	Avg Pay	Actual Pay
City of Sapulpa	Street & Alley Operator	Good		\$21,597			<input type="checkbox"/>		\$21,597
City of Sand Springs	Driver	Good	\$22,298	\$24,139	\$25,979	16.5%	<input type="checkbox"/>		
City of Durant	Solid Waste Driver	Good	\$22,356	\$26,212	\$30,067	34.5%	<input type="checkbox"/>		
City of Claremore	Driver	Good	\$21,359	\$26,485	\$31,611	48.0%	<input type="checkbox"/>		
City of Owasso	Sanitation Worker I	Good	\$31,283	\$39,884	\$48,485	55.0%	<input type="checkbox"/>		
<b>Average</b>			<b>\$24,324</b>	<b>\$27,663</b>	<b>\$34,035</b>	<b>39.9%</b>			<b>\$21,597</b>
<b>City of McAlester</b>			<b>\$22,512</b>	<b>\$25,374</b>	<b>\$28,236</b>	<b>25.4%</b>			
<b>\$ Difference</b>			<b>(\$1,812)</b>	<b>(\$2,289)</b>	<b>(\$5,799)</b>				
<b>% Difference</b>			<b>-8.0%</b>	<b>-9.0%</b>	<b>-20.5%</b>				

## Salary Survey Results for McAlester

### Utilityman

**Descrip** Assist utility maintenance employees in procedures for carrying out the detailed jobs as directed by the supervisors following safety rules and regulations. Employees of this class frequently perform routine work with limited independence. Work involves the performance of a variety of tasks in the installation, maintenance, and repair of water and sewer lines.

**Quals** Required to have high school diploma or GED. Commercial Driver's License Class "B" minimum within six (6) months. Must acquire a DEQ license

Respondent	Matching Title	Match	Min	Mid	Max	Range Width	Exempt	Avg Pay	Actual Pay
City of Sapulpa	Utility Maintenance Operator	Good		\$21,958			<input type="checkbox"/>		\$21,598
City of Durant	Utility Line Maintenance Worker	Good	\$22,356	\$26,212	\$30,067	34.5%	<input type="checkbox"/>		
City of Altus	Water/Sewer Technician	Good	\$21,492	\$26,315	\$31,137	44.9%	<input type="checkbox"/>		
City of Claremore	Utility Account Technician	Good	\$21,359	\$26,485	\$31,611	48.0%	<input type="checkbox"/>		
City of El Reno (Canadian County)	Utility Lines Maintenance Worker I	Good	\$22,443	\$26,926	\$31,408	39.9%	<input type="checkbox"/>		
City of Duncan	Water Distribution Operators	Good	\$20,134	\$30,004	\$39,874	98.0%	<input type="checkbox"/>		
City of Owasso	Utility Worker I	Good	\$24,710	\$31,512	\$38,314	55.1%	<input type="checkbox"/>		
<b>Average</b>			<b>\$22,083</b>	<b>\$27,059</b>	<b>\$33,735</b>	<b>52.8%</b>			<b>\$21,598</b>
<b>City of McAlester</b>			<b>\$22,212</b>	<b>\$25,020</b>	<b>\$27,768</b>	<b>25.0%</b>			
<b>\$ Difference</b>			<b>\$130</b>	<b>(\$2,039)</b>	<b>(\$5,967)</b>				
<b>% Difference</b>			<b>0.6%</b>	<b>-8.1%</b>	<b>-21.5%</b>				

**SECTION 5.0**  
***Proposed Pay Plan***

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**DRAFT**

**City of McAlester, Oklahoma**

**Pay Plan:» Unified-New**

100 % of Market  
2080 Annual Hours

**Grade**

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
<b>101</b>	5.72	5.83	5.93	6.04	6.15	6.26	6.37	6.49	6.60	6.72	6.84	6.97	7.09	7.22	7.35	7.48	7.62	7.75	7.89	8.04
<b>102</b>	6.01	6.12	6.23	6.34	6.45	6.57	6.69	6.81	6.93	7.06	7.18	7.31	7.45	7.58	7.72	7.86	8.00	8.14	8.29	8.44
<b>103</b>	6.31	6.42	6.54	6.66	6.78	6.90	7.02	7.15	7.28	7.41	7.54	7.68	7.82	7.96	8.10	8.25	8.40	8.55	8.70	8.86
<b>104</b>	6.63	6.74	6.87	6.99	7.12	7.24	7.37	7.51	7.64	7.78	7.92	8.06	8.21	8.36	8.51	8.66	8.82	8.98	9.14	9.30
<b>105</b>	6.96	7.08	7.21	7.34	7.47	7.61	7.74	7.88	8.03	8.17	8.32	8.47	8.62	8.78	8.93	9.09	9.26	9.43	9.60	9.77
<b>106</b>	7.30	7.44	7.57	7.71	7.85	7.99	8.13	8.28	8.43	8.58	8.73	8.89	9.05	9.21	9.38	9.55	9.72	9.90	10.07	10.26
<b>107</b>	7.67	7.81	7.95	8.09	8.24	8.39	8.54	8.69	8.85	9.01	9.17	9.33	9.50	9.67	9.85	10.03	10.21	10.39	10.58	10.77
<b>108</b>	8.05	8.20	8.35	8.50	8.65	8.81	8.96	9.13	9.29	9.46	9.63	9.80	9.98	10.16	10.34	10.53	10.72	10.91	11.11	11.31
<b>109</b>	8.46	8.61	8.76	8.92	9.08	9.25	9.41	9.58	9.75	9.93	10.11	10.29	10.48	10.67	10.86	11.05	11.25	11.46	11.66	11.87
<b>110</b>	8.88	9.04	9.20	9.37	9.54	9.71	9.88	10.06	10.24	10.43	10.62	10.81	11.00	11.20	11.40	11.61	11.82	12.03	12.25	12.47
<b>111</b>	9.32	9.49	9.66	9.84	10.01	10.19	10.38	10.56	10.75	10.95	11.15	11.35	11.55	11.76	11.97	12.19	12.41	12.63	12.86	13.09
<b>112</b>	9.79	9.96	10.14	10.33	10.51	10.70	10.90	11.09	11.29	11.50	11.70	11.91	12.13	12.35	12.57	12.80	13.03	13.26	13.50	13.74
<b>113</b>	10.28	10.46	10.65	10.84	11.04	11.24	11.44	11.65	11.86	12.07	12.29	12.51	12.74	12.96	13.20	13.44	13.68	13.93	14.18	14.43
<b>114</b>	10.79	10.99	11.18	11.39	11.59	11.80	12.01	12.23	12.45	12.67	12.90	13.14	13.37	13.61	13.86	14.11	14.36	14.62	14.89	15.15
<b>115</b>	11.33	11.54	11.74	11.96	12.17	12.39	12.61	12.84	13.07	13.31	13.55	13.79	14.04	14.29	14.55	14.81	15.08	15.35	15.63	15.91
<b>116</b>	11.90	12.11	12.33	12.55	12.78	13.01	13.24	13.48	13.73	13.97	14.23	14.48	14.74	15.01	15.28	15.55	15.83	16.12	16.41	16.71
<b>117</b>	12.49	12.72	12.95	13.18	13.42	13.66	13.91	14.16	14.41	14.67	14.94	15.21	15.48	15.76	16.04	16.33	16.63	16.93	17.23	17.54
<b>118</b>	13.12	13.35	13.59	13.84	14.09	14.34	14.60	14.86	15.13	15.41	15.68	15.97	16.25	16.55	16.85	17.15	17.46	17.77	18.09	18.42
<b>119</b>	13.77	14.02	14.27	14.53	14.79	15.06	15.33	15.61	15.89	16.18	16.47	16.76	17.07	17.37	17.69	18.01	18.33	18.66	19.00	19.34
<b>120</b>	14.46	14.72	14.99	15.26	15.53	15.81	16.10	16.39	16.68	16.98	17.29	17.60	17.92	18.24	18.57	18.91	19.25	19.59	19.95	20.31
<b>121</b>	15.18	15.46	15.74	16.02	16.31	16.60	16.90	17.21	17.52	17.83	18.16	18.48	18.82	19.15	19.50	19.85	20.21	20.57	20.94	21.32
<b>122</b>	15.94	16.23	16.52	16.82	17.13	17.43	17.75	18.07	18.39	18.73	19.06	19.41	19.76	20.11	20.48	20.84	21.22	21.60	21.99	22.39
<b>123</b>	16.74	17.04	17.35	17.66	17.98	18.31	18.64	18.97	19.31	19.66	20.02	20.38	20.74	21.12	21.50	21.89	22.28	22.68	23.09	23.51
<b>124</b>	17.58	17.90	18.22	18.55	18.88	19.22	19.57	19.92	20.28	20.64	21.02	21.40	21.78	22.17	22.57	22.98	23.40	23.82	24.25	24.68
<b>125</b>	18.46	18.79	19.13	19.47	19.82	20.18	20.55	20.92	21.29	21.68	22.07	22.47	22.87	23.28	23.70	24.13	24.56	25.01	25.46	25.92
<b>126</b>	19.38	19.73	20.09	20.45	20.82	21.19	21.57	21.96	22.36	22.76	23.17	23.59	24.01	24.45	24.89	25.34	25.79	26.26	26.73	27.21
<b>127</b>	20.35	20.72	21.09	21.47	21.86	22.25	22.65	23.06	23.48	23.90	24.33	24.77	25.21	25.67	26.13	26.60	27.08	27.57	28.07	28.57
<b>128</b>	21.37	21.75	22.14	22.54	22.95	23.36	23.78	24.21	24.65	25.09	25.55	26.01	26.48	26.95	27.44	27.93	28.44	28.95	29.47	30.00
<b>129</b>	22.43	22.84	23.25	23.67	24.10	24.53	24.97	25.42	25.88	26.35	26.82	27.31	27.80	28.30	28.81	29.33	29.86	30.40	30.95	31.50
<b>130</b>	23.56	23.98	24.41	24.85	25.30	25.76	26.22	26.69	27.18	27.67	28.16	28.67	29.19	29.72	30.25	30.80	31.35	31.92	32.49	33.08
<b>131</b>	24.73	25.18	25.63	26.10	26.57	27.05	27.53	28.03	28.53	29.05	29.57	30.11	30.65	31.20	31.76	32.34	32.92	33.51	34.12	34.73
<b>132</b>	25.97	26.44	26.92	27.40	27.90	28.40	28.91	29.43	29.96	30.50	31.05	31.61	32.18	32.76	33.35	33.95	34.57	35.19	35.82	36.47
<b>133</b>	27.27	27.76	28.26	28.77	29.29	29.82	30.36	30.90	31.46	32.03	32.60	33.19	33.79	34.40	35.02	35.65	36.29	36.95	37.61	38.29
<b>134</b>	28.63	29.15	29.67	30.21	30.75	31.31	31.87	32.45	33.03	33.63	34.23	34.85	35.48	36.12	36.77	37.43	38.11	38.80	39.49	40.21
<b>135</b>	30.06	30.61	31.16	31.72	32.29	32.87	33.47	34.07	34.68	35.31	35.95	36.59	37.25	37.93	38.61	39.31	40.01	40.74	41.47	42.22
<b>136</b>	31.57	32.14	32.72	33.31	33.91	34.52	35.14	35.77	36.42	37.08	37.74	38.42	39.12	39.82	40.54	41.27	42.01	42.77	43.54	44.33
<b>137</b>	33.15	33.74	34.35	34.97	35.60	36.24	36.90	37.56	38.24	38.93	39.63	40.35	41.07	41.81	42.57	43.33	44.12	44.91	45.72	46.55
<b>138</b>	34.80	35.43	36.07	36.72	37.38	38.06	38.74	39.44	40.15	40.88	41.61	42.36	43.13	43.90	44.69	45.50	46.32	47.16	48.01	48.87
<b>139</b>	36.54	37.20	37.87	38.56	39.25	39.96	40.68	41.41	42.16	42.92	43.69	44.48	45.28	46.10	46.93	47.78	48.64	49.51	50.41	51.32

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Tuesday, February 05, 2008

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**City of McAlester, Oklahoma**

**Pay Plan:» Unified-New**

100 % of Market  
2080 Annual Hours

**Grade**

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
<b>140</b>	38.37	39.06	39.77	40.48	41.21	41.96	42.71	43.48	44.27	45.07	45.88	46.70	47.55	48.40	49.28	50.16	51.07	51.99	52.93	53.88
<b>141</b>	40.29	41.02	41.76	42.51	43.27	44.05	44.85	45.66	46.48	47.32	48.17	49.04	49.92	50.82	51.74	52.67	53.62	54.59	55.57	56.58
<b>142</b>	42.30	43.07	43.84	44.63	45.44	46.26	47.09	47.94	48.80	49.68	50.58	51.49	52.42	53.36	54.33	55.31	56.30	57.32	58.35	59.40
<b>143</b>	44.42	45.22	46.04	46.87	47.71	48.57	49.45	50.34	51.24	52.17	53.11	54.07	55.04	56.03	57.04	58.07	59.12	60.18	61.27	62.37
<b>144</b>	46.64	47.48	48.34	49.21	50.10	51.00	51.92	52.85	53.81	54.78	55.76	56.77	57.79	58.83	59.90	60.98	62.07	63.19	64.33	65.49
<b>145</b>	48.97	49.86	50.75	51.67	52.60	53.55	54.51	55.50	56.50	57.52	58.55	59.61	60.68	61.78	62.89	64.02	65.18	66.35	67.55	68.77
<b>146</b>	51.42	52.35	53.29	54.25	55.23	56.23	57.24	58.27	59.32	60.39	61.48	62.59	63.72	64.87	66.03	67.23	68.44	69.67	70.93	72.21
<b>147</b>	53.99	54.97	55.96	56.97	57.99	59.04	60.10	61.19	62.29	63.41	64.55	65.72	66.90	68.11	69.34	70.59	71.86	73.15	74.47	75.82
<b>148</b>	56.69	57.71	58.75	59.81	60.89	61.99	63.11	64.24	65.40	66.58	67.78	69.00	70.25	71.51	72.80	74.12	75.45	76.81	78.20	79.61
<b>149</b>	59.53	60.60	61.69	62.80	63.94	65.09	66.26	67.46	68.67	69.91	71.17	72.45	73.76	75.09	76.44	77.82	79.22	80.65	82.11	83.59

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Tuesday, February 05, 2008

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City of McAlester, Oklahoma

Pay Plan:» Unified-New

100 % of Market

Grade

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
101	11,904	12,118	12,337	12,559	12,786	13,016	13,251	13,490	13,733	13,980	14,232	14,489	14,750	15,016	15,287	15,562	15,843	16,129	16,419	16,716
102	12,499	12,724	12,954	13,187	13,425	13,667	13,913	14,164	14,419	14,679	14,944	15,213	15,488	15,767	16,051	16,341	16,635	16,935	17,240	17,551
103	13,124	13,361	13,601	13,847	14,096	14,350	14,609	14,872	15,140	15,413	15,691	15,974	16,262	16,555	16,854	17,158	17,467	17,782	18,102	18,429
104	13,780	14,029	14,281	14,539	14,801	15,068	15,339	15,616	15,897	16,184	16,476	16,773	17,075	17,383	17,696	18,015	18,340	18,671	19,007	19,350
105	14,469	14,730	14,996	15,266	15,541	15,821	16,106	16,397	16,692	16,993	17,300	17,611	17,929	18,252	18,581	18,916	19,257	19,604	19,958	20,318
106	15,193	15,466	15,745	16,029	16,318	16,612	16,912	17,217	17,527	17,843	18,165	18,492	18,825	19,165	19,510	19,862	20,220	20,585	20,956	21,334
107	15,952	16,240	16,533	16,831	17,134	17,443	17,757	18,077	18,403	18,735	19,073	19,417	19,767	20,123	20,486	20,855	21,231	21,614	22,003	22,401
108	16,750	17,052	17,359	17,672	17,991	18,315	18,645	18,981	19,324	19,672	20,026	20,388	20,755	21,129	21,510	21,898	22,293	22,695	23,104	23,521
109	17,587	17,904	18,227	18,556	18,890	19,231	19,577	19,930	20,290	20,655	21,028	21,407	21,793	22,186	22,586	22,993	23,407	23,829	24,259	24,697
110	18,467	18,800	19,139	19,484	19,835	20,192	20,556	20,927	21,304	21,688	22,079	22,477	22,882	23,295	23,715	24,142	24,578	25,021	25,472	25,931
111	19,390	19,740	20,095	20,458	20,826	21,202	21,584	21,973	22,369	22,773	23,183	23,601	24,027	24,460	24,901	25,350	25,807	26,272	26,745	27,228
112	20,360	20,727	21,100	21,481	21,868	22,262	22,663	23,072	23,488	23,911	24,342	24,781	25,228	25,683	26,146	26,617	27,097	27,585	28,083	28,589
113	21,378	21,763	22,155	22,555	22,961	23,375	23,797	24,226	24,662	25,107	25,559	26,020	26,489	26,967	27,453	27,948	28,452	28,965	29,487	30,019
114	22,446	22,851	23,263	23,682	24,109	24,544	24,986	25,437	25,895	26,362	26,837	27,321	27,814	28,315	28,826	29,345	29,874	30,413	30,961	31,520
115	23,569	23,994	24,426	24,866	25,315	25,771	26,236	26,709	27,190	27,680	28,179	28,687	29,204	29,731	30,267	30,813	31,368	31,933	32,509	33,096
116	24,747	25,193	25,647	26,110	26,580	27,060	27,547	28,044	28,550	29,064	29,588	30,122	30,665	31,217	31,780	32,353	32,936	33,530	34,135	34,751
117	25,984	26,453	26,930	27,415	27,909	28,413	28,925	29,446	29,977	30,518	31,068	31,628	32,198	32,778	33,369	33,971	34,583	35,207	35,841	36,488
118	27,284	27,776	28,276	28,786	29,305	29,833	30,371	30,919	31,476	32,043	32,621	33,209	33,808	34,417	35,038	35,669	36,312	36,967	37,633	38,312
119	28,648	29,164	29,690	30,225	30,770	31,325	31,890	32,465	33,050	33,646	34,252	34,870	35,498	36,138	36,790	37,453	38,128	38,815	39,515	40,228
120	30,080	30,623	31,175	31,737	32,309	32,891	33,484	34,088	34,702	35,328	35,965	36,613	37,273	37,945	38,629	39,325	40,034	40,756	41,491	42,240
121	31,584	32,154	32,733	33,323	33,924	34,536	35,158	35,792	36,437	37,094	37,763	38,444	39,137	39,842	40,561	41,292	42,036	42,794	43,565	44,351
122	33,164	33,761	34,370	34,990	35,620	36,263	36,916	37,582	38,259	38,949	39,651	40,366	41,094	41,834	42,589	43,356	44,138	44,934	45,744	46,569
123	34,822	35,449	36,089	36,739	37,401	38,076	38,762	39,461	40,172	40,896	41,634	42,384	43,148	43,926	44,718	45,524	46,345	47,180	48,031	48,898
124	36,563	37,222	37,893	38,576	39,271	39,979	40,700	41,434	42,181	42,941	43,715	44,503	45,306	46,122	46,954	47,800	48,662	49,539	50,432	51,342
125	38,391	39,083	39,788	40,505	41,235	41,978	42,735	43,506	44,290	45,088	45,901	46,729	47,571	48,429	49,302	50,190	51,095	52,016	52,954	53,910
126	40,310	41,037	41,777	42,530	43,297	44,077	44,872	45,681	46,504	47,343	48,196	49,065	49,949	50,850	51,767	52,700	53,650	54,617	55,602	56,605
127	42,326	43,089	43,866	44,657	45,462	46,281	47,116	47,965	48,830	49,710	50,606	51,518	52,447	53,392	54,355	55,335	56,332	57,348	58,382	59,435
128	44,442	45,243	46,059	46,889	47,735	48,595	49,471	50,363	51,271	52,195	53,136	54,094	55,069	56,062	57,073	58,102	59,149	60,215	61,301	62,407
129	46,664	47,506	48,362	49,234	50,121	51,025	51,945	52,881	53,835	54,805	55,793	56,799	57,823	58,865	59,926	61,007	62,106	63,226	64,366	65,527
130	48,998	49,881	50,780	51,696	52,628	53,576	54,542	55,525	56,526	57,545	58,583	59,639	60,714	61,808	62,923	64,057	65,212	66,387	67,584	68,804
131	51,448	52,375	53,319	54,280	55,259	56,256	57,269	58,302	59,353	60,423	61,512	62,621	63,750	64,899	66,069	67,260	68,472	69,707	70,963	72,244
132	54,020	54,994	55,985	56,994	58,022	59,068	60,133	61,217	62,320	63,444	64,587	65,752	66,937	68,144	69,372	70,623	71,896	73,192	74,512	75,856
133	56,721	57,743	58,784	59,844	60,923	62,021	63,139	64,278	65,436	66,616	67,817	69,039	70,284	71,551	72,841	74,154	75,491	76,852	78,237	79,649
134	59,557	60,631	61,724	62,836	63,969	65,122	66,296	67,491	68,708	69,947	71,208	72,491	73,798	75,129	76,483	77,862	79,265	80,694	82,149	83,631
135	62,535	63,662	64,810	65,978	67,168	68,378	69,611	70,866	72,143	73,444	74,768	76,116	77,488	78,885	80,307	81,755	83,229	84,729	86,256	87,813
136	65,662	66,845	68,050	69,277	70,526	71,797	73,092	74,409	75,751	77,116	78,506	79,922	81,362	82,829	84,322	85,842	87,390	88,965	90,569	92,204
137	68,945	70,187	71,453	72,741	74,052	75,387	76,746	78,130	79,538	80,972	82,432	83,918	85,431	86,971	88,538	90,135	91,759	93,414	95,098	96,814
138	72,392	73,697	75,025	76,378	77,755	79,157	80,583	82,036	83,515	85,021	86,553	88,114	89,702	91,319	92,965	94,641	96,347	98,084	99,853	101,654
139	76,011	77,382	78,777	80,197	81,643	83,114	84,613	86,138	87,691	89,272	90,881	92,519	94,187	95,885	97,614	99,373	101,165	102,989	104,845	106,737
140	79,812	81,251	82,716	84,207	85,725	87,270	88,843	90,445	92,075	93,735	95,425	97,145	98,897	100,679	102,494	104,342	106,223	108,138	110,087	112,074
141	83,803	85,313	86,851	88,417	90,011	91,634	93,285	94,967	96,679	98,422	100,196	102,003	103,841	105,713	107,619	109,559	111,534	113,545	115,592	117,678
142	87,993	89,579	91,194	92,838	94,511	96,215	97,950	99,716	101,513	103,343	105,206	107,103	109,033	110,999	113,000	115,037	117,111	119,222	121,371	123,562
143	92,392	94,058	95,754	97,480	99,237	101,026	102,847	104,701	106,589	108,510	110,466	112,458	114,485	116,549	118,650	120,789	122,966	125,183	127,440	129,740
144	97,012	98,761	100,541	102,354	104,199	106,077	107,990	109,936	111,918	113,936	115,990	118,081	120,209	122,376	124,583	126,828	129,115	131,442	133,812	136,227
145	101,863	103,699	105,568	107,471	109,409	111,381	113,389	115,433	117,514	119,633	121,789	123,985	126,220	128,495	130,812	133,170	135,571	138,015	140,503	143,038
146	106,956	108,884	110,847	112,845	114,879	116,950	119,059	121,205	123,390	125,614	127,879	130,184	132,531	134,920	137,352	139,828	142,349	144,915	147,528	150,190

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**City of McAlester, Oklahoma**

**Pay Plan:» Unified-New**

100 % of Market

**Grade**

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
<b>147</b>	112,303	114,328	116,389	118,487	120,623	122,798	125,011	127,265	129,559	131,895	134,273	136,693	139,157	141,666	144,220	146,820	149,467	152,161	154,904	157,699
<b>148</b>	117,919	120,044	122,209	124,412	126,654	128,938	131,262	133,628	136,037	138,490	140,986	143,528	146,115	148,749	151,431	154,161	156,940	159,769	162,649	165,584
<b>149</b>	123,815	126,047	128,319	130,632	132,987	135,385	137,825	140,310	142,839	145,414	148,036	150,704	153,421	156,187	159,002	161,869	164,787	167,758	170,782	173,864

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# Proposed Pay Grades

## Proposed Pay Grades - City of McAlester, Oklahoma

Pay Plan	Unified-New			100 % Of Market	F/T Annual Days	260	F/T Annual Hours	2080
Grade	Min	Annual Mkt	Max	Width	%Below	%Above	Midpoint	
101	\$11,904	\$14,106	\$16,716	40.42%	18.50%	18.50%	\$14,310	
102	\$12,499	\$14,811	\$17,551	40.42%	18.50%	18.50%	\$15,025	
103	\$13,124	\$15,552	\$18,429	40.42%	18.50%	18.50%	\$15,776	
104	\$13,780	\$16,329	\$19,350	40.42%	18.50%	18.50%	\$16,565	
105	\$14,469	\$17,146	\$20,318	40.42%	18.50%	18.50%	\$17,394	
106	\$15,193	\$18,003	\$21,334	40.42%	18.50%	18.50%	\$18,263	
107	\$15,952	\$18,903	\$22,401	40.42%	18.50%	18.50%	\$19,176	
108	\$16,750	\$19,849	\$23,521	40.42%	18.50%	18.50%	\$20,135	
109	\$17,587	\$20,841	\$24,697	40.42%	18.50%	18.50%	\$21,142	
110	\$18,467	\$21,883	\$25,931	40.42%	18.50%	18.50%	\$22,199	
111	\$19,390	\$22,977	\$27,228	40.42%	18.50%	18.50%	\$23,309	
112	\$20,360	\$24,126	\$28,589	40.42%	18.50%	18.50%	\$24,474	
113	\$21,378	\$25,332	\$30,019	40.42%	18.50%	18.50%	\$25,698	
114	\$22,446	\$26,599	\$31,520	40.42%	18.50%	18.50%	\$26,983	
115	\$23,569	\$27,929	\$33,096	40.42%	18.50%	18.50%	\$28,332	
116	\$24,747	\$29,325	\$34,751	40.42%	18.50%	18.50%	\$29,749	
117	\$25,984	\$30,792	\$36,488	40.42%	18.50%	18.50%	\$31,236	
118	\$27,284	\$32,331	\$38,312	40.42%	18.50%	18.50%	\$32,798	
119	\$28,648	\$33,948	\$40,228	40.42%	18.50%	18.50%	\$34,438	
120	\$30,080	\$35,645	\$42,240	40.42%	18.50%	18.50%	\$36,160	
121	\$31,584	\$37,427	\$44,351	40.42%	18.50%	18.50%	\$37,968	
122	\$33,164	\$39,299	\$46,569	40.42%	18.50%	18.50%	\$39,866	
123	\$34,822	\$41,264	\$48,898	40.42%	18.50%	18.50%	\$41,860	
124	\$36,563	\$43,327	\$51,342	40.42%	18.50%	18.50%	\$43,953	
125	\$38,391	\$45,493	\$53,910	40.42%	18.50%	18.50%	\$46,150	
126	\$40,310	\$47,768	\$56,605	40.42%	18.50%	18.50%	\$48,458	
127	\$42,326	\$50,156	\$59,435	40.42%	18.50%	18.50%	\$50,881	
128	\$44,442	\$52,664	\$62,407	40.42%	18.50%	18.50%	\$53,425	

## Proposed Pay Grades - City of McAlester, Oklahoma

Pay Plan	Unified-New			100 % Of Market	F/T Annual Days	260	F/T Annual Hours	2080
Grade	Min	Annual Mkt	Max		Width	%Below	%Above	Midpoint
129	\$46,664	\$55,297	\$65,527		40.42%	18.50%	18.50%	\$56,096
130	\$48,998	\$58,062	\$68,804		40.42%	18.50%	18.50%	\$58,901
131	\$51,448	\$60,965	\$72,244		40.42%	18.50%	18.50%	\$61,846
132	\$54,020	\$64,014	\$75,856		40.42%	18.50%	18.50%	\$64,938
133	\$56,721	\$67,214	\$79,649		40.42%	18.50%	18.50%	\$68,185
134	\$59,557	\$70,575	\$83,631		40.42%	18.50%	18.50%	\$71,594
135	\$62,535	\$74,104	\$87,813		40.42%	18.50%	18.50%	\$75,174
136	\$65,662	\$77,809	\$92,204		40.42%	18.50%	18.50%	\$78,933
137	\$68,945	\$81,699	\$96,814		40.42%	18.50%	18.50%	\$82,879
138	\$72,392	\$85,784	\$101,654		40.42%	18.50%	18.50%	\$87,023
139	\$76,011	\$90,074	\$106,737		40.42%	18.50%	18.50%	\$91,374
140	\$79,812	\$94,577	\$112,074		40.42%	18.50%	18.50%	\$95,943
141	\$83,803	\$99,306	\$117,678		40.42%	18.50%	18.50%	\$100,740
142	\$87,993	\$104,271	\$123,562		40.42%	18.50%	18.50%	\$105,777
143	\$92,392	\$109,485	\$129,740		40.42%	18.50%	18.50%	\$111,066
144	\$97,012	\$114,959	\$136,227		40.42%	18.50%	18.50%	\$116,619
145	\$101,863	\$120,707	\$143,038		40.42%	18.50%	18.50%	\$122,450
146	\$106,956	\$126,743	\$150,190		40.42%	18.50%	18.50%	\$128,573
147	\$112,304	\$133,080	\$157,699		40.42%	18.50%	18.50%	\$135,001
148	\$117,919	\$139,734	\$165,584		40.42%	18.50%	18.50%	\$141,752
149	\$123,815	\$146,720	\$173,864		40.42%	18.50%	18.50%	\$148,839

# Proposed Pay Plans

Proposed Pay Plans  
City of McAlester, Oklahoma

		100 % Of Market					
Code	Proposed Class Title	Ann Min	Mkt	Ann Max	Hrly Min	Mkt	Hrly Max
<b>Unified-New</b>							
<b>104</b>		<b>\$13,780</b>	<b>\$16,329</b>	<b>\$19,350</b>	<b>\$6.63</b>	<b>\$7.85</b>	<b>\$9.30</b>
	AidK Kitchen Aide						
	OA Office Aide						
	RecAid Recreation Aide						
	TDIS Tractor Driver / Inmate Supervisor						
<b>105</b>		<b>\$14,469</b>	<b>\$17,146</b>	<b>\$20,318</b>	<b>\$6.96</b>	<b>\$8.24</b>	<b>\$9.77</b>
	AsstCk Assistant Cook						
<b>107</b>		<b>\$15,952</b>	<b>\$18,903</b>	<b>\$22,401</b>	<b>\$7.67</b>	<b>\$9.09</b>	<b>\$10.77</b>
	HdCk Head Cook						
<b>112</b>		<b>\$20,360</b>	<b>\$24,126</b>	<b>\$28,589</b>	<b>\$9.79</b>	<b>\$11.60</b>	<b>\$13.74</b>
	CustC Concession Event Worker						
	Cust Custodian						
	GrdK Groundskeeper						
	VanDrv Van Driver						
<b>113</b>		<b>\$21,378</b>	<b>\$25,332</b>	<b>\$30,019</b>	<b>\$10.28</b>	<b>\$12.18</b>	<b>\$14.43</b>
	ASSTLT Assistant Lab Technician						
	Grd1 Gardner I						
	MechL Lube Mechanic						
	Maint 1 Maintenance Worker I						
	MtrR Meter Reader						
	CourtAdmin Municipal Court Administrator						
	RC Refuse Collector						
	SiteCoor I Site Coordinator I						
	SMW Street Maintenance Worker						
	UMW Utility Maintenance Worker						
<b>114</b>		<b>\$22,446</b>	<b>\$26,599</b>	<b>\$31,520</b>	<b>\$10.79</b>	<b>\$12.79</b>	<b>\$15.15</b>
	ACO Animal Control Officer						
	CemW Cemetery Worker						
	UtCk Customer Service Clerk						
	LFC Landfill Assistant						
	RDO Refuse Driver/Operator						
	MgrSC Softball Complex Manager						
	TCTech Traffic Control Technician						
<b>115</b>		<b>\$23,569</b>	<b>\$27,929</b>	<b>\$33,096</b>	<b>\$11.33</b>	<b>\$13.43</b>	<b>\$15.91</b>
	Sec Administrative Assistant						
	AsstPM Assistant Plant Mechanic						
	ConFin Concrete Finisher						
	DepCtCk Deputy Court Clerk						
	EvTech Evidence Technician						
	Grd2 Gardner II						
	HdMtr Head Meter Reader						
	Maint 2 Maintenance Worker II						
	PlantOp Plant Operator						
	PoliceDisp Police Dispatcher						
	SiteCoorII Site Coordinator II						
<b>116</b>		<b>\$24,747</b>	<b>\$29,325</b>	<b>\$34,751</b>	<b>\$11.90</b>	<b>\$14.10</b>	<b>\$16.71</b>
	APC AP Clerk						
	AutoServ Auto Service Worker						
	HEO Heavy Equipment Operator						
<b>117</b>		<b>\$25,984</b>	<b>\$30,792</b>	<b>\$36,488</b>	<b>\$12.49</b>	<b>\$14.80</b>	<b>\$17.54</b>

Proposed Pay Plans  
City of McAlester, Oklahoma

								100 % Of Market
Code	Proposed Class Title	Ann Min	Mkt	Ann Max	Hrly Min	Mkt	Hrly Max	
<b>Unified-New</b>								
<b>117</b>		<b>\$25,984</b>	<b>\$30,792</b>	<b>\$36,488</b>	<b>\$12.49</b>	<b>\$14.80</b>	<b>\$17.54</b>	
	AutoMech	Auto Mechanic						
	CodeOff	Code Enforcement Officer						
	EngTch1	Engineering Technician						
	Fore	Foreman						
	LabTk	Lab Technician						
	PlantMech	Plant Mechanic						
<b>118</b>		<b>\$27,284</b>	<b>\$32,331</b>	<b>\$38,312</b>	<b>\$13.12</b>	<b>\$15.54</b>	<b>\$18.42</b>	
	MgrCS	Customer Service Manager						
	SupLF	Landfill Supervisor						
	SupDisp	Police Dispatch Supervisor						
	UTFOR	Utility Maintenance Foreman						
	WM	Welder Mechanic						
<b>119</b>		<b>\$28,648</b>	<b>\$33,948</b>	<b>\$40,228</b>	<b>\$13.77</b>	<b>\$16.32</b>	<b>\$19.34</b>	
	MgrAir	Airport Manager						
	CPO	Chief Plant Operator						
	Sec2CM	Executive Assistant						
	CoorHR	Human Resources Coordinator						
	SupRec	Recreation Supervisor						
	SCO	Safety Compliance Officer						
	EngTchSr	Senior Engineering Technician						
<b>120</b>		<b>\$30,080</b>	<b>\$35,645</b>	<b>\$42,240</b>	<b>\$14.46</b>	<b>\$17.14</b>	<b>\$20.31</b>	
	BldgIns	Building Inspector						
	SupBldgMt	Building Maintenance Supervisor						
	SupRC	Refuse Collection Supervisor						
	CemSxt	Sexton						
<b>121</b>		<b>\$31,584</b>	<b>\$37,427</b>	<b>\$44,351</b>	<b>\$15.18</b>	<b>\$17.99</b>	<b>\$21.32</b>	
	EngInsp	Engineering Inspector						
<b>122</b>		<b>\$33,164</b>	<b>\$39,299</b>	<b>\$46,569</b>	<b>\$15.94</b>	<b>\$18.89</b>	<b>\$22.39</b>	
	SuptGar	Central Garage Superintendent						
	SuptPk	Parks Superintendent						
	SuptSt	Street Superintendent						
	SuptTC	Traffic Control Superintendent						
<b>124</b>		<b>\$36,563</b>	<b>\$43,327</b>	<b>\$51,342</b>	<b>\$17.58</b>	<b>\$20.83</b>	<b>\$24.68</b>	
	CSS	Information Technology Manager						
<b>125</b>		<b>\$38,391</b>	<b>\$45,493</b>	<b>\$53,910</b>	<b>\$18.46</b>	<b>\$21.87</b>	<b>\$25.92</b>	
	ASTCT	Asst. Financial Officer						
	MgrEx	Expo Manager						
	SuptLW	Liquid Waste Superintendent						
	SupUM	Utility Maintenance Superintendent						
	SuptWTP	WTP Superintendent						
<b>128</b>		<b>\$44,442</b>	<b>\$52,664</b>	<b>\$62,407</b>	<b>\$21.37</b>	<b>\$25.32</b>	<b>\$30.00</b>	
	CClk	City Clerk						
<b>129</b>		<b>\$46,664</b>	<b>\$55,297</b>	<b>\$65,527</b>	<b>\$22.43</b>	<b>\$26.59</b>	<b>\$31.50</b>	
	ASSTFC	Assistant Fire Chief						
	ASTPC	Assistant Police Chief						
<b>132</b>		<b>\$54,020</b>	<b>\$64,014</b>	<b>\$75,856</b>	<b>\$25.97</b>	<b>\$30.78</b>	<b>\$36.47</b>	
	DirCS	Community Services Director						
	DirPI	Planning and Community Development Director						
	PoliceCh	Police Chief						

Proposed Pay Plans  
City of McAlester, Oklahoma

Code	Proposed Class Title	Ann Min	Mkt	Ann Max	Hrly Min	100 % Of Market	
						Mkt	Hrly Max
<b>Unified-New</b>							
133		\$56,721	\$67,214	\$79,649	\$27.27	\$32.31	\$38.29
	FireCh	Fire Chief					
	UtDir	Utilities Director					
134		\$59,557	\$70,575	\$83,631	\$28.63	\$33.93	\$40.21
	Ceng	City Engineer/PW Director					
135		\$62,535	\$74,104	\$87,813	\$30.06	\$35.63	\$42.22
	Treas	Chief Financial Officer					
140		\$79,812	\$94,577	\$112,074	\$38.37	\$45.47	\$53.88
	CMgr	City Manager					

# Proposed Class List By Title

**Proposed Class List By Title**

**City of McAlester, Oklahoma**

<b>Proposed Class Title</b>	<b>Code</b>	<b>Pay Plan</b>	<b>Grade</b>	<b>Min</b>	<b>Mkt</b>	<b>Max</b>	<b>#</b>
<b>A</b>							
Administrative Assistant	Sec	Unified-New	115	\$23,569	\$27,929	\$33,096	8
Airport Manager	MgrAir	Unified-New	119	\$28,648	\$33,948	\$40,228	1
Animal Control Officer	ACO	Unified-New	114	\$22,446	\$26,599	\$31,520	2
AP Clerk	APC	Unified-New	116	\$24,747	\$29,325	\$34,751	1
Assistant Cook	AsstCk	Unified-New	105	\$14,469	\$17,146	\$20,318	1
Assistant Fire Chief	ASSTFC	Unified-New	129	\$46,664	\$55,297	\$65,527	1
Assistant Lab Technician	ASSTLT	Unified-New	113	\$21,378	\$25,332	\$30,019	1
Assistant Plant Mechanic	AsstPM	Unified-New	115	\$23,569	\$27,929	\$33,096	1
Assistant Police Chief	ASTPC	Unified-New	129	\$46,664	\$55,297	\$65,527	1
Asst. Financial Officer	ASTCT	Unified-New	125	\$38,391	\$45,493	\$53,910	1
Auto Mechanic	AutoMe	Unified-New	117	\$25,984	\$30,792	\$36,488	4
Auto Service Worker	AutoSer	Unified-New	116	\$24,747	\$29,325	\$34,751	1
<b>B</b>							
Building Inspector	BldgIns	Unified-New	120	\$30,080	\$35,645	\$42,240	3
Building Maintenance Supervisor	SupBldg	Unified-New	120	\$30,080	\$35,645	\$42,240	2
<b>C</b>							
Cemetery Worker	CemW	Unified-New	114	\$22,446	\$26,599	\$31,520	1
Central Garage Superintendent	SuptGar	Unified-New	122	\$33,164	\$39,299	\$46,569	1
Chief Financial Officer	Treas	Unified-New	135	\$62,535	\$74,104	\$87,813	1
Chief Plant Operator	CPO	Unified-New	119	\$28,648	\$33,948	\$40,228	3
City Clerk	CClk	Unified-New	128	\$44,442	\$52,664	\$62,407	1
City Engineer/PW Director	Ceng	Unified-New	134	\$59,557	\$70,575	\$83,631	1
City Manager	CMgr	Unified-New	140	\$79,812	\$94,577	\$112,074	1
Code Enforcement Officer	CodeOff	Unified-New	117	\$25,984	\$30,792	\$36,488	1
Community Services Director	DirCS	Unified-New	132	\$54,020	\$64,014	\$75,856	1
Concession Event Worker	CustC	Unified-New	112	\$20,360	\$24,126	\$28,589	1
Concrete Finisher	ConFin	Unified-New	115	\$23,569	\$27,929	\$33,096	2
Custodian	Cust	Unified-New	112	\$20,360	\$24,126	\$28,589	5
Customer Service Clerk	UtCk	Unified-New	114	\$22,446	\$26,599	\$31,520	2
Customer Service Manager	MgrCS	Unified-New	118	\$27,284	\$32,331	\$38,312	1
<b>D</b>							
Deputy Court Clerk	DepCtC	Unified-New	115	\$23,569	\$27,929	\$33,096	1
<b>E</b>							
Engineering Inspector	EngInsp	Unified-New	121	\$31,584	\$37,427	\$44,351	1
Engineering Technician	EngTch	Unified-New	117	\$25,984	\$30,792	\$36,488	1
Evidence Technician	EvTech	Unified-New	115	\$23,569	\$27,929	\$33,096	1
Executive Assistant	Sec2CM	Unified-New	119	\$28,648	\$33,948	\$40,228	1
Expo Manager	MgrEx	Unified-New	125	\$38,391	\$45,493	\$53,910	1
<b>F</b>							
Fire Chief	FireCh	Unified-New	133	\$56,721	\$67,214	\$79,649	1
Foreman	Fore	Unified-New	117	\$25,984	\$30,792	\$36,488	3
<b>G</b>							
Gardner I	Grd1	Unified-New	113	\$21,378	\$25,332	\$30,019	2
Gardner II	Grd2	Unified-New	115	\$23,569	\$27,929	\$33,096	1
Groundskeeper	GrdK	Unified-New	112	\$20,360	\$24,126	\$28,589	12

Proposed Class List By Title

City of McAlester, Oklahoma

Proposed Class Title	Code	Pay Plan	Grade	Min	Mkt	Max	#
<b>H</b>							
Head Cook	HdCk	Unified-New	107	\$15,952	\$18,903	\$22,401	1
Head Meter Reader	HdMtr	Unified-New	115	\$23,569	\$27,929	\$33,096	1
Heavy Equipment Operator	HEO	Unified-New	116	\$24,747	\$29,325	\$34,751	13
Human Resources Coordinator	CoorHR	Unified-New	119	\$28,648	\$33,948	\$40,228	1
<b>I</b>							
Information Technology Manager	CSS	Unified-New	124	\$36,563	\$43,327	\$51,342	1
<b>K</b>							
Kitchen Aide	AidK	Unified-New	104	\$13,780	\$16,329	\$19,350	2
<b>L</b>							
Lab Technician	LabTk	Unified-New	117	\$25,984	\$30,792	\$36,488	1
Landfill Assistant	LFC	Unified-New	114	\$22,446	\$26,599	\$31,520	1
Landfill Supervisor	SupLF	Unified-New	118	\$27,284	\$32,331	\$38,312	2
Liquid Waste Superintendent	SuptLW	Unified-New	125	\$38,391	\$45,493	\$53,910	1
Lube Mechanic	MechL	Unified-New	113	\$21,378	\$25,332	\$30,019	1
<b>M</b>							
Maintenance Worker I	Maint 1	Unified-New	113	\$21,378	\$25,332	\$30,019	3
Maintenance Worker II	Maint 2	Unified-New	115	\$23,569	\$27,929	\$33,096	1
Meter Reader	MtrR	Unified-New	113	\$21,378	\$25,332	\$30,019	2
Municipal Court Administrator	CourtAd	Unified-New	113	\$21,378	\$25,332	\$30,019	1
<b>O</b>							
Office Aide	OA	Unified-New	104	\$13,780	\$16,329	\$19,350	1
<b>P</b>							
Parks Superintendent	SuptPk	Unified-New	122	\$33,164	\$39,299	\$46,569	1
Planning and Community Development Director	DirPl	Unified-New	132	\$54,020	\$64,014	\$75,856	1
Plant Mechanic	PlantMe	Unified-New	117	\$25,984	\$30,792	\$36,488	3
Plant Operator	PlantOp	Unified-New	115	\$23,569	\$27,929	\$33,096	10
Police Chief	PoliceC	Unified-New	132	\$54,020	\$64,014	\$75,856	1
Police Dispatch Supervisor	SupDisp	Unified-New	118	\$27,284	\$32,331	\$38,312	1
Police Dispatcher	PoliceDi	Unified-New	115	\$23,569	\$27,929	\$33,096	7
<b>R</b>							
Recreation Aide	RecAid	Unified-New	104	\$13,780	\$16,329	\$19,350	1
Recreation Supervisor	SupRec	Unified-New	119	\$28,648	\$33,948	\$40,228	1
Refuse Collection Supervisor	SupRC	Unified-New	120	\$30,080	\$35,645	\$42,240	1
Refuse Collector	RC	Unified-New	113	\$21,378	\$25,332	\$30,019	9
Refuse Driver/Operator	RDO	Unified-New	114	\$22,446	\$26,599	\$31,520	7
<b>S</b>							
Safety Compliance Officer	SCO	Unified-New	119	\$28,648	\$33,948	\$40,228	1
Senior Engineering Technician	EngTch	Unified-New	119	\$28,648	\$33,948	\$40,228	1
Sexton	CemSxt	Unified-New	120	\$30,080	\$35,645	\$42,240	1
Site Coordinator I	SiteCoor	Unified-New	113	\$21,378	\$25,332	\$30,019	1
Site Coordinator II	SiteCoor	Unified-New	115	\$23,569	\$27,929	\$33,096	1
Softball Complex Manager	MgrSC	Unified-New	114	\$22,446	\$26,599	\$31,520	1
Street Maintenance Worker	SMW	Unified-New	113	\$21,378	\$25,332	\$30,019	4
Street Superintendent	SuptSt	Unified-New	122	\$33,164	\$39,299	\$46,569	1

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Proposed Class List By Title

City of McAlester, Oklahoma

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Proposed Class Title	Code	Pay Plan	Grade	Min	Mkt	Max	#
<b>T</b>							
Tractor Driver / Inmate Supervisor	TDIS	Unified-New	104	\$13,780	\$16,329	\$19,350	<u>1</u>
Traffic Control Superintendent	SuptTC	Unified-New	122	\$33,164	\$39,299	\$46,569	<u>2</u>
Traffic Control Technician	TCTech	Unified-New	114	\$22,446	\$26,599	\$31,520	<u>4</u>
<b>U</b>							
Utilities Director	UtDir	Unified-New	133	\$56,721	\$67,214	\$79,649	<u>1</u>
Utility Maintenance Foreman	UTFOR	Unified-New	118	\$27,284	\$32,331	\$38,312	<u>1</u>
Utility Maintenance Superintendent	SupUM	Unified-New	125	\$38,391	\$45,493	\$53,910	<u>1</u>
Utility Maintenance Worker	UMW	Unified-New	113	\$21,378	\$25,332	\$30,019	<u>4</u>
<b>V</b>							
Van Driver	VanDrv	Unified-New	112	\$20,360	\$24,126	\$28,589	<u>2</u>
<b>W</b>							
Welder Mechanic	WM	Unified-New	118	\$27,284	\$32,331	\$38,312	<u>1</u>
WTP Superintendent	SuptWT	Unified-New	125	\$38,391	\$45,493	\$53,910	<u>1</u>

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85 Job Classes

# **CLASS COMPARISON LIST BY PAY PLAN**

## Class Comparison List City of McAlester, Oklahoma

**Proposed Pay Plan: Unified-New**

Grade	Code	Proposed Class Title	Original Title	Working Title	Hourly Range			Annual Range		
					Min	Mkt	Max	Min	Mkt	Max
<b>104</b>					<b>\$6.63</b>	<b>\$7.85</b>	<b>\$9.30</b>	<b>\$13,780</b>	<b>\$16,329</b>	<b>\$19,350</b>
	AidK	Kitchen Aide	Kitchen Aide					12,168	13,364	14,560
	OA	Office Aide	Office Aide					12,168	13,364	14,560
	RecAid	Recreation Aide	Recreation Aide					12,168	13,364	14,560
	TDIS	Tractor Driver / Inmate Supervisor	Tractor Driver / Inmate Supervisor					12,168	13,364	14,560
<b>105</b>					<b>\$6.96</b>	<b>\$8.24</b>	<b>\$9.77</b>	<b>\$14,469</b>	<b>\$17,146</b>	<b>\$20,318</b>
	AsstCk	Assistant Cook	Assistant Cook					14,560	14,560	14,560
<b>107</b>					<b>\$7.67</b>	<b>\$9.09</b>	<b>\$10.77</b>	<b>\$15,952</b>	<b>\$18,903</b>	<b>\$22,401</b>
	HdCk	Head Cook	Head Cook					14,560	14,560	14,560
<b>112</b>					<b>\$9.79</b>	<b>\$11.60</b>	<b>\$13.74</b>	<b>\$20,360</b>	<b>\$24,126</b>	<b>\$28,589</b>
	CustC	Concession Event Worker	Concession/Custodian					22,212	25,020	27,768
	Cust	Custodian	Custodian					22,212	25,020	27,768
	Cust	Custodian	Janitor					22,212	25,020	27,768
	GrdK	Groundskeeper	Groundskeeper					23,124	26,208	29,172
	VanDrv	Van Driver	Van Driver					22,212	25,020	27,768
<b>113</b>					<b>\$10.28</b>	<b>\$12.18</b>	<b>\$14.43</b>	<b>\$21,378</b>	<b>\$25,332</b>	<b>\$30,019</b>
	ASSTL	Assistant Lab Technician	Assistant Lab Technician					23,532	26,808	29,904
	Grd1	Gardner I	Gardner I					23,532	26,808	29,904
	MechL	Lube Mechanic	Lube Mechanic					23,124	26,208	29,172
	Maint	Maintenance Worker I	Maintenance Person					23,124	26,208	29,172
	Maint	Maintenance Worker I	Maintenanceman					23,124	26,208	29,172
	MtrR	Meter Reader	Meter Reader					23,124	26,208	29,172
	CourtA	Municipal Court Administrator	Municipal Court Administrator					25,536	29,532	33,540
	RC	Refuse Collector	Refuse Collector					22,212	25,020	27,768
	SiteCo	Site Coordinator I	Site Coordinator					22,512	25,404	28,236
	SMW	Street Maintenance Worker	Truck Driver					22,512	25,404	28,236
	SMW	Street Maintenance Worker	Utilityman					22,212	25,020	27,768
	UMW	Utility Maintenance Worker	Heavy Equipment Operator					23,880	27,252	30,600
	UMW	Utility Maintenance Worker	Truck Driver					22,512	25,404	28,236
	UMW	Utility Maintenance Worker	Utilityman					22,212	25,020	27,768
<b>114</b>					<b>\$10.79</b>	<b>\$12.79</b>	<b>\$15.15</b>	<b>\$22,446</b>	<b>\$26,599</b>	<b>\$31,520</b>
	ACO	Animal Control Officer	Animal Control Officer					22,512	25,404	28,236
	CemW	Cemetery Worker	Groundskeeper					23,124	26,208	29,172
	UtCk	Customer Service Clerk	Cashier					23,448	26,628	29,652
	UtCk	Customer Service Clerk	Data Processor					23,448	26,628	29,652
	LFC	Landfill Assistant	Landfill Caretaker					23,124	26,208	29,172
	RDO	Refuse Driver/Operator	Refuse Driver/Operator					23,124	26,208	29,172
	MgrSC	Softball Complex Manager	Softball Complex Manager					23,124	26,208	29,172

## Class Comparison List City of McAlester, Oklahoma

Proposed Pay Plan: Unified-New			Hourly Range			Annual Range		
Grade			Min	Mkt	Max	Min	Mkt	Max
Code	Proposed Class Title	Original Title	Working Title					
<b>114</b>			<b>\$10.79</b>	<b>\$12.79</b>	<b>\$15.15</b>	<b>\$22,446</b>	<b>\$26,599</b>	<b>\$31,520</b>
	TCTech Traffic Control Technician	Traffic Control Technician				24,240	27,708	31,164
<b>115</b>			<b>\$11.33</b>	<b>\$13.43</b>	<b>\$15.91</b>	<b>\$23,569</b>	<b>\$27,929</b>	<b>\$33,096</b>
	Sec Administrative Assistant	Processing Clerk I				23,880	27,252	30,600
	Sec Administrative Assistant	Processing Clerk II				24,600	28,176	31,704
	Sec Administrative Assistant	Secretary				23,448	26,628	29,652
	AsstP Assistant Plant Mechanic	Assistant Plant Mechanic				24,240	27,708	31,164
	ConFin Concrete Finisher	Concrete Finisher				23,532	26,808	29,904
	DepCt Deputy Court Clerk	Data Processor				23,448	26,628	29,652
	EvTech Evidence Technician	Data Processor				23,448	26,628	29,652
	Grd2 Gardner II	Gardner II				24,600	28,176	31,704
	HdMtr Head Meter Reader	Head Meter Reader				23,124	26,208	29,172
	Maint Maintenance Worker II	Maintenanceman				23,124	26,208	29,172
	PlantO Plant Operator	Plant Operator				23,124	26,208	29,172
	Police Police Dispatcher	911 Dispatcher				23,448	26,628	29,652
	Police Police Dispatcher	Police Dispatcher				23,448	26,628	29,652
	SiteCo Site Coordinator II	Site Coordinator				22,512	25,404	28,236
<b>116</b>			<b>\$11.90</b>	<b>\$14.10</b>	<b>\$16.71</b>	<b>\$24,747</b>	<b>\$29,325</b>	<b>\$34,751</b>
	APC AP Clerk	AP Clerk				25,596	29,160	32,868
	AutoSe Auto Service Worker	Auto Serviceman				22,212	25,020	27,768
	HEO Heavy Equipment Operator	Heavy Equipment Operator				23,880	27,252	30,600
<b>117</b>			<b>\$12.49</b>	<b>\$14.80</b>	<b>\$17.54</b>	<b>\$25,984</b>	<b>\$30,792</b>	<b>\$36,488</b>
	AutoM Auto Mechanic	Auto Mechanic				24,240	27,708	31,164
	CodeOf Code Enforcement Officer	Code Enforcement Officer				25,596	29,160	32,868
	EngTch Engineering Technician	Jr. Engineering Technician				25,596	29,160	32,868
	Fore Foreman	Cemetery Foreman			Foreman	24,600	28,176	31,704
	Fore Foreman	Foreman				24,600	28,176	31,704
	Fore Foreman	Foreman			Streets Foreman	24,600	28,176	31,704
	LabTk Lab Technician	Lab Technician				24,600	28,176	31,704
	PlantM Plant Mechanic	Assistant Plant Mechanic				24,240	27,708	31,164
	PlantM Plant Mechanic	Plant Mechanic				24,240	27,708	31,164
<b>118</b>			<b>\$13.12</b>	<b>\$15.54</b>	<b>\$18.42</b>	<b>\$27,284</b>	<b>\$32,331</b>	<b>\$38,312</b>
	MgrCS Customer Service Manager	Customer Service Manager				25,536	29,532	33,540
	SupLF Landfill Supervisor	Landfill Supervisor				27,288	31,848	36,252
	SupDis Police Dispatch Supervisor	Dispatch Supervisor				25,536	29,532	33,540
	UTFOR Utility Maintenance Foreman	Foreman				24,600	28,176	31,704
	WM Welder Mechanic	Welder Mechanic				24,972	28,668	32,268
<b>119</b>			<b>\$13.77</b>	<b>\$16.32</b>	<b>\$19.34</b>	<b>\$28,648</b>	<b>\$33,948</b>	<b>\$40,228</b>

## Class Comparison List City of McAlester, Oklahoma

**Proposed Pay Plan: Unified-New**

Grade	Code	Proposed Class Title	Original Title	Hourly Range			Annual Range		
				Min	Mkt	Max	Min	Mkt	Max
				Working Title					
<b>119</b>				<b>\$13.77</b>	<b>\$16.32</b>	<b>\$19.34</b>	<b>\$28,648</b>	<b>\$33,948</b>	<b>\$40,228</b>
	MgrAir	Airport Manager	Airport Manager				27,288	31,848	36,252
	CPO	Chief Plant Operator	Chief Plant Operator				25,596	29,160	32,868
	Sec2C	Executive Assistant	City Manager Secretary			Executive Assistant	25,536	29,532	33,540
	CoorH	Human Resources Coordinator	Personnel Coordinator				25,596	29,160	32,868
	SupRe	Recreation Supervisor	Recreation Supervisor				27,288	31,848	36,252
	SCO	Safety Compliance Officer	Safety Compliance Officer				25,956	30,120	34,188
	EngTch	Senior Engineering Technician	Senior Engineering Technician				33,360	39,660	45,804
<b>120</b>				<b>\$14.46</b>	<b>\$17.14</b>	<b>\$20.31</b>	<b>\$30,080</b>	<b>\$35,645</b>	<b>\$42,240</b>
	BldgIns	Building Inspector	Building Inspector				25,956	30,120	34,188
	SupBld	Building Maintenance Supervisor	Building Maintenance Supervisor				27,288	31,848	36,252
	SupRC	Refuse Collection Supervisor	Refuse Collector Supervisor				27,288	31,848	36,252
	CemSx	Sexton	Cemetery Sexton				34,152	40,644	45,053
<b>121</b>				<b>\$15.18</b>	<b>\$17.99</b>	<b>\$21.32</b>	<b>\$31,584</b>	<b>\$37,427</b>	<b>\$44,351</b>
	EngIns	Engineering Inspector	Engineering Inspector				27,636	32,460	36,972
<b>122</b>				<b>\$15.94</b>	<b>\$18.89</b>	<b>\$22.39</b>	<b>\$33,164</b>	<b>\$39,299</b>	<b>\$46,569</b>
	SuptGa	Central Garage Superintendent	Central Garage Superintendent				34,152	40,644	45,053
	SuptPk	Parks Superintendent	Parks Superintendent				34,152	40,644	45,053
	SuptSt	Street Superintendent	Street Superintendent				34,152	40,644	45,053
	SuptTC	Traffic Control Superintendent	Traffic Control Superintendent				34,152	40,644	45,053
<b>124</b>				<b>\$17.58</b>	<b>\$20.83</b>	<b>\$24.68</b>	<b>\$36,563</b>	<b>\$43,327</b>	<b>\$51,342</b>
	CSS	Information Technology Manager	Computer Support Specialist				34,152	40,644	45,053
<b>125</b>				<b>\$18.46</b>	<b>\$21.87</b>	<b>\$25.92</b>	<b>\$38,391</b>	<b>\$45,493</b>	<b>\$53,910</b>
	ASTCT	Asst. Financial Officer	Asst. City Treasurer				26,388	30,672	34,860
	MgrEx	Expo Manager	Expo Manager				34,152	40,644	45,053
	SuptL	Liquid Waste Superintendent	Liquid Waste Superintendent				34,152	40,644	45,053
	SupUM	Utility Maintenance Superintendent	Utility Maintenance Supervisor				34,152	40,644	45,053
	SuptW	WTP Superintendent	WTP Superintendent				34,152	40,644	45,053
<b>128</b>				<b>\$21.37</b>	<b>\$25.32</b>	<b>\$30.00</b>	<b>\$44,442</b>	<b>\$52,664</b>	<b>\$62,407</b>
	CCLK	City Clerk	City Clerk				39,216	45,396	55,284
<b>129</b>				<b>\$22.43</b>	<b>\$26.59</b>	<b>\$31.50</b>	<b>\$46,664</b>	<b>\$55,297</b>	<b>\$65,527</b>
	ASSTF	Assistant Fire Chief	Assistant Fire Chief				39,216	45,396	55,284
	ASTPC	Assistant Police Chief	Assistant Police Chief				39,216	45,396	55,284
<b>132</b>				<b>\$25.97</b>	<b>\$30.78</b>	<b>\$36.47</b>	<b>\$54,020</b>	<b>\$64,014</b>	<b>\$75,856</b>
	DirCS	Community Services Director	Community Service Director				42,984	50,652	60,540
	DirPI	Planning and Community Development Dire	Planning Director / Economic Director				0	0	0

**Class Comparison List  
City of McAlester, Oklahoma**

**Proposed Pay Plan: Unified-New**

<b>Grade</b>	<b>Code</b>	<b>Proposed Class Title</b>	<b>Original Title</b>	<b>Hourly Range</b>			<b>Annual Range</b>		
				<b>Min</b>	<b>Mkt</b>	<b>Max</b>	<b>Min</b>	<b>Mkt</b>	<b>Max</b>
			<b>Working Title</b>						
<b>132</b>				<b>\$25.97</b>	<b>\$30.78</b>	<b>\$36.47</b>	<b>\$54,020</b>	<b>\$64,014</b>	<b>\$75,856</b>
	PoliceC	Police Chief	Police Chief				51,264	58,044	67,932
<b>133</b>				<b>\$27.27</b>	<b>\$32.31</b>	<b>\$38.29</b>	<b>\$56,721</b>	<b>\$67,214</b>	<b>\$79,649</b>
	FireCh	Fire Chief	Fire Chief				47,556	55,284	65,172
	UtDir	Utilities Director	Assistant City Engineer				42,984	50,652	60,540
<b>134</b>				<b>\$28.63</b>	<b>\$33.93</b>	<b>\$40.21</b>	<b>\$59,557</b>	<b>\$70,575</b>	<b>\$83,631</b>
	Ceng	City Engineer/PW Director	City Engineer				56,520	64,248	74,136
<b>135</b>				<b>\$30.06</b>	<b>\$35.63</b>	<b>\$42.22</b>	<b>\$62,535</b>	<b>\$74,104</b>	<b>\$87,813</b>
	Treas	Chief Financial Officer	City Treasurer				46,752	52,932	62,820
<b>140</b>				<b>\$38.37</b>	<b>\$45.47</b>	<b>\$53.88</b>	<b>\$79,812</b>	<b>\$94,577</b>	<b>\$112,074</b>
	CMgr	City Manager	City Manager				100,000	100,000	100,000



# McAlester City Council

## AGENDA REPORT

Meeting Date: February 12, 2008 Item Number: 2  
Department: City Council  
Prepared By: Mark B. Roath Account Code: \_\_\_\_\_  
Date Prepared: February 7, 2008 Budgeted Amount: \_\_\_\_\_  
Exhibits: \_\_\_\_\_

### Subject

Discuss the feasibility of establishing a system by which citizens can indicate their interest in serving on the various McAlester city boards and committees.

### Recommendation

### Discussion

Mr. Read suggests the City establish a system like the state where a citizen would fill out a form indicating a board or committee they would like to volunteer for, and then provide their contact information, and possibly attach a resume or other information that the citizen feels is appropriate. The interest form could then be kept on file in City Hall and used at the discretion of the Mayor when a vacancy occurs.

### Approved By

	<i>Initial</i>	<i>Date</i>
Department Head	_____	_____
City Manager	<u>MBR</u>	<u>02/07/08</u>



**INTERLOCAL COOPERATIVE AGREEMENT BY AND BETWEEN  
THE OKLAHOMA DEPARTMENT OF CORRECTIONS  
AND THE CITY OF MCALESTER  
REGARDING THE 2008 PRISON RODEO**

1. **WHEREAS**, the Oklahoma Department of Corrections (hereinafter referred to as "the Department") and the City of McAlester, Oklahoma (hereinafter referred to as "the City") are parties to this agreement.

2. **WHEREAS**, the Department and the City enter into this agreement pursuant to the Interlocal Cooperation Act (74 O.S. 1001). Whereby, this agreement provides for efficient use of government assets for the mutual benefit of the parties. The purpose of this agreement is to effectively and efficiently promote a successful 2008 Oklahoma State Prison Rodeo (hereinafter referred to as "the Prison Rodeo").

3. **WHEREAS**, the Department agrees to give the City the exclusive right to organize, promote, and operate the Prison Rodeo as long as said activities are approved in advance by the Warden at the Oklahoma State Penitentiary and said activities do not compromise the safety and security of the Department, its staff, the facilities, or the inmates. The Department further agrees to provide the following, prior to and during said rodeo, to wit:

- A. A rodeo arena with a seating capacity of approximately 12,000 total seats located at the Oklahoma State Penitentiary, concession facilities, restroom facilities and ticket booths all in usable condition.
- B. A maintenance crew consisting of three staff members present at rodeo performances to maintain rodeo facilities in usable condition and cleaning after each performance.
- C. Parking space for rodeo spectators.
- D. Inmate participants for all rodeo events. Inmate participants will perform in events including, but not limited to, bareback bronc riding, bull riding, "money the hard way", and other events agreed upon in writing by the Department and City prior to August 1, 2008.
- E. Security staff for supervision of all inmate participants and inmate spectators.
- F. Provide all rigging, ropes, and other items as may be necessary for rodeo events participated in by inmates.
- G. Medical services for any inmate participant or inmate spectator that may require attention resulting from injuries during a rodeo performance or practice.
- H. Designated tickets in section N will be sold at the price of \$8.00 per ticket to state employees for Friday and Saturday night performances.

- I. Representatives of the Oklahoma State Penitentiary's and Jackie Brannon Correctional Center's employee Fund will be permitted to sell Oklahoma State Prison Rodeo Souvenirs including, but not limited to, t-shirts and hats/caps, and said items will not be considered part of the rodeo concessions..
4. **WHEREAS**, the City agrees to act as producer and general manager of the Prison Rodeo. The City further agrees to provide all services necessary for production of the Prison Rodeo including, but not limited to, the following:
- A. All advertising and promotion of said rodeo.
  - B. Printing of admission tickets and programs for said rodeo.
  - C. All prizes for inmate and professional events.
  - D. Ticket sales prior to and during said rodeo.
  - E. All necessary livestock for rodeo events and the maintenance of livestock for the duration of said rodeo. Livestock to be delivered to and removed from rodeo facility at dates agreed upon by the Department and the City, but in no event will livestock remain at the rodeo facility more than three (3) days before or after said rodeo
  - F. All necessary rodeo clowns and entertainment personalities deemed necessary for said rodeo.
  - G. All necessary professional rodeo performers for the following events:
    1. IPRA Calf roping and / or
    2. IPRA Steer Roping and / or
    3. IPRA Bull dogging and / or
    4. IPRA Barrel racing
  - H. A public address system and rodeo announcer.
  - I. Professional rodeo sanction, if so desired.
  - J. Concessions during said rodeo. The concessions may be sub-contracted by the City to Sertoma or other local organizations. The net profit of these concessions will be split with the organization and the City. The portion allocated to the City will be counted as income to the Rodeo.
  - K. Provide box seats for each performance to the Department as follows:  
For each performance, Box I will be reserved for use by the Department. The

area will be designated as “the Governor’s Box.” Once purchased, the tickets for seating will be provided to the Director, or Governor’s Office, for the use of the Governor’s Office.

- L. Provide seating for inmate participants at no cost to the department. Such reserved seating to be the “inmates” section for both performances.
  - M. Provide passes to security personnel designated by the Department who provide security and supervision of inmate participants and inmate spectators.
  - N. Provide proof of liability insurance for non-inmate participants and non-inmate spectators. Such insurance to be not less than one million dollars (\$1,000,000).
  - O. Provide any and all workers compensation insurance necessary for non-inmate workers or volunteers; excluding personnel supplied by the Department.
  - P. Provide a listing of all personnel to assist in providing parking to the Department at least five (5) days prior to the date of the rodeo and said personnel must be approved by security before said personnel will be allowed on the grounds.
5. **WHEREAS**, the parties agree that all workers or volunteers provided by any party other than the Department of Corrections shall not, at any time, be considered employees of the Department and any damages caused by said workers or volunteers that are not paid by the insurance policy referenced in Section N and O of paragraph 4 shall be the responsibility of the City.
6. **WHEREAS**, the parties agree that the Department and the City are to divide the profit from the Prison Rodeo as follows:
- 1. If the total income exceeds the expenses of the Department plus One Hundred Thousand Dollars (\$100,000), then the city shall be entitled to One Hundred Thousand Dollars (\$100,000) as payment for producing and managing the rodeo and the Department shall be entitled to recover all its expenses. After the Department shall have recovered its expenses and the City shall have been paid its production and managing fee, any remaining income shall be divided equally between the City and the Department.
  - 2. If the total income does not exceed the expenses of the Department of Corrections plus One Hundred Thousand Dollars (\$100,000), then the City shall furnish a final accounting of its expenses to the Department. The expenses of the City and the expenses of the Department shall be deducted from income and the remainder shall be divided equally between the City and the Department.
  - 3. For the purposes of computing profit, the term “income” shall include, but not be limited to ticket sales, program sales, sponsorship and concession sales received by the City. The term “expenses” shall include, but not be limited to the salaries

of Department employees related to security and medical staff during the rodeo, rodeo ground maintenance and repairs and utilities attributable to the rodeo.

4. Both the City and the Department will maintain adequate records and will furnish a full and complete accounting of their expenses when requested.

**WHEREAS**, the Department and the City do hereby agree that the 2008 Oklahoma State Prison Rodeo will be held Friday, August 15, 2008, and Saturday, August 16, 2008, and shall consist of one evening performance on each date. There will also be at least one practice performance to be held at an agreed upon time. It is also agreed that the agreement only pertains to the 2008 Oklahoma State Prison Rodeo. All rights and responsibilities under this agreement terminate when final accounting is reconciled and the final audit complete, whichever is last. However, in no event shall this agreement extend past January 1, 2009.

**WHEREAS**, this venture shall be financed by sale of tickets and concessions for said rodeo. The City agrees to: 1. maintain a complete and accurate budget containing accounting records of all income and expenditures, pursuant to 74 O.S. 1004, (c), (4); 2. make all records available to the Department for audit; 3. act as administrator and oversee the execution of this agreement, pursuant to 74 O.S. 1004, (d), (1).

**WHEREAS**, the Department and the City do hereby agree that in the event of inmate disturbances immediately prior to or during said rodeo, the Department may cancel any or all performances upon verbal notice to the Mayor of McAlester. The Department will not cancel performances unless the Department feels security cannot be maintained on the grounds of the Oklahoma State Penitentiary for the period of said rodeo. "Security" as used herein shall mean, "control over the inmate population of the Oklahoma State Penitentiary and the Jackie Brannon Correctional Center to the extent inmate escapes or harm to the public is unlikely".

**WHEREAS**, the Department and the City do hereby agree that in the event the inmate population at the Oklahoma State Penitentiary exceed 100% of recommended capacity as set by the Oklahoma Board of Corrections, and the Department finds that its ability to provide a safe and secure environment has been compromised, the Department may terminate this contract immediately by verbal or written notice to the Mayor of the City of McAlester.

**WHEREAS**, the Department and City do hereby agree that the City may terminate this agreement only after a thirty (30) day written notice to the Director of the Department, and the Department may terminate this agreement only after a thirty (30) day written notice to the Mayor of McAlester.

**WHEREAS**, the parties recognize that this agreement is not effective until such time as the Attorney General of Oklahoma approves the same, as required by 74 O.S. 1004, (f).

**WHEREAS**, the parties agree that the duly authorized officers of the respective public agencies are to execute this agreement.

WHEREAS, pursuant to 74 O.S. 1005, the parties agree that after approval by the Attorney General of Oklahoma, the Department will file this executed agreement with the County Clerk in Pittsburg County and the Secretary of State.

**FOR THE DEPARTMENT OF CORRECTIONS**

**FOR THE CITY OF McALESTER**

\_\_\_\_\_  
Edward Evans  
Department of Corrections,  
State of Oklahoma  
Dated: \_\_\_\_\_

\_\_\_\_\_  
Don Lewis, Mayor  
City of McAlester, Oklahoma,  
A Municipal Corporation  
Dated: \_\_\_\_\_

\_\_\_\_\_  
Marty Sirmons  
Oklahoma State Penitentiary  
Dated: \_\_\_\_\_

Approved as to form:

Approved as to form:

\_\_\_\_\_  
Michael T. Oakley  
General Counsel  
Dated: \_\_\_\_\_

\_\_\_\_\_  
Robert Ivester  
City Attorney  
Dated: \_\_\_\_\_

Approved as to form:

\_\_\_\_\_  
(Assistant) Attorney General  
Dated: \_\_\_\_\_



# McAlester City Council

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## AGENDA REPORT

Meeting Date: February 12, 2008 Item Number: 4  
Department: City Clerk  
Cora Middleton for Helen Wheeler, Executive Director for the McAlester Chamber of Commerce Account Code: \_\_\_\_\_  
Prepared By: \_\_\_\_\_ Budgeted Amount: \_\_\_\_\_  
Date Prepared: January 30, 2008 Exhibits: Two

### Subject

Consider, and act upon, a Personal Service Agreement with the McAlester Area Chamber of Commerce and Agriculture, Inc. for the promotion of the 2008 Annual Prison Rodeo.

### Recommendation

Motion to approve a Personal Service Agreement with the McAlester Area Chamber of Commerce and Agriculture, Inc. for the promotion of the 2008 Annual Prison Rodeo.

### Discussion

The City of McAlester sub-contracts with the McAlester Area Chamber of Commerce and Agriculture, Inc. to promote the annual Prison Rodeo.

### Approved By

	<i>Initial</i>	<i>Date</i>
Department Head	<u>CM</u>	<u>01/30/08</u>
City Manager	<u>MBR</u>	<u>02/04/08</u>

## PERSONAL SERVICE AGREEMENT

**THIS AGREEMENT** made and entered into this February 12, 2008, by and between the City of McAlester, Oklahoma, a Municipal Corporation, hereinafter known as "CITY" and McAlester Area Chamber of Commerce and Agriculture, Inc. hereinafter known as "CHAMBER",

**WITNESSETH:**

**WHEREAS**, the CITY desires to continue the Annual Oklahoma State Prison Rodeo for 2008; and

**WHEREAS**, the Oklahoma Department of Corrections will contract with the CITY to provide production and general management of the rodeo; and

**WHEREAS**, the CITY, desires to sub-contract with the CHAMBER to provide said production and general management of the rodeo.

**NOW, THEREFORE**, in consideration of the covenants and agreements herein set forth, it is mutually agreed between the parties hereto, as follows:

- I. The CITY agrees to enter into a contract with the Oklahoma Department of Corrections. The Department has agreed to provide the following:
  - A. A rodeo arena with a seating capacity of approximately 12,000 total seats located at the Oklahoma State Penitentiary, concession facilities, restroom facilities and ticket booths all in usable condition.
  - B. A maintenance crew consisting of three (3) staff members present at rodeo performances to maintain rodeo facilities in usable condition and cleaning after each performance.
  - C. Parking space for rodeo spectators.
  - D. Inmate participants for all rodeo events. Inmate participants will perform in events including, but not limited to, bareback bronc riding, bull riding, "money the hard way", and other events agreed upon in writing by the Department and City prior to August 1, 2008.
  - E. Security staff for supervision of all inmate participants and inmate spectators will be provided.

- F. Provide all rigging, ropes, and other items as may be necessary for rodeo events participated in by inmates.
  - G. Medical services for any inmate participant or inmate spectator that may require attention resulting from injuries during a rodeo performance or practice.
  - H. Designated tickets in Section N will be sold at the price of \$8.00 per ticket to state employees for Friday and Saturday night performances.
  - I. Representatives of the Oklahoma State Penitentiary's and Jackie Brannon Correctional Center's Employee Fund will be permitted to sell Oklahoma State Prison Rodeo Souvenirs including, but not limited to, t-shirts and hats/caps, and said items will not be considered a part of the concessions of the rodeo.
- II. The CHAMBER agrees to act as PRODUCER and GENERAL MANAGER of the 2008 Prison Rodeo.

The CHAMBER further agrees to provide all necessary services for the production of the rodeo at their discretion including, but not limited to, the following:

- A. All advertising and promotion of said rodeo.
- B. Printing of admission tickets and programs for said rodeo.
- C. All prizes for inmate and professional events.
- D. Ticket sales prior to and during said rodeo.
- E. All necessary livestock for rodeo events and the maintenance of livestock for the duration of aid rodeo. Livestock to be delivered to and removed from rodeo facility at dates agreed upon by the Department and City, but in no event will livestock remain in the rodeo facility more than three (3) days before or three (3) days after said rodeo.
- F. All necessary rodeo clowns and entertainment personalities deemed necessary for said rodeo.
- G. All necessary professional rodeo performers for the following events:
  - 1. IPRA Calf roping and / or
  - 2. IPRA Steer Roping and / or
  - 3. IPRA Bull dogging and / or
  - 4. IPRA Barrel racing
- H. A public address system and rodeo announcer.

- I. Professional rodeo sanction, if so desired.
  - J. Concessions during said rodeo. The concessions may be sub-contracted to Sertoma or other local organization. The net proceeds of these concessions will be split with the organization and the City and the City portion of the proceeds will be considered income to the Rodeo.
  - K. Provide box seats for each performance to the Department as follows:

For each performance, Box 1 will be reserved for use by the Department. The area will be designated as "the Governor's Box." Once purchased, the tickets for seating will be provided to the Director, or Governor's Office, for use by the Governor's Office.
  - L. Provide seating for inmate participants at no cost to the Department. Such reserved seating to be the "inmates" section for both performances.
  - M. Provide passes to security personnel designated by the Department who provide security and supervision of inmate participants and inmate spectators.
  - N. Provide proof of liability insurance for non-inmate participants non-inmates spectators. Such insurance to be no less than one million dollars (\$1,000,000).
  - O. Provide a listing of all personnel to assist in providing parking to the Department at least five (5) days prior to the date of the rodeo and said personnel must be approved by security before said personnel will be allowed on the grounds.
  - P. Provide any and all workers compensation insurance necessary for non-inmate workers or volunteers; excluding personnel provided by the Department.
  - Q. Hold CITY harmless due to any claims, suits or actions as a result, directly indirectly, of the promotion, management or operation of the Oklahoma State Prison Rodeo.
- III. The parties agree that all workers or volunteers provided by any party other than the Oklahoma Department of Corrections shall not, at any time, be considered employees of the Department and any damages caused by said workers or volunteers that are not paid by the insurance policy referenced in Section N and O of Section II shall be the responsibility of the CHAMBER.
- IV. The Department and the CITY do hereby agree that the 2008 Oklahoma State Prison Rodeo will be held Friday, August 15, 2008, and Saturday, August 16, 2008, and shall consist of one evening performance on each date. There will also be at least one practice performance to be held at an agreed upon time. It is also agreed that the agreement only pertains to the 2008 Oklahoma State Prison

Rodeo. All rights and responsibilities under this agreement terminate when final accounting is reconciled and the final audit complete, whichever is last. However, in no event shall this agreement extend past January 1, 2009.

The CITY and the CHAMBER do hereby agree that in the event of inmate disturbances immediately prior to or during said rodeo, the Oklahoma Department of Corrections may cancel any or all performances upon verbal notice to the Mayor of McAlester. The Department will not cancel performances unless the Department feels security cannot be maintained on the grounds of the Oklahoma State Penitentiary for the period of said rodeo. "Security" as used herein shall mean, "control over the inmate population of the Oklahoma State Penitentiary and the Jackie Brannon Correctional Center to the extent inmate escapes or harm to the public is unlikely".

- V. The CITY and the CHAMBER do hereby agree that in the event the inmate population at the Oklahoma State Penitentiary exceed 100% of recommended capacity as set by the Oklahoma Board of Corrections, and the Department of Corrections finds that its ability to provide a safe and secure environment has been compromised, the Department may terminate this contract immediately by verbal or written notice to the Mayor of the City of McAlester.
- VI. The parties agree that the Oklahoma Department of Corrections and the CHAMBER are to divide the profit from the Prison Rodeo.
- VII. This venture shall be financed by sale of tickets, sponsorships and concessions for said rodeo. The CHAMBER agrees to: 1. maintain a complete and accurate budget containing accounting records of all income and expenditures; 2. make all records available to the Department for audit; 3. act as administrator and oversee the execution of this agreement.
- VIII. The CITY and CHAMBER do hereby agree that the CHAMBER may terminate this agreement only after a thirty (30) day written notice to the Mayor of McAlester, and the Department may terminate this agreement only after a thirty (30) day written notice to the President of the Chamber.

**THIS AGREEMENT** shall be binding upon the sub-contractor, assigns, executors and administrators of the CITY and the CHAMBER.

**IN WITNESS THEREOF**, parties hereto have set their hands the day and year first written above.

**CITY OF MCALESTER,  
A Municipal Corporation**

**MCALESTER AREA CHAMBER OF  
COMMERCE AND AGRICULTURE, INC.**

By: \_\_\_\_\_  
**Don Lewis, Mayor**

By: \_\_\_\_\_  
**Ross Eaton, President**

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

**ATTEST:**

**ATTEST:**

\_\_\_\_\_  
**Cora Middleton, City Clerk**

\_\_\_\_\_  
**Helen Wheeler, Executive  
Director**

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

**Approved as to form:**

\_\_\_\_\_  
**Robert Ivester,  
City Attorney**

Dated: \_\_\_\_\_



# McAlester City Council

## AGENDA REPORT

Meeting Date: February 12, 2008 Item Number: 5  
Department: Police  
Prepared By: Jim Lyles Account Code: \_\_\_\_\_  
Date Prepared: Jan-30-2007 Budgeted Amount: \_\_\_\_\_  
Exhibits: One

### Subject

Discussion, and possible action, on a Mutual Aid Interlocal Agreement with the City of Krebs, Oklahoma, for law enforcement services.

### Recommendation

Motion to approve a Mutual Aid Interlocal Agreement with City of Krebs, Oklahoma.

### Discussion

This Mutual Aid Interlocal Agreement was approved by the City of Krebs, Oklahoma on January 22, 2008.

### Approved By

	<i>Initial</i>	<i>Date</i>
Department Head	<u>JL</u>	<u>01/30/08</u>
City Manager	<u>MBR</u>	<u>02/04/08</u>

## MUTUAL AID INTERLOCAL AGREEMENT

**THIS AGREEMENT** made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2008, by and between THE CITY OF McALESTER, first party, and THE CITY OF KREBS, second party.

**WHEREAS**, both first and second parties recognize the need for a mutual Inter-Agency Agreement in that both parties through their respective law enforcement agencies being geographically located together, and their efforts being one in the same to, promote and preserve the safety and welfare of the public and to maintain social order. Both parties further recognize that the first party provides dispatch service to the second party through contracted service and both parties are working in unison on a daily basis as is.

**WHEREAS**, both parties desire to combine and coordinate their resources for responses to calls for services when one or the other parties are responding to calls that require assistance of its neighboring jurisdiction for both officer safety and that of the public both parties serve.

**NOW, THEREFORE**, it is agreed upon by both parties the following:

1. That both parties will respond to one another's jurisdictions in time of need as dictated by dispatch or upper supervisory personnel from the parties' jurisdiction requesting such assistance. Such assistance includes, but is not limited to, back up personnel and equipment available.
2. It is understood by both parties that in the event of an injury to personnel or damage to property or equipment that the cost of such shall be born to the entity providing such personnel and equipment.
3. **GOOD FAITH.** Each of the parties hereto agrees to attempt to furnish to the requesting party such assistance as the requesting party may deem reasonable and necessary. Provided, however, that the party to whom the request is made shall have sole discretion to refuse such request if sending such assistance may lend to an unreasonable reduction in the level of protection within its jurisdiction.
4. **DISPATCHING.** It is agreed by the parties hereto that mutual aid assistance, when to be sent, shall be dispatched promptly and that first response by the jurisdiction requesting assistance shall not be a prerequisite to a request for assistance under this agreement.

5. SUPERVISION. When personnel and equipment are furnished under this agreement, the party having jurisdiction shall have overall supervision of personnel and equipment during the period such response is still in progress. Provided, however, when officers from the requesting jurisdiction have not arrived at the scene of the incident, the senior officer of the jurisdiction arriving first shall have command until relieved. Further, "supervision" as used in this section refers to conduct of the call for service. Each officer participating on the call for service remains an employee of that officers employing agency and is subject to the personnel policies solely of that employing agency.

**WAIVERS:**

1. General Waivers. Each party to this agreement waives all claims against the other for compensation for any loss, damage, personal injury, or death occurring to personnel and/or equipment as a consequence of the performance of this agreement.
2. Hold Harmless. A requesting party shall, to the extent permitted by any applicable constitutional or tort claims act limitation, save and hold harmless any responding party against any and all claims or actions brought against the responding party, arising out of the responding party's efforts, except to the extent that such claims or actions arise out of any willful misconduct or grossly negligent action on the part of the responding party.
3. Workers Compensation. Each party agrees to provide workers compensation insurance coverage to each of its employees, and responding under this agreement recognizes that although overall supervision will usually be provided by the jurisdiction in which the call for service occurs; supervision of individual officers will be provided by their regular supervisors.
4. Refusals to Perform. This is an Internal-Local/Mutual Agreement and it is assumed that all available assistance will generally be provided. Nothing, however, in this agreement shall be construed to prevent a party to whom a request for assistance is made from refusing to respond when that is appropriate in its sole determination. In addition, any responding party may refuse to perform any specific task when, in the sole determination of the responding party's supervisor, response would create an unreasonable risk of danger or liability to the responding party, its employee's, equipment or any third party.
5. Compensation. The parties agree that the personnel and equipment available under this agreement are roughly equivalent and agree that the availability and provision of such constitute consideration under this agreement.
6. Termination. Either party may terminate this agreement at anytime by giving thirty (30) days notice of the intention to do so. Such notice shall be sent to the governing body of the other party and a copy thereof to the chief of police.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2007.

**Attest:**

**City Of Krebs,  
A Municipal Corporation**

\_\_\_\_\_  
**Krebs City Clerk**

By \_\_\_\_\_  
**Bobby Watkins, Mayor**

**Attest:**

**City of McAlester,  
A Municipal Corporation**

\_\_\_\_\_  
**McAlester City Clerk**

By \_\_\_\_\_  
**Don R. Lewis, Mayor**



# McAlester City Council

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## AGENDA REPORT

Meeting Date: February 12, 2008 Item Number: 6  
Department: Codes/Planning  
Prepared By: Jamie Jo Benson Account Code: \_\_\_\_\_  
Date Prepared: January 17, 2008 Budgeted Amount: \_\_\_\_\_  
Exhibits: Three

### Subject

Consider, and act upon, an Ordinance amending General Zoning Ordinance No. 1843 (1989) and accompanying map by rezoning property from A-1 (Agricultural) to C-5 (Highway Commercial) located at Lot 91 in Township Addition No#4.

### Recommendation

Motion to approve Ordinance No. 1843 (1989) and accompanying map by rezoning property from A-1 (Agricultural) to C-5 (Highway Commercial) located at Lot 91 in Township Addition No#4.

### Discussion

This rezoning item is consistent with the City's Comprehensive Plan and Zoning Ordinance. The Planning Commission met in regular session on January 15, 2008 and held a public hearing on P.C. #372 requesting rezoning of the following property: Lot 91 in Townsite Addition No#4; from A-1 (Agricultural) to C-5 (Highway Commercial).

Jack Southard was present to speak on behalf of Premier Hospitality and stated that if rezoned, there would be 2 upscale, four story hotels and several of restaurants located on this property.

A motion was made by Karen Stobaugh to approve rezoning request as presented, which was seconded by Harvey Bolinger. The vote was 10-0 as follows: AYE: Emmons, Lewis, Scifres, Kanard, McNally, Nepveux, Bolinger, Stobaugh, Thomas and Way. NAY: 0. Motion Carried.

### Approved By

	<i>Initial</i>	<i>Date</i>
Department Head	_____	_____
City Manager	<u>MBR</u>	<u>1/17/2008</u>

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING THE GENERAL ZONING ORDINANCE AND ACCOMPANYING MAP REFERRED TO AS GENERAL ZONING ORDINANCE NO. 1843 (1989), BY CHANGING THE CLASSIFICATIONS OF THE ZONING DISTRICT FOR: LOT 91 IN TOWNSITE ADDITION NO.4, CITY OF MCALESTER, PITTSBURG COUNTY, STATE OF OKLAHOMA FROM A-1 (AGRICULTURAL DISTRICT) TO C-5 (HIGHWAY COMMERCIAL).

\*\*\*\*\*

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF MCALESTER, OKLAHOMA, that:

SECTION 1. GENERAL ORDINANCE NO. 1843, of the year 1989, and accompanying map thereto, as amended, is hereby further amended insofar as the same relates to certain parcels of land described as follows:

Lot 91 in Townsite Addition No. 4, City of McAlester, Pittsburg County, State of Oklahoma from A-1 (Agricultural District) to C-5 (Highway Commercial).

SECTION 2. PUBLICATION AND EFFECTIVE DATE

The zoning change adopted by this ordinance shall be published within 15 days of approval in a newspaper of general circulation in McAlester, Oklahoma and the change shall become effective 30 days after approval by the City Council as required by Oklahoma General Statutes.

APPROVED this 12<sup>th</sup> day of February, 2008.

CITY OF MCALESTER, OKLAHOMA,  
A Municipal Corporation

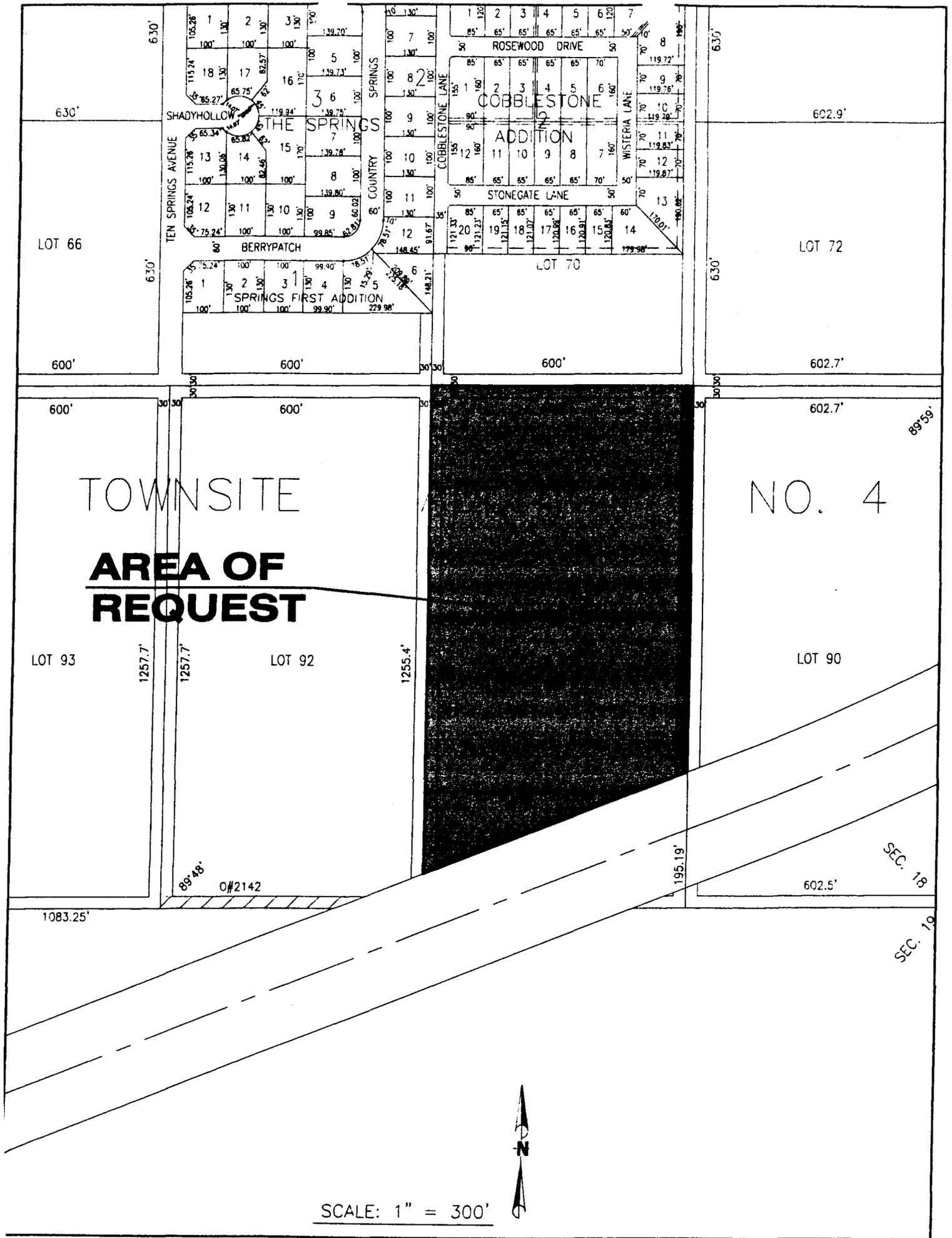
By \_\_\_\_\_  
Don R. Lewis, Mayor

ATTEST:

\_\_\_\_\_  
Cora Middleton, City Clerk

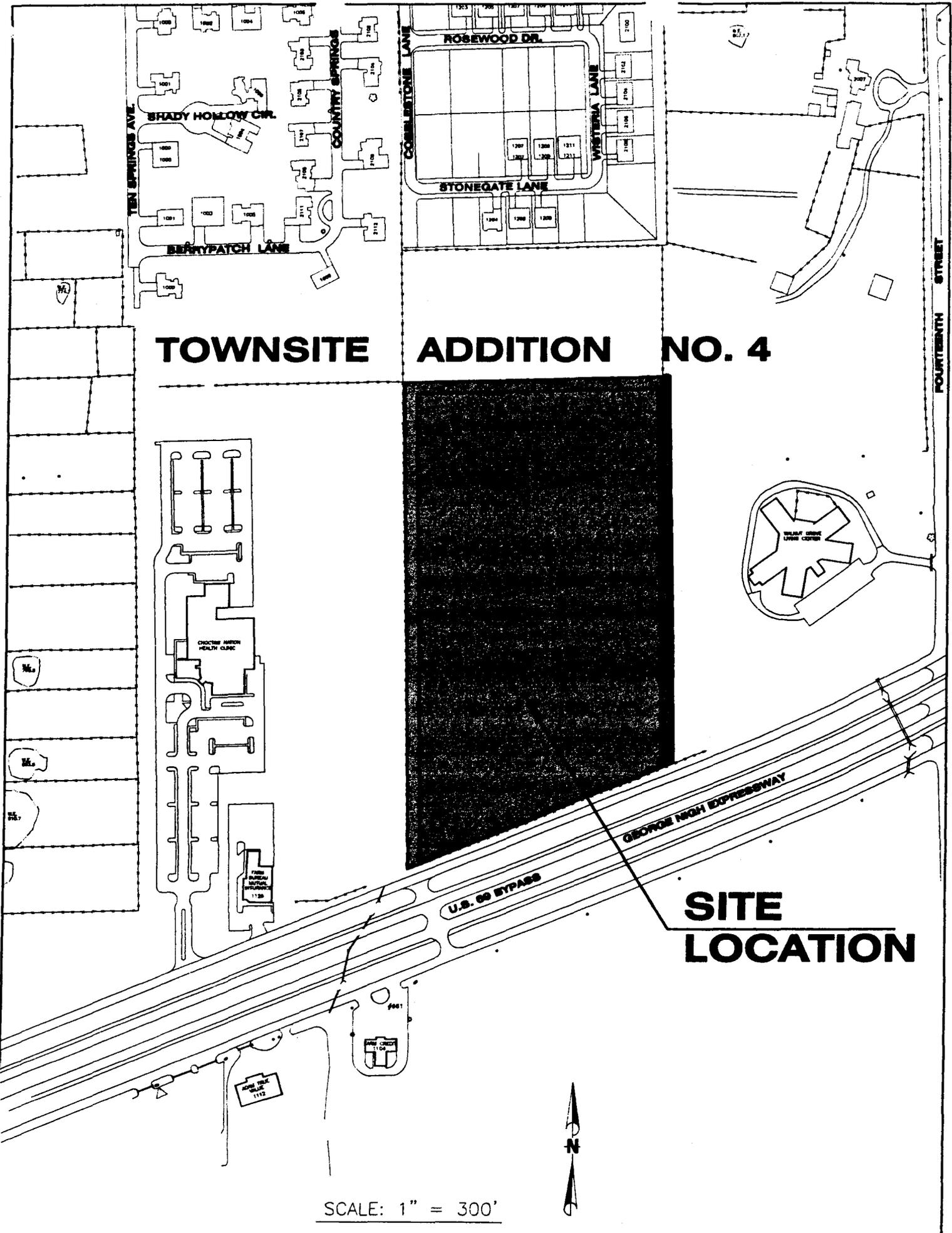
Approved as to form and legality this 12<sup>TH</sup> day of February, 2008.

By \_\_\_\_\_  
Robert Ivester, City Attorney



TOWNSITE  
**AREA OF  
 REQUEST**

SCALE: 1" = 300'



**TOWNSITE ADDITION NO. 4**

**SITE LOCATION**

SCALE: 1" = 300'



# McAlester City Council

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## AGENDA REPORT

Meeting Date: February 12, 2008      Item Number: 7  
Department: City Council  
Prepared By: Mark B. Roath      Account Code: \_\_\_\_\_  
Date Prepared: February 7, 2008      Budgeted Amount: \_\_\_\_\_  
Exhibits: One

### Subject

Discussion, and possible action, on the Proposed Revised Charter dated February 7, 2008.

### Recommendation

### Discussion

Attached is a copy of the Proposed Revised Charter dated February 7, 2008.

### Approved By

	<i>Initial</i>	<i>Date</i>
Department Head	_____	_____
City Manager	<u>MBR</u>	<u>02/07/08</u>

**PREAMBLE**

We the people of the City of McAlester of Pittsburg County, under the constitution and laws of the State of Oklahoma, in order to secure the benefits of local self-government and to provide for an honest and accountable Council-Manager government do hereby adopt this Charter and confer upon the City the following powers, subject to the following restrictions, and prescribed by the following procedures and governmental structure. By this action, we secure the benefits of home rule and affirm the values of representative democracy, professional management, strong political leadership, citizen participation, and regional cooperation.

**ARTICLE 1. POWERS OF THE CITY**

**Section 1.01. Powers of the City**

The City shall have all powers possible for a city to have under the constitution and laws of the state of Oklahoma as fully and completely as though they were specifically enumerated in this Charter.

**Section 1.02. Construction.**

The powers of the City under this Charter shall be construed liberally in favor of the City, and the specific mention of particular powers in the Charter shall not be construed as limiting in any way the general power granted in this article.

**Section 1.03. Intergovernmental Relations**

The City may participate by contract or otherwise with any governmental entity of the state of Oklahoma or any other state or states or the United States in the performance of any activity which one or more of such entities has the authority to undertake.

**ARTICLE 2. CITY COUNCIL**

**Section 2.01. General Powers and Duties.**

- (a) **Powers.** All powers of the City shall be vested in the City Council, except as otherwise provided by law or this Charter and the Council shall provide for the exercise thereof and for the performance of all duties and obligations imposed on the City by law.
- (b) **Fiduciary Responsibility.** The City Council has a fiduciary responsibility to the City of McAlester. It shall carry out its trusteeship duties with the utmost degree of good faith, probity, diligence, and loyalty to the interests of the people of McAlester.
- (c) **Policies, Goals, and Performance Monitoring.** The City Council shall define the policies and goals of the City. To ensure that policies are followed and goals are achieved, it shall exercise its oversight responsibilities through regular, systematic and rigorous performance monitoring.

**Section 2.02. Eligibility, Terms, and Composition.**

- (a) **Eligibility.** Only registered voters of the City who are at least 25 years old, who have resided in the City at least two years, shall be qualified for the office of Mayor. Only registered voters of the City who are at least 25 years old, who have resided in the City at least two years, and who have resided for a period of one year in the respective wards from which they are elected or appointed to fill a vacancy, shall be qualified for the offices of Councilmen from the wards. The Council shall not prescribe additional qualifications for the Mayor and other Councilmen.
- (b) **Terms.** The term of office of elected officials shall be four years elected in accordance with Article 6.

1 (c) **Composition.** There shall be a City Council composed of seven members, six of which shall be  
2 elected by ward by the voters in that ward and a Mayor who shall be elected by the voters of the City  
3 at large in accordance with the provisions of § 2.03(b).  
4

5 (d) **Term Limitation.** No more than 12 years may be served as Mayor, Councilman, or a combination  
6 thereof. A Mayor or Councilman elected or appointed to serve less than a full term shall not have that  
7 partial term counted in the 12 year limitation.  
8

9 **Section 2.03. Mayor and Vice-Mayor.**

10  
11 (a) **Powers and Duties.** The Mayor shall be a voting member of the City Council and shall attend and  
12 preside at meetings of the Council, represent the City in intergovernmental relationships, appoint with  
13 the advice and consent of the Council the members of citizen advisory boards and commissions,  
14 present an annual state of the City message **no later than the first regular Council meeting in**  
15 **February**, appoint the members and officers of Council committees, assign agenda items to  
16 committees subject to the consent of Council, and perform other duties specified by the Council. The  
17 Mayor shall be recognized as head of the City government for all ceremonial purposes and by the  
18 governor for purposes of military law but shall have no administrative duties.  
19

20 (b) **Election of Mayor and Vice-Mayor. and Selection of Vice-Mayor.** The Mayor will be elected for a  
21 term of four years beginning with the 2008 election and every four years thereafter. After every  
22 regular election of Councilmen at two year intervals the Council shall elect from among its members a  
23 Vice-Mayor who shall act as Mayor during the absence, disability, or suspension of the Mayor, or if a  
24 vacancy occurs in the office of Mayor, until another Mayor is selected by the Council for completion of  
25 the unexpired term and qualifies. If the office of Vice-Mayor becomes vacant, the Council shall select  
26 from its membership another Vice-Mayor for completion of the unexpired term.  
27

28 **Section 2.04. Compensation; Expenses.**

29  
30 The salary of the Mayor shall be \$75.00 per month, and the salary of each other Councilman shall be  
31 \$50.00 per month. The Mayor and Council members shall receive their actual and necessary expenses  
32 incurred in the performance of their duties of office if such expenses are approved in advance by the  
33 Council at a public meeting.  
34

35 **Section 2.05. Prohibitions.**

36  
37 (a) **Holding Other Office.** Except where authorized by law, no Council member shall hold any other  
38 elected public office during the term for which the member was elected to the Council. No Council  
39 member shall hold any other City office or City employment during the term for which the member  
40 was elected to the Council. No former Council member shall hold any compensated appointive office  
41 or employment with the City until one year after the expiration of the term for which the member was  
42 elected to the Council.  
43

44 Nothing in this section shall be construed to prohibit the Council from selecting any current or former  
45 Council member to represent the City on the governing boards of any regional or other  
46 intergovernmental agency **or on other boards.**  
47

48 (b) **Appointments and Removals.** Neither the City Council nor any of its members shall in any manner  
49 control or demand the appointment or removal of any City administrative officer or employee whom  
50 the City Manager or any subordinate of the City Manager is empowered to appoint, except the City  
51 Attorney under the provisions of § 4.03(a). and the Chief Financial Officer under the provisions of §  
52 4.04(a). However, the Council may express its views and fully and freely discuss with the City  
53 Manager anything pertaining to appointment and removal of such officers and employees.  
54

55 (c) **Interference with Administration; Freedom of Communication.** Neither the Council nor its  
56 members shall give orders to City officers or employees who are subordinate to the City Manager.

1 However, this prohibition shall not prevent Council members from making inquiries of department  
2 heads or employees under § 2.08 for the purpose of obtaining information needed by them in the  
3 discharge of their duties, including response to constituent requests or requesting assistance that is  
4 available to any other citizen, City employees shall use their chain-of-command for work-related  
5 situations and problems, but they have the same rights as any other citizen to communicate with  
6 Council members and will not be punished for doing so.

7  
8 **Section 2.06. Vacancies; Forfeiture of Office; Filling of Vacancies.**

9  
10 **(a) Vacancies.** The office of a Council member shall become vacant upon the member's death,  
11 resignation, removal from office, or forfeiture of office in any manner authorized by this Charter or the  
12 laws of the state of Oklahoma.

13  
14 **(b) Forfeiture of Office.** A Council member shall forfeit that office if the Council member:

- 15  
16 (1) lacks at any time during the term of office for which elected any qualification for the office  
17 prescribed by this Charter or by the laws of the State of Oklahoma;  
18  
19 (2) violates any express prohibition of this Charter;  
20  
21 (3) has been found guilty or entered a plea of guilty or nolo contendere to a felony or any other crime  
22 involving moral turpitude under the laws of the United States or of any state, even if subsequently  
23 followed by the suspended or deferred imposition of the sentence;  
24  
25 (4) commits any of those acts set forth in Oklahoma Statutes, Title 22 Section 1181, as may be  
26 amended from time to time by the state legislature; or  
27  
28 (5) fails to attend more than one-half of all meetings of the Council, regular and special, held within  
29 any period of three consecutive months.

30  
31 **(c) Filling of Vacancies.** The Council, by majority vote of its remaining members, shall fill vacancies in  
32 its own membership, including the office of Mayor, for the unexpired terms, provided that should the  
33 unexpired term to be so filled be one year or longer, the Council shall call a special election for the  
34 purpose of electing a suitable person to fill such vacancy for the remainder of the unexpired term, not  
35 less than 30 days nor more than 60 days following declaration of vacancy, all candidates to file upon  
36 applications provided for said purpose, and the candidate receiving the greater number of votes to be  
37 elected.

38  
39 **Section 2.07. City Clerk.**

40  
41 The City Council shall appoint an officer of the City who shall have the title of City Clerk and serves at the  
42 pleasure of the Council. The City Clerk shall give notice of Council meetings to its members and the  
43 public, keep the journal of its proceedings and perform such other duties as are assigned by this Charter,  
44 the Council, or by State Law.

45  
46 **Section 2.08. Investigations.**

47  
48 The City Council may make investigations into the affairs of the City and the conduct of any City  
49 department, division, or other organizational unit.

50  
51 **Section 2.09. Independent Audit.**

52  
53 The City Council shall provide for an independent annual audit of all City financial and accounting  
54 activities and may provide for more frequent audits as it deems necessary. Such audits shall be carried  
55 out in accordance with § 5.13.  
56

1 **Section 2.10. Procedure.**

2  
3 (a) **Meetings.** The Council shall hold at least two regular meetings every month, at such times as it may  
4 prescribe by ordinance or otherwise. The Mayor or any four Councilmen may call special meetings as  
5 the Council may prescribe by ordinance or otherwise. All meetings of the Council shall comply with  
6 the Oklahoma open meeting law.  
7

8 (b) **Rules and Journal.** The City Council shall determine its own rules and order of business and shall  
9 provide for keeping a journal of its proceedings. This journal shall be a public record and posted in a  
10 **website or other means of publicly available electronic distribution.**  
11

12 (c) **Voting.** Voting, except on procedural motions, shall be by roll call and the ayes and nays shall be  
13 recorded in the journal. Four members of the Council shall constitute a quorum, but a smaller  
14 number may adjourn from time to time. No action of the Council, except as otherwise provided in the  
15 preceding sentence and in § 2.06(c), shall be valid or binding unless adopted by the affirmative vote  
16 of four or more members of the Council.  
17

18 **Section 2.11. Action Requiring an Ordinance.**

19  
20 In addition to other acts required by law or by specific provision of this Charter to be done by ordinance,  
21 those acts of the City Council shall be by ordinance which:  
22

- 23 (1) Adopt or amend an administrative code or establish, alter, or abolish any City department,  
24 division, or other organizational unit;
- 25 (2) Provide for a fine or other penalty or establish a rule or regulation for violation of which a fine or  
26 other penalty is imposed;
- 27 (3) Levy taxes;
- 28 (4) Grant, renew, or extend a franchise;
- 29 (5) Regulate the rate charged for its services by a public utility;
- 30 (6) Authorize the borrowing of money in accordance with State law;
- 31 (7) Convey or lease or authorize the conveyance or lease of any lands of the City;
- 32 (8) Regulate land use and development;
- 33 (9) Amend or repeal any ordinance previously adopted; or
- 34 (10) Adopt, with or without amendment, ordinances proposed under the initiative power.

35  
36 Acts other than those referred to in the preceding sentence may be done either by ordinance, or by  
37 resolution, or motion.  
38

39 **Section 2.12. Ordinances in General.**

40  
41 (a) **Form.** Every proposed ordinance shall be introduced in writing and in the form required for final  
42 adoption. No ordinance shall contain more than one subject, which shall be clearly expressed in its  
43 title. The enacting clause shall be, "Be it ordained by the Council of the City of McAlester,  
44 Oklahoma..." All ordinances proposed by the voters under their power of initiative, "Be it ordained by  
45 the People of the City of McAlester, Oklahoma..." Any ordinance which repeals or amends an  
46 existing ordinance or part of the City Code shall set out in full the ordinance, sections or subsections  
47  
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55

1 to be repealed or amended, and shall indicate matters to be omitted by enclosing it in brackets or by  
 2 strikeout type and shall indicate new matters by underscoring or by italics.  
 3

4 **(b) Procedure.** All proposed ordinances shall appear on the published agenda for regular or special  
 5 meetings of the Council. Upon introduction of any ordinance, the City Clerk shall distribute a copy to  
 6 each Council member and to the City Manager, shall file a reasonable number of copies in the office  
 7 of the City Clerk and such other public places as the Council may designate, and shall post the  
 8 ordinance together with a notice setting out the time and place for a public hearing thereon and for its  
 9 consideration by the Council. The public hearing shall follow the posting by at least seven days, may  
 10 be held separately or in connection with a regular or special Council meeting and may be adjourned  
 11 from time to time; all persons interested shall have an opportunity to be heard. After the hearing, the  
 12 Council may adopt the ordinance with or without amendment or reject it. A majority vote of all  
 13 councilmen shall be required for adoption of an ordinance. As soon as practicable after adoption, the  
 14 Clerk shall have the ordinance and a notice of its adoption published and available at a reasonable  
 15 price as set by the Council and posted on a website or distributed through other publicly available  
 16 electronic means.  
 17

18 **(c) Effective Date.** Except as otherwise provided in this Charter, every adopted ordinance shall become  
 19 effective at the expiration of 30 days after adoption or at any later date specified therein. A franchise  
 20 for a public utility shall not go into effect until the ordinance granting it has been published in full in a  
 21 newspaper of general circulation within the city and has been approved at an election by a vote of the  
 22 qualified electors voting on the question.  
 23

24 **(d) Publish Defined.** As used in this section, the term "publish" means to print in the contemporary  
 25 means of information sharing, which includes but is not limited to, one or more newspapers of general  
 26 circulation in the City, and in a website or other means of publicly available electronic distribution: (1)  
 27 the ordinance in full or by number, title, and a brief summary thereof, and (2) the places where copies  
 28 of it have been filed and the times when they are available for public inspection and purchase at a  
 29 reasonable price set by the Council.  
 30

### 31 **Section 2.13. Emergency Ordinances.**

32  
 33 To meet a public emergency affecting life, health, property or the public peace, the City Council may  
 34 adopt one or more emergency ordinances, but such ordinances may not levy taxes, grant, renew or  
 35 extend a franchise, regulate the rate charged by any public utility for its services or authorize the  
 36 borrowing of money except as provided by State Law. An emergency ordinance shall be introduced in  
 37 the form and manner prescribed for ordinances generally, except that it shall be plainly designated as an  
 38 emergency ordinance and shall contain, after the enacting clause, a declaration stating that an  
 39 emergency exists and describing it in clear and specific terms. The question of the emergency must be  
 40 voted on separately and approved by the affirmative vote of at least five (5) members of the City Council.  
 41 An emergency ordinance may be adopted with or without amendment or rejected at the meeting at which  
 42 it is introduced, but the affirmative vote of at least five (5) members shall be required for adoption. After  
 43 its adoption, the ordinance shall be published and printed as prescribed for other adopted ordinances. It  
 44 shall become effective upon adoption or at such later time as it may specify. An emergency ordinance  
 45 may be repealed by adoption of a repealing ordinance in the same manner specified in this section for  
 46 adoption of emergency ordinances.  
 47

### 48 **Section 2.14. Codes of Technical Regulations.**

49  
 50 The City Council may adopt any standard code of technical regulations by reference thereto in an  
 51 adopting ordinance. The procedure and requirements governing such an adopting ordinance shall be as  
 52 prescribed for ordinances generally except that:  
 53

- 54 (1) The requirements of § 2.12 (b) for distribution and filing of copies of the ordinance shall be  
 55 construed to include copies of the code of technical regulations as well as of the adopting  
 56 ordinance, and

(2) A copy of each adopted code of technical regulations as well as of the adopting ordinance shall be authenticated and recorded by the City Clerk pursuant to § 2.15.

Copies of any adopted code of technical regulations shall be made available by the City Clerk for distribution or for purchase at a reasonable price as set by the Council.

**Section 2.15. Authentication and Recording; Codification; and Printing of Ordinances and Resolutions.**

(a) **Authentication and Recording.** The City Clerk shall authenticate by signing and shall record in full in a properly indexed book kept for the purpose all ordinances and resolutions adopted by the City Council.

(b) **Codification.** At least every ten years, the City Council shall provide for the preparation of a general codification of all City ordinances and resolutions having the force and effect of law. The general codification shall be adopted by the Council by ordinance and shall be published together with this Charter and any amendments thereto, pertinent provisions of the constitution and other laws of the state of Oklahoma, and such codes of technical regulations and other rules and regulations as the Council may specify. This compilation shall be known and cited officially as the McAlester City Code. Copies of the Code shall be furnished to City officers and shall be made available for purchase by the public at a reasonable price fixed by the Council. The Code shall be placed in libraries, public offices, and in a website or other means of publicly available electronic distribution for free public reference.

(c) **Printing of Ordinances and Resolutions.** The City Council shall cause each ordinance and resolution having the force and effect of law and each amendment to this Charter to be printed promptly following its adoption, and the printed ordinances, resolutions and Charter amendments shall be distributed or sold to the public at reasonable prices as fixed by the Council. The Charter, all Charter amendments, and each ordinance and resolution having the force and effect of law shall be available on a website or other means of publicly available electronic distribution. Following publication of the first McAlester City Code and at all times thereafter, the ordinances, resolutions and Charter amendments shall be printed in substantially the same style as the code currently in effect and shall be suitable in form for integration therein. The Council shall make such further arrangements as it deems desirable with respect to reproduction and distribution of any current changes in or additions to the provisions of the constitution and other laws of the State of Oklahoma, or the codes of technical regulations and other rules and regulations included in the code.

**ARTICLE 3. CITY MANAGER**

**Section 3.01. Appointment, Qualifications, Compensation, and Periodic Evaluations.**

The City Council, by a majority vote of its total membership, shall appoint a City Manager for an indefinite term and fix the Manager's compensation. The City Manager shall be appointed solely on the basis of education and experience in the accepted competencies and practices of local government management. Minimum qualifications are 1) a Master's Degree with a concentration in public administration or a related discipline, and two years of experience in an appointed managerial or administrative position in a local government; or 2) a Bachelor's Degree and five years of such experience. The Manager need not be a resident of the City or state at the time of appointment, but shall reside within the City while in office. The City Council shall thoroughly review the performance of the City Manager at least once every year and deliver a report of this evaluation to the City Manager. A copy of the City Manager's evaluations shall be kept in the personnel records.

**Section 3.02. Removal.**

If the City Manager declines to resign at the request of the City Council, the City Council may suspend the Manager by a resolution approved by the majority of the total membership of the City Council. Such resolution shall set forth the reasons for suspension and proposed removal. A copy of such resolution

1 shall be served immediately upon the City Manager. The Manager shall have fifteen (15) days in which to  
2 reply thereto in writing, and upon request, shall be afforded a public hearing, which shall occur not earlier  
3 than ten (10) days, or later than fifteen (15) days after such hearing is requested. After the public  
4 hearing, if one is requested, and after full consideration, the City Council, by a majority vote of its total  
5 membership, may adopt a final resolution of removal. The City Manager shall continue to receive full  
6 salary until the effective date of a final resolution of removal. The position of City Manager shall be  
7 excluded from the general provisions of § 4.02 (a), as set forth in this Charter.  
8

9 **Section 3.03. Acting City Manager.**

10 To perform his duties during his temporary absence or disability, the City Manager, by letter filed with the  
11 City Clerk, shall appoint a qualified administrative officer of the City to be Acting City Manager. If the  
12 Council suspends the City Manager, if the City Manager's disability or absence is likely to be for more  
13 than thirty (30) days, or if there is a vacancy in the office of City Manager, the Council shall appoint an  
14 Acting City Manager within thirty (30) days to serve until his disability, absence or suspension ceases, or  
15 until it appoints another City Manager, as the case may be. The City Council shall exert the same  
16 authority over the Acting City Manager as it has over the City Manager including the right to evaluate and  
17 adjust the salary of the position and the Council may remove an Acting City Manager without cause by  
18 vote of a majority of all its members. Hiring or removal of any department head by the Acting City  
19 Manager shall require the concurrence of a majority of the City Council.  
20  
21

22 **Section 3.04. Powers and Duties.**

23 The City Manager shall be chief administrative officer and head of the administrative branch of the City  
24 government. He shall execute the laws and ordinances and administer the government of the City, and  
25 shall be responsible therefore to the Council. He shall  
26  
27

- 28 (1) Appoint, and when necessary for the good of the service, suspend or remove all City employees  
29 and appoint administrative officers provided for by or under this Charter, except as otherwise  
30 provided by law, this Charter, or personnel rules adopted pursuant to this Charter. The City  
31 Manager may authorize any administrative officer, subject to the City Manager's direction and  
32 supervision to exercise these powers with respect to subordinates in that officer's department,  
33 office or agency;  
34
- 35 (2) Direct and supervise the administration of all departments, divisions, and other organizational  
36 units of the City, except as otherwise provided by this Charter or by law;  
37
- 38 (3) Attend all City Council meetings unless specifically excused by the presiding council member.  
39 The City Manager shall have the right to take part in discussion, but shall not vote;  
40
- 41 (4) See that all laws, provisions of this Charter and acts of the City Council, subject to enforcement  
42 by the City Manager or by officers subject to the City Manager's direction and supervision, are  
43 faithfully executed;  
44
- 45 (5) Prepare and submit the annual budget and capital program to the City Council, and implement  
46 the final budget approved by the City Council to achieve the goals of the City;  
47
- 48 (6) Submit to the City Council and make available to the public a complete report on the finances and  
49 administrative activities of the City as of the end of each fiscal year;  
50
- 51 (7) Make such other reports as the City Council may require concerning operations;  
52
- 53 (8) Keep the City Council fully advised as to the financial condition and future needs of the City;  
54
- 55 (9) Make recommendations to the City Council concerning the affairs of the City and facilitate the  
56 work of the City Council in developing policy;

1  
2 (10) Annually assist the Council to develop long-term goals for the City and strategies to implement  
3 these goals;

4  
5 (11) Promote partnerships among Council, staff, and citizens in developing public policy and building  
6 a sense of community; and

7  
8 (12) Perform such other duties as are specified in this Charter or may be required by the City Council  
9 and are consistent with this Charter, state, or federal law.

10  
11 **Section 3.05. Holding More than One Office.**

12  
13 The City Manager may hold more than one office in City government through appointment by the Council,  
14 but he may not receive compensation for service in such other offices.

15  
16 **Section 3.06 Purchases, Competitive Bidding, and Sales.**

17  
18 (a) **Purchases.** The City Manager, subject to any regulations which the Council may prescribe, shall  
19 contract for the purchase, or issue purchase authorizations for, all supplies, materials and equipment  
20 for the offices, departments and agencies of the City government. Every such contract or purchase  
21 exceeding an amount to be established by ordinance, shall require the prior approval of the Council.  
22 The City Manager may also transfer to or between offices, departments and divisions, or sell surplus  
23 or obsolete supplies, materials, and equipment, subject to such regulations as the Council may  
24 prescribe.

25  
26 (b) **Competitive Bidding.** Before the purchase of, or contract for, any supplies, materials, or equipment,  
27 or the sale of any surplus or obsolete supplies, materials, or equipment, ample opportunity for  
28 competitive bidding, under such regulations and with such exceptions, as the Council may prescribe,  
29 shall be given; but the Council shall not except an individual contract, purchase or sale from the  
30 requirement of competitive bidding. A violation of this provision shall be cause for removal of any city  
31 employee who knowingly authorized any violation of the City's competitive bidding rules.

32  
33 (c) **Sale of Property Valued at More Than \$50,000.** The sale of any City property, real or personal,  
34 including public utilities, or of any interest therein, except real property held by the City for Economic  
35 Development, the value of which is more than \$50,000, may be made only: (1) by authority of an  
36 affirmative vote of a majority of the qualified electors of the City who vote on the question of  
37 approving or authorizing the sale at an election; or (2) by authority of a special non-emergency  
38 ordinance. Such ordinance shall be published in full in a newspaper of general circulation in the City  
39 within ten days after its passage, and shall include a section reading substantially as follows: "Section  
40 \_\_\_\_\_. This ordinance shall be referred to a vote of the electors of the City if a legal and sufficient  
41 referendum petition is properly filed within 30 days after its passage; otherwise it shall go into effect  
42 thirty (30) days after its passage." The sale of an entire public utility may be authorized only as  
43 provided in (1) hereinabove.

44  
45 (d) **Sale of Economic Development Property.** The sale of City property held for Economic  
46 Development such as Taylor Industrial Park, King Property, and other real property owned or  
47 acquired in the future for Economic Development by the City shall be subject to approval by an  
48 affirmative vote of five (5) councilmen.

49  
50 **Article 4. DEPARTMENTS, DIVISIONS, AND OTHER ORGANIZATIONAL UNITS**

51  
52 **Section 4.01. General Provisions.**

53  
54 (a) **Creation of Departments and other Organizational Units.** The City Council may establish City  
55 departments, divisions, and other organizational units in addition to those created by this Charter and  
56 may prescribe the functions of all departments, divisions, and other organizational units. No function

1 assigned by this Charter to a particular department, division, or other organizational unit may be  
2 discontinued or, unless this Charter specifically so provides, assigned to any other.  
3

- 4 (b) **Direction by City Manager.** All departments, divisions, and other organizational units under the  
5 direction and supervision of the City Manager shall be administered by an officer appointed by and  
6 subject to the direction and supervision of the Manager. The City Manager may appoint one person  
7 as the head of two or more departments, divisions, and other organizational units.  
8

9 **Section 4.02. Personnel System.**

- 10  
11 (a) **Merit Principle.** All appointments and promotions of City officers and employees shall be made  
12 solely on the basis of merit and fitness demonstrated by a valid and reliable examination when  
13 applicable, education, experience, or other evidence of competence. Removals, demotions,  
14 suspensions, and layoffs shall be made solely for the good of the service.  
15  
16 (b) **Merit System.** Consistent with all applicable federal and state laws, the City Council shall within  
17 twelve (12) months after the effective date of this Charter provide by ordinance for the establishment,  
18 regulation, and maintenance of a merit system governing personnel policies necessary to effective  
19 administration of the employees of the City's departments, divisions, and other organizational units,  
20 including but not limited to classification and pay plans, examinations, force reduction, removals,  
21 working conditions, provisional and exempt appointments, in-service training, grievances and  
22 relationships with employee organizations.  
23  
24 (c) **Bonds of City Officers and Employees.** The City Manager, the Chief Financial Officer, and such  
25 other officers and employees as the Council may designate, before entering upon their duties, shall  
26 provide bonds for the faithful performance of their respective duties, payable to the City, in such form  
27 and in such amounts as the Council may prescribe, with a surety company authorized to operate  
28 within the state. The City shall pay the premiums on such bonds. The bonds of the City Manager  
29 and the Chief Financial Officer shall be in an amount of at least one percent (1%) of the total current  
30 annually budgeted expenditures for the City, but no less than two hundred thousand dollars  
31 (\$200,000).  
32  
33 (d) **Personnel Matters.** The Council, consistent with this Charter, by ordinance or personnel rules, may  
34 regulate personnel matters and provide for proper personnel administration.  
35  
36 (e) **Oath or Affirmation of Office.** Every officer of the city, before entering upon the duties of his office,  
37 shall take and subscribe to the oath or affirmation of office prescribed by the State Constitution. The  
38 oath or affirmation shall be filed in the City Clerk's office. All officers authorized by federal or state  
39 law, the Mayor, the City Manager, the Municipal Judge or Judges, and such other officers as the  
40 council may authorize, may administer oaths and affirmations in any matter pertaining to the affairs  
41 and government of the City.  
42  
43 (f) **Lay off, Suspend, Demote, or Remove Officers and Employees.** Except as may be otherwise  
44 provided by this Charter, the power to lay off, suspend, demote, and remove accompanies the power  
45 to elect or appoint; and the Council, the City Manager, or other electing or appointing authority may at  
46 any time lay off, suspend, demote, or remove any officer or employee to whom the Council, the City  
47 Manager, or the other electing or appointing authority respectively may elect or appoint a successor.  
48  
49 (g) **Acting Officers and Employees.** Except as may be otherwise provided by this Charter, the electing  
50 or appointing authority who may elect or appoint the successor of an officer or employee, may elect  
51 or appoint a person to act during the temporary absence, disability, or suspension of such officer or  
52 employee, or, in case of a vacancy, until a successor is elected or appointed and qualifies, unless the  
53 Council provides by general ordinance that a particular superior or subordinate of such officer or  
54 employee shall act. The Council may provide by general ordinance for a deputy to act in such cases.  
55

1 (h) **Officers to Continue.** Except as may be otherwise provided by this Charter, every officer who is  
2 elected or appointed for a term ending at a definite time, shall continue to serve thereafter until his  
3 successor is elected or appointed and qualifies unless his services are sooner terminated by  
4 resignation, removal, disqualification, death, abolition of the office, or other legal manner.  
5

6 **Section 4.03. City Attorney, Municipal Court.**  
7

8 (a) **Appointment.** The City Attorney shall be appointed or removed only by a majority vote of the City  
9 Council, not including vacant positions. The City Attorney shall be an attorney licensed to practice  
10 law in the State of Oklahoma.

11  
12 (b) **Role.** The City Attorney shall serve as chief legal advisor to the City Council, the City Manager and  
13 all City departments, divisions, and other organizational units, shall normally represent the City in all  
14 legal proceedings and shall perform any other duties prescribed by state law, by this Charter or by  
15 ordinance; provided, however, that in all proceedings under Section 3.02 of this Charter, the City  
16 Attorney shall represent only the City Council and not the City Manager, nor shall the City Attorney  
17 represent any entity with which the City contracts, any City employee or City Council Member  
18 charged with or under investigation for a crime.  
19

20 **Note: it has been suggested that the following item, (c) Municipal Court, be eliminated. The**  
21 **Model Charter contains nothing on a City Judge, Prosecutor, or Court. Presumably these**  
22 **items are best handled by ordinance.**

23  
24 ~~(c) **Municipal Court.** Cases arising out of violations of the Charter and ordinances of the City shall be~~  
25 ~~tried by the City's municipal court or as otherwise provided by State law.~~  
26

27 **Section 4.04. Chief Financial Officer.**  
28

29 (a) **Appointment and Qualifications.** The Chief Financial Officer (CFO) shall be appointed for an  
30 indefinite term by the City Manager. The CFO shall be appointed solely on the basis of education  
31 and experience in the accepted competencies and practices of accounting and financial  
32 management. Minimum qualifications are: 1) a Bachelor's Degree in accounting or finance; and 2)  
33 progressively responsible experience in accounting and financial management. The CFO shall have  
34 the demonstrated ability to communicate effectively via oral or written reports. Experience in local  
35 government or not-for-profit accounting and financial management is preferred. Certified Public  
36 Accountant or Certified Government Finance Officer is preferred.  
37

38 (b) **Role.** The Chief Financial Officer is responsible for all accounting and financial management  
39 functions except for those otherwise provided for in this Charter. Subject to and in accordance with  
40 this Charter, applicable law, and such ordinances and other policies as the Council may adopt, the  
41 Chief Financial Officer or personnel under his supervision and control shall:  
42

- 43 (1) Be responsible for investment of City money. Collect or receive revenue and other money for the  
44 city and shall be responsible for its custody, safekeeping, deposit, investment, and disbursement.  
45
- 46 (2) Insure that the City has an accurate and comprehensive financial accounting, management, and  
47 reporting system to meet the requirements of this Charter and state law.  
48
- 49 (3) Provide all financial information and reports requested by the City Council and the City Manager.  
50
- 51 (4) Establish and maintain a system of internal control to ensure the effectiveness and efficiency of  
52 operations, the reliability of financial reporting, and compliance with all applicable laws and  
53 regulations. The internal control system shall be designed to provide reasonable assurance  
54 regarding prevention or prompt detection of unauthorized acquisition, use, or disposition of  
55 assets.  
56

- 1 (5) Provide open and timely communication, both written and oral, to the Council, City Manager, City
- 2 Attorney, other City employees, City Boards and Committees, and to the general public on
- 3 matters of accounting, auditing, budgeting, financial management and internal control.
- 4
- 5 (6) Perform such other duties as are specified in this Charter, prescribed by ordinance or applicable
- 6 law, or may be required by the City Council or City Manager.
- 7

8 **Section 4.05. Land Use, Development, and Environmental Planning.**

9  
10 Consistent with all applicable federal and state laws with respect to land use, development, and  
11 environmental planning, the City Council shall:

- 12
- 13 (1) Designate an agency or agencies to carry out the planning function and such decision-making
- 14 responsibilities as may be specified by ordinance;
- 15
- 16 (2) Adopt a comprehensive plan that is to be reviewed annually and determine to what extent zoning
- 17 and other land use control ordinances must be consistent with the plan;
- 18
- 19 (3) Determine to what extent the comprehensive plan and zoning and other land use ordinances
- 20 must be consistent with regional plan(s); and
- 21
- 22 (4) Adopt development regulations, to be specified by ordinance, to implement the plan.
- 23

24 The designated agency, the City Manager, and the Mayor and Council shall seek to act in cooperation  
25 with other jurisdictions and organizations in their region to promote integrated approaches to regional  
26 issues.

27  
28 **ARTICLE 5. FINANCIAL MANAGEMENT**

29  
30 **Section 5.01. Fiscal Year.**

31  
32 The fiscal year of the City shall begin on the first day of July and end on the last day of June.

33  
34 **Section 5.02. Submission of Budget and Budget Message.**

35  
36 Each year the City Manager shall submit to the City Council and the Audit and Finance **Advisory**  
37 Committee a budget for the ensuing fiscal year and an accompanying message. These submissions will  
38 be due forty-five (45) days prior to the last day of the fiscal year.

39  
40 **Section 5.03. Budget Message.**

41  
42 The City Manager's message shall explain the budget both in fiscal terms and in terms of the work  
43 programs, linking those programs to organizational goals and community priorities. It should outline the  
44 proposed financial policies of the City for the ensuing fiscal year and the impact of those policies on future  
45 years. It should describe the important features of the budget, indicate any major changes from the  
46 current year in financial policies, expenditures, and revenues together with the reasons for such changes,  
47 summarize the City's debt position, including factors affecting the ability to raise resources through debt  
48 issues, and include such other material as the City Manager or City Council deem desirable.

49  
50 **Section 5.04. Budget.**

51  
52 The budget shall provide a complete financial plan of all City funds and activities for the ensuing fiscal  
53 year and, except as required by law or this Charter, shall be in such form as the City Manager deems  
54 desirable or the City Council may require for effective management and an understanding of the  
55 relationship between the budget and the City's strategic goals, consistent with state law. The City  
56 Manager shall also provide a list of all current City positions by department and division, their current

1 annual pay, any additional pay such as longevity or incentive pay, the value of all benefits, and any  
 2 proposed changes to positions, assignments, or pay. The budget shall begin with a clear general  
 3 summary of its contents, shall show in detail all estimated income, indicating the proposed property tax  
 4 levy if any, and all proposed expenditures, including debt service for the ensuing fiscal year; and shall be  
 5 so arranged as to show comparative figures for actual and estimated income and expenditures of the  
 6 current fiscal year and actual income and expenditures of the preceding fiscal year. Current year "actual"  
 7 figures shall be authentic figures through the date they are available and estimated figures for the  
 8 remaining portion of the fiscal year. It shall indicate in separate sections:

- 9
- 10 (1) The proposed goals and expenditures for current operations during the ensuing fiscal year,  
 11 detailed for each fund by department and division or by other organization unit, activity, or  
 12 objectives, or other means as state law permits, method of financing such expenditures, and  
 13 methods to measure outcomes and performance related to the goals. An Emergency Fund will  
 14 be included in the budget and every reasonable attempt shall be made to maintain this fund at a  
 15 minimum of ten percent (10%) of the total operating budget **including capital improvements**. A  
 16 separate account shall be maintained for the Emergency Fund and the City Council shall define  
 17 by ordinance under what circumstances withdrawals may be made from the Emergency Fund  
 18 account;
- 19
- 20 (2) Proposed longer-term goals and capital expenditures during the ensuing fiscal year, detailed for  
 21 each fund by department and division or by other organization unit when practicable, the  
 22 proposed method of financing each such capital expenditure, and methods to measure outcomes  
 23 and performance related to the goals; and
- 24
- 25 (3) The proposed goals, anticipated income and expense, ~~profit and loss~~ for the ensuing year for  
 26 each utility or other enterprise fund or internal service fund operated by the City, and methods to  
 27 measure outcomes and performance related to the goals. For any fund, the total of proposed  
 28 expenditures shall not exceed the total of estimated income plus carried forward fund balance  
 29 exclusive of reserves

30

31 Nothing in this section shall be construed to prevent the use of "purpose-based" budgeting or any other  
 32 budget format acceptable to the State of Oklahoma.

33

34 **Section 5.05. City Council Action on Budget**

35

36 **(a) Notice and Hearing.** Within one (1) week of receiving the proposed budget from the City Manager,  
 37 the City Council shall publish in one or more newspapers of general circulation in the City the general  
 38 summary of the budget and a notice stating:

- 39
- 40 (1) The times and places where copies of the message and the entire detailed budget are available  
 41 for inspection by the public and purchase at a reasonable price set by the Council; and
- 42
- 43 (2) The time and place, not less than two weeks after such publication, for a public hearing(s) on the  
 44 budget.

45

46 The entire budget shall also be available on a website or other means of publicly available electronic  
 47 distribution.

48

49 **(b) Amendment before Adoption.** After the public hearing(s), the City Council may adopt the budget  
 50 with or without amendment. In amending the budget, it may add or increase programs or amounts  
 51 and may delete or decrease any programs or amounts, except expenditures required by law or for  
 52 debt service, provided that no amendment to the budget shall increase the authorized expenditures to  
 53 an amount greater than total estimated income plus carried forward fund balance.

54

55 **(c) Adoption.** The City Council shall adopt the budget no later than seven (7) days before the end of the  
 56 current fiscal year or any other applicable deadline of State Law. If it fails to adopt the budget by this

1 date, the budget for the amounts appropriated for operations in the current fiscal year will be deemed  
2 adopted.

- 3  
4 **(d) Publish defined.** As used in this article, the term "publish" means to print in the contemporary  
5 means of information sharing, which includes but is not limited to, one or more newspapers of general  
6 circulation in the City and in a website or other means of publicly available electronic distribution.  
7

8 **Section 5.06. Appropriation and Revenue Ordinances.**

9  
10 To implement the adopted budget, the City Council shall adopt, prior to the beginning of the fiscal year:

- 11  
12 (1) an appropriation ordinance making appropriations by department, division, or other organizational  
13 unit, activities or objectives;  
14  
15 (2) ordinances required to authorize new revenues or to amend the rates or other features of existing  
16 taxes or other revenue sources.  
17

18 **Section 5.07. Midyear Budget Review and Amendments after Adoption.**

- 19  
20 **(a) Midyear Budget Review.** The City Manager shall submit a midyear review of the budget to the  
21 Council on or before the last day of January. This shall include the evaluation and modification, if  
22 necessary, of revenues and expenses.  
23  
24 **(b) Supplemental Appropriations.** If during or before the fiscal year the City Manager certifies in  
25 writing that there are available for appropriation revenues in excess of those estimated in the budget  
26 or unappropriated fund balances, the City Council by ordinance may make supplemental  
27 appropriations for the year up to the amount of such excess.  
28  
29 **(c) Reduction of Appropriations.** If at any time during the fiscal year it appears probable to the City  
30 Manager that the revenues or fund balances available will be insufficient to finance the expenditures  
31 for which appropriations have been authorized, the Manager shall report to the City Council without  
32 delay, indicating the estimated amount of the shortfall, any remedial action taken by the Manager and  
33 recommendations as to any other steps to be taken. The Council shall then take such further action  
34 as it deems necessary to prevent or reduce any shortfall and for that purpose it may by ordinance  
35 reduce or eliminate one or more appropriations.  
36  
37 **(d) Transfer of Appropriations.** The City Council may by resolution give the City Manager authority  
38 during the fiscal year to transfer part or all of the unencumbered appropriation balance from one  
39 department, to the appropriation for other departments or to a new appropriation.  
40  
41 **(e) Limitation, Effective Date.** No appropriation for debt service may be reduced or transferred, except  
42 to the extent that the debt is refinanced and less debt service is required, and no appropriation may  
43 be reduced below any amount required by law to be appropriated or by more than the amount of the  
44 unencumbered balance thereof. The supplemental appropriations and reduction or transfer of  
45 appropriations authorized by this section may be made effective immediately upon adoption.  
46

47 **Section 5.08. Lapse of Appropriations.**

48  
49 Every appropriation, except an appropriation for a capital expenditure, shall lapse at the close of the fiscal  
50 year to the extent that it has not been expended or encumbered. An appropriation for a capital  
51 expenditure shall continue in force until expended, revised or repealed; the purpose of any such  
52 appropriation shall be deemed abandoned if three (3) years pass without any disbursement from or  
53 encumbrance of the appropriation.  
54

55 **Section 5.09. Administration and Fiduciary Oversight of the Budget.**

56

1 The City Council shall provide by ordinance the procedures for administration and fiduciary oversight of  
2 the budget.

3  
4 **Section 5.10 Overspending of Appropriations.**

5  
6 No payment shall be made or obligation incurred against any allotment or appropriation except in  
7 accordance with appropriations duly made and unless the City Manager or his designee first certifies that  
8 there is sufficient unencumbered balance in such allotment or appropriation and that sufficient funds  
9 therefrom are or will be available to cover the claim or meet the obligation when it becomes due and  
10 payable. Any authorization of payment or incurring of obligation in violation of the provisions of this  
11 Charter shall be void and any payment so made illegal. A violation of this provision shall be cause for  
12 removal of any officer who knowingly authorized or made such payment or incurred such obligation.  
13 Such officer may also be liable to the City for any amount so paid. Except where prohibited by law,  
14 however, nothing in this Charter shall be construed to prevent the making or authorizing of payments or  
15 making of contracts for capital improvements to be financed wholly or partly by the issuance of bonds or  
16 to prevent the making of any contract or lease providing for payments beyond the end of the fiscal year,  
17 but only if such action is made or approved by a majority of the City Council.

18  
19 **Section 5.11. Capital Program.**

20  
21 **(a) Submission to City Council.** The City Manager shall prepare and submit to the City Council and the  
22 Audit and Finance **Advisory** Committee a five (5)-year or longer capital program no later than the  
23 fifteenth (15<sup>th</sup>) day of March.

24  
25 **(b) Contents.** The capital program shall include

- 26 (1) A clear general summary of its contents;
- 27 (2) Identification of the long-term goals of the community;
- 28 (3) A list of all capital improvements and other capital expenditures which are proposed to be
- 29 undertaken during the five (5) fiscal years or longer next ensuing, with appropriate supporting
- 30 information as to the necessity for each, regardless of whether funding is available for any such
- 31 capital expenditure or improvement;
- 32 (4) Cost estimates and recommended time schedules for each improvement or other capital
- 33 expenditure;
- 34 (5) Method of financing upon which each capital expenditure is to be reliant;
- 35 (6) The estimated annual cost of operating and maintaining the facilities to be constructed or
- 36 acquired;
- 37 (7) Methods to measure outcomes and performance of the capital plan related to the long-term goals
- 38 of the community

39  
40  
41 The above shall be revised and extended each year with regard to capital improvements still pending  
42 or in process of construction or acquisition.

43  
44  
45 **(c) Debt Limitations.** Any resolution or ordinance adopted by the council permitting or approving the  
46 creation of any indebtedness or obligation by a municipal beneficiary trust in excess of \$500,000 must  
47 be approved by a majority of the qualified electors of the City of McAlester; provided that for purposes  
48 of this provision, the terms "indebtedness or obligation" shall include the aggregate rental required to  
49 be paid for the entire term of a lease.

1 (d) **Public Improvements.** Public improvements may be made by the City government itself or by  
2 contract. The Council shall award all contracts for such improvements; provided that the Council may  
3 authorize the City Manager to award such contracts not exceeding an amount to be determined by  
4 the Council and subject to such regulations as the Council may prescribe. The City will follow State  
5 Law on bidding.  
6

7 **Section 5.12. City Council Action on Capital Program.**

8  
9 (a) **Notice and Hearing.** Within one (1) week of receiving the capital budget from the City Manager, the  
10 City Council shall publish in one or more newspapers of general circulation in the City and on a  
11 website or other publicly available means of electronic distribution, the general summary of the capital  
12 program and a notice stating:

- 13  
14 (1) The times and places where copies of the entire detailed capital program are available for  
15 inspection by the public and purchase at a reasonable price set by the Council; and  
16  
17 (2) The time and place, not less than two (2) weeks after such publication, for a public hearing(s) on  
18 the capital program.  
19

20 Public discussion and suggestions on the capital program will be actively solicited until the fifteenth (15<sup>th</sup>)  
21 day of April.  
22

23 (b) **Adoption.** The City Council by resolution shall adopt the capital program with or without amendment  
24 after the public hearing(s) on or before the last day of April of the current fiscal year. If the City  
25 Council fails to adopt the capital program by such date, the current capital program will continue in  
26 effect.  
27

28 **Section 5.13 Independent Audit.**

29  
30 The City Council shall provide for an independent annual audit of all City accounts and may provide for  
31 more frequent audits as it deems necessary. The City Council may direct the character or type of audits to  
32 be performed consistent with this Charter and state law. An independent certified public accountant or  
33 firm of such accountants shall make such audits. Such audits should be performed in accordance with  
34 Generally Accepted Auditing Standards (GAAS) and Generally Accepted Governmental Auditing  
35 Standards (GAGAS). This audit should be completed within five and one-half months (5 1/2) after the  
36 end of the fiscal year.  
37

38 The Council shall, using competitive bidding, designate such accountant or firm annually, but the  
39 designation for any particular fiscal year shall be made no later than thirty (30) days after the beginning of  
40 such fiscal year. The standard for independence is that the auditor must be capable of exercising  
41 objective and impartial judgment on all issues encompassed within the audit engagement. No accountant  
42 or firm may provide any other services to the City during the time it is retained to provide independent  
43 audits to the City. The City Council may waive this requirement by a majority vote at a public hearing. If  
44 the state makes such an audit, the Council may accept it as satisfying the requirements of this section.  
45

46 **Section 5.14. Audit and Finance Advisory Committee.**

47  
48 (a) **Appointment and Compensation.** The Committee shall consist of either five (5) or seven (7)  
49 members at the discretion of the City Council with a majority being citizen members. The Mayor may  
50 appoint himself and other Council members to serve on the Committee. The Mayor shall appoint and  
51 the Council shall approve citizen members. The chairperson of the Committee, who must be a citizen  
52 member, shall be determined by a majority vote of the citizen members. ~~To be appointed to the~~  
53 ~~committee, citizen members must either have been residents of McAlester or been employed within~~  
54 ~~the City for the previous year and must maintain such residency or work status to serve.~~ Elected  
55 officials and employees of the City of McAlester are ineligible for citizen membership. All members  
56 shall serve without compensation.

1  
2 **(b) Terms, Credentials, and Qualifications.** The terms, credentials, and qualifications of the  
3 Committee members shall be set by ordinance  
4

5 ~~**(c) Credentials and Qualification.** To serve on this Committee, a citizen member must meet at least  
6 one of the following criteria:~~

- 7 ~~(1) hold a current CPA license;~~
- 8
- 9 ~~(2) have experience in a higher level Management or Financial position in business, education, or  
10 government with substantial responsibilities for financial planning and management that are  
11 commensurate with the duties of this Committee;~~
- 12
- 13 ~~(3) have extensive education or experience in finance or accounting;~~
- 14
- 15 ~~(4) have above average financial literacy and experience and a strong interest in the Committee's  
16 mission.~~
- 17
- 18

19 ~~**(c) (d) Role and Responsibilities.** The Committee shall advise and assist the City Council in fulfilling  
20 its corporate governance and oversight responsibilities relating to the integrity of the City's financial  
21 statements and other financial reporting, the adequacy and effectiveness of the systems of internal  
22 control, and the independence and performance of the external audit function. The detailed  
23 responsibilities of the Committee shall be listed in the Audit and Finance **Advisory** Committee  
24 Mission Statement. These Mission Statement responsibilities may be changed from time to time by a  
25 super majority vote (simple majority plus one (1)) of the Committee and the approval of the City  
26 Council.~~

27  
28 ~~**(d) (e) Meetings.** The Audit and Finance **Advisory** Committee shall establish its own rules~~

29  
30 ~~**(e) (f) Removal.** A member of the Audit and Finance **Advisory** Committee shall be removed from the  
31 Committee if the Member:~~

- 32
- 33 ~~(1) lacks at any time any qualification for Committee membership prescribed by this Charter or by  
34 City ordinance or;~~
- 35
- 36 ~~(2) fails to attend more than one-half of all meetings of the Audit and Finance **Advisory** Committee,  
37 regular and special, held within any period of twelve (12) consecutive months.~~
- 38

39 **Section 5.14 5.15. Public Records.**

40  
41 Copies of the budget, capital program, independent audits, and appropriation and revenue ordinances  
42 shall be public records and copies will be available to the public at a reasonable price set by the Council.  
43 These documents will also be available on a website or through other means of electronic distribution  
44 available to the public.  
45

46 **ARTICLE 6. ELECTIONS**

47  
48 **Section 6.01. City Elections.**

49  
50 **(a) Conduct of City Elections.** The provisions of the State Constitution and general election laws of the  
51 State of Oklahoma shall govern such elections in this City insofar as they are applicable and are not  
52 superseded by this Charter or by ordinance. Candidates shall run for office without party designation.  
53 For the conduct of City elections, for the prevention of fraud in such elections, and for the recount of  
54 ballots in cases of doubt or fraud, the City Council shall adopt ordinances consistent with law and this  
55 Charter. Such ordinances and regulations pertaining to elections shall be publicized in the manner of

1 City ordinances generally. If there are no candidates and no questions to be voted upon at a primary  
2 or general election, the election shall not be held.

3  
4 **(b) Registered Voter Defined.** All citizens legally registered under the constitution and laws of the State  
5 of Oklahoma to vote in the City shall be registered voters of the City within the meaning of this  
6 Charter.

7  
8 **(c) Council Members: Method of Electing.** At the general election in 2006, all Council members and  
9 the Mayor were elected. Following that election, the Council members from odd-numbered wards  
10 and the Mayor shall serve for terms of two years, and Council members from even-numbered wards  
11 shall serve for terms of four years. Commencing at the next general election and at all subsequent  
12 elections, **the Mayor and other all** Council members shall serve for terms of four years.

13  
14 **(d) Mayor and Council Member Terms and Failure to Qualify.** The Mayor and other Councilmen shall  
15 serve for the terms indicated in § 6.01 (c) and until their respective successors are elected and  
16 qualify. Their terms shall begin at the first regular Council meeting after their election is certified. If a  
17 Mayor-elect or other Councilman-elect fails to qualify within one month after the beginning of his term,  
18 his office shall become vacant and the vacancy shall be filled as other vacancies in the Council are  
19 filled.

20  
21 **Section 6.02. General Elections.**

22  
23 The general City election shall be held on the first Tuesday of April of even-numbered years and every  
24 two years thereafter to elect the Mayor and other Councilmen to succeed those whose terms are expiring.  
25 An elector may vote for only one candidate for an office to be filled. The candidates for each office  
26 receiving the greater number of votes shall be elected. In case of failure to elect because of a tie, the  
27 election shall be determined from among those tying, fairly by lot, by the county election board in a public  
28 meeting.

29  
30 **Section 6.03. Primary Elections.**

31  
32 **(a) Primary Elections: Filing.** Any person qualified for the office for which he is filing may have his  
33 name placed on the ballot for the primary election as a candidate for Mayor or Councilman by filing no  
34 earlier than 8:00 a.m. on the last Monday in January and no later than 5:00 p.m. on the next  
35 succeeding Wednesday, with the secretary of the county election board, his sworn statement and his  
36 candidacy, specifying the office for which he is a candidate.

37  
38 **(b) Primary Elections: Time and Voting.** A primary election shall be held on the first Tuesday of March  
39 of even-numbered years and every two (2) years thereafter to nominate candidates for Mayor and  
40 other Councilmen to succeed those whose terms are expiring. If only one person is a candidate for  
41 an office to be filled, he shall be not only nominated, but also elected ipso facto, and his name shall  
42 not appear on the primary or general election ballot. Every registered voter of the city shall be  
43 entitled to vote for one candidate for Mayor, and every registered voter of a vacated ward shall be  
44 entitled to vote for one candidate for Councilman from his ward.

45  
46 **(c) Primary Elections: Who Nominated or Elected.** In a primary election, the two candidates for each  
47 office to be filled receiving the greatest number of votes for that office, shall be nominated. If one of  
48 the candidates for an office receives a majority of all votes cast for all candidates for that office, he  
49 alone shall be not only nominated, but also elected ipso facto; and his name shall not appear on the  
50 ballot for the general election. In case of failure to nominate because of a tie, the nominee or  
51 nominees shall be determined from among those tying, fairly by lot, by the county election board in a  
52 public meeting. If one of the two candidates for an office nominated in a primary election dies or  
53 withdraws before the general election, the remaining candidate shall be elected ipso facto; and his  
54 name need not appear on the ballot for the general election.

55  
56 **Section 6.04. Council Wards; Adjustment of Ward Boundaries.**

1  
2 (a) **Number of Wards.** There shall be six City Council wards.

3  
4 (b) **Ward Commission; Composition; Appointment; Terms; Vacancies; Compensation.**

- 5  
6 (1) There shall be a Ward Commission consisting of ~~five (5)~~ **seven (7)** members. **Each City Council**  
7 **person shall appoint one (1) member to the Commission.** ~~The City Council shall appoint four~~  
8 ~~(4) members.~~ These ~~four (4)~~ **six (6)** members shall, with the affirmative vote of at least **four (4)**  
9 ~~three (3)~~, choose the **seventh (7<sup>th</sup>)** ~~fifth (5<sup>th</sup>)~~ member who shall be chairman.
- 10  
11 (2) No member of the Commission shall be an elected official ~~or be employed by the City. .or hold~~  
12 ~~any other elected or an appointed position in the City.~~
- 13  
14 (3) The City Council shall appoint the Commission no later than one year and five months before the  
15 first (1<sup>st</sup>) general election of the City Council after each federal decennial census. The  
16 Commission's term shall end upon adoption of a ward plan, as set forth in § 6.04(c).
- 17  
18 (4) In the event of a vacancy on the Commission by death, resignation or otherwise, the City Council  
19 shall appoint a new member to serve the balance of the term remaining.
- 20  
21 (5) No member of the Ward Commission shall be removed from office by the City Council except for  
22 cause and upon notice and hearing.
- 23  
24 (6) The members of the Commission shall serve without compensation.
- 25  
26 (7) The Commission may require agencies of City government to provide technical assistance. The  
27 Commission shall have a budget as provided by the City Council.

28  
29 (c) **Powers and Duties of the Commission; Hearings, Submissions, and Approval of Plan.**

- 30  
31 (1) Following each decennial census, the Commission shall consult the City Council and shall prepare  
32 a plan for dividing the City into wards for the election of Council members. In preparing the plan,  
33 the Commission shall be guided by the criteria set forth in § 6.04 (d). The report on the plan shall  
34 include a map and description of the wards recommended.
- 35  
36 (2) The Commission shall hold one or more public hearings not less than one month before it submits  
37 the plan to the City Council. The Commission shall make its plan available to the public for  
38 inspection and comment not less than one month before its public hearing. At that time the plan  
39 shall be available for purchase by the public at a reasonable price set by the Council. The plan  
40 shall also be posted on a website or available to the public by other electronic means.
- 41  
42 (3) The Commission shall submit its plan to the City Council not less than one year before the first  
43 general election of the City Council after each decennial census.
- 44  
45 (4) The plan shall be deemed adopted by the City Council unless disapproved within three (3) weeks  
46 by the vote of the majority of all members of the City Council. If the City Council fails to adopt the  
47 plan, it shall return the plan to the Commission with its objections and with the objections of  
48 individual members of the Council.
- 49  
50 (5) Upon rejection of its plan, the Commission shall prepare a revised plan and shall submit such  
51 revised plan to the City Council no later than nine months before the first general election of the  
52 City Council after the decennial census. Such revised plan shall be deemed adopted by the City  
53 Council unless disapproved within two weeks by the vote of two-thirds of all of the members of the  
54 City Council and unless, by a vote of two-thirds of all of its members, the City Council votes to file  
55 a petition in the District Court, Pittsburg County, for a determination that the plan fails to meet the  
56 requirements of this Charter. The City Council shall file its petition no later than ten days after its

1 disapproval of the plan. Upon a final determination upon appeal, if any, that the plan meets the  
2 requirements of this Charter, the plan shall be deemed adopted by the City Council and the  
3 Commission shall deliver the plan to the City Clerk. If the District Court finds the plan does not  
4 comply with the requirements of this Charter, the plan shall be revised by the Commission to  
5 satisfy the court's objections within ten (10) days. The plan delivered to the City Clerk shall include  
6 a map and description of the wards.  
7

8 (6) If in any year population figures are not available at least one year and five months before the first  
9 general election following the decennial census, the City Council may, by ordinance, shorten the  
10 time periods provided for Ward Commission action in paragraphs (2), (3), (4), and (5) of this  
11 subsection.  
12

13 **(d) Ward Plan; Criteria.** In preparation of its plan for dividing the City into wards for the election of  
14 Council members, the Commission shall apply the following criteria which, to the extent practicable,  
15 shall be applied and given priority in the order in which they are herein set forth.  
16

17 (1) Wards shall be equal in population except where deviations from equality result from the  
18 application of the provisions hereinafter set forth, but no such deviation may exceed five percent  
19 (5%) of the average population of a City Council ward, calculated by dividing the total city  
20 population according to the most recent census by six (6).  
21

22 (2) Wards shall consist of contiguous territory unless such is physically impossible given City  
23 boundaries.  
24

25 (3) Consistent with the foregoing provisions, the aggregate length of all district boundaries shall be as  
26 short as possible.  
27

28 (4) Ward boundaries will be set in alleyways or closed alleyways whenever possible with the aim of  
29 placing houses across the street from each other in the same ward.  
30

31 **(e) Effect of Enactment.** The new City Council wards and boundaries as of the date of enactment shall  
32 supersede previous Council wards and boundaries for all purposes of the next regular City election,  
33 including nominations. The new wards and boundaries shall supersede previous wards and  
34 boundaries for all other purposes as of the date on which all Council members elected at that regular  
35 City election take office.  
36

37 **Section 6.05. Initiative, Citizen Referendum, and Recall.**

38 **(a) General Authority for Initiative, Citizen Referendum, and Recall.**

39 (1) **Initiative.** The registered voters of the City shall have power to propose ordinances to  
40 the Council and, if the Council fails to adopt an ordinance so proposed without any  
41 change in substance, to adopt or reject it at a City election, but such power shall not  
42 extend to the budget or capital program or any ordinance relating to appropriation of  
43 money, levy of taxes, or salaries of City officers or employees.  
44

45 (2) **Citizen Referendum.** The registered voters of the City shall have power to require  
46 reconsideration by the Council of any adopted ordinance and, if the Council fails to repeal  
47 an ordinance so reconsidered, to approve or reject it at a City election, but such power  
48 shall not extend to the budget or capital program or any emergency ordinance or  
49 ordinance relating to appropriation of money or levy of taxes.  
50

51 (3) **Recall.** The registered voters of the City shall have power to recall elected officials of  
52 the City, but no recall petition shall be filed against any official within six months after the  
53 official takes office, nor, in case of a member subjected to a recall election and not  
54 removed, until at least six months after the election.  
55  
56

1  
2  
3 **(b) Commencement of Proceeding; Petitioners' Committee; Affidavit.** Any five (5) registered voters  
4 may commence initiative, citizen referendum, or recall proceedings by filing with the City Clerk an  
5 affidavit stating they will constitute the petitioners' committee and be responsible for circulating the  
6 petition and filing it in proper form, stating their names and addresses and specifying the address to  
7 which all notices to the committee are to be sent, and setting out in full the proposed initiative  
8 ordinance, citing the ordinance sought to be reconsidered, or stating the name and title of the officer  
9 sought to be recalled accompanied by a statement, not to exceed two hundred (200) words, of the  
10 reasons for the recall. The reason or reasons for recall shall be in conformity with or more stringent  
11 than the reasons as set out in Title 51 Oklahoma Statutes (1981), Section 93, namely: (1) Any willful  
12 failure or neglect to diligently and faithfully perform any duty enjoined upon such officer by the laws of  
13 this state (2) Intoxication or incapacitation in any public place within the state produced by alcohol or  
14 an illegal substance voluntarily taken; and (3) Committing any act constituting a violation of any penal  
15 statute involving moral turpitude. Such an act has been committed, in the sense of this section, when  
16 the official involved has been convicted thereof by a court of record. Grounds for recall should relate  
17 to and affect the administration of the official's office, and be of a substantial nature directly affecting  
18 the rights and interests of the public. Promptly after receipt of a recall petition, the Clerk shall serve,  
19 personally or by certified mail, a copy of the affidavit on the elected officer sought to be recalled.  
20 Within ten (10) days of service of the affidavit, the elected officer sought to be recalled may file a  
21 statement with the City Clerk, not to exceed two hundred (200) words, in response. Promptly after  
22 the affidavit of the petitioners' committee is filed, and the response, if any, of the elected official  
23 sought to be recalled is filed, the Clerk shall issue the appropriate petition blanks to the petitioners'  
24 committee.

25 **(c) Petitions.**

- 26  
27 **(1) Number of Signatures.** Initiative and citizen referendum petitions must be signed by  
28 registered voters of the City equal in number to at least twenty-five percent (25%) of the  
29 total number of votes cast at the preceding general City election. Recall petitions must be  
30 signed by registered voters of the City equal in number to at least twenty-five percent  
31 (25%) of the total number of votes cast for governor in the City or ward at the last general  
32 state election at which a governor was elected.  
33
- 34 **(2) Form and Content.** All papers of a petition shall be uniform in size and style and shall be  
35 assembled as one instrument for filing. Each signature shall be executed in ink or indelible  
36 pencil and shall be followed by the address of the person signing. Initiative and citizen  
37 referendum petitions shall contain or have attached thereto throughout their circulation the  
38 full text of the ordinance proposed or sought to be reconsidered. Recall petitions shall  
39 contain the name and title of the official sought to be recalled, the statement of grounds for  
40 the recall, and the response of the official sought to be recalled, if any. If no response was  
41 filed, the petition shall so state.  
42
- 43 **(3) Affidavit of Circulator.** Petitions may be circulated only by registered qualified electors of the City  
44 or ward concerned. The person who circulates each copy of the petition shall sign an affidavit on  
45 each page of the copy stating:  
46
- 47 A) the number of signatures thereon:
  - 48
  - 49 B) that he personally circulated the paper:
  - 50
  - 51 C) that each signer signed the petition in his presence:
  - 52
  - 53 D) that he believes them to be genuine signatures of the persons whose names they purport to be;
  - 54
  - 55 E) that he believes each signer to be a registered qualified elector of the City or ward concerned,  
56 and;

1  
2 F) that each signer had an opportunity before signing to read the full text of the ordinance  
3 proposed or sought to be considered or the reason for recall and response, if any.  
4

5 **(4) Time for Filing Referendum and Recall Petitions.** Referendum petitions must be filed  
6 within thirty (30) days after adoption by the Council of the ordinance sought to be  
7 reconsidered. Recall petitions must be filed within thirty (30) days of the filing of the  
8 petitioners' affidavit initiating the recall procedure.  
9

10 **(d) Procedure after Filing.**

11  
12 **(1) Certificate of Clerk; Amendment.** Within thirty (30) days after the petition is filed, the  
13 City Clerk shall complete a certificate as to its sufficiency, specifying, if it is insufficient, the  
14 particulars wherein it is defective and shall promptly send a copy of the certificate to the  
15 petitioners' committee by registered mail. A petition certified insufficient for lack of the  
16 required number of valid signatures may be amended once if the petitioners' committee  
17 files a notice of intention to amend it with the Clerk within five (5) business days after  
18 receiving the copy of the insufficiency certificate and files a supplementary petition upon  
19 additional papers within ten (10) business days after receiving the copy of such certificate.  
20 Such supplementary petition shall comply with the requirements of § 6.05 (c), and within  
21 ten (10) business days after it is filed the Clerk shall complete a certificate as to the  
22 sufficiency of the petition as amended and promptly send a copy of such certificate to the  
23 petitioners' committee by registered mail as in the case of an original petition. If a petition  
24 or amended petition is certified sufficient, or if a petition or amended petition is certified  
25 insufficient and the petitioners' committee does not elect to amend or request Council  
26 review under paragraph (2) of this subsection within the time required, the Clerk shall  
27 promptly present his or her certificate to the Council and the certificate shall then be a  
28 final determination as to the sufficiency of the petition.  
29

30 **(2) Court Review; New Petition.** A final determination as to the sufficiency of a petition shall  
31 be subject to court review. A final determination of insufficiency, even if sustained upon  
32 court review, shall not prejudice the filing of a new petition for the same purpose.  
33

34 **(e) Referendum Petitions; Suspension of Effect of Ordinance.** When a referendum petition is filed  
35 with the City Clerk, the ordinance sought to be reconsidered shall be suspended from taking effect.  
36 Such suspension shall terminate when:

- 37  
38 (1) There is a final determination of insufficiency of the petition, or  
39  
40 (2) The petitioners' committee withdraws the petition, or  
41  
42 (3) The Council repeals the ordinance, or  
43  
44 (4) The election in which the voters fail to reject the ordinance is certified.  
45

46 **(f) Action on Petitions.**

47  
48 **(1) Action by Council.** When an initiative or referendum petition has been finally determined  
49 sufficient, the Council shall promptly consider the proposed initiative ordinance in the  
50 manner provided in Article 2 or reconsider the referred ordinance by voting its repeal. If  
51 the Council fails to adopt a proposed initiative ordinance without any change in substance  
52 within sixty (60) days or fails to repeal the referred ordinance within thirty (30) days after  
53 the date the petition was finally determined sufficient, it shall submit the proposed or  
54 referred ordinance to the voters of the City. The Council shall promptly order a recall  
55 election to be held not less than forty (40) days, nor more than fifty (50) days of the date  
56 the recall petition was finally determined sufficient.

1  
2 (2) **Submission to Voters of Proposed or Referred Ordinances.** The vote of the City on a  
3 proposed or referred ordinance shall be held not less than thirty (30) days and not later  
4 than one (1) year from the date of the final Council vote thereon. If no regular City election  
5 is to be held within the period prescribed in this subsection, the Council shall provide for a  
6 special election; otherwise, the vote shall be held at the same time as such regular  
7 election, except that the Council may in its discretion provide for a special election at an  
8 earlier date within the prescribed period. Copies of the proposed or referred ordinance  
9 shall be made available at the polls.

10  
11 (3) **Withdrawal of Petitions.** An initiative, referendum, or recall petition may be withdrawn at  
12 any time prior to the fifteenth (15<sup>th</sup>) day preceding the day scheduled for a vote of the City  
13 by filing with the City Clerk a request for withdrawal signed by at least two-thirds (2/3) of  
14 the petitioners' committee. Upon the filing of such request the petition shall have no  
15 further force or effect and all proceedings thereon shall be terminated.

16  
17 **(g) Results of Election.**

18  
19 (1) **Initiative.** If a majority of the registered voters voting on a proposed initiative ordinance  
20 vote in its favor, it shall be considered adopted upon certification of the election results  
21 and shall be treated in all respects in the same manner as ordinances of the same kind  
22 adopted by the Council. If conflicting ordinances are approved at the same election, the  
23 one receiving the greatest number of affirmative votes shall prevail to the extent of such  
24 conflict.

25  
26 (2) **Referendum.** If a majority of the registered voters voting on a referred ordinance vote  
27 against it, it shall be considered repealed upon certification of the election results.

28  
29 (3) **Recall.** The recall election shall be an election to fill the office held by the incumbent sought to be  
30 recalled. There shall be no primary. Any qualified person, including the incumbent, may file as a  
31 candidate for the office. The candidate receiving the greatest number of votes in the recall  
32 election shall be elected. If a candidate other than the incumbent is elected, the incumbent shall  
33 be recalled from office effective as of the time when the result of the election is certified. The  
34 successful candidate must qualify within one (1) month thereafter; and if he fails to do so, the  
35 office shall be vacant, and the vacancy shall be filled in accordance with § 2.06 (c). A candidate  
36 thus elected and qualifying shall serve for the unexpired term. If the incumbent is a candidate  
37 and receives the greatest number of votes, he shall continue in office without interruption. A  
38 person who has been recalled from an office, or who has resigned from such office while recall  
39 proceedings were pending against him, may not hold any office or position of employment in the  
40 City government within three (3) years after his recall or resignation.

41  
42 (4) **General Election Provisions.** The provisions of this Charter relating to City elections shall also  
43 govern initiative, referendum, and recall elections insofar as they are applicable and are not  
44 superseded by the provisions of this Article.

45  
46 **ARTICLE 7. GENERAL PROVISIONS**

47  
48 **Section 7.01. Conflicts of Interest, Board of Ethics, and Code of Conduct.**

49  
50 (a) **Conflicts of Interest.** The use of public office for private gain is prohibited. The City Council shall  
51 implement this prohibition by ordinance, the terms of which shall include, but not be limited to: acting  
52 in an official capacity on matters in which the official has a private financial interest clearly separate  
53 from that of the general public; the acceptance of gifts and other things of value; acting in a private  
54 capacity on matters dealt with as a public official; the unethical or illegal use of confidential  
55 information; and appearances by City officials before other City agencies on behalf of private  
56 interests. This ordinance shall include a statement of purpose and shall provide for reasonable public

1 disclosure of finances by City officials with major decision-making authority over monetary  
 2 expenditures and contractual and regulatory matters and, insofar as permissible under state law, shall  
 3 provide for fines and imprisonment for violations.  
 4

5 **(b) Board of Ethics.** The City Council shall, by ordinance, establish an independent Board of Ethics to  
 6 administer and enforce the conflict of interest and financial disclosure ordinances. No member of the  
 7 Board may hold elective or appointed office under the City or any other government or hold any  
 8 political party office. Insofar as possible under state law, the City Council shall authorize the Board to  
 9 issue binding advisory opinions, conduct investigations on its own initiative and on referral or  
 10 complaint from officials or citizens, subpoena witnesses and documents, refer cases for prosecution,  
 11 impose administrative fines, and to hire independent counsel, subject to notification to the City  
 12 Council. The City Council shall appropriate sufficient funds to the Board of Ethics to enable it to  
 13 perform the duties assigned to it and to provide annual training and education of City officials and  
 14 employees, including candidates for public office, regarding the Code of Ethics. All City boards and  
 15 committees shall promptly report in writing any findings of unethical activity by an elected or  
 16 appointed official to the Board of Ethics.  
 17

18 **(c) Code of Conduct.**  
 19

- 20 (1) The City Council shall create and approve a written Code of Conduct for the City of McAlester.  
 21 This Code shall describe, in general terms, ethical and unethical behavior and shall give  
 22 examples of specific acts or failures to act that shall be considered violations of this policy, while  
 23 not precluding non-specified items. This Code shall be reviewed at least annually, amended as  
 24 necessary, and re-approved by the Council.  
 25
- 26 (2) All City Council members, City officers, and employees shall be supplied with a copy of the Code  
 27 of Conduct upon taking office or being employed by the City and, at least annually thereafter.  
 28 After each receipt of the Code, they shall certify in writing that they have read and understand the  
 29 Code, have adhered to the Code, and are not aware of any violation of the Code by any Council  
 30 member or City employee. Any exceptions shall be noted in writing. These certifications will be  
 31 maintained in the City's administrative and personnel files.  
 32
- 33 (3) City officers and employees who violate any provision of the Code of Conduct shall be subject to  
 34 disciplinary action up to and including dismissal. Persons who violate the Code may also be  
 35 subject to prosecution under State or Federal Law.  
 36

37 **(d) Nepotism.** Neither the city manager, the council, nor any other authority of the city  
 38 government, may appoint or elect any person related to the mayor or any other councilman, to  
 39 the city manager, or to himself, or, in the case of a plural authority, to one of its members, by  
 40 affinity or consanguinity within the third degree, to any office or position of profit in the city  
 41 government; but this shall not prohibit an officer or employee already in the service of the city  
 42 from continuing and being promoted therein.  
 43

44 **Section 7.02. Prohibitions.**  
 45

46 **(a) Activities Prohibited.**  
 47

- 48 (1) No person shall be appointed to or removed from, or in any way favored or discriminated against  
 49 with respect to any City position or appointive City administrative office because of race, gender,  
 50 age, sexual orientation, disability, religion, country of origin, or political affiliation.  
 51
- 52 (2) No person shall willfully make any false statement, certificate, mark, rating or report in regard to  
 53 any test, certification or appointment under the provisions of this Charter or the rules and  
 54 regulations made there under, or in any manner commit or attempt to commit any fraud  
 55 preventing the impartial execution of such provisions, rules and regulations.  
 56

(3) No person who seeks appointment or promotion with respect to any City position or appointive City administrative office shall directly or indirectly give, render or pay any money, service or other valuable thing to any person for or in connection with his or her test, appointment, proposed appointment, promotion or proposed promotion.

(b) **Penalties.** Any person convicted of a violation of this section shall be ineligible for a period of five (5) years following such conviction to hold any City office or position and, if an officer or employee of the City, shall immediately forfeit his or her office or position. The City Council shall establish by ordinance such further penalties as it may deem appropriate.

**Section 7.03. Political Activity, Coercion of City Officers and Employees.**

(a) **Political Activities.** Municipal employees may attend and express their views at City Council meetings, or any other public meetings of municipal employees. Any municipal employee may actively participate in partisan and nonpartisan political activities, provided, the political activity in which the employee participates shall be exercised only during off-duty hours and while not in uniform. Any federal statutes restricting the political activities of certain municipal employees shall supersede the provisions of this section as to such employees.

(b) **Coercion.** It shall be unlawful for the City Council, officers, supervisors, or any employee of the City to directly or indirectly coerce or attempt to coerce any municipal employee to participate or refrain from participation in municipal political activities or public meetings.

**ARTICLE 8. CHANGES TO THE CHARTER**

**Section 8.01. Proposal of Charter Changes.**

A proposition to change this Charter may be either in the form of a proposed amendment to a part or parts of the Charter or of a proposed new Charter.

Changes to this Charter may be framed and proposed:

- (a) In the manner provided by the laws and Constitution of the State of Oklahoma, or
- (b) By ordinance of the Council containing the full text of the proposed amendment or new Charter and effective upon adoption, or
- (c) By the voters of the City.

The Council may create a Charter Commission by ordinance to propose amendments to the Charter or propose a new Charter. The Charter Commission shall submit its proposals to the Council. If after Council and public review and editing of the proposals, a majority of the Council approves the proposed changes, the proposed Charter amendments or new Charter shall be submitted to a vote of the people.

Proposal of an amendment by the voters of the City shall be by petition containing the full text of the proposed amendment and shall be governed by the same procedures and requirements prescribed in Article 6 for initiative petitions until such time as a final determination as to the sufficiency of the petition is made, except that there shall be no limitation as to subject matter and that the petition must be signed by registered voters of the City equal in number to at least twenty-five percent (25%) of the total number of votes cast at the preceding general election. The petitioners' committee may withdraw the petition at any time before the fifteenth (15<sup>th</sup>) day immediately preceding the day scheduled for the City vote on the amendment.

**Section 8.02. Election.**

1 The election authorities shall submit the proposed amendment or new Charter to the voters of the City at  
2 an election, which shall be announced by a notice containing the complete text of the proposed Charter  
3 amendment or the new Charter in one or more newspapers of general circulation in the City as provided  
4 by the laws of the State of Oklahoma. Copies of the proposed amendment or new Charter shall be  
5 available at a reasonable price set by the Council and the amendment or new Charter shall be posted on  
6 a website or available through other publicly accessible electronic means. The election on the proposed  
7 Charter amendment or new Charter shall be conducted according to the laws and Constitution of the  
8 State of Oklahoma.  
9

10 **Section 8.03. Adoption of Amendment or New Charter.**

11  
12 If a majority of those voting upon a proposed Charter amendment or new Charter vote in favor of it, the  
13 amendment or New Charter shall become effective at the time fixed in the amendment or new Charter or,  
14 if no time is therein fixed, thirty (30) days after its adoption by the voters and approval by the governor as  
15 provided by the State Constitution.  
16

17  
18 **ARTICLE 9. TRANSITION AND SEVERABILITY**  
19

20 **Sec. 9.01. When Charter goes into Effect.**

21  
22 This Charter shall go into effect immediately upon its ratification by a vote of a majority of the qualified  
23 electors of the city voting upon the question at an election and its approval by the governor as provided  
24 by the State Constitution; and this Charter shall supersede the heretofore existing Charter as of that time  
25 and become the organic law of the City of McAlester.  
26

27 **Sec. 9.02. Officers and Employees to Continue.**

28  
29 When this new Charter goes into effect, the Mayor and other Councilmen under the previous Charter  
30 shall remain in office and be respectively Mayor and Councilmen of their respective wards, as the case  
31 may be, and shall continue in office until their respective terms expire. All other City officers and  
32 employees under the previous Charter including members of boards and commissions shall continue in  
33 their respective offices and positions of employment under this Charter until their respective terms expire  
34 or until their services are terminated in accordance with the provisions of this Charter and ordinances  
35 relating to the creation, change, and abolition of offices and removal of officers and employees, as the  
36 case may be.  
37

38 **Sec. 9.03. Ordinances Continued.**

39  
40 All ordinances, insofar as they are not inconsistent with this Charter, shall continue in effect until they are  
41 repealed or until they expire by their own limitations.  
42

43 **Sec. 9.04. Pending Actions and Proceedings.**

44  
45 The adoption of this Charter shall not abate or otherwise affect any action or proceeding, civil or criminal,  
46 pending when it takes effect, brought by or against the municipality or any office, department, division,  
47 agency, or officer thereof.  
48

49 **Sec. 9.05. Severability.**

50  
51 (a) If a court of competent jurisdiction holds any section or part of this Charter invalid, such holding shall  
52 not affect the remainder of this Charter nor the context in which such section or part so held invalid  
53 may appear, except to the extent that an entire section or part may be inseparably connected in  
54 meaning and effect with that section or part.  
55

56 (b) If a court of competent jurisdiction holds a part of this Charter invalid, or if a change in the State

1 Constitution or Law renders a part of this Charter invalid or inapplicable, the Council, by ordinance,  
2 may take such appropriate action as will enable the City government to function properly.

DRAFT



# McAlester City Council

## AGENDA REPORT

Meeting Date:	<u>02/12/2008</u>	Item Number:	<u>8</u>
Department:	<u>Fire Department</u>	Account Code:	<u></u>
Prepared By:	<u>Harold Stewart</u>	Budgeted Amount:	<u></u>
Date Prepared:	<u>01/15/2008</u>	Exhibits:	<u>Three</u>

### Subject

Consider, and act upon, the acceptance of the (FEMA) AFG Assistance to Firefighters Grant and allowing the Fire Department to purchase of 45 hand-held radios (with accessories), 43 radio interface connections (with microphone and ear-piece) and 4 base chargers from a sole source provider.

### Recommendation

Motion to approve the acceptance of the Grant and to allow for the purchase of the radio communication equipment listed above, from a sole source provider, per AFG-Assistance to Firefighters Grant requirements.

### Discussion

The City Council is being asked to accept the (FEMA) AFG Assistance to Firefighters Grant and authorize the Department to purchase these items from a sole source provider. This grant was awarded to the Fire Department to purchase interoperable communication equipment. The total grant award is \$53,234.00. The Federal share is 95 percent or \$50,573.00 of the approved amount and the City's share of the costs is 5 percent or \$2,661.00, which the Department will use its current operations moneys as the match.

The Fire Department applied and received a FEMA-Assistance to Firefighters Grant Award. This award is for the purchase of radio equipment. The Fire Department is operating without this critical equipment. We needed radios that would be interoperable with our Hazardous Materials Response Unit's existing equipment. The requested package of equipment as specified is only available from one vendor in our portion of the state. This particular vendor is a sole source for the radio interface equipment that we requested in our grant. This vendor allows us to meet the grant requirements for quantity and interoperability.

### Approved By

	<i>Initial</i>	<i>Date</i>
Department Head	<u>HRS</u>	<u>01/15/08</u>
City Manager	<u>MBR</u>	<u>02/04/08</u>

## Award Package

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U.S. Department of Homeland Security  
Washington, D.C. 20472



# FEMA

Mr. Harold Stewart  
McAlester Fire/EMS  
P.O. Box 578  
McAlester, Oklahoma 74502-0578

Re: Grant No.EMW-2007-FO-09020

Dear Mr. Stewart:

On behalf of the Department of Homeland Security (DHS), I am pleased to inform you that your grant application submitted under the FY 2007 Assistance to Firefighters Grant has been approved. The DHS Federal Emergency Management Agency's National Preparedness Directorate, in consultation with the U.S. Fire Administration, carry out the Federal responsibilities of administering your grant. The approved project costs total to \$53,234.00. The Federal share is 95 percent or \$50,573.00 of the approved amount and your share of the costs is 5 percent or \$2,661.00.

As part of your award package, you will find Grant Agreement Articles. Please make sure you read and understand the Articles as they outline the terms and conditions of your Grant award. Maintain a copy of these documents for your official file. **You establish acceptance of the Grant and Grant Agreement Articles when you request and receive any of the Federal Grant funds awarded to you.** By accepting the grant, you agree not to deviate from the approved scope of work without prior written approval from DHS.

The first step in requesting your grant funds is to confirm your correct Direct Deposit Information. Please go on-line to the AFG eGrants system at [www.firegrantsupport.com](http://www.firegrantsupport.com) and if you have not done so, complete and submit your SF 1199A, Direct Deposit Sign-up Form. Please forward the original, completed SF 1199A, Direct Deposit Sign-up Form, signed by your organization and the banking institution to the address below:

Department of Homeland Security  
FEMA, National Preparedness Directorate  
Grants Management Branch  
500 C Street, SW, Room 334  
Washington, DC 20472

Attn: Assistance to Firefighters Grant Program

After your SF 1199A is reviewed and you receive an email indicating the form is approved, you will be able to request payments online. Remember, you should basically request funds when you have an immediate cash need (i.e. you have a bill in-hand that is due within 30 days).

If you have any questions or concerns regarding the awards process, donations, or how to request your grant funds, please call the helpdesk at 1-866-274-0960.

Sincerely,



Corey Gruber  
Acting Deputy Administrator  
Federal Emergency Management Agency  
National Preparedness Directorate

Agreement Articles



**FEMA**

U.S. Department of Homeland Security  
Washington, D.C. 20531

**AGREEMENT ARTICLES**

**ASSISTANCE TO FIREFIGHTERS GRANT PROGRAM - Operations and Safety program**

**GRANTEE: McAlester Fire/EMS**

**PROGRAM: Operations and Safety**

**AGREEMENT NUMBER: EMW-2007-FO-09020**

**AMENDMENT NUMBER:**

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**Article I - Project Description**

The purpose of the Assistance to Firefighters Program is to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards. After careful consideration, DHS has determined that the grantee's project submitted as part of the grantee's application, and detailed in the project narrative as well as the request details section of the application - including budget information - was consistent with the program's purpose and worthy of award. The grantee shall perform the work described in the approved grant application as itemized in the request details section of the application and further described in the grant application's narrative. These sections of the application are made a part of these grant agreement articles by reference. The grantee may not change or make any material deviations from the approved scope of work outlined in the above referenced sections of the application without prior written approval.

However, in keeping with this year's program guidance, grantees that have grant funds left over after completing the approved scope of work prior to the end of the period of performance have three options for the use of the excess funds: 1) they may return the unused funds to the Federal government, 2) they may use a maximum of \$5,000 to expand the activities for which they were awarded, or 3) create or expand an existing fire prevention program. Grantees are encouraged to review the program guidance for more information in this area.

**Article II - Grantee Concurrence**

By requesting and receiving Federal grant funds provided by this grant program, the grantee accepts and agrees to abide by the terms and conditions of the grant as set forth in this document and the documents identified below. By receiving funds under this grant, grantees agree that they will use the funds provided through the Fiscal Year 2007 Assistance to Firefighters Grant Program in accordance with the guidelines provided in the Fiscal Year 2007 Assistance to Firefighters Grants program guidance. The grantee agrees that Federal funds under this award will be used to supplement, but not supplant, State or local funds for first responder preparedness. All documents submitted as part of the application are made a part of this agreement by reference.

**Article III - Period of Performance**

The period of performance shall be from **17-AUG-07 to 16-AUG-08**.

The grant funds are available to the grantee for obligation only during the period of performance of the grant award. The grantee is not authorized to incur new obligations after the expiration date unless the grantee has requested, and DHS has approved, a new expiration date. The grantee has 90 days after period of performance to incur costs associated with closeout or to pay for obligations incurred during period of performance. Award expenditures are for the purposes detailed in the approved grant application only. The grantee cannot transfer funds or assets purchased with grant funds to other agencies or departments without prior written approval from DHS.

**Article IV - Amount Awarded**

The amount of the award is detailed on the Obligating Document for Award attached to these articles. Following are the budgeted estimates for each object classes of this grant (including Federal share plus grantee match):

Personnel	\$0.00
Fringe Benefits	\$0.00
Travel	\$0.00
Equipment	\$53,234.00
Supplies	\$0.00
Contractual	\$0.00
Construction	\$0.00
Other	\$0.00
Indirect Charges	\$0.00
Total	\$53,234.00

**Article V - Requests for Advances or Reimbursements**

Grant payments under the Assistance to Firefighters Grant Program are made on an advance or reimbursable basis for immediate cash needs. In order to request funds, the grantee must logon to the Fire Grant System using their user id/password (used to submit the application), the grantee fills out the on-line Request for Advance or Reimbursement. If an authorized user needs access to the application but does not have the user id or password, they may be obtained by calling the help desk at 1-866-274-0960.

**Article VI - Budget Changes**

With prior DHS approval, grantees may make changes in funding levels between the object classes (as detailed in Article IV above), in order to accomplish the grant's scope of work. The grant's scope of work is outlined in the project narrative and in the request details of the grant application. The provisions of this article are not applicable to changes in the budgeted line-items listed in the request details section of the application as the line-items in the request details section (i.e., scope of work) cannot be changed.

**Article VII - Financial Reporting**

The Request for Advance or Reimbursement mentioned above will also be used for interim financial reporting purposes. At the end of the performance period, or upon completion of the grantee's program narrative, the grantee must complete, on-line, a final financial report that is required to close out the grant. The Financial Status Report is due within 90 days after the end

of the performance period.

#### **Article VIII - Performance Reports**

The grantee must submit a semi-annual and a final performance report to DHS. The final performance report should provide a short narrative on what the grantee accomplished with the grant funds and any benefits derived there from. If a grantee's performance period is extended beyond the initial 12-month period, a semi-annual report is due every six month increment until closeout.

#### **Article IX - DHS Officials**

**Program Officer:** Tom Harrington, Deputy Director of the Grants Program Office, is the Program Officer for this grant program. The Program Officer is responsible for the technical monitoring of the stages of work and technical performance of the activities described in the approved grant application.

**Grants Assistance Officer:** Christine Torres is the Assistance Officer for this grant program. The Assistance Officer is the Federal official responsible for negotiating, administering, and executing all grant business matters.

**Grants Management Branch POC:** Tamia Minor is the point of contact for this grant award and shall be contacted for all financial and administrative grant business matters. If you have any questions regarding your grant please call 703-605-0708.

#### **Article X - Other Terms and Conditions**

A. Pre-award costs directly applicable to the awarded grant are allowable if approved in writing by the DHS Program Office.

B. Quotes obtained prior to submittal of the application - for the purposes of applying for this grant - are not considered to be sufficient to satisfy the requirements for competition as outlined in OMB Circular A-110 below. All bidding activities implemented for competition must be sought and obtained after award, i.e., during the period of performance. Grantees may be jeopardizing their awards if the requirements set forth are not adhered to.

#### **Article XI - General Provisions**

The following are hereby incorporated into this agreement by reference:

The program's annual Program Guidance.

44 CFR, Emergency Management and Assistance

Part 7 Nondiscrimination in Federally-Assisted Programs

Part 13 Uniform administrative requirements for grants and cooperative agreements to state and local governments

Part 17 Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-free Workplace (Grants)

Part  
18      New Restrictions on Lobbying

31 CFR 205.6 Funding Techniques

OMB Circular A-21 Cost Principles for Educational Institutions

OMB Circular A-87 Cost Principles for State/local Governments, Indian tribes

OMB Circular A-122 Cost Principles for Non-Profit Organizations

OMB Circular A-102      Uniform Administrative Requirements for Grants and Agreements With State and Local Governments Assistance to Firefighters Grant Application and Assurances contained therein.

OMB Circular A-110      Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and Other NonProfit Organizations Assistance to Firefighters Grant Application and Assurances contained therein.

**Article XII- Audit Requirements**

All grantees must follow the audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. The main requirement of this OMB Circular is that grantees that expend \$500,000.00 or more in Federal funds (from all Federal sources) must have a single audit performed in accordance with the circular.

As a condition of receiving funding under this grant program, you must agree to maintain grant files and supporting documentation for three years upon the official closeout of your grant. You must also agree to make your grant files, books, and records available for an audit by DHS, the General Accounting Office (GAO), or their duly authorized representatives to assess the accomplishments of the grant program or to ensure compliance with any requirement of the grant program.

**Article XIII- Additional Requirements (if applicable)**

**Vehicle Awardees:**

Vehicle awardees for FY 2007 will be required to include an advance payment bond as part of the contract with their vehicle manufacturer. An advance payment bond is like an insurance policy that protects you in the event that the manufacturer with whom you contracted to build your vehicle cannot fulfill the contract, i.e., cannot finish building your vehicle for any reason. An advance payment bond is a financial tool used to guarantee that , in the event of manufacturer/contractor default, funds will be available to finish the construction of your vehicle and ensure its proper operation. From the vehicle grantee's point of view, the insolvency of a contractor during the construction of a vehicle will most likely result in delayed completion of the vehicle, additional expenses for a different manufacturer/contractor to finish the work, or even loss of grant funds. For this reason, we now require manufacturers/contractors to provide a bond from an independent bank, insurance company or bonding agency so that the vehicle grantees can recover damages they may sustain if the manufacturer/contractors default during the construction of a vehicle. The amount of the bond should be equal to, or greater than, the sum of any payments, compensation and/or consideration provided prior to the delivery of the vehicle. If no down payment is required in the purchase contract, an advance payment bond is not required.

Regardless of whether a performance bond is obtained, each vehicle purchase contract must include a performance clause. The performance clause stipulates a certain date when the vehicle will be delivered by the vendor. If the vendor does not deliver the vehicle by the date stipulated in the performance clause, penalties are administered to the vendor. These penalties should be of a severity sufficient to provide the vendor with incentive to deliver the vehicle at the earliest possible date but no less than \$100 per day.

**Regional Hosts:**

Grantees that are the hosts of regional projects as provided for in the annual program guidance will not be responsible for equipment purchased with grant funds if that equipment is disbursed to other first-responder organizations under a memorandum of understanding which places the responsibility for the equipment in the hands of the recipient.

**Modification to Facilities Requirements:**

DHS is required to ascertain how proposed modifications to any facilities that will have sprinkler installation may be impacted by requirements related to the National Historic Preservation Act and the National Flood Insurance Program regulations. Modification projects must be evaluated for compliance with applicable statutory and regulatory environmental/historic preservation requirements and must be approved by DHS prior to project implementation. No funds may be requested for construction until all these requirements are fulfilled. If the installation site is a building that is 50 years old or older they shall not proceed with proposed modification projects, other than planning, until being notified by DHS that all reviews have been completed. Noncompliance may jeopardize receipt of federal funding.

FEDERAL EMERGENCY MANAGEMENT AGENCY OBLIGATING DOCUMENT FOR AWARD/AMENDMENT				
<b>1. AGREEMENT NO.</b> EMW-2007-FO-09020	<b>2. AMENDMENT NO.</b> 0	<b>3. RECIPIENT NO.</b> 73-6005314	<b>4. TYPE OF ACTION</b> AWARD	<b>5. CONTROL NO.</b> W437680N
<b>6. RECIPIENT NAME AND ADDRESS</b> McAlester Fire/EMS 28 E. Washington McAlester Oklahoma, 74502-0578	<b>7. ISSUING OFFICE AND ADDRESS</b> Grants Management, Operations Directorate 245 Murray Line - Building 410, SW Washington DC, 20528-7000 POC: Tamia Minor 703-605-0708	<b>8. PAYMENT OFFICE AND ADDRESS</b> FEMA, Financial Services Branch 500 C Street, S.W., Room 723 Washington DC, 20472		
<b>9. NAME OF RECIPIENT PROJECT OFFICER</b> Harold Stewart	<b>PHONE NO.</b> 9184219300X4932	<b>10. NAME OF PROJECT COORDINATOR</b> Tom Harrington	<b>PHONE NO.</b> 1-866-274-0960	
<b>11. EFFECTIVE DATE OF THIS ACTION</b> 17-AUG-07	<b>12. METHOD OF PAYMENT</b> SF-270	<b>13. ASSISTANCE ARRANGEMENT</b> Cost Sharing	<b>14. PERFORMANCE PERIOD</b> From: 17-AUG-07 To: 16-AUG-08  Budget Period From: 20-OCT-06 To: 30-SEP-07	

**15. DESCRIPTION OF ACTION**

a. (Indicate funding data for awards or financial changes)

<b>PROGRAM NAME ACRONYM</b>	<b>CFDA NO.</b>	<b>ACCOUNTING DATA (ACCS CODE) XXXX-XXX-XXXXXX-XXXX- XXXX-XXXX-X</b>	<b>PRIOR TOTAL AWARD</b>	<b>AMOUNT AWARDED THIS ACTION + OR (-)</b>	<b>CURRENT TOTAL AWARD</b>	<b>CUMMULATIVE NON- FEDERAL COMMITMENT</b>
AFG	97.044	2007-M7-0001GF-25000000- 4101-D	\$0.00	\$50,573.00	\$50,573.00	\$2,661.00
<b>TOTALS</b>			<b>\$0.00</b>	<b>\$50,573.00</b>	<b>\$50,573.00</b>	<b>\$2,661.00</b>

b. To describe changes other than funding data or financial changes, attach schedule and check here.

N/A

**16a. FOR NON-DISASTER PROGRAMS, RECIPIENT IS REQUIRED TO SIGN AND RETURN THREE (3) COPIES OF THIS DOCUMENT TO FEMA (See Block 7 for address)**

Assistance to Firefighters Grant recipients are not required to sign and return copies of this document. However, recipients should print and keep a copy of this document for their records.

**16b. FOR DISASTER PROGRAMS, RECIPIENT IS NOT REQUIRED TO SIGN**

This assistance is subject to terms and conditions attached to this award notice or by incorporated reference in program legislation cited above.

**17. RECIPIENT SIGNATORY OFFICIAL (Name and Title)**

N/A

**DATE**

N/A

**18. FEMA SIGNATORY OFFICIAL (Name and Title)**

Sheila Parker Darby

**DATE**

15-AUG-07

ADMINISTRATIVE POLICY NO. 1

TO: All Departments  
FROM: Randy Green, City Manager  
SUBJECT: PURCHASING POLICIES

DATE: Revised  
7/13/99

\* \* \* \* \*

In order to comply with City Ordinances and to assure efficient, economical purchasing practices, the following procedures have been established:

- I. Purchases \$100 - \$1000. Informal pricing shall be authorized for such purchases. The purchaser shall obtain verbal proposals from a minimum of three vendors prior to purchase. Such proposals shall be written by the purchaser on a Requisition for Purchase.
- II. Purchases \$1,000 - \$12,500. Informal bidding shall be required for such purchases. The purchaser shall obtain written, sealed proposals from a minimum of three vendors prior to purchase. Such proposals shall be attached to the Requisition for Purchase.
- III. Authorized Deviations to Procedures
  - A. Emergency Purchases may be allowed provided the purchaser 1) is unable to anticipate the need for the article; and 2) time requirements are such that an emergency exists which make bidding and/or pricing impractical and not in the best interest of the City; and 3) no comparable items are in stock in the City's supplies. In such cases, the purchaser shall submit a statement, along with the Requisition, identifying how conditions 1), 2), and 3) are in existence.
  - B. Single Source notations may be allowed, provided that the items to be purchased are not specified by brand name, and items comparable in quality and function are not available from other supplier. In such cases, the purchaser shall submit a statement indicating the reason for this type of purchase and/or why other sources are not available.

FROM THE OFFICE OF  
FIRE CHIEF  
HAROLD STEWART

#918-423-9300 ext.4935

McALESTER FIRE / EMS

Fax # 918-423-6910

DATE: May 11, 2007

TO: Mark Roath

RE: (AFG) Assistance to Firefighters Grant

\*\*\*\*\*

Mark,

The McAlester Fire Department submitted two separate grant applications on May 4, 2007 to (AFG). Fire Departments and non affiliated EMS organizations serving areas with a population 20,000 or fewer must match the Federal grant funds with an amount of non-Federal funds equal to 5 per cent of the total project.

- Project 1. Vehicle Acquisition/Wild land/Brush attack unit : Requested amount \$ 82,000.00  
The City's 5 per cent match would be \$4,100.00 if awarded.
- Project 2. Operations and Safety/ Interoperable communications : Requested amount \$ 52,234.00  
The City's 5 per cent match would be \$ 2,611.70 if awarded.
- Total match by the City if awarded both grants. \$ 6,711.70

Harold Stewart

Fire Chief



Council Chambers  
Municipal Building  
January 22, 2008

The McAlester Airport Authority met in regular session on Tuesday, January 22, 2008, at 6:00 P.M. after proper notice and agenda was posted January 18, 2008.

Present: Sam Mason, Buddy Garvin, Haven Wilkinson, Weldon Smith, Donnie Condit, Travis Read, Don Lewis & Robert Ivester  
Absent: None  
Presiding: Don Lewis, Chairman

A motion was made by Mr. Condit and seconded by Mr. Read to approve the following:

- **Approval of the Minutes from the January 8, 2008, Regular Meeting of the McAlester Airport Authority.** (*Cora Middleton, City Clerk*)
- **Confirm action taken on City Council Agenda Item D regarding the Claims for the period of January 9, 2008 through January 22, 2008.** (*Sherry Alessi, Assistant City Treasurer*) In the amount of: \$2,575.34

There was no discussion, and the vote was taken as follows:

AYE: Trustees Smith, Condit, Wilkinson, Garvin, Mason & Chairman Lewis  
NAY: None

Chairman Lewis declared the motion carried.

There being no further business to come before the Authority, Mr. Condit moved for the meeting to be adjourned, seconded by Mr. Read. The vote was taken as follows:

AYE: Trustees, Smith, Condit, Wilkinson, Garvin, Mason & Chairman Lewis  
NAY: None

Chairman Lewis declared the motion carried.

ATTEST:

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Don Lewis, Chairman

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Cora Middleton, Secretary

Council Chambers  
Municipal Building  
January 22, 2008

The McAlester Public Works Authority met in Regular session on Tuesday, January 22, 2008, at 6:00 P.M. after proper notice and agenda was posted January 18, 2008.

Present: Sam Mason, Buddy Garvin, Donnie Condit, Travis Read, Weldon Smith,  
Don Lewis & Robert Ivester  
Absent: None  
Presiding: Don Lewis, Chairman

A motion was made by Mr. Condit and seconded by Mr. Wilkinson to approve the following:

- **Approval of the Minutes from the January 8, 2008, Regular Meeting of the McAlester Public Works Authority.** *(Cora Middleton, City Clerk)*
- **Confirm action taken on City Council Agenda Item D regarding the Claims for the period of January 8, 2007 through January 22, 2008.** *(Sherry Alessi, Assistant City Treasurer)* In the amount of: \$105,864.07

There was no discussion, and the vote was taken as follows:

AYE: Trustees Condit, Read, Wilkinson, Garvin, Mason, Smith & Mayor Lewis  
NAY: None

Chairman Lewis declared the motion carried.

There being no further business to come before the Authority, Mr. Condit moved for the meeting to be adjourned, seconded by Mr. Wilkinson. The vote was taken as follows:

AYE: Trustees Smith, Condit, Wilkinson, Garvin, Mason & Mayor Lewis  
NAY: None

Chairman Lewis declared the motion carried

ATTEST:

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Don Lewis, Chairman

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Cora Middleton, Secretary