McAlester City Council

NOTICE OF MEETING

Regular Meeting Agenda

Tuesday, April 22, 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 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

Announce the presence of a Quorum.

INVOCATION & PLEDGE OF ALLEGIANCE

- **Pastor Glenn A. Meyer, Trinity Lutheran Church**

ROLL CALL

CITIZENS COMMENTS ON NON-AGENDA ITEMS

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

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 April 3, 2008, Special Meeting of the City Council.** *(Cora Middleton, City Clerk)*

B. **Approval of the Minutes from the April 8, 2008, Regular Meeting of the City Council.** *(Cora Middleton, City Clerk)*

C. **Concur with Mayor's reappointment of Carlton Bass to the Airport Board with a term to expire on May, 2010.** *(Cora Middleton, City Clerk)*

D. **Concur with Mayor's reappointment of Dr. Michael Boyer to the Airport Board with a term to expire on May, 2010.** *(Cora Middleton, City Clerk)*

E. **Concur with Mayor's reappointment of Harvey Bolinger to the Planning Commission with a term to expire on May, 2011.** *(Cora Middleton, City Clerk)*

F. **Concur with Mayor's reappointment of Mark Emmons to the Planning Commission with a term to expire on May, 2011.** *(Cora Middleton, City Clerk)*

G. **Concur with Mayor's reappointment of John McNally to the Planning Commission with a term to expire on May, 2011.** *(Cora Middleton, City Clerk)*

H. **Approval of Claims for the period of April 9 through April 22, 2008.** *(David Burke, City Treasurer)*

ITEMS REMOVED FROM CONSENT AGENDA

SCHEDULED BUSINESS

1. **Consider, and act upon, an Ordinance to close platted roadway easement and declaring an emergency.** *(Tim Tibbets, Desert Ridge, Capital Group)*

Executive Summary
This agenda item involves the proposed closure of a roadway easement located north of Electric Avenue, between D Street and Hickory Street to allow for a re-routing of a drainage ditch for the development of a duplex housing project.

2. **Consider, and act upon, an Ordinance repealing all of Chapter 10, entitled Animals, Articles I through IV; establishing a New Chapter 10 and declaring an emergency.** *(Travis Read, Councilmember)*

Executive Summary
This agenda item involves an Ordinance establishing a new Chapter 10 in the McAlester Code of Ordinances regarding animals.

3. **Consider, and act upon, an Ordinance amending Section 102-15, of the City Code of Ordinances, Use of Roller Skates, Skateboards, etc., on roadways and sidewalks; providing for penalty; and declaring an emergency.** *(Weldon Smith, Councilmember)*

Executive Summary
This agenda item expands the boundaries where the use of roller skates and skateboards on roadways and sidewalks is prohibited.

4. **Consider, and act upon, accepting and placing on file the Hotel Tax Report performed by Crawford and Associates, P.C.** *(Kristin Lamar, Crawford and Associates, P.C.)*

Executive Summary
This agenda item involves the presentation of the Hotel Tax Report by a representative of the accounting firm of Crawford and Associates, P.C., which Report was commissioned by the City Council in July, 2007.

5. **Discussion, and possible action, on a Non-Uniform Employee Compensation Plan for the City of McAlester.**

Executive Summary
This agenda item involves a Compensation Plan for non-uniform employees.

6. **Discussion, and possible action, that would direct the City Manager to develop a plan for Council consideration, which would require the City Administration to prepare the annual budget so that all City employees receive approximately the same salary increase contingent upon a favorable performance evaluation by the employee's supervisor.** *(Donnie Condit, Councilmember)*

Executive Summary
This agenda item is to request that the City Administration prepare the annual budget to equalize the salary increase given for all City employees subject to a favorable performance evaluation by the employee's supervisor.

7. **Consider, and act upon, a Resolution of the City of McAlester, Oklahoma 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.** *(David Burke, City Treasurer)*

Executive Summary
This agenda item involves a resolution approving a mid-year budget amendment.

8. **Consider, and act upon, a request by Ms. Stella L. Harrison to address the City Council about her water bill.** *(Stella L. Harrison, Resident)*

Executive Summary
This agenda item involves Ms. Harrison seeking a change to her water bill.

9. **Consider, and act upon, a request by the Eastern Oklahoma State College to waive the rental fee for the use of the Southeast EXPO Center.** *(Barbara Gilbertson and Nicole Cook, Eastern Oklahoma State College)*

Executive Summary
This agenda item involves a partnering request and waiver of rental fee for the use of the EXPO Center.

10. **Consider, and act upon, a request by McAlester Economic Development Service, Inc., to waive the rental fee for the use of the Southeast EXPO Center.** *(Frank Phillips, McAlester Economic Development Service, Inc.)*

Executive Summary
This agenda item involves a partnering request and waiver of rental fee for the use of the EXPO Center.

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 April 8, 2008, Regular Meeting of the McAlester Airport Authority.**
- **Confirm action taken on City Council Agenda Item H regarding the Claims for the period of April 9 through April 22, 2008.**

ADJOURN MAU.

CONVENE AS McALESTER PUBLIC WORKS AUTHORITY

Majority of a Quorum required for approval

- **Approval of the Minutes from the April 8, 2008, Regular Meeting of the McAlester Public Works Authority.**
- **Confirm action taken on City Council Agenda Item 1 regarding an Ordinance to close platted roadway easement and declaring an emergency.**
- **Confirm action taken on City Council Agenda Item 5 regarding a Non-Uniform Employee Compensation Plan for the City of McAlester.**
- **Confirm action taken on City Council Agenda Item 6 regarding the directing of the City Manager to develop a plan for Council consideration, which would require the City Administration to prepare the annual budget so that all City employees receive approximately the same salary increase contingent upon a favorable performance evaluation by the employee'**
- **Confirm action taken on City Council Agenda Item 7 regarding a Resolution of the City of McAlester, Oklahoma 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.**
- **Confirm action taken on City Council Agenda Item 8 regarding a request by Ms. Stella L. Harrison to address the City Council about her water bill.**
- **Confirm action taken on City Council Agenda Item H regarding the Claims for the period of April 9 through April 22, 2008.**

ADJOURN MPWA

CONVENE AS McALESTER RETIREMENT TRUST AUTHORITY

Majority of a Quorum required for approval

- **Approval of the Minutes from the March 25, 2008, Regular Meeting of the McAlester Retirement Trust.**

- **Approval of Retirement Benefit Payments for the period of May, 2008**

ADJOURN MRTA.

RECONVENE COUNCIL MEETING.

ADJOURNMENT

CERTIFICATION

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.

_____ _____

Cora M. Middleton, City Clerk

Council Chambers
Municipal Building
April 3, 2008

The McAlester City Council met in a special joint session on Thursday, April 3, 2008, at 6:00 P.M. after proper notice and agenda was posted March 31, 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, Travis Read, Donnie Condit & Mayor Lewis

Absent: None

Presiding: Don Lewis, Mayor

Staff Present: George Marcangeli, City Engineer/Public Works Director; Harold Stewart, Fire Chief; Jim Lyles, Police Chief; David Medley, Utilities Director; Mel Priddy, Community Services Director; David Burke, City Treasurer; Elaine Green, acting City Attorney and Cora Middleton, City Clerk

Mayor Lewis asked Stephen Foster to call the Audit and Finance Advisory Committee to order. He asked that all comments other than those by the presenters be limited to five (5) minutes

SCHEDULED BUSINESS

1. **Discussion, and possible action, on Crawford and Associates findings related to the BKD Study.** ***(Deanna Crawford, Crawford and Associates, P.C.)***

Deanna Crawford addressed the Council explaining that her firm had been engaged to review expenditures that were questioned by the BKD audit. She distributed a handout that contained information regarding the various items that she had reviewed and which of those items would have qualified as appropriate expenditures. She explained the procedure that was used to perform this review and she stressed that she had only looked at large items. Ms. Crawford commented that from the total amount of $3,291,826.00 that was originally questioned by the BKD audit she had been able to find $2,346,054.50 that was potentially qualified expenses. This left $945,771.60 that needed to be repaid. She added of that amount $800,000.00 needed to be repaid to economic development and $145,771.50 either repaid or set aside for capital improvements.

Councilman Condit arrived at 6:08 P.M.

Ms. Crawford stated that they could have continued to search for more potentially qualifying expenses but that could have cost more than just repaying the $945,771.60. She added that she was not sure of where the Council wanted to go from this point and she had not dealt with this before.

Mayor Lewis then asked for a motion from the Council.

Councilman Read moved to accept for discussion the findings of Crawford and Associates related to the BKD study. The motion was seconded by Councilman Garvin.

Before the vote, there was discussion among the Council regarding the list of items that had been distributed to the Council.

Mr. Roath commented that the $3.2 million from the BKD study had been reduced to $945,771.50; he suggested that they look at this from a legal standpoint with either the City Attorney or a Bond Attorney. He further recommended that the City Attorney work with a bond attorney to recommend to the Council what the next appropriate steps would be.

Ms. Crawford stated that the 2007 audit was contingent on the decision regarding this issue.

Harold King addressed the Council, stating that the citizens were still not getting all of the information and it was not clear when the payments came relative to when the funds were received. He also questioned if the funds came out of the right year.

Ms. Crawford stated that the debt payment was a moot point and that the funds transferred out of capital improvements did not have to be spent at that time; it could be spent at a later time.

Steve Foster asked about the leases that were listed on Ms. Crawford's spreadsheet. He stated that they were on going leases and they needed to be clearly documented, so that in ten years or so they would not be confusing.

Ms. Crawford stated that she treated the leases as actual purchases of equipment.

Steve Harrison commented that there were two items that predated the transfer but they were still in the same fiscal year. He asked if that was how Ms. Crawford determined where to start her research.

Ms. Crawford answered that she started with when the purchase occurred and that anything that was purchased from the date of the issuance of the bonds could actually be used toward the amount in question.

Rick Beams stated that in the early 80's a Councilman had actually sued the City for misuse of the bond funds and a court had decided how the funds could be spent.

Mr. Roath commented that in order to move this along he would suggest to the Council that they authorize the City Attorney to work with a bond council to answer the legal questions and to potentially draft a repayment plan and bring that back to the Council along with any legal answers to the questions that have been raised by Ms. Crawford. That way the City Council can decide what action they feel is appropriate to take regarding this matter and allow that portion of the audit to be completed.

Councilman Mason moved to amend the motion to use the City Attorney in conjunction with a specified bond attorney, not the original bond attorney, to investigate this issue and report back

to Council their recommendations on what they felt were legal issues according to the bond indenture and how to address the issues and the follow up with the City Treasurer and structure a possible repayment plan. The motion was seconded by Councilman Condit.

Before the vote, Councilman Garvin asked who would decide on the bond attorney.

Mr. Roath suggested that the City Attorney have the leeway to select the bond council.

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

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

Mayor Lewis declared the motion carried.

2. Discussion, and possible action, of the One Cent Sales Tax. ***(Rheba Henderson, Hulme, Rahhal, Henderson, Inc.)***

Councilman Smith moved to open the discussion regarding the one cent sales tax. The motion was seconded by Councilman Read.

Before the vote, Rheba Henderson explained that one of the issues that was holding the audit up was the due to and from that was created in the prior years that Ms. Crawford had just addressed. She stated that part of the problem was that in the past it was understood that the sales tax receipts that were put into the Public Works Authority could be used for both debt service and capital outlay. She stated that the calculations that Ms. Crawford had used were based on the original bond attorneys' opinion. She commented that with the different opinion stating that the receipts could only be used for the debt service, there was a different issue and possibly a large contingency. She added that she needed guidance as to how the Council wished to treat the excess sales tax receipts so she could complete the audits accordingly.

There was discussion among the Council regarding the differing opinions concerning the excess sales tax receipts, what steps they should take, which direction this item should be researched and the need to get an opinion from a bond attorney that had not been involved with the original bond issue. Many on the Council were reluctant to make a decision without more information regarding the amount of excess sales tax revenue and another legal opinion.

Harold King addressed the Council stating that this is about what the people want and what they approved. He added that it was very simple, the money could only be spent on the bond repayment; he could not see any other option.

Steve Harrison made a presentation on his interpretation of the issue for the Council.

There was discussion concerning the school bond issue and how it had been handled recently.

Joyce Carlson addressed the Council stating that this matter had been brought up four years ago.

Councilman Smith moved to table this item indefinitely and to authorize the City Attorney to contact a bond council to review the one cent sales tax and schedule a meeting with the City Council to discuss options. Councilman Mason suggested that the bond council should be other than the original bond council. The motion was seconded by Councilman Condit.

Councilman Condit remarked he would like to find out more information regarding the suit that Mr. Beams had spoken about.

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

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

Mayor Lewis declared the motion carried.

3. **Discussion, and possible action, on a proposed letter of Engagement with the accounting firm of Hulme, Rahhal, Henderson, Inc. to audit the of Schedule of Restricted Sales Tax Receipts and Debt Service Payments on the 1992, 1995, 1999 and 2002 Capital Improvement Bonds.** ***(Rheba Henderson, Hulme, Rahhal, Henderson, Inc.)***

Councilman Smith moved to table this item indefinitely, seconded by Councilman Condit.

Before the vote, Steve Harrison addressed the Council stating that they had approved a resolution in February authorizing an audit of 1992 forward on the total sales tax received on the penny sales tax. He commented that information would be crucial for this item. He stated that the other information regarding what had been spent out of that revenue would not be duplicate work and Ms. Henderson had already indicated that it would not take a lot of time or effort. He further stated that if the Council were to table this item they would just be deferring something that they wish they would have done anyway.

Councilman Read asked Ms. Henderson if this would be duplicate work.

Ms. Henderson stated that if the capital outlay was deemed to be allowable, that would be a separate set of work.

There was discussion among the Council how far to go back with the engagement, the extra cost to the City, how it would affect the budgets and how long it would take for Ms. Henderson to complete the work.

Councilman Smith asked to withdraw his motion.

Ms. Henderson stated that the extra cost would be nominal, the engagement letter had been left open as to how far to go back with this audit and she would like to have until May 15, 2008 to complete this work.

Councilman Smith moved to authorize Ms. Henderson to complete an audit of the schedule of restricted Sales Tax receipts and Debt Service payments on the 1992, 1995, 1999 and 2002 Capital Improvement Bonds by May 15, 2008. The motion was seconded by Councilman Condit.

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

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

Mayor Lewis declared the motion carried.

Mayor Lewis requested that Steve Foster adjourn the Audit and Finance Advisory Committee meeting.

ADJOURNMENT

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

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

Mayor Lewis declared the motion carried, and the meeting was adjourned at 7:49 P.M.

ATTEST:

_____
Don R. Lewis, Mayor

_____
Cora Middleton, City Clerk

Council Chambers
Municipal Building
April 8, 2008

The McAlester City Council met in regular session on Tuesday, April 8, 2008, at 6:00 P.M. after proper notice and agenda was posted April 4, 2008, at 11:00 A.M.

CALL TO ORDER

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

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

Staff Present: George Marcangeli, City Engineer/Public Works Director; David Burke, City Treasurer; Robert Ivester, City Attorney; David Medley, Utilities Director and Cora Middleton, City Clerk

INVOCATION & PLEDGE OF ALLEGIANCE

- **Marvin Dunn, Pastor of the New Haven Baptist Church in Krebs, Ok.**

Mayor Lewis led the Pledge of Allegiance.

CITIZENS' COMMENTS ON NON-AGENDA ITEMS

None

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 March 25, 2008, Regular Meeting of the City Council.** *(Cora Middleton, City Clerk)*

B. **Concur with Mayor's reappointment of Tom Steidley to the Personnel Board with a term to expire on April, 2011.** *(Cora Middleton, City Clerk)*

C. **Concur with the Mayor's appointment of John McNally to the Board of Adjustment with a term to expire on March, 2011.** *(Cora Middleton, City Clerk)*

D. **Concur with the Mayor's appointment of Ruth Harkins to the Americans with Disabilities Act Board, replacing Andrea Javersak, with a term to expire on August, 2009.** *(Cora Middleton, City Clerk)*

E. **Approval of Claims for the period of March 26th through April 8th, 2008.** (*David Burke, City Treasurer)* In the following amounts: General Fund - $93,242.73; Nutrition - $383.47; C.O.P.S./Grant - $900.00; SE Expo Ctr/Tourism Fund - $2,785.31 and Economic Development - $282.50.

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

Before the vote, Councilman Condit asked that item "B" be clarified as Tom Steidley, Sr.

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

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

Mayor Lewis declared the motion carried.

ITEMS REMOVED FROM CONSENT AGENDA
None

SCHEDULED BUSINESS

1. **Presentation of Non-Uniform Employee of the Month for December, 2007 and January, 2008.** *(Don Lewis, Mayor and Mark B. Roath, City Manager)*

Executive Summary
The Non-Uniform Committee has selected Employees of the Month for the periods mentioned.

Mayor Lewis presented David Weeks, Waste Water Division, the Employee of the Month award for December 2007, and Sheila Norman, Community Services Division, the Employee of the Month award for January 2008. He expressed his appreciation to both employees for their diligent work and great attitudes.

2. **Consider, and act upon, Land Use Acceptance to grant Use Permitted After Review.** *(Mark B. Roath, City Manager)*

Executive Summary
This item is for Use Permitted After Review for a single operator Beauty Salon located at 1020 E. Cherokee.

Councilman Wilkinson moved for approval of the Use Permitted after Review. The motion was seconded by Councilman Condit.

Before the vote, Councilman Condit asked about complaints from neighbors.

Mr. Roath stated that one resident had expressed concerns about the parking and they had been assured that there would be no more than two cars present at a time. He also stated that if in the future more space was needed, the alley would be available.

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

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

Mayor Lewis declared the motion carried.

3. Consider, and act upon, an Ordinance amending General Zoning Ordinance No. 1843 (1989) and rezoning property in the ordinance from R1-B (single family residential) to R-2 (two family duplex, residential). *(Mark B. Roath, City Manager)*

Executive Summary

This Ordinance is a rezoning of property to construct a two family duplex at the corner of Harrison Avenue and 5th Street.

ORDINANCE NO. 2284

AN ORDINANCE AMENDING THE GENERAL ZONING ORDINANCE AND ACCOMPANYING MAP THERETO KNOWN AS GENERAL ZONING ORDINANCE NO. 1843 (1989), BY CHANGING THE CLASSIFICATIONS OF THE ZONING DISTRICT FOR: LOT 1 & THE EAST 15' OF LOT 2 AND THE WEST 10' OF VACANT 5TH STREET LYING ADJACENT TO LOT 1, CITY OF MCALESTER, PITTSBURG COUNTY, STATE OF OKLAHOMA FROM R1-B(SINGLE-FAMILY RESIDENTIAL) TO R-2(TWO-FAMILY (DUPLEX)RESIDENTIAL).

Councilman Mason moved for approval of **ORDINANCE NO. 2284,** seconded by Councilman Wilkinson.

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

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

Mayor Lewis declared the motion carried.

4. Consider, and act upon, an Ordinance to null, vacate and close platted roadway easement. *(Mark B. Roath, City Manager)*

Executive Summary

This Ordinance is to vacate a platted roadway easement, which the drainage ditch that is within that easement would be rerouted, in order to construct a multi-family complex off of Hickory Street.

Before the motion, Mark Roath requested that this item be tabled. He stated that some questions had been raised about this item and that information needed to be gathered to answer those questions.

Councilman Mason moved to table this item, seconded by Councilman Wilkinson.

There was no discussion, and the vote was taken as follows:
AYE: Councilman Wilkinson, Mason, Smith, Condit & Mayor Lewis

NAY: None

Mayor Lewis declared the motion carried.

5. Consider, and act upon, an Ordinance ordering compliance with the Open Meeting Act of the State of Oklahoma, Section 2-166 of the Code of Ordinance of the City of McAlester. *(Don Lewis, Mayor)*

Executive Summary

This Ordinance establishes that all City boards and commissions shall comply with the Open Meeting Act of the State of Oklahoma.

Councilman Wilkinson moved to approve an Ordinance ordering compliance with the Open Meeting Act of the State of Oklahoma. The motion was seconded by Councilman Condit.

Before the vote, there was discussion among the Council to the effect that this was already a state law, the citizens that serve on the committees do so without compensation and according to the Open Meeting Law, if a committee is only advisory, it does not have to adhere to the law. The possibility of changing this to a resolution was also discussed.

Mr. Ivester stated that this could be changed to a resolution but, as a resolution it would not show up anywhere and could be forgotten. He added that as an ordinance it would be in the ordinance and code book and there would not be any question that a board or committee would have to comply. He stated that this was placed on the agenda to remove any questions about who was required to comply with the law.

Mr. Roath stated that if the Council adopted this ordinance it would behoove the City along with the City Attorney to offer instruction for the committees on the process. He added that the City could aid with education.

There was more discussion among the Council that this could be considered overkill, the wording of the item and that the City Council had the authority to draft a policy with the City Attorney's aid as to which boards would have to comply.

Mr. Ivester stated that this item was intended to do that and if a board had a problem with the Open Meeting Act they could always ask for clarification.

Councilman Smith stated that he agreed with the suggestion that Mr. Roath had made but he would like to have more time to think about this item.

Councilman Wilkinson commented that this would help clarify the gray areas and that all boards should abide with the Open Meeting Act.

Harold King commented that he disagreed with the City Attorney and this ordinance would create a situation where if someone did not abide with the Open Meeting Act, they would be fined.

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

AYE: Councilman Wilkinson & Mayor Lewis

NAY: Councilman Mason & Condit
ABSTAIN: Councilman Smith (which is counted as a no vote)

Mayor Lewis declared the motion failed for lack of a majority.

6. Consider, and act upon, an Ordinance amending Section 62-27 (a), Composition; Appointment, Terms of members, of the Code of Ordinance of the City of McAlester. *(Don Lewis, Mayor)*

Executive Summary
This Ordinance changes the number of members on the Planning Commission from 15 to 11.

ORDINANCE NO. 2285

AN ORDINANCE OF THE CITY OF McALESTER, OKLAHOMA AMENDING THE CODE OF ORDINANCES, SECTION 62-27 (a), COMPOSITION; APPOINTMENT, TERMS OF MEMBERS.

Councilman Mason moved for approval of **ORDINANCE NO. 2285,** seconded by Councilman Condit.

Before the vote, Mayor Lewis explained that the Planning Commission is currently made up of fifteen (15) members and there has been a problem with having a quorum at the meetings.

Councilman Condit asked if the number would be reduced by attrition.

Mayor Lewis stated that one of the members had died and his position was not going to be filled and that the other positions would be eliminated as the terms expired. He also mentioned that some of the members would remain as alternates in case of an emergency.

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

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

Mayor Lewis declared the motion carried.

NEW BUSINESS

Councilman Smith reported that one of the citizens from Ward 1 had contacted him regarding an individual that had come to their residence conducting a survey and asking for their social security number. He stated that the citizen had not known what the survey was about until a neighbor had mentioned it to them. He added that the survey was about the seismic study. He suggested that an advertisement be placed in the newspaper to inform the community of what was going on.

Mr. Roath commented that the City Engineer had brought this to his attention before the meeting and he had spoken with Geokinetics and they advised him that they were going to publish an

advertisement in the newspaper explaining what they were doing. He suggested that anyone that was contacted to verify who they were talking to before they gave out information.

Councilman Mason commented that this information could be made available on the public television channel. He also commented on the problem with the late trash collection.

Councilman Smith suggested that the City's website could furnish the information also.

CITY MANAGER'S REPORT
Mr. Roath stated that he did not have anything to report at this time.

REMARKS AND INQUIRIES BY CITY COUNCIL
Mayor Lewis commented that the Centennial Clock had been installed and he stated that the Street Department had done a great job.

He asked everyone to get involved with the City wide clean up.

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

Councilman Mason 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 & Mayor Lewis
NAY: None

Mayor Lewis declared the motion carried, and the Regular Meeting was recessed at 6:42 P.M.

RECONVENE COUNCIL MEETING
The Regular Meeting was reconvened at 6:44 P.M.

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

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

Mayor Lewis declared the motion carried, and the meeting was adjourned at 6:45 P.M.

ATTEST:

_____
Don R. Lewis, Mayor

_____
Cora Middleton, City Clerk

CLAIMS FROM APRIL 9, 2008
THRU
APRIL 22, 2008

ACKET: 03611 Regular Payments

ENDOR SET: 01

UND : 01 GENERAL FUND

ENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
1-A00212	PEELEROSA TREE FARM					
		I-2008-556A	01 -5542319	MISCELLANEOUS TREES TO BE PLANTED ON	041610	416.50
1-A00229	ADVANTAGE TRUCK ACCESSO					
		I-24613	01 -5321202	OPERATING SUP WINDOW TINTING: 63'S	041612	150.00
1-A00267	AIRGAS					
		I-106042174	01 -5543202	OPERATING SUP 6 CO2 FOR POOLS CHLORIN	041613	180.50
		I-106937052	01 -5543202	OPERATING SUP 6 CO2 FOR POOLS CHLORIN	041613	77.62
		I-106937052A	01 -5542319	MISCELLANEOUS BOTTLES	041613	40.41
1-A00747	AT&T					
		I-07-20731	01 -5215315	TELEPHONE UTI 91842393004101-CITY HALL	041599	4,017.87
		I-07-20731	01 -5215315	TELEPHONE UTI 91842318025801 ACCTS PAY	041599	7.82
1-A00751	ATWOODS					
		I-3025037	01 -5548203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	041615	14.15
		I-3029111	01 -5548203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	041615	121.21
		I-3031929	01 -5542203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	041615	1.67
		I-3037066	01 -5542203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	041615	9.47
		I-3037245	01 -5548203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	041615	141.69
		I-3039067	01 -5542203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	041615	55.85
		I-3039069	01 -5542203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	041615	1.19
		I-3039314	01 -5542203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	041615	4.56
		I-3039899	01 -5542203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	041615	4.48
		I-3040425	01 -5542203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	041615	22.47
		I-3041884	01 -5542203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	041615	26.84
		I-3043820	01 -5542203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	041615	32.30
		I-3045078	01 -5542203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	041615	31.89
		I-3045193	01 -5548203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	041616	21.05
		I-3049949	01 -5542203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	041616	25.98
		I-3049969	01 -5542203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	041616	13.97
1-A00770	AUTO PARTS CO					
		C-CM812238	01 -5862203	REPAIRS & MAI BLANKET PO FOR SMALL PART	041617	3.67-
		I-811385	01 -5862203	REPAIRS & MAI BLANKET PO FOR AUTO PARTS	041617	149.02
		I-811388	01 -5862203	REPAIRS & MAI BLANKET PO FOR AUTO PARTS	041617	48.65
		I-811389	01 -5862203	REPAIRS & MAI BLANKET PO FOR AUTO PARTS	041617	191.48
		I-811465	01 -5862203	REPAIRS & MAI BLANKET PO FOR AUTO PARTS	041617	50.70
		I-811497	01 -5862203	REPAIRS & MAI BLANKET PO FOR AUTO PARTS	041617	210.73
		I-811514	01 -5862203	REPAIRS & MAI BLANKET PO FOR AUTO PARTS	041617	13.24
		I-811606	01 -5862203	REPAIRS & MAI BLANKET PO FOR AUTO PARTS	041617	20.90
		I-811675	01 -5862203	REPAIRS & MAI BLANKET PO FOR AUTO PARTS	041617	62.58
		I-811688	01 -5862203	REPAIRS & MAI BLANKET PO FOR AUTO PARTS	041617	112.62
		I-811689	01 -5862203	REPAIRS & MAI BLANKET PO FOR AUTO PARTS	041617	102.21
		I-811754	01 -5862203	REPAIRS & MAI BLANKET PO FOR AUTO PARTS	041617	51.24
		I-811781	01 -5862203	REPAIRS & MAI BLANKET PO FOR AUTO PARTS	041617	121.18
		I-811825	01 -5862203	REPAIRS & MAI BLANKET PO FOR AUTO PARTS	041617	174.90
		I-811895	01 -5862203	REPAIRS & MAI BLANKET PO FOR SMALL PART	041618	102.09

ACKET: 03611 Regular Payments

ENDOR SET: 01

UND : 01 GENERAL FUND

ENDOR NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
1-A00770 AUTO PARTS CO	continued				
	I-811927	01 -5862203	REPAIRS & MAI BLANKET PO FOR SMALL PART	041618	188.90
	I-811929	01 -5862203	REPAIRS & MAI BLANKET PO FOR SMALL PART	041618	149.64
	I-811954	01 -5862203	REPAIRS & MAI BLANKET PO FOR SMALL PART	041618	82.43
	I-812087	01 -5862203	REPAIRS & MAI BLANKET PO FOR SMALL PART	041618	102.74
	I-812106	01 -5862203	REPAIRS & MAI BLANKET PO FOR SMALL PART	041618	29.20
	I-812139	01 -5862203	REPAIRS & MAI BLANKET PO FOR SMALL PART	041618	14.21
	I-812140	01 -5862203	REPAIRS & MAI BLANKET PO FOR SMALL PART	041618	132.74
	I-812145	01 -5862203	REPAIRS & MAI BLANKET PO FOR SMALL PART	041618	146.42
	I-812185	01 -5862203	REPAIRS & MAI BLANKET PO FOR SMALL PART	041618	182.90
	I-812189	01 -5862203	REPAIRS & MAI BLANKET PO FOR SMALL PART	041618	43.08
	I-812219	01 -5862203	REPAIRS & MAI BLANKET PO FOR SMALL PART	041618	76.95
	I-812222	01 -5862203	REPAIRS & MAI BLANKET PO FOR SMALL PART	041618	85.96
	I-812295	01 -5862203	REPAIRS & MAI BLANKET PO FOR SMALL PART	041619	74.55
1-A00772 AUTO SALVAGE / 69					
	I-01001744	01 -5862203	REPAIRS & MAI BENCH SEAT FOR PK2	041620	300.00
1-B00150 BEALES GOODYEAR TIRES					
	I-MC-150112	01 -5431316	REPAIRS & MAI 4 TIRES FOR FM 1	041622	360.56
	I-MC150328	01 -5862203	REPAIRS & MAI BLANKET PO FOR POLICE CAR	041622	15.00
1-B00180 BEMAC SUPPLY					
	I-S1375319.001	01 -5548203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	041623	104.23
	I-S1376942.001	01 -5431203	REPAIRS & MAI LIQUID FILLED PRESSURE	041623	42.85
	I-S1378293.001	01 -5548203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	041624	51.15
	I-S1378771.001	01 -5548203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	041624	235.88
	I-S1379514.001	01 -5548203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	041624	79.97
	I-S1380030.001	01 -5542203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	041624	29.84
1-B00241 BIG BALLER'S PRO SHOP					
	I-6924	01 -5542319	MISCELLANEOUS TENNIS BALLS FOR SUMMER	041627	437.76
1-B00490 BRIGGS PRINTING					
	I-39397-2	01 -5862203	REPAIRS & MAI DECALS FOR VEHICLES &	041629	1,401.58
1-B00550 BRUSKE PRODUCTS					
	I-746555	01 -5862202	OPERATING SUP 6 SQUEE GEES @18.30	041630	109.80
	I-746555	01 -5862202	OPERATING SUP 12 SHOP BROOMS @ 16.00	041630	153.36
	I-746555	01 -5862202	OPERATING SUP 18 HANDLES @ 7.50	041630	135.00
	I-746555	01 -5862202	OPERATING SUP 1 BOWL BRUSH @ 7.00	041630	7.00
	I-746555	01 -5862202	OPERATING SUP 2 OFFICE BROOMS @ 15.60	041630	31.20
	I-746555	01 -5862202	OPERATING SUP FREIGHT	041630	50.45
	I-746555	01 -5865202	OPERATING SUP 4 STREET BROOMS @ 16.00	041630	64.00
	I-746555	01 -5865202	OPERATING SUP 4 HANDLES @ 7.50	041630	32.00
1-C00010 C & B FORM SHOP					
	I-6857	01 -5211202	OPERATING SUP 3 PART PURCHASE REQUEST	041631	387.27

ACKET: 03611 Regular Payments

ENDOR SET: 01

UND : 01 GENERAL FUND

ENDOR NAME	ITEM #	G/L ACCOUNT NAME		DESCRIPTION	CHECK#	AMOUNT
1-C00100 CLEET						
	I-07-20670	01 -5213336	FEES	LAW ENFORCEMENT	041632	4,476.60
1-C00245 CATHEY & ASSOCIATES, L.						
	I-19005	01 -5431203	REPAIRS & MAI	REPAIR REMOTES & KEYPADS	041633	70.00
	I-19239	01 -5543206	MAJOR CHEMICA	CHLORINE SHOCK NEEDED	041633	216.00
1-C00300 CPC - CEMETERY PERPETUA						
	I-07-20703	01 -5215622	TRANSFERS	1ST QTR 2008 (12.5%)	041634	2,359.38
1-C00320 CENTERPOINT ENERGY ARKL						
	I-07-20735	01 -5215314	GAS UTILITY	672357-1-1600 E COLLEGE	041600	973.92
	I-07-20735	01 -5215314	GAS UTILITY	6871293-4-1600 COLLEGE C	041600	227.28
	I-07-20735	01 -5215314	GAS UTILITY	443211-8- #2 FIRE STATION	041600	465.79
	I-07-20735	01 -5215314	GAS UTILITY	672267-2- #3 FIRE STATION	041600	510.39
	I-07-20736	01 -5215314	GAS UTILITY	2345821-9-315 E KREBS	041600	14.50
	I-07-20736	01 -5215314	GAS UTILITY	6855187-8-303 W SPRINGER	041600	182.03
	I-07-20736	01 -5215314	GAS UTILITY	1313427-5-802 E HARRISON	041600	182.70
	I-07-20736	01 -5215314	GAS UTILITY	672355-5-STIPE CENTER	041600	1,169.92
	I-07-20736	01 -5215314	GAS UTILITY	672268-0- LIBRARY	041600	1,273.62
	I-07-20736	01 -5215314	GAS UTILITY	672236-7-1701 E CARL ALBE	041600	417.05
	I-07-20736	01 -5215314	GAS UTILITY	672353-0- CEMETERY	041600	89.68
	I-07-20736	01 -5215314	GAS UTILITY	672271-4 - CITY HALL	041600	1,367.99
1-C00430 CHIEF FIRE & SAFETY CO.						
	I-152711	01 -5431316	REPAIRS & MAI	CHARGING UNIT FOR	041635	887.35
1-C00489 UNITED FUEL & ENERGY/CL						
	I-0919979-IN	01 -5862205	PETROLEUM PRO	6 TRANS HYD OIL @ 373.45	041637	2,240.70
	I-0919979-IN	01 -5862205	PETROLEUM PRO	4 SHELL ROTELLA 15W40	041637	1,889.80
1-C00656 CONSOLIDATED FLEET SERV						
	I-1308-0029	01 -5431203	REPAIRS & MAI	INSPECTION OF GROUND	041638	500.00
1-D00213 DEBBIE COMPTON						
	I-07-20785	01 -5542308	CONTRACTED SE	CONTRACT MEAL DELIVERY	041641	165.00
1-D00330 DEPT. OF PUBLIC SAFETY						
	I-04-2809495	01 -5321308	CONTRACTED SE	TELETYPE RENTALS:	041643	350.00
1-D00520 DOERNER, SAUNDERS,						
	I-125268	01 -5214302	CONSULTANTS/L	PROFESSIONAL SERVICES	041644	778.23
1-D00789 DVM RESOURCES						
	I-10041418	01 -5322319	MISCELLANEOUS	1 XYLAZINE "ROMPUM"	041646	16.19
	I-10041418	01 -5322319	MISCELLANEOUS	2 BXS 18X 1 1/2 NEEDLES	041646	15.98
	I-10041418	01 -5322319	MISCELLANEOUS	12CC LURE LOC SYRINGES 80	041646	13.93
	I-10041464	01 -5322319	MISCELLANEOUS	10 EUTH. D @ 38.49 EACH	041646	384.90
	I-10041464	01 -5322319	MISCELLANEOUS	11 KETASET @ 7.76 EACH	041646	85.36

ACKET: 03611 Regular Payments

ENDOR SET: 01

UND : 01 GENERAL FUND

ENDOR NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
1-E00219 ENGLISH JANITORIAL					
	I-15999	01 -5542316	REPAIRS & MAI JANITORIAL SUPPLIES	041647	144.06
1-E00280 ESTES, INCORPORATED					
	I-472322	01 -5542206	MAJOR CHEMICA SIMAZINE 4L FOR SPRAYING	041648	703.20
1-F00200 FLAMECO FIRE & SAFETY C					
	I-14067	01 -5321202	OPERATING SUP RECHARGE FIRE EXTINGUISHE	041650	36.00
1-F00310 FRONTIER INTNL. TRUCKS					
	I-733459	01 -5862203	REPAIRS & MAI PARTS FOR S29 DUMP TRUCK	041652	1,366.48
1-H00202 HOLIDAY INN EXPRESS					
	I-247146	01 -5321331	EMPLOYEE TRAV 5 DAYS 1 ROOM 2BEDS	041656	405.00
1-I00110 IMPRESS OFFICE SUPPLY					
	I-024625	01 -5211202	OPERATING SUP 36X24 COMBINATION BOARD	041657	50.00
	I-024625	01 -5211202	OPERATING SUP AMERICAN HERTITAGE DICT.	041657	75.00
	I-024625	01 -5211202	OPERATING SUP CASIO-CALCULATOR	041657	50.00
	I-024625	01 -5211202	OPERATING SUP CASIO- CALCULATOR	041657	30.00
	I-024625	01 -5211202	OPERATING SUP MONTHLY PLANNER	041657	25.00
	I-024625	01 -5211202	OPERATING SUP CARD FILE	041657	20.00
	I-024726	01 -5321202	OPERATING SUP BLANKET PO FOR MISC.	041657	11.48
	I-024728	01 -5542319	MISCELLANEOUS REFILL CARTRIDGES FOR	041657	178.00
	I-024755	01 -5321202	OPERATING SUP BLANKET PO FOR MISC.	041657	31.08
	I-024768	01 -5321202	OPERATING SUP BLANKET PO FOR MISC.	041657	101.76
	I-24542	01 -5652202	OPERATING SUP CARD STOCK FOR SAFETY	041657	12.93
1-I00120 INCODE					
	I-64329-64164	01 -5225349	INCODE SOFTWA ANNUAL HARDWARE MAINT.	041658	186.00
	I-64329-64164	01 -5225349	INCODE SOFTWA ANNUAL SOFTWARE MAINT.	041658	422.00
	I-64583	01 -5211202	OPERATING SUP ELECTRICAL FILING FOR	041658	650.00
1-I00140 INDIAN NATION WHOLESALE					
	I-4612598	01 -5542316	REPAIRS & MAI JANITORIAL SUPPLIES	041659	443.25
	I-4613118	01 -5542319	MISCELLANEOUS OPEN PO FOR CONCESSION	041659	534.73
.-J00110 JACKIE BRANNON CORR. CT					
	I-P150	01 -5542308	CONTRACTED SE MONTHLY INMATE FOR PARKS	041660	50.62
.-K00107 KELCO SUPPLY COMPANY					
	I-C10806841	01 -5547203	REPAIRS & MAI REPLACEMENT FUNERAL	041608	471.80
	I-c10802910	01 -5547203	REPAIRS & MAI REPLACEMENT FUNERAL	041608	89.89
.-K00210 KIAMICHI ELECTRIC COOP.					
	I-07-20732	01 -5215313	ELECTRIC UTIL ELECT. FOR HEREFORS LANE	041602	27.53
.-K00232 KIEFER					
	I-001178990	01 -5543202	OPERATING SUP OPEN PO FOR SUPPLIES	041662	761.89

ACKET: 03611 Regular Payments

ENDOR SET: 01

UND : 01 GENERAL FUND

ENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
1-K00232	KIEFER	continued				
		I-001179327	01 -5543202	OPERATING SUP OPEN PO FOR SUPPLIES	041662	70.86
1-L00067	LABORATORY CONSULTANT S					
		I-020133	01 -5653348	DRUG TESTING 5653348	041664	50.00
		I-020211	01 -5653348	DRUG TESTING 5653348	041664	50.00
1-L00275	LEONARD & RINEER, P.C.					
		I-07-20677	01 -5214302	CONSULTANTS/L PROFESSIONAL SERVICES	041665	1,370.00
1-L00380	LOCKE SUPPLY CO.					
		I-4254812-00	01 -5548203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	041666	50.00
		I-5494134-01	01 -5548203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	041666	68.66
		I-5795773-02	01 -5548203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	041666	20.70
		I-7174138-00	01 -5548203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	041666	23.58
		I-7592217-00	01 -5548203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	041666	40.16
		I-7638670-00	01 -5548203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	041666	4.40
		I-7672298-00	01 -5548203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	041666	39.99
		I-7733848-00	01 -5548203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	041666	38.09
1-L00428	LOWE'S CREDIT SERVICES					
		I-01931	01 -5542203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	041667	15.53
		I-01931	01 -5542203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	041667	16.29
		I-05228	01 -5542319	MISCELLANEOUS REPLACEMENT A/C FOR ONE	041667	399.00
		I-05770	01 -5548203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	041667	8.99
		I-06133	01 -5548203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	041667	119.41
		I-08343	01 -5548203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	041667	38.70
		I-09109	01 -5542203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	041667	49.79
		I-09197	01 -5548203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	041667	42.26
		I-09223	01 -5548203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	041667	189.46
		I-09316	01 -5542203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	041667	77.01
		I-09369	01 -5542203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	041667	48.28
		I-09502	01 -5542203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	041668	29.51
		I-09669	01 -5545316	REPAIRS & MAI PAINT AND SUPPLIES NEEDED	041668	127.62
		I-09707	01 -5548203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	041668	11.96
		I-09779	01 -5548203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	041668	60.07
		I-09903	01 -5548203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	041668	188.98
		I-11200	01 -5548203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	041668	40.07
		I-13622	01 -5542203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	041668	99.61
1-M00083	MARGARET MCMORROW - LOW					
		I-07-20675	01 -5214302	CONSULTANTS/L PROFESSIONAL SERVICES	041669	1,120.64
		I-07-20676	01 -5214302	CONSULTANTS/L PROFESSIONAL SERVICES	041669	86.00
1-MC0020	MC CLAINS LUMBER CO.					
		I-001099309	01 -5865402	CAPITAL PROJE UNPAID TICKETS FROM	041674	7.75
		I-001099360	01 -5865402	CAPITAL PROJE UNPAID TICKETS FROM	041674	192.00
		I-001099919	01 -5865402	CAPITAL PROJE UNPAID TICKETS FROM	041674	59.99
		I-001108386	01 -5865402	CAPITAL PROJE UNPAID TICKETS FROM	041674	7.99

ACKET: 03611 Regular Payments

ENDOR SET: 01

JND : 01 GENERAL FUND

ENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
1-MC0020	MC CLAINS LUMBER CO.	continued				
		I-001108846	01 -5865402	CAPITAL PROJE UNPAID TICKETS FROM	041674	25.45
		I-001109528	01 -5865402	CAPITAL PROJE UNPAID TICKETS FROM	041674	287.39
		I-001109607	01 -5865402	CAPITAL PROJE UNPAID TICKETS FROM	041674	130.63
1-MC0140	MCALESTER PAINT & SUPPL					
		I-011954	01 -5542202	OPERATING SUP OPEN PO FOR PAINT SUPPLIE	041675	172.37
		I-012010	01 -5542202	OPERATING SUP OPEN PO FOR PAINT SUPPLIE	041675	261.78
		I-012310	01 -5542202	OPERATING SUP OPEN PO FOR PAINT SUPPLIE	041675	86.59
		I-012425	01 -5542203	REPAIRS & MAI EMERGENCY PO FOR MISC.	041675	136.92
		I-012811	01 -5542203	REPAIRS & MAI EMERGENCY PO FOR MISC.	041675	102.93
		I-012837	01 -5542203	REPAIRS & MAI EMERGENCY PO FOR MISC.	041675	136.92
1-MC0169	MCALESTER REG HEALTH					
		I-APRIL 08	01 -5653348	DRUG TESTING NEW HIRE DRUG SCREENS	041677	181.00
1-MC0200	MCALESTER SCOTTISH RITE					
		I-105	01 -5542319	MISCELLANEOUS MONTHLY PARKING LOT FOR	041678	375.00
1-N00153	NATIONAL SAFETY COUNCIL					
		I-R5334958	01 -5653213	SAFETY SUPPLI DDC INSTRUCTOR RECERT	041679	50.00
1-N00250	MCALESTER NEWS CAPITAL					
		I-03522586	01 -5212317	ADVERTISING & BLANKET PO FOR COUNCIL	041680	23.70
		I-03522587	01 -5212317	ADVERTISING & BLANKET PO FOR COUNCIL	041680	11.20
		I-MARCH 2008	01 -5653317	ADVERTISING & JOB ADVERTISEMENT	041680	54.45
1-O00303	OKLA. MUNICIPAL JUDGES					
		I-07-20663	01 -5212331	EMPLOYEE TRAV 1 JUDGE WORKSHOP-TULSA	041682	150.00
1-O00330	OKLA. SAFETY COUNCIL					
		I-553164	01 -5653213	SAFETY SUPPLI ANNUAL MEMBERSHIP	041683	250.00
1-O00422	OTC - CENTRAL PROCESSIN					
		I-16243-	01 -5215107	GROUP INSURAN WORKERS COMP TAXES FOR	041684	1,679.40
1-O00424	OWNER OPERATORS, INC.					
		I-12848	01 -5542319	MISCELLANEOUS FREIGHT CHARGES TO HAUL	041685	390.00
1-O00520	OIL-OK INDEPENDENT LIVI					
		I-AL2008	01 -5215355	OIL-OK FOR IN MONTHLY FEE PER/COUNCIL	041686	2,000.00
1-O00528	OKLAHOMA WORKERS COMP C					
		I-07-20672	01 -5215106	WORKMAN'S COM FILING FEES	041687	500.00
1-O00560	OMCCA					
		I-07-20664	01 -5213331	EMPLOYEE TRAV OMCCA SPRING WORKSHOP	041688	125.00
1-O00595	OSBI					

ACKET: 03611 Regular Payments

ENDOR SET: 01

UND : 01 GENERAL FUND

ENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
1-O00595 OSBI		continued				
		I-07-20669	01 -5213336	FEES AFIS FOR MARCH	041689	2,444.00
		I-07-20669	01 -5213336	FEES FORENSIC FOR MARCH	041689	2,360.75
1-O00615 THE ATHERTON HOTEL @ OS						
		I-HT-4910	01 -5212331	EMPLOYEE TRAV ROOM- 5 NIGHTS	041690	493.35
1-P00210 PEPSI COLA						
		I-122440	01 -5542319	MISCELLANEOUS POP FOR REPLENISHING SBC	041691	35.20
		I-123203	01 -5542319	MISCELLANEOUS POP FOR REPLENISHING SBC	041691	110.00
1-P00250 PETTY CASH						
		I-07-20756	01 -5321331	EMPLOYEE TRAV TOLL FEES TO MCCURTAIN	041692	6.00
		I-07-20756	01 -5431202	OPERATING SUP STAPLES- INK JET	041692	35.96
		I-07-20756	01 -5431331	EMPLOYEE TRAV EMT LICENSE FEE GRIPPANDO	041692	75.00
		I-07-20756	01 -5542319	MISCELLANEOUS POSTAGE FOR SIREN REPAIR	041692	11.50
		I-07-20756	01 -5542331	EMPLOYEE TRAV TRAVEL TO GET TREES-MEL	041692	21.53
		I-07-20756	01 -5652202	OPERATING SUP POSTAGE FOR FIRE REPORT	041692	8.95
		I-07-20756	01 -5653202	OPERATING SUP APRIL B-DAY PARTY-WALMART	041692	53.80
		I-07-20756	01 -5653215	AWARDS PROGRA SAVINGS BONDS-EMP OF MTH	041692	50.00
1-P00310 PITNEY BOWES						
		I-07-20673	01 -5215312	EQUIPMENT REN SCHEDULE 405	041693	2,160.00
		I-07-20673	01 -5215312	EQUIPMENT REN SCHEDULE 406	041693	1,290.00
		I-07-20673	01 -5215312	EQUIPMENT REN SCHEDULE 407	041693	279.00
1-P00340 PITTS. COUNTY ELEC. BOA						
		I-07-20730	01 -5101350	ELECTIONS AMENDED ELECTION EXPENSE	041694	107.89
1-P00510 PRO-KIL PEST CONTROL						
		I-45580	01 -5548203	REPAIRS & MAI YEARLY PEST CONTROL FOR	041696	126.00
		I-45697	01 -5542319	MISCELLANEOUS MONTHLY PEST CONTROL AT	041696	126.00
1-P00560 PUBLIC SERVICE/AEP						
		I-07-20738	01 -5215313	ELECTRIC UTIL 95043447101-7365 LAKE RD	041603	60.30
		I-07-20738	01 -5215313	ELECTRIC UTIL 95242258705- PD/NARC	041603	143.33
		I-07-20738	01 -5215313	ELECTRIC UTIL 95205457302-1699 E CARL A	041603	25.11
		I-07-20738	01 -5215313	ELECTRIC UTIL 95084541358-303 W SPRINGE	041603	8.73
		I-07-20738	01 -5215313	ELECTRIC UTIL 95235582004- LIBRARY	041603	2,061.17
		I-07-20738	01 -5215313	ELECTRIC UTIL 95792346108-STREET LIGHTS	041603	12,042.65
		I-07-20738	01 -5215313	ELECTRIC UTIL 95287592018- GENERAL	041603	10,836.36
1-Q00036 QUIK BLAST						
		I-0503	01 -5543206	MAJOR CHEMICA LABOR AND EQUIPMENT TO	041697	600.00
1-R00209 RED RIVER SAND						
		I-3403	01 -5542319	MISCELLANEOUS 10 TON CLAY NEEDED TO	041698	180.00
1-R00210 RED RIVER SPECIALIST, I						

ACKET: 03611 Regular Payments

ENDOR SET: 01

UND : 01 GENERAL FUND

ENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
l-R00210	RED RIVER SPECIALIST, I continued					
		I-203802	01 -5542206	MAJOR CHEMICA AQUAMASTER HERBICIDE FOR	041699	225.00
l-R00405	RIVERSIDE AUTO PLEX					
		I-CHCS112253	01 -5862203	REPAIRS & MAI LEFT PUMP, INJECTION PUMP	041700	845.02
		I-CHCS112398	01 -5862203	REPAIRS & MAI INJECTOR PUMP, AIR FILTER	041700	2,361.16
l-R00521	ROTARY CLUB					
		I-2753	01 -5210330	DUES & SUBSCR ROTARY MEMBERSHIP DUES	041701	125.00
l-S00076	SBC LONG DISTANCE					
		I-07-207	01 -5215315	TELEPHONE UTI LONG DISTANCE BILL	041605	42.51
l-S00247	SHESHUNOFF INFORMATION					
		I-1242703	01 -5653317	ADVERTISING & ANNUAL SUBSCRIPTION	041703	243.95
		I-1242703	01 -5653330	DUES & SUBSCR ANNUAL SUBSCRIPTION	041703	180.00
l-S00386	SMITH KEY & HARDWARE					
		I-006766	01 -5548203	REPAIRS & MAI OPEN PO FOR MISC.	041705	2.90
		I-006776	01 -5548203	REPAIRS & MAI OPEN PO FOR MISC.	041705	7.00
		I-006793	01 -5548203	REPAIRS & MAI OPEN PO FOR MISC.	041705	7.94
		I-006794	01 -5548203	REPAIRS & MAI OPEN PO FOR MISC.	041705	65.48
		I-006860	01 -5548203	REPAIRS & MAI OPEN PO FOR MISC.	041705	29.75
		I-006869	01 -5548203	REPAIRS & MAI OPEN PO FOR MISC.	041705	1.45
l-S00444	SOUTHEAST DESIGN					
		I-415	01 -5542319	MISCELLANEOUS AWARDS FOR BASKETBALL	041706	287.00
l-S00510	SOUTHERN SUPPLY & EQUIP					
		I-40155	01 -5542316	REPAIRS & MAI 1 WEEDEATER AN 3 PUSH	041707	1,055.00
l-S00725	STAPLES CREDIT PLAN					
		I-04796	01 -5225401	COMPUTER TECH TEXMARK E352DN LASER	041709	449.98
		I-06901	01 -5653213	SAFETY SUPPLI PRINTER FOR WILLIES	041709	499.74
		I-07-20609	01 -5321316	REPAIRS & MAI MICROBOARDS TECH DVD/CD	041709	299.99
.-S00791	STEIDLEY & NEAL, P.L.L.					
		I-8709	01 -5214302	CONSULTANTS/L CONSULTANT/LABOR RELATION	041710	105.00
		I-8741	01 -5214302	CONSULTANTS/L CONSULTANTS RE: CITY VS	041710	3,696.70
		I-8741	01 -5214302	CONSULTANTS/L UNPAID BALANCE #8638/8539	041710	4,290.00
.-S00959	SWIMTIME/UNITED INDUSTR					
		I-49883	01 -5543202	OPERATING SUP NEW DIVING BOARD FOR	041711	1,763.00
.-T00058	BIZTEL					
		I-2975	01 -5653202	OPERATING SUP PERSONNEL DEPT.	041712	25.00
.-T00187	THE MERCER GROUP, INC					
		I-07-20804	01 -5211308	CONTRACTED SE PROFESSIONAL SERVICES	041713	2,833.34

PACKET: 03611 Regular Payments

VENDOR SET: 01

FUND : 01 GENERAL FUND

VENDOR NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
1-T00217 THE ST. PAUL COMPANIES					
	I-07-20717	01 -5215321	AUTO INSURANC 4TH QTR GEN LIAB. & FLEET	041714	8,879.60
	I-07-20717	01 -5215322	INSURANCE/BON 4TH QTR GEN LIAB. & FLEET	041714	47,140.75
	I-07-20766	01 -5215323	DAMAGES ABF8752 LEM HODGES-WTR	041714	4,561.79
	I-07-20766	01 -5215323	DAMAGES CBZ0199 GAYLOR & JOY PRIB	041714	5,562.25
1-T00445 TOMMY EDWARDS					
	I-6930 - 6930A	01 -5548203	REPAIRS & MAI ADDITIONAL LABOR	041715	75.00
	I-6930 - 6930A	01 -5548316	REPAIRS & MAI LABOR TO INSTALL COUNTER	041715	300.00
1-T00505 TRAFFIC PARTS INC					
	I-271759	01 -5865203	REPAIR & MAIN 240 SIGNAL BULBS 150 WATT	041716	352.80
	I-271759	01 -5865203	REPAIR & MAIN 120 SIGNAL BULB 69 WATTS	041716	176.40
	I-271759	01 -5865203	REPAIR & MAIN 36 3M SIGNAL BULB 75 WATT	041716	860.40
1-T00537 TRAVIS, WOLFF & CO, LLP					
	I-9890275	01 -5215302	CONSULTANTS PLAN ADMIN. CHARGES	041717	895.00
1-U00130 UNITED SAFETY & CLAIMS					
	I-7139	01 -5215106	WORKMAN'S COM SERVICE FOR APRIL "08"	041721	1,175.00
1-W00192 WEBCOAT PROD. MFG.BY VI					
	I-0082164IN	01 -5542319	MISCELLANEOUS TRASH RECEPTACLES FOR	041723	250.00
1-W00270 WHITE ELECTRICAL SUPPLY					
	I-217428	01 -5548203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	041724	120.48
	I-217583	01 -5548203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	041724	309.49
	I-218045	01 -5548203	REPAIRS & MAI OPEN PO FOR MISC. REPAIR	041724	52.43
1-Z00010 ZEE MEDICAL INK					
	I-0021714663	01 -5862202	OPERATING SUP FIRST AID SUPPLIES	041725	26.10
			VENDOR SET 01 GENERAL FUND	TOTAL:	178,294.03

ACKET: 03611 Regular Payments

ENDOR SET: 01

UND : 02 MPWA

ENDOR NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
1-A00103 ACCURATE ENVIRONMTAL LA					
	I-8C12023	02 -5874304	LAB TESTING HALOACETIC ACIDS & THM	041609	1,360.00
1-A00217 ADVANCE CHEMICAL SOULUT					
	I-6390	02 -5874206	MAJOR CHEMICA POLYMER	041611	20,366.08
1-A00267 AIRGAS					
	I-106917379	02 -5874203	REPAIRS & MAI ACETYLENE & OXYGEN	041613	26.42
	I-106937043	02 -5874203	REPAIRS & MAI ACETYLENE & OXYGEN	041613	27.54
1-A00745 ASSOC FOR LANDFILL FINA					
	I-316	02 -5864410	LAND IMPROVEM 4TH QTR PARTICIPATION FEE	041614	3,990.00
1-A00747 AT&T					
	I-07-20731	02 -5267315	TELEPHONE UTI 91814751133780- MUN. CLER	041599	39.80
1-A00751 ATWOODS					
	I-3043835	02 -5871203	REPAIRS & MAI BLANKET PO FOR SMALL	041615	55.98
1-A00770 AUTO PARTS CO					
	I-812583	02 -5871203	REPAIRS & MAI PARTS FOR CAMEL FLUSH	041619	313.02
1-B00043 B & S SUPPLY, INC.					
	I-58290	02 -5874316	REPAIRS & MAI NUTS & BOLTS FOR MAINT.	041621	199.80
1-B00150 BEALES GOODYEAR TIRES					
	I-MC150329	02 -5871203	REPAIRS & MAI 2 FRONT TIRES FOR WW-2	041622	216.64
1-B00180 BEMAC SUPPLY					
	I-S1371933.001	02 -5874203	REPAIRS & MAI MAINTENANCE SUPPLIES FOR	041623	397.21
	I-S1374501.001	02 -5975202	OPERATING SUP MAINTENANCE SUPPLIES FOR	041623	31.39
	I-S1374521.001	02 -5975202	OPERATING SUP MAINTENANCE SUPPLIES FOR	041623	23.33
	I-S1374720.001	02 -5975202	OPERATING SUP MAINTENANCE SUPPLIES FOR	041623	78.15
	I-S1375008.001	02 -5975202	OPERATING SUP MAINTENANCE SUPPLIES FOR	041623	8.62
	I-S1375043.001	02 -5975202	OPERATING SUP MAINTENANCE SUPPLIES FOR	041623	0.63
	I-S1375464.001	02 -5975202	OPERATING SUP MAINTENANCE SUPPLIES FOR	041623	5.04
	I-S1375780.001	02 -5874203	REPAIRS & MAI MAINTENANCE SUPPLIES FOR	041623	86.91
	I-S1375783.001	02 -5874203	REPAIRS & MAI MAINTENANCE SUPPLIES FOR	041623	58.99
	I-S1376916.001	02 -5975202	OPERATING SUP MAINTENANCE SUPPLIES FOR	041623	4.31
	I-S1377321.001	02 -5975202	OPERATING SUP MAINTENANCE SUPPLIES FOR	041623	6.55
	I-S1378234.001	02 -5975202	OPERATING SUP MAINTENANCE SUPPLIES FOR	041623	11.77
	I-S1380835.001	02 -5975202	OPERATING SUP MAINTENANCE SUPPLIES FOR	041624	48.32
1-B00490 BRIGGS PRINTING					
	I-53596	02 -5871202	OPERATING SUP 500 BUSINESS CARDS FOR	041629	68.50
	I-R53006-2	02 -5216202	OPERATING SUP 10 CASES WINDOW ENVELOPE	041629	1,201.50
1-C00320 CENTERPOINT ENERGY ARKL					
	I-07-20736	02 -5267314	GAS UTILITY 575598-8-1212 N WEST ST	041600	1,730.71

ACKET: 03611 Regular Payments

ENDOR SET: 01

UND : 02 MPWA

ENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
1-C00880	CULLIGAN WATER COND INC					
		I-4-2-08	02 -5874304	LAB TESTING DISTILLED WATER FOR TESTS	041639	80.33
1-D00010	D & R ELECTRIC, INC					
		I-1839	02 -5874316	REPAIRS & MAI WIRING ON 2300 VOLT	041640	1,021.00
1-D00322	DEPT. OF ENVIR. QUALITY					
		I-21033221	02 -5874304	LAB TESTING 2007 PWS LAB FEES	041642	800.00
1-D00540	DOLESE BROTHERS					
		I-32580	02 -5864410	LAND IMPROVEM 300 TON 1 1/2 CR FOR	041645	1,471.25
1-F00170	FIRST NATIONAL BANK					
		I-APRIL 08	02 -5267522	FNB LOAN #115 LOAN # 115059	041649	6,438.00
1-F00251	FORT COBB FUEL AUTHORIT					
		I-07-20734	02 -5267314	GAS UTILITY GAS FOR HEREFORD #1567	041601	1,199.86
1-F00310	FRONTIER INTNL. TRUCKS					
		I-733401	02 -5871203	REPAIRS & MAI HOUSING & PARTS FOR SW-5	041652	3,076.02
		I-734138	02 -5871203	REPAIRS & MAI PARTS FOR SW-2 & SW-4	041652	419.51
1-G00500	AMSAN-PARIS					
		I-176769289	02 -5873316	REPAIRS & MAI BLEACH, TOWELS FOR TESTIN	041654	613.50
1-H00100	HAYNES EQUIPMENT,LLC					
		I-S3103-IN	02 -5873316	REPAIRS & MAI FLOW METER FOR E PLANT	041655	946.79
		I-S3148.IN	02 -5873316	REPAIRS & MAI 2-6" GORMAN RUPP SEWER	041655	10,454.00
		I-S3148.IN	02 -5873316	REPAIRS & MAI SHIPPING	041655	386.64
		I-S3161-IN	02 -5873203	REPAIRS & MAI TORQUE ARM FOR AERATOR	041655	300.01
1-K00190	KEYSTONE EQUIPMENT CO.					
		I-34698	02 -5871203	REPAIRS & MAI INVOICE FOR DOZER REPAIR	041661	1,177.19
		I-35822	02 -5871203	REPAIRS & MAI FREIGHT	041661	20.25
		I-35823	02 -5871203	REPAIRS & MAI OUT RIGER PADS FOR W-30	041661	398.00
.-L00428	LOWE'S CREDIT SERVICES					
		I-01012-	02 -5975202	OPERATING SUP SACK CEMENT FOR REPAIRS	041667	82.30
		I-07377	02 -5975202	OPERATING SUP SACK CEMENT FOR REPAIRS	041667	94.80
.-M00585	MOSMAN SCALE CO INC					
		I-10407	02 -5864410	LAND IMPROVEM REPAIR SCALES @ LANDFILL	041671	520.00
.-MC0001	MC ALESTER AUTO PARTS,					
		I-01215060	02 -5871203	REPAIRS & MAI FRONT CARRIER & AXELS FOR	041673	975.00
.-O00075	O'REILLY AUTO PARTS					
		I-0230-429108	02 -5873203	REPAIRS & MAI PARTS TO WINTERIZE ALL	041681	139.80
		I-0230-439111	02 -5873203	REPAIRS & MAI PARTS TO WINTERIZE ALL	041681	9.48

ACKET: 03611 Regular Payments

ENDOR SET: 01

UND : 02 MPWA

ENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
1-O00075	O'REILLY AUTO PARTS continued					
		I-0230-443459	02 -5873203	REPAIRS & MAI PARTS TO WINTERIZE ALL	041681	6.86
1-P00560	PUBLIC SERVICE/AEP					
		I-07-20738	02 -5267313	ELECTRIC UTIL 95043496827- MPWA	041603	36,776.48
1-R00600	RURAL WATER DISTRICT #1					
		I-07-20733	02 -5267316	WATER UTILITY LANDFILL WATER #363	041604	193.28
1-S00205	SEQUOYAH ENGINEERING, I					
		I-S91V0408.01	02 -5874401	CAPITAL OUTLA REPAIR ON SCOUR GALLEY	041702	25,663.73
1-S00725	STAPLES CREDIT PLAN					
		I-06098	02 -5871202	OPERATING SUP ADOBE ACROBAT PRO FOR	041709	449.99
1-T00058	BIZTEL					
		I-2975	02 -5871202	OPERATING SUP ENGINEERING DEPT.	041712	25.00
		I-2975	02 -5972202	OPERATING SUP UTILITIE DEPT.	041712	25.00
1-T00217	THE ST. PAUL COMPANIES					
		I-07-20717	02 -5267321	AUTO INSURANC 4TH QTR GEN LIAB. & FLEET	041714	18,400.44
1-U00053	UTILITY SUPPLY					
		I-031511	02 -5975209	UTILITY MAINT PARTS FOR WATER & SEWER	041718	139.04
		I-031512	02 -5975209	UTILITY MAINT PARTS FOR WATER & SEWER	041718	61.48
		I-032250	02 -5975209	UTILITY MAINT PARTS FOR WATER & SEWER	041718	55.00
		I-032251	02 -5975209	UTILITY MAINT PARTS FOR WATER & SEWER	041718	255.78
		I-032252	02 -5975209	UTILITY MAINT PARTS FOR WATER & SEWER	041718	258.72
1-U00128	UNITED PACKAGING & SHIP					
		I-49805	02 -5873316	REPAIRS & MAI ERMI SAMPLES & GREEN	041720	41.03
		I-49824	02 -5873316	REPAIRS & MAI ERMI SAMPLES & GREEN	041720	51.97

VENDOR SET 02 MPWA TOTAL: 143,384.74

'ACKET: 03611 Regular Payments

'ENDOR SET: 01

'UND : 03 AIRPORT AUTHORITY

ENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
1-C00320	CENTERPOINT ENERGY ARKL					
		I-07-20736	03 -5876314	GAS UTILITY 147501-1- AIRPORT	041600	153.96
1-F00200	FLAMECO FIRE & SAFETY C					
		I-14065	03 -5876316	REPAIRS & MAI RECHARGE ON FIRE	041650	23.00
1-P00560	PUBLIC SERVICE/AEP					
		I-07-20738	03 -5876313	ELECTRIC UTIL 95291700219- AIRPORT	041603	931.14
1-T00217	THE ST. PAUL COMPANIES					
		I-07-20717	03 -5876322	INSURANCE/BON 4TH QTR GEN LIAB. & FLEET	041714	814.46
				VENDOR SET 03 AIRPORT AUTHORITY	TOTAL:	1,922.56

'ACKET: 03611 Regular Payments

'ENDOR SET: 01

'UND : 05 PARKING AUTHORITY

'ENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
1-P00560	PUBLIC SERVICE/AEP					
		I-07-20738	05 -5218313	ELECTRIC UTIL 95244019006-PARKING AUTH	041603	252.04
				VENDOR SET 05 PARKING AUTHORITY	TOTAL:	252.04

ACKET: 03611 Regular Payments

ENDOR SET: 01

UND : 08 NUTRITION

ENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
1-D00213	DEBBIE COMPTON					
		I-07-20770	08 -5549308	CONTRACT SERV REIMBURSEMENT OF	041641	151.50
1-G00220	GENE CARR					
		I-07-20769	08 -5549308	CONTRACT SERV REIMBURSEMENT OF MILEAGE	041653	138.88
1-S00580	SOUTHWESTERN BELL					
		I-91842616535493	08 -5549315	TELEPHONE UTI TELEPHONE SERVICE FOR	041708	93.13
				VENDOR SET 08 NUTRITION	TOTAL:	383.51

'ACKET: 03611 Regular Payments

'ENDOR SET: 01

'UND : 11 EMPLOYEE RETIREMENT

'ENDOR	NAME	ITEM #	G/L ACCOUNT NAME		DESCRIPTION	CHECK#	AMOUNT
1-B00196	BENEFIT PARTNERS INC.						
		I-12546	11 -5220302	CONSULTANTS	SERVICES RENDERED IN FEB	041625	3,477.50
				VENDOR SET 11	EMPLOYEE RETIREMENT	TOTAL:	3,477.50

'ACKET: 03611 Regular Payments

'ENDOR SET: 01

'UND : 26 EDUCATIONAL FUND

'ENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
1-B00417	BOND LOGISTIX LLC					
		I-07-20800	26 -5211520	AGENT FEES INTERIM ARBITRAGE REBATE	041628	6,000.00
1-F00301	FRINK CHAMBERS SCHOOL					
		I-SALES TAX 1/2	26 -5211626	TRANSFER - PU 1/2 OF 1ST QTR EXCISS	041651	296.82
1-K00282	KREBS PUBLIC SCHOOL					
		I-SALES TAX 1/2	26 -5211626	TRANSFER - PU 1/2 OF 1ST QTR 08 EXCISS	041663	18.54
1-MC0145	MCALESTER PUBLIC SCHOOL					
		I-2008 SALES TAX 1/2	26 -5211626	TRANSFER - PU 1/2 OF 1ST QTR 2008 EXCIS	041676	52,200.99
				VENDOR SET 26 EDUCATIONAL FUND	TOTAL:	58,516.35

ACKET: 03611 Regular Payments

ENDOR SET: 01

UND : 28 SE EXPO CTR/TOURISM FUND

ENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
1-C00320	CENTERPOINT ENERGY ARKL					
		I-07-20736	28 -5654314	GAS UTILITY 1172849-0 - EXPO CENTER	041600	4,649.62
1-L00428	LOWE'S CREDIT SERVICES					
		I-01973	28 -5654203	REPAIR & MAIN MISC. SUPPLIES	041667	23.01
		I-09106	28 -5654203	REPAIR & MAIN MISC. SUPPLIES	041667	1.62
1-P00250	PETTY CASH					
		I-07-20756	28 -5654331	TRAVEL & TRAI KIA BOND MEETING-JERRY L	041692	78.78
1-P00560	PUBLIC SERVICE/AEP					
		I-07-20738	28 -5654313	ELECTRIC UTIL 95297190423 - EXPO	041603	5,112.08
1-U00100	UNIFIRST HOLDINGS, L.P.					
		I-824 - 0520915	28 -5654203	REPAIR & MAIN MONTHLY SERVICE FEE FOR	041719	47.99
1-W00040	WALMART COMMUNITY BRC					
		I-4/14/08	28 -5654210	CONCESSION SU CONCESSION SUPPLIES FOR	041722	178.77
		I-4/14/08	28 -5654210	CONCESSION SU CONCESSION SUPPLIES FOR	041722	13.08
1-W00270	WHITE ELECTRICAL SUPPLY					
		I-218242	28 -5654203	REPAIR & MAIN REPLACEMENT LIGHT BULBS	041724	448.46

VENDOR SET 28 SE EXPO CTR/TOURISM FUND TOTAL: 10,553.41

ACKET: 03611 Regular Payments

ENDOR SET: 01

UND : 29 E-911

ENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
1-A00747	AT&T					
		I-07-20731	29 -5324315	TELEPHONE UTI 91842391113250- E 911	041599	2,107.21
1-B00222	BEST WESTERN					
		I-23974	29 -5324331	EMPLOYEE TRAV APRIL 3, 2008 MAPPING	041626	74.30
1-C00464	CITY CHEVROLET					
		I-1209011	29 -5324510	CAPITAL OUTLA 2008 CHEV. SILVERADO 1500	041636	24,150.00
1-M00715	MUSKOGEE COMMUNICATIONS					
		I-111969	29 -5324510	CAPITAL OUTLA INSTALLATION RADIO	041672	76.50
1-P00350	PB COUNTY TAG AGENCY					
		I-07-20701	29 -5324510	CAPITAL OUTLA TAG & TITLE: 08 CHEV PKUP	041695	30.00
1-S00350	SIGNS BY JADE					
		I-07-20739	29 -5324510	CAPITAL OUTLA 911 COORDINATOR:	041704	225.00
				VENDOR SET 29 E-911	TOTAL:	26,663.01

ACKET: 03611 Regular Payments

ENDOR SET: 01

UND : 30 ECONOMIC DEVELOPMENT

ENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
1-M00270	MEDS					
		I-APRIL 2008	30 -5211360	MC ECONOMIC D MONTHLY EXPENSE CHECK	041670	12,500.00
				VENDOR SET 30 ECONOMIC DEVELOPMENT	TOTAL:	12,500.00
					REPORT GRAND TOTAL:	435,947.15

** G/L ACCOUNT TOTALS **

EAR	ACCOUNT	NAME	AMOUNT	LINE ITEM ANNUAL BUDGET	LINE ITEM BUDGET AVAILABLE	LINE ITEM OVER BUDG	GROUP BUDGET ANNUAL BUDGET	GROUP BUDGET BUDGET AVAILABLE	GROUP BUDGET OVER BUDG
007-2008	01 -5101350	ELECTIONS	107.89	25,000	4,553.59				
	01 -5210330	DUES & SUBSCRIPTIONS	125.00	1,500	288.50				
	01 -5211202	OPERATING SUPPLIES	1,287.27	6,050	889.78				
	01 -5211308	CONTRACTED SERVICES	2,833.34	17,835	729.36-	Y			
	01 -5212317	ADVERTISING & PRINTING	34.90	5,500	2,860.38				
	01 -5212331	EMPLOYEE TRAVEL & TRAININ	643.35	2,000	86.42				
	01 -5213331	EMPLOYEE TRAVEL & TRAINING	125.00	2,450	939.79				
	01 -5213336	FEES	9,281.35	125,000	35,718.82				
	01 -5214302	CONSULTANTS/LABOR RELATION	11,446.57	15,000	139,488.88-	Y			
	01 -5215106	WORKMAN'S COMP	1,675.00	312,758	106,965.50				
	01 -5215107	GROUP INSURANCE	1,679.40	50,000	4,889.88				
	01 -5215302	CONSULTANTS	895.00	50,000	17,629.96				
	01 -5215312	EQUIPMENT RENTALS	3,729.00	41,100	2,706.35-	Y			
	01 -5215313	ELECTRIC UTILITY	25,205.18	350,000	57,618.48				
	01 -5215314	GAS UTILITY	6,874.87	15,000	5,309.15				
	01 -5215315	TELEPHONE UTILITY	4,068.20	140,000	85,411.29				
	01 -5215321	AUTO INSURANCE	8,879.60	60,258	18,540.08				
	01 -5215322	INSURANCE/BONDS	47,140.75	259,741	0.00				
	01 -5215323	DAMAGES	10,124.04	40,000	2,607.90				
	01 -5215355	OIL-OK FOR INDEPENDENT LIV	2,000.00	24,000	0.00				
	01 -5215622	TRANSFERS	2,359.38	0	6,684.39-	Y			
	01 -5225349	INCODE SOFTWARE MAINTENANC	608.00	23,900	345.00				
	01 -5225401	COMPUTER TECHNOLOGY	449.98	25,000	8,898.22				
	01 -5321202	OPERATING SUPPLIES	330.32	20,000	5,295.71				
	01 -5321308	CONTRACTED SERVICES	350.00	26,683	4,609.28				
	01 -5321316	REPAIRS & MAINTENANCE	299.99	12,750	8,389.79				
	01 -5321331	EMPLOYEE TRAVEL & TRAININ	411.00	12,000	6,149.96				
	01 -5322319	MISCELLANEOUS	516.36	6,000	3,063.26				
	01 -5431202	OPERATING SUPPLIES	35.96	25,000	4,044.56				
	01 -5431203	REPAIRS & MAINT SUPPLIES	612.85	70,156	5,858.73				
	01 -5431316	REPAIRS & MAINTENANCE	1,247.91	13,000	175.35				
	01 -5431331	EMPLOYEE TRAVEL & TRAININ	75.00	12,000	4,249.17				
	01 -5542202	OPERATING SUPPLIES	520.74	56,000	20,793.94-	Y			
	01 -5542203	REPAIRS & MAINT SUPPLIES	973.30	28,000	2,645.50				
	01 -5542206	MAJOR CHEMICALS	928.20	21,000	0.06				
	01 -5542308	CONTRACTED SERVICES	215.62	25,000	4,707.25				
	01 -5542316	REPAIRS & MAINTENANCE	1,642.31	20,000	972.35				
	01 -5542319	MISCELLANEOUS	3,771.10	23,341	9,095.80				
	01 -5542331	EMPLOYEE TRAVEL & TRAININ	21.53	3,000	1,760.80				
	01 -5543202	OPERATING SUPPLIES	2,853.87	10,500	4,507.25				
	01 -5543206	MAJOR CHEMICALS	816.00	29,067	20,891.20				
	01 -5545316	REPAIRS & MAINTENANCE	127.62	2,500	778.07				
	01 -5547203	REPAIRS & MAINT SUPPLIES	561.69	12,000	2,843.81				
	01 -5548203	REPAIRS & MAINTENANCE SUPP	2,552.73	40,000	2,994.71				
	01 -5548316	REPAIRS & MAINTENANCE	300.00	15,000	7,450.90				

** G/L ACCOUNT TOTALS **

EAR	ACCOUNT	NAME	AMOUNT	LINE ITEM ANNUAL BUDGET	LINE ITEM BUDGET AVAILABLE	LINE ITEM OVER BUDG	GROUP BUDGET ANNUAL BUDGET	GROUP BUDGET BUDGET AVAILABLE	GROUP BUDGET OVER BUDG
	01 -5652202	OPERATING SUPPLIES	21.88	3,700	60.50				
	01 -5653202	OPERATING SUPPLIES	78.80	2,500	745.88				
	01 -5653213	SAFETY SUPPLIES	799.74	8,500	3,185.42				
	01 -5653215	AWARDS PROGRAM	50.00	5,000	4,764.37				
	01 -5653317	ADVERTISING & PRINTING	298.40	4,000	513.12				
	01 -5653330	DUES & SUBSCRIPTIONS	180.00	1,000	249.95-	Y			
	01 -5653348	DRUG TESTING & MISC. FEES	281.00	8,000	1,967.70				
	01 -5862202	OPERATING SUPPLIES	512.91	2,000	580.98				
	01 -5862203	REPAIRS & MAINT SUPPLIES	9,006.83	170,670	19,256.70				
	01 -5862205	PETROLEUM PRODUCTS	4,130.50	350,000	47,189.75				
	01 -5865202	OPERATING SUPPLIES	96.00	2,000	578.60				
	01 -5865203	REPAIR & MAINT SUPPLIES	1,389.60	51,000	18,465.70				
	01 -5865402	CAPITAL PROJECTS-RESURFACI	711.20	250,000	65,812.54				
	02 -5216202	OPERATING SUPPLIES	1,201.50	47,627	2,531.35				
	02 -5267313	ELECTRIC UTILITY	36,776.48	475,000	87,434.38				
	02 -5267314	GAS UTILITY	2,930.57	6,595	553.90-	Y			
	02 -5267315	TELEPHONE UTILITY	39.80	41,934	16,026.24				
	02 -5267316	WATER UTILITY	193.28	3,281	135.05				
	02 -5267321	AUTO INSURANCE - FLEET	18,400.44	111,689	0.79				
	02 -5267522	FNB LOAN #115059	6,438.00	77,256	0.00				
	02 -5864410	LAND IMPROVEMENTS	5,981.25	190,000	52,226.75				
	02 -5871202	OPERATING SUPPLIES	543.49	7,500	2,291.09				
	02 -5871203	REPAIRS & MAINT SUPPLIES	6,651.61	240,000	58,140.66				
	02 -5873203	REPAIRS & MAINT SUPPLIES	456.15	57,500	8,757.94				
	02 -5873316	REPAIRS & MAINTENANCE	12,493.93	65,000	10,864.49				
	02 -5874203	REPAIRS & MAINT SUPPLIES	597.07	50,000	32,714.00				
	02 -5874206	MAJOR CHEMICALS	20,366.08	290,000	14,612.39				
	02 -5874304	LAB TESTING	2,240.33	31,000	11,163.11				
	02 -5874316	REPAIRS & MAINTENANCE	1,220.80	85,000	53,220.95				
	02 -5874401	CAPITAL OUTLAY	25,663.73	150,000	454.83				
	02 -5972202	OPERATING SUPPLIES	25.00	0	25.00-	Y			
	02 -5975202	OPERATING SUPPLIES	395.21	30,000	5,020.15				
	02 -5975209	UTILITY MAINTENANCE SUPP.	770.02	40,000	5,498.38				
	03 -5876313	ELECTRIC UTILITY	931.14	11,824	2,990.98				
	03 -5876314	GAS UTILITY	153.96	500	305.49				
	03 -5876316	REPAIRS & MAINTENANCE	23.00	7,531	4,567.77				
	03 -5876322	INSURANCE/BONDS	814.46	4,570	0.73				
	05 -5218313	ELECTRIC UTILITY	252.04	7,200	5,539.42				
	08 -5549308	CONTRACT SERVICES	290.38	7,360	1,297.60				
	08 -5549315	TELEPHONE UTILITY	93.13	1,000	322.63				
	11 -5220302	CONSULTANTS	3,477.50	15,000	11,522.50				
	26 -5211520	AGENT FEES	6,000.00	3,500	2,500.00-	Y			
	26 -5211626	TRANSFER - PUBLIC SCHOOLS	52,516.35	147,099	20,584.83-	Y			
	28 -5654203	REPAIR & MAINT SUPPLIES	521.08	13,500	145.51				
	28 -5654210	CONCESSION SUPPLIES	191.85	27,000	2,440.95				

** G/L ACCOUNT TOTALS **

EAR	ACCOUNT	NAME	AMOUNT	LINE ITEM ANNUAL BUDGET	LINE ITEM BUDGET AVAILABLE	LINE ITEM OVER BUDG	GROUP BUDGET ANNUAL BUDGET	GROUP BUDGET BUDGET AVAILABLE	GROUP BUDGET OVER BUDG
	28 -5654313	ELECTRIC UTILITY	5,112.08	59,000	3,205.34				
	28 -5654314	GAS UTILITY	4,649.62	17,913	4,649.50				
	28 -5654331	TRAVEL & TRAINING	78.78	1,500	937.14				
	29 -5324315	TELEPHONE UTILITY	2,107.21	209,000	188,428.69				
	29 -5324331	EMPLOYEE TRAVEL & TRAININ	74.30	4,000	3,825.83				
	29 -5324510	CAPITAL OUTLAY	24,481.50	25,000	158.50				
	30 -5211360	MC ECONOMIC DEVELOPMENT	12,500.00	150,000	4,166.66-	Y			
	** 2007-2008 YEAR TOTALS **		435,947.15						

NO ERRORS

** END OF REPORT **

McAlester City Council

AGENDA REPORT

Meeting Date:	April 22, 2008	**Item Number:**	1
Department:	Planning and Community Development		
Prepared By:	Jamie Jo Benson	**Account Code:**	
Date Prepared:	April 17, 2008	**Budgeted Amount:**	
		Exhibits:	Four

Subject

Consider, and act upon, an ordinance to close platted roadway easement and declaring an emergency.

Recommendation

Motion to adopt, an ordinance closing platted roadway easement and declaring an emergency.

Discussion

The Planning Commission considered this item at their March 18, 2008 meeting. Staff recommended approval of the requested vacation the platted alley as follows: A platted Roadway Easement North of Electric Ave. and between D Street and Hickory Street . The City has no plans of to construct a street or any other utilities in this platted roadway at the present time.

Ryan Hackett was present to speak on behalf of this application and stated that there is a drainage ditch that runs through the middle of this property and in order to build the complex according to plans, the ditch would have to be re-routed to the platted roadway easement. He said that the ditch would be re-routed down Hickory, and that it would be made of 36 inch pipe.

A motion by Primus Moore to approve this request as presented, which was seconded by Harvey Bolinger. The vote was 8-0 as follows: AYE: Emmons, Lewis, Kanard, Moore, Otis, Bolinger, Stobaugh and Way. NAY: 0

Mr. Tom Tibbets will be present to answer questions about this proposed agenda item.

Approved By

	Initial	*Date*
Department Head		
City Manager	MBR	3/31/08

ORDINANCE NO. _____

AN ORDINNCE TO CLOSE THE PLATTED ROADWAY EASEMENT THE 30 FOOT ROADWAY EASEMENT ON THE SOUTH SIDE OF LOTS 182,183 AND 184; THE 30 FOOT ROADWAY EASEMENT ON THE NORTH SIDE OF LOTS 185, 186, 187, 188, 189, 190, 191 AND 192; IN TOWNSITE ADDITION NO. 1, CITY OF MCALESTER, PITTSBURG COUNTY, STATE OF OKLAHOMA GRANTING OWNERSHIP TO SAID PROPERTY TO THE ABUTTING PROPERTY OWNERS; AND DECLARING AN EMERGENCY.

****

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

SECTION 1. It shall be and is hereby declared necessary and expedient to close the following right-of-way more particularly described as:

THE 30 FOOT ROADWAY EASEMENT ON THE SOUTH SIDE OF LOTS 182,183 AND 184; THE 30 FOOT ROADWAY EASEMENT ON THE NORTH SIDE OF LOTS 185, 186, 187, 188, 189, 190, 191 AND 192; IN TOWNSITE ADDITION NO. 1 ,CITY OF MCALESTER, PITTSBURG COUNTY, STATE OF OKLAHOMA

and all utility easements be retained and that the same shall revert to the property owners of the real estate adjacent thereto as provided by law.

SECTION 2. PUBLICATION AND EFFECTIVE DATE

The vacation of right-of-way 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.

CITY OF McALESTER, OKLAHOMA,
A Municipal Corporation

(SEAL) By

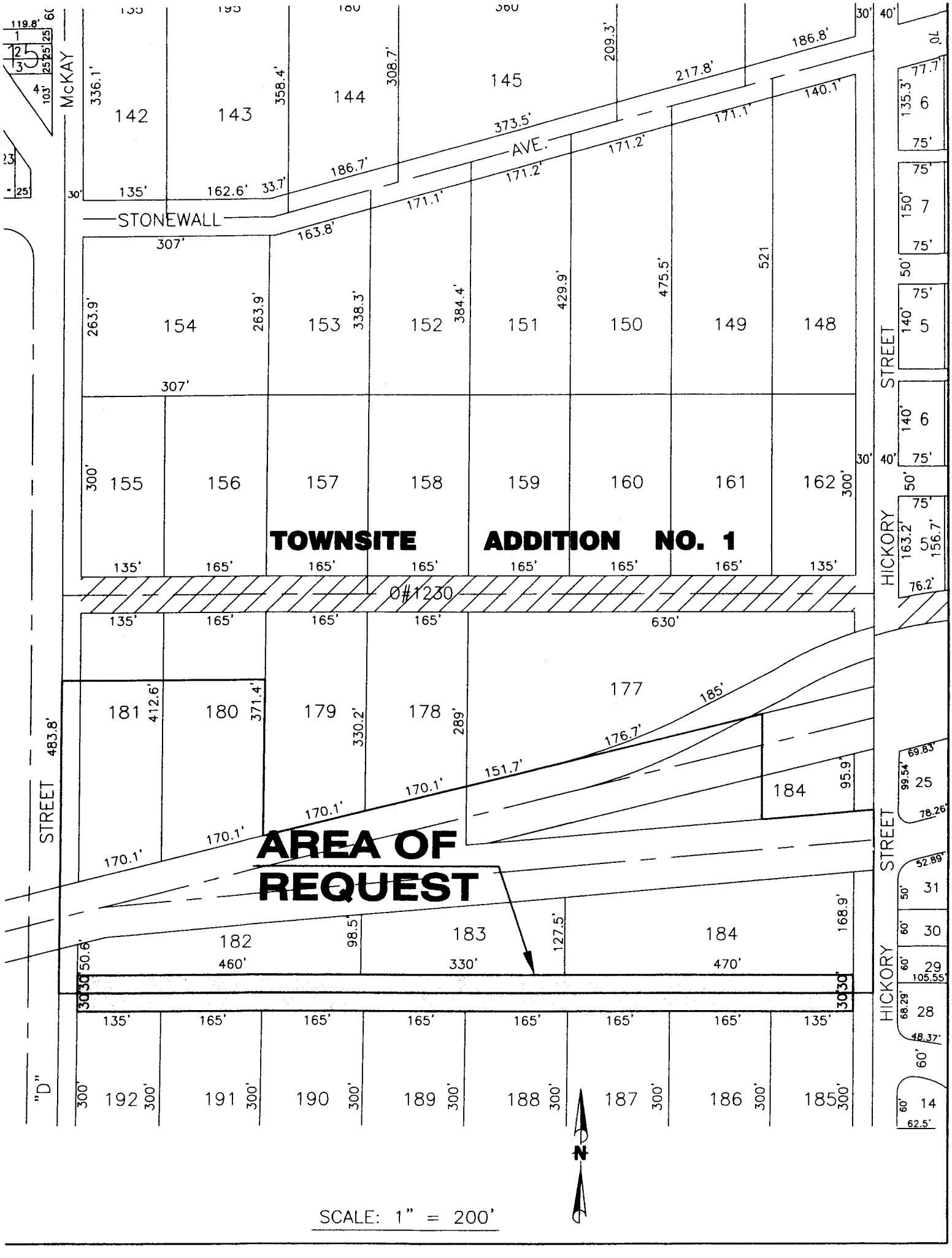
_____
Don R. Lewis, Mayor

ATTEST:

_____
Cora Middleton, City Clerk

Approved as to form and legality this _____ day of _____, 2008

B_____
Robert Ivester, City Attorney


TOWNSITE ADDITION NO. 1
AREA OF REQUEST
STONEWALL AVE.
McKAY STREET
HICKORY STREET
"D" STREET
O#1230
142
143
144
145
148
149
150
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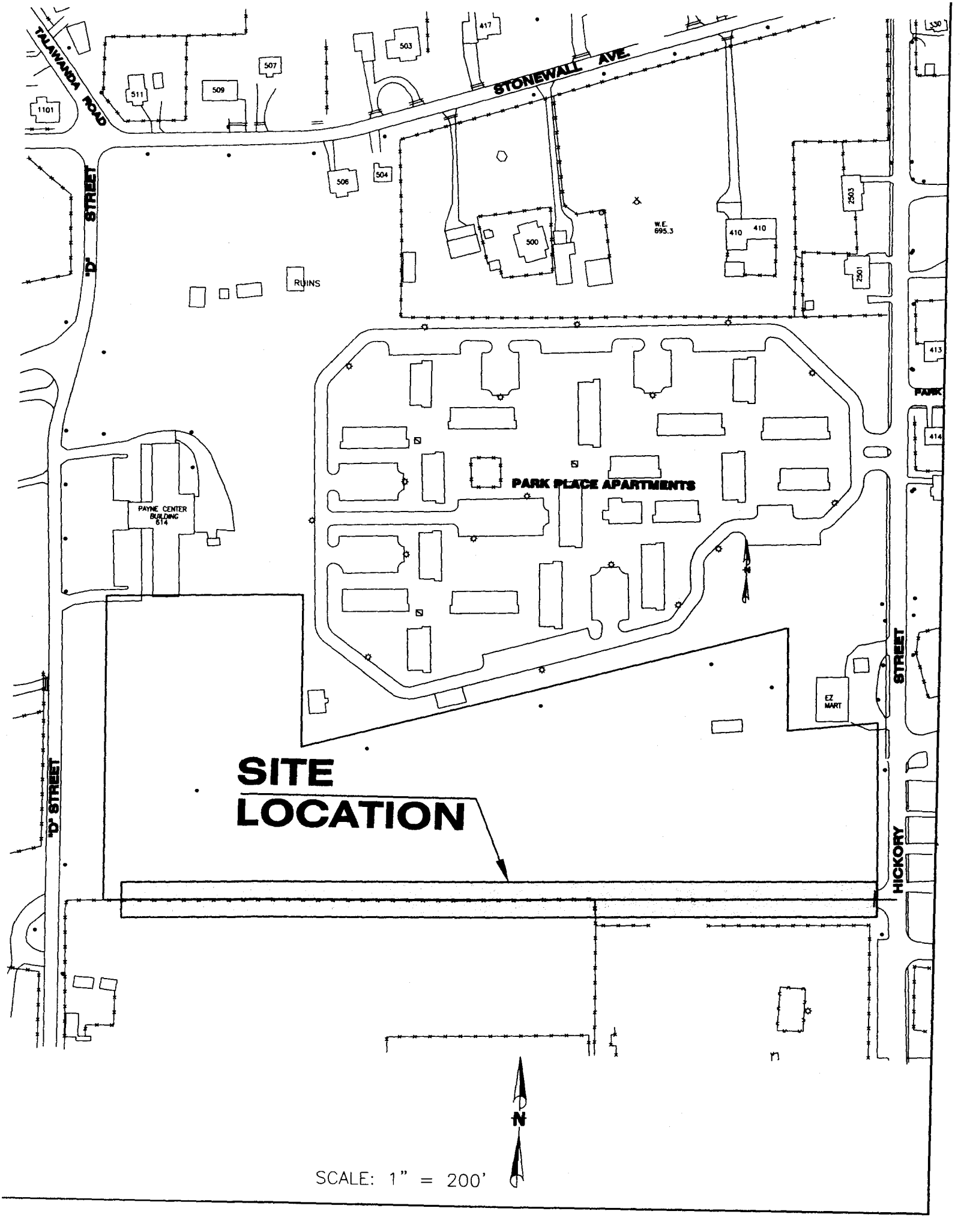
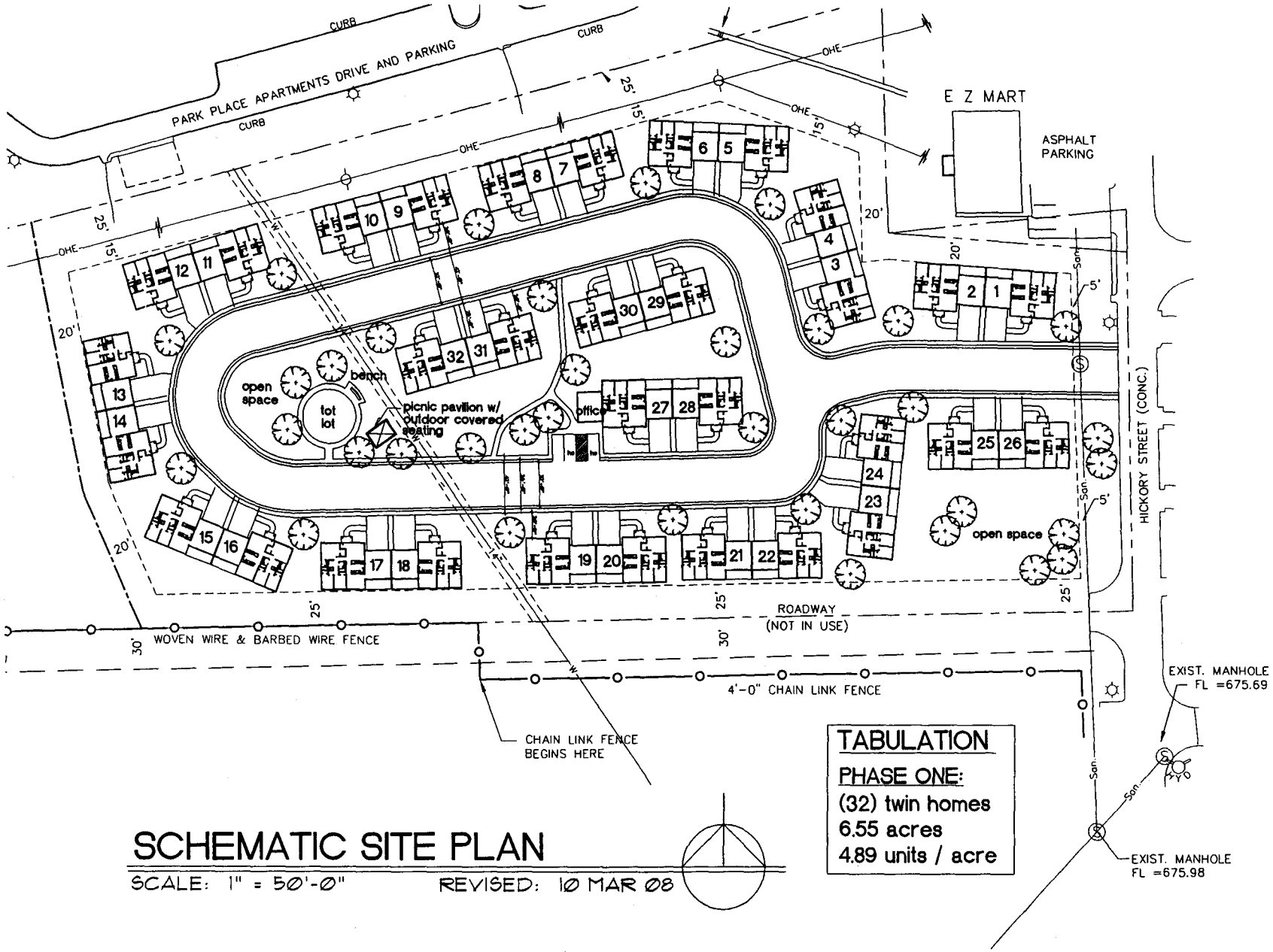
N
SCALE: 1" = 200'


TALAWANDA ROAD
STONEWALL AVE.
"D" STREET
1101
511
509
507
503
417
506
504
500
W.E.
695.3
410
410
2503
2501
330
413
414
PARK
RUINS
PARK PLACE APARTMENTS
PAYNE CENTER
BUILDING
614
EZ
MART
STREET
HICKORY
SITE
LOCATION
N
SCALE: 1" = 200'



SCHEMATIC SITE PLAN

SCALE: 1" = 50'-0" REVISED: 10 MAR 08

TABULATION

PHASE ONE:

(32) twin homes
6.55 acres
4.89 units / acre

DUPLEX HOUSING
MCALESTER, OKLAHOMA
HICKORY STREET

ARCHITECT

architecture

REVISION DATI
10 MAR 2

McAlester City Council

AGENDA REPORT

Meeting Date:	April 22, 2008	**Item Number:**	2
Department:	Mayor/Council		
Prepared By:	Cora Middleton for Travis Read, Councilman Ward Three	**Account Code:**	
Date Prepared:	April 15, 2008	**Budgeted Amount:**	
		Exhibits:	Four

Subject

Consider and act upon, AN ORDINANCE REPEALING ALL OF CHAPTER 10, ENTITLED ANIMALS, ARTICLES I THROUGH IV; ESTABLISHING A NEW CHAPTER 10 AND DECLARING AN EMERGENCY.

Recommendation

Motion to approve AN ORDINANCE REPEALING ALL OF CHAPTER 10, ENTITLED ANIMALS, ARTICLES I THROUGH IV; ESTABLISHING A NEW CHAPTER 10 AND DECLARING AN EMERGENCY.

Discussion

Councilman Read has drafted an Ordinance repealing all Chapter 10 of the Code of Ordinances entitled Animals and establishing a new Chapter 10. Attached is the Ordinance, Index and Chapter 10. An overview of the changes is also attached.

Approved By

	Initial	*Date*
Department Head	CM	04/15/08
City Manager	MBR	04/15/08

ORDINANCE NO. _____

AN ORDINANCE REPEALING ALL OF CHAPTER 10, ENTITLED ANIMALS, ARTICLES I THROUGH IV; ESTABLISHING A NEW CHAPTER 10 AND DECLARING AN EMERGENCY.

* * * * * * * * * * * *

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF McALESTER, OKLAHOMA, that:

SECTION 1: Chapter 10, Animals, Articles I through IV, is hereby repealed in its entirety and replaced by a new Chapter 10 including index, which is attached hereto.

SECTION 2: Emergency Clause. That an emergency is hereby declared to exist, and for the preservation of the public peace, health and safety, by reason whereof it is necessary that all acts take effect immediately and be in full force and effect from, and after the passage and approval.

PASSED and the **EMERGENCY CLAUSE** ruled on separately this _____ day of _____ 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 _____ day of April 2008.

By: _____
ROBERT IVESTER, City Attorney

Chapter 10

ANIMALS

Article 1. General

Sec. 10-1. Definitions
Sec. 10-2. Permit to keep animals other than dogs and cats.
Sec. 10-3. Keeping swine prohibited.
Sec. 10-4. Animal nuisance generally.
Sec. 10-5. Nuisance – noise.
Sec. 10-6. Abandoning or dumping domestic animals in public place or on property of another.
Sec. 10-7. Using animals as prize or inducement.
Sec. 10-8. Disposition of dead animals generally.
Sec. 10-9. Leaving disabled animal on street or sidewalk generally.
Sec. 10-10. Care of animals generally.
Sec. 10-11. Striking with a motor vehicle.
Sec. 10-12. Exposure to poisons.
Sec. 10-13. Collection, storage, disposal of litter and droppings.
Sec. 10-14. Storage of feed.
Sec. 10-15. Keeping of wild animals, poisonous or dangerous reptiles prohibited; exception.
Sec. 10-16. Enclosures for keeping – Required; size, location.
Sec. 10-17. Performing animal exhibitions.
Sec. 10-18. Requirements for keeping a potentially vicious animal.
Sec. 10-19. Traps.
Sec. 10-20. Running at large.
Sec. 10-21 – 10-30. Reserved.

Article II. Administration and Enforcement

Division 1. Generally

Sec. 10-31. Enforcement.
Sec. 10-32. Relief from personal responsibility.
Sec. 10-33. Records.
Sec. 10-34. Inspections.
Sec. 10-35. Authority of police to take possession of animals kept in cruel manner.
Sec. 10-36 – 10-45. Reserved.

Division 2. Impoundment

Sec. 10-46. Generally.
Sec. 10-47. Fees.
Sec. 10-48. Redemption; disposition of unclaimed animals.
Sec. 10-49. Adoption.
Sec. 10-50 – 10-70. Reserved.

Article III. Dogs and Cats

Sec. 10-71. Determination of vicious dog.
Sec. 10-72. Identification of Dogs and Cats.
Sec. 10-73. Keeping of domestic animals.
Sec. 10-74. Female dogs and cats in season.
Sec. 10-75. Adequate shelter and space for animals; time restriction on tethering dogs.
Sec. 10-76. Dogs and cats riding in motor vehicles.
Sec. 10-77. Allowing dogs to urinate or defecate on public or private property.
Sec. 10-78. Harassment of police dogs, guide dogs.
Sec. 10-79. Licenses.
Sec. 10-80 – 10-100. Reserved.

Article IV Rabies Control

Sec. 10-101. Rabies vaccination.
Sec. 10-102. Proclamation of rabies.
Sec. 10-103 – 10-110. Reserved.

ARTICLE I. - GENERAL

Sec. 10-1. Definitions.

The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Altered or *sterilized* means the surgical removal of the reproductive organs of an animal or the use of nonsurgical methods and technologies approved by the United States Food and Drug Administration or the United States Department of Agriculture to permanently render the animal unable to reproduce.

Animal means every nonhuman species of animal, both domestic and wild.

Animal at large means not securely confined by a fence or other means on the premises under the control of, or occupied by the owner, and not under the control of the owner, or the agent of the owner who is capable of maintaining positive control over the animal by the use of a leash or otherwise, whether on the owner's premises or not.

Animal control officer means any person designated by the city who is qualified and trained to perform such duties as required by this chapter and/or state law.

Animal shelter means any facility operated by a humane society, county or municipal agency or its authorized agents, for the purpose of impounding animals under the authority of this chapter or state law for care, confinement, return to owner, adoption or euthanasia.

Auction means any place or facility where animals are regularly bought, sold, or traded, except for those facilities otherwise defined in this chapter. This definition does not apply to individual sales of animals by owners.

Bite means puncturing or tearing of the skin by an animal's teeth.

Cat means any live or dead felis catus.

Circus means a commercial variety show featuring animal acts for public entertainment.

Commercial animal establishment means any pet shop, grooming shop, guard dog or obedience training center, animal auction, riding school or stable, zoological park, circus, performing animal exhibition, or boarding or breeding kennel.

Currently vaccinated means vaccinated and satisfying the following criteria:

(1) The animal must have been at least three months of age at the time of vaccination;

(2) At least 30 days have elapsed since the initial vaccination;

(3) Vaccination is valid in accordance with the Oklahoma Department of Health guidelines and the licensed veterinarian that administered the vaccination.

Dog means any live or dead canis familiaris.

Domestic animal means tame, domesticated, of or pertaining to the family or household.

Exposure means any possible exposure to rabies through a break in the integrity of the skin caused by a bite or scratch, or through saliva or central nervous system tissue contact with a fresh open wound or mucous membrane.

Fowl means a bird of any kind; domestic cock or hen (gallus gallus).

Grooming shop means a commercial establishment where animals are bathed, clipped, plucked or otherwise groomed.

Guard dog means any professionally trained dog that will detect and warn its handler that an intruder is present in or near an area that is being secured.

Kennel or *cattery* means any premises wherein any person engages in the business of boarding, breeding, buying, letting for hire, training for a fee, or selling dogs or cats; and/or a facility for keeping more than four animals of the same species.

Large animals means horses, mules, donkeys, cattle, goats, sheep or any other animal of similar size or stature.

Licensed veterinarian means a veterinarian licensed to practice veterinary medicine in the State of Oklahoma.

Livestock means domestic animals used or raised on a farm, especially those kept for a profit; specifically, horses, ponies, mules, donkeys, cattle, goats, rabbits, sheep and swine, regardless of age, sex or breed.

Observation period means the ten days following a bite incident during which the biting animal's health status must be monitored. The ten-day observation period will begin on the day of the bite incident (day one).

Owner means any person, partnership, or corporation owning, keeping, or harboring one or more animals. An animal shall be deemed to be harbored if it is fed or sheltered for three consecutive days or more, or if it returns to a residence or business on three separate days.

Performing animal exhibition means any spectacle, display, act, or event, other than circuses, in which performing animals are used. This shall include animal amusement vendors such as, but not limited to, pony-go-round rides, commercial horseback pictures, etc.

Pet or *companion animal* means any animal kept for pleasure rather than utility; an animal of a species that has been bred and raised to live in or about the habitation of humans and is dependent on people for food and shelter.

Pet shop means any person, partnership, or corporation, whether operated separately or in connection with another business enterprise (except for a licensed kennel), that buys, sells, or boards any species of animal.

Possible exposure to rabies means the receipt of a bite or scratch from any warm-blooded animal, animal to human or animal to animal, is reason to suspect exposure to rabies.

Potentially vicious animal means any animal, when unprovoked acts as if it intends to bite a human, dog, or cat or animal or livestock whether on public or private property or chases or approaches a human upon a public way in a threatening fashion as if to inflict injury or serious harm or demonstrates aggressive behavior, which requires a human to take defensive or evasive action to avoid physical contact with the animal.

Provocation means any purposeful act that causes an animal to bite, scratch, or attack in protection of self, owner, or owner's premises. Entrance, in any manner, into an area where an animal is properly under restraint in compliance with city ordinances would be considered provocation, irrespective of the reason for such entrance.

Public nuisance means any animal or animals that unreasonably annoy humans, endanger the life or health of other animals or persons, or substantially interfere with the rights of citizens, other than their owners, to enjoyment of life or property. The term "public nuisance animal" means and includes, but is not limited to, any animal that:

(1) Is repeatedly at large or stray;

(2) Damages the property of anyone other than its owner;

(3) Molests or intimidates pedestrians or passersby;

(4) Trespasses on school grounds;

(5) Chases vehicles;

(6) Excessively makes disturbing noises, including but not limited to continued and repeated howling, barking, whining or other utterances causing unreasonable annoyance, disturbance, or discomfort to neighbors or others in close proximity to the premises where the animal is kept or harbored;

(7) Causes fouling of the air by odor and thereby creates unreasonable annoyance or discomfort to neighbors or others in close proximity to the premises where the animal is kept or harbored;

(8) Causes unsanitary conditions in enclosures or surroundings where the animal is kept or harbored;

(9) Is offensive or dangerous to the public health, safety, or welfare by virtue of the number and/or types of animals maintained; or

(10) Attacks other domestic animals.

Quarantine means strict confinement, for the purpose of preventing the spread of disease, under restraint by closed cage, isolation, kennel, rabies chamber, paddock, or in any other manner approved by the local health authority on the private premises of the owner or at a facility approved by the state department of health.

Quarantine period means that portion of the observation period during which a biting animal is physically confined for observation.

Rabies means an acute viral disease of man and animal affecting the central nervous system and usually transmitted by an animal bite.

Releasing agency means a public or private animal pound, shelter, or humane organization. The term does not include an individual who occasionally renders humane assistance or shelter in the individual's home to a dog or cat.

Restraint means that an animal is secured by a leash or lead and under the control of a responsible person and obedient to that person's commands. At all other times, a dog or other such animal shall be confined to the realty or premises of the owner of such dog or other animal by a substantial fence of sufficient strength and height to prevent such dog or other animal from escaping therefrom; or inside a house on such premises; or secured on such premises by a leash consisting of a material of sufficient strength to prevent such dog or other animal from escaping from such premises. It shall be unlawful for the leash to be arranged in a manner that allows the dog or other animal to get on or across or within eight feet of any street, park, or other public land or within eight feet of any sidewalk, public way, place or building when such leash is stretched to its full length. Any animal so arranged shall be considered dangerous to the public in general and declared a nuisance, and shall be impounded. Dogs need not be on a leash if the dog is under the constant visual and verbal control of the owner and on the owner's private property. Although cats shall be exempt from the leash requirement while on the premises of the owner, any cat straying on the property of anyone except its owner shall be deemed a public nuisance animal and will be subject to impoundment.

Riding school or *stable* means any place that has available for hire, boarding, and/or riding instruction, any horse, pony, donkey, mule, or burro; or any place that regularly buys, sells, or trains the above animals, including a racetrack, trotting track, or rodeo.

School zone means a reduced-speed zone designated on a street by a local authority to facilitate safe crossing of the street by children going to or leaving a public or private elementary or secondary school during the time the reduced speed limit applies.

Scratch means a scrape left by the claws or nails of an animal and of sufficient severity to break the skin and draw blood.

Sick animal means any animal that appears to be suffering from an infectious, contagious, or communicable disease; or that is showing evidence of a physical injury, physical disorder, or traumatic injury; or that has an elevated temperature.

Small animals means rabbits, hares, guinea pigs, dogs, cats, chinchillas, chickens, turkeys, guineas, geese, ducks, hamsters, pigeons (except homing pigeons) or any other animal of similar size or stature.

Stray means animal running free or at large, with no physical or verbal restraint.

Unowned animal means any animal for which an owner has not been identified.

Vaccinated means properly injected with a rabies vaccine licensed for use in the subject species by the United States Department of Agriculture and administered by or under the direct supervision of a licensed veterinarian.

Veterinary hospital means any establishment maintained and operated by a licensed veterinarian for surgery, diagnosis, and treatment of diseases and injuries of animals.

Vicious animal means any animal that attacks, bites, or injuries human beings or domesticated animals without adequate provocation, or which, because of temperament, conditioning, or training, has a known propensity to attack, bite, or injure human beings or domesticated animals; or an individual animal that is believed to have a dangerous disposition and is likely to be harmful to humans or other animals.

Wild animal means any animal except the common domestic species (including, but not limited to, dogs, cats, horses, cattle, swine, sheep, and goats), regardless of the state or duration of captivity.

Wild state means living in its original, natural condition; not domesticated.

Wildlife means any animal that occurs naturally in the wild state.

Sec. 10-2. Permit to keep animals other than dogs or cats.

(a) It shall be unlawful for any person to keep, own, maintain, use or have in his possession any animal within the corporate limits of the city unless he has a permit to do so issued in accord with this section.

(b) Application for a permit under this section shall be filed with the city treasurer on forms provided for that purpose. There shall be two classifications of such permits as follows:

(1) A permit for the keeping of small animals, other than dogs and cats, the fee for which shall be $2.00 per year. All such permits shall expire one year from date of purchase. The requirement of this section does not apply to pet shops as defined.

(2) A permit for the keeping of large animals, the fee for which shall be $10.00 per year per large animals. All such permits shall expire one year from the date of purchase.

(c) An application filed under this section shall be referred to the health officer, who shall inspect the premises where the animals are to be kept. The permit shall not be issued, unless the application is approved by the health officer. The health officer shall approve such application only after determining that the applicant for such permit complies with the requirements for the keeping of animals, as set forth in this chapter. The health officer shall designate in the permit the number and kind of animals that may be kept on the premises.

(d) The failure of any keeper of any animal to comply with the provisions of this chapter or the sanitation standards and requirements established by the health officer shall be cause for the health officer to refuse to grant a permit for the keeping of such animal, or if the permit shall have been previously granted to such keeper, shall be cause for the revocation of the same.

(e) It shall be unlawful to keep skunks or any other animal that does not respond to rabies vaccine as a pet or part of a commercial enterprise. It shall be unlawful to maintain a fighting animal or train animals for fighting. It shall be unlawful to maintain a vicious animal.

Sec. 10-3. Keeping swine prohibited.

(a) No permit shall be issued for the keeping of swine, and it shall be unlawful for any person to keep swine within the city limits.

(b) Any place used for the keeping of swine shall constitute a public nuisance subject to abatement under the provisions of chapter 46 of the Code of Ordinances

Sec. 10-4. Animal nuisance generally.

(a) No owner shall fail to exercise proper care and control of his animals to prevent them from becoming a public nuisance as defined in Section 10-1 of this chapter.

(b) Any person owning or having in his possession or under his control any animal constituting a nuisance shall be summoned before the Municipal Court of the City to show cause why such animal should not be confined, disposed of or removed or the nuisance otherwise abated and, upon proof that the animal constitutes a public nuisance, the animal in question shall, by order of the Municipal Court the City, either be confined, removed from the City, or the nuisance activity otherwise abated as such court shall order. It shall be unlawful and shall constitute contempt of court for any person to harbor or conceal any animal which has been ordered disposed of or removed by the Municipal Court, or to fail to confine or restrain an animal when such an order has been entered by the court.

(c) Any person who owns any dog, cat or other animal that has been adjudged a nuisance pursuant to this Section by the Municipal Court and who appeals that decision to the District Court shall be responsible for the fees connected with the

impounding of the animal by the City. If on appeal the District Court determines that the dog, cat or other animal is not a nuisance, no such fees for the impounding of the animal shall be imposed.

Sec. 10-5 Nuisance - noise

(a) It shall be unlawful for any person to keep a dog without exercising proper care and control of such dog to prevent it from disturbing the peace of others by barking in a loud, continuous or untimely manner. Any person, whether as owner, tenant, occupant, lessee or otherwise, in charge or control of the property where such dog is kept, or the owner of such dog, shall be responsible for exercising control of such dog under this section.

(b) It shall be the duty of any animal control officer or police officer, who may find any dog disturbing the peace of others by barking in a loud, continuous or untimely manner, to advise the owner of such dog, or the person in charge or control of the property where such dog is kept, to exercise proper control and care of such dog to prevent it from barking in such manner. If such owner or person refuses to cooperate with the police officer or animal control officer, or is unable to prevent such dog from barking in such manner, or if the animal control officer or police officer is unable to locate any person on the property where such dog is kept, it shall be the duty of the animal control officer or police officer to take such dog into possession. The impoundment provisions of this chapter shall be applicable to and followed by the animal control officer, or police officer upon taking any dog into possession under this section.

(c) It shall be unlawful for any person to keep or permit on his or her premises or in any public place any animal or fowl that creates a public nuisance or that makes objectionable noise and thus disturbs public peace and rest.

(d) The animal control officer or police officer may issue a summons to any person he finds in violation of this section.

Sec. 10-6. Abandoning or dumping domestic animals in public place or on property of another.

It shall be unlawful for any person to abandon, dump or otherwise dispose of a dog, cat or other domesticated animal on public property, including a public highway, right-of-way, property adjacent to such highway or right-of-way, or on private property without the written consent of the owner thereof or his agent. When a violation of this subsection has been observed by any person, and the animal illegally abandoned, dumped or disposed of has been ejected or removed from a motor vehicle, the owner or operator of such motor vehicle shall be presumed to be the person abandoning, ejecting or disposing of the animal. Such presumption shall be rebuttable by competent evidence. If found guilty of the offense described in this Section, punishment shall be imposed by a fine of not less than 250.00 dollars and not more than 500.00 dollars.

Sec. 10-7. Using animals as prize or inducement.

No person shall give away any live vertebrate animal as a prize for or as an inducement to enter any contest, a game or other competition or as an inducement to

enter a place of amusement or offer such vertebrate as an incentive to enter into any business agreement, whereby the offer was for the purpose of attracting trade.

Sec. 10-8. Disposition of dead animals generally.

The owner of any animal which has died from disease or other cause shall forthwith cremate or bury or dispose of the remains of such animal in a manner authorized by law.

Sec. 10-9 Leaving disabled animal on street or sidewalk generally

(a) No person having custody of any maimed, diseased, disabled or infirm animal, abandon or leave it to lie or be in or on any street, road, alley or sidewalk.

(b) If found guilty of the offense described in this Section, punishment shall be imposed by a fine of not less than 250.00 dollars and not more than 500.00 dollars.

Sec. 10-10 Care of animals generally.

(a) No owner shall fail to provide for each animal under his care with each of the following:

(1) Adequate feed;

(2) Adequate water;

(3) Adequate shelter that is properly cleaned;

(4) Adequate space in the primary enclosure for the particular type of animal depending upon its age, size, species and weight;

(5) Adequate exercise;

(6) Adequate care, treatment, and transportation; and

(7) Veterinary care when needed or to prevent suffering or disease transmission. Provisions of this section shall also apply to every animal shelter, pound, dealer, pet shop, exhibitor, kennel, groomer, and boarding establishment.

(b) If found guilty of the offense described in this Section, punishment shall be imposed by a fine of not less than 250.00 dollars and not more than 500.00 dollars.

Sec. 10-11 Striking with a motor vehicle.

Any person who, as the operator of a motor vehicle, strikes a domestic animal shall stop at once and render such assistance as may be possible and shall immediately report such injury or death to the animal's owner or to the police department. If the owner cannot be ascertained and located, such operator shall at once report the accident to the police department.

Sec. 10-12 Exposure to poisons.

(a) No person shall expose any known poisonous substance, whether mixed with food or not, so that the poisonous substance shall be liable to be eaten by any animal. However, it shall not be unlawful for a person to expose, on that person's own property or property under that person's control, an anticoagulant-type rat poison commonly known as "red squill" and other rat poisons approved by the health officer.

(b) If found guilty of the offense described in this Section, punishment shall be imposed by a fine of not less than 250.00 dollars and not more than 500.00 dollars.

Sec. 10-13. Collection, storage disposal of litter and droppings.

When required by the health officer, every keeper of animals shall cause the litter and droppings therefrom to be collected daily in a container or receptacle of such a type that, when closed, it is rat proof and fly tight, and after each such collection, the container or receptacle shall be kept closed. At least twice each week, each keeper shall cause all litter and droppings so collected to be disposed of in a way so as not to permit the presence of fly larvae.

Sec. 10-14. Storage of feed.

Every keeper of animals shall cause all grain feed provided thereto to be stored and kept in a rat proof, fly tight building, box, container or receptacle.

Sec. 10-15. Keeping of wild animals, poisonous or dangerous reptiles prohibited; exception.

No wild animal or poisonous or dangerous reptile shall be kept within the city limits; provided, however, that the same may be kept for exhibition purposes by circuses, zoos and education institutions, in accordance with such regulations as shall be established by the city council by resolution.

Sec. 10-16 Enclosures for keeping-Required; size, location.

Every keeper of animals shall confine the same in an enclosure sufficient to prevent them from running at large and of sufficient size to be conducive to good sanitation practices for the number of animals kept therein. For large animals, such enclosure shall be at least 10,000 square feet in area for each large animal kept therein and shall not be located nearer than 100 feet to any dwelling, excluding dwelling of the owner.

Sec. 10-17 Performing animal exhibitions.

(a) No person may sponsor, promote, train an animal to participate in, contribute to the involvement of an animal in, or attend as a spectator any activity or event in which any animal engages in unnatural behavior or is wrestled, fought, mentally or physically harassed, or displayed in such a way that the animal is abused or stressed mentally or physically, or is induced or encouraged to perform through the use of chemical, mechanical, electrical, or manual devices in a manner that will cause or is likely to cause physical injury or suffering. This prohibition applies to events and activities taking place in either public or private facilities or property, and applies

regardless of the purpose of the event, whether for free or for a fee to entrants or spectators.

(b) All equipment used on a performing animal shall fit properly and be in good working condition.

Sec. 10-18 Requirements for keeping a potentially vicious animal.

(1). *Confinement.* All potentially vicious animals shall be securely confined in a securely enclosed and locked pen or kennel, except when leashed and muzzled as provided in Subsection 2 below. Such pen, kennel, or structure must have secure sides and a secure top attached to the sides. All structures used to confine potentially vicious animals must be locked with a key or combination lock when such animals are within the structure. Such structure must have a secure bottom or floor attached to the sides of the pen must be embedded in the ground no less than two (2) feet. All structures erected to house potentially vicious animals must comply with all zoning and building regulations of the city. All such structures must be adequately lighted, ventilated, and kept in a clean and sanitary condition.

(2). *Leash and muzzle.* No personal shall permit a potentially vicious animal to go outside its kennel or pen unless such animal is securely leashed with a leash no longer than four (4) feet in length. No person shall permit a potentially vicious animal to be kept on a chain, rope or other type of leash outside its kennel or pen, unless a person is in physical control of the leash. Such animals may not be leashed to inanimate objects such as trees, posts, buildings, etc. In addition, all animals on a leash outside the animal's kennel must be muzzled by a muzzling device sufficient to prevent such animal from biting persons, dogs or cats.

(3). *Sight proof fencing.* In addition to other requirements provided herein, the yard where a potentially vicious animal is kept shall be enclosed with a six foot high sight proof fence. Said fence shall be maintained in a strong and sturdy condition at all times so that said potentially vicious animal cannot escape from the property. Said fence shall be maintained free of holes and shall not contain any gap between the fence and the ground large enough for a human limb or other animal to go through. Said fence shall also be maintained to prevent another animal from entering the property where the potentially vicious animal is kept. Electric fences, if installed, shall be installed in accordance with applicable building and safety codes. Electric fences shall not be installed on the top of the fence or be installed in such a way as to be likely to shock humans on the opposite side of the fence.

(4). *Signs.* All owners, keepers or harborers of potentially vicious animals must, within thirty (30) days of notification, display in a prominent place on their premises a sign easily readable by the public using the words "Beware of Potentially Vicious Animal." In addition, a similar sign is required to be posted on the kennel or pen of such animal.

(5). *Insurance.* A landowner or property owner that leases, rents, or otherwise allows an owner of a potentially vicious animal to keep or harbor said animal on the

landowner's premises and all owners, keepers or harborers of potentially vicious animals must, within thirty (30) days of notification, provide proof to the Chief of Police of public liability insurance in a single incident amount of one-hundred thousand dollars ($100,000.00) for bodily injury to or death of any person or persons or for damage to property owned by any persons which may result from the ownership, keeping or maintenance or such animal. Such insurance policy shall provide that no cancellation of the policy will be made unless ten (10) days written notice is first given to the City of McAlester, by the owner, keeper or harborers.

(6). *Identification photographs.* All owners, keepers or harborers of potentially vicious animals must, within thirty (30) days of notification, provide to the Chief of Police two (2) color photographs of the potentially vicious animal clearly showing the color and approximate size of the animal. Said photographs shall be no smaller than 3" by 5" in size.

(7). *Electronic Identification Tag.* All owners, keepers or harborers of potentially vicious animals must, within thirty (30) days of notification, have an electronic identification chip installed on the animal. . The chip shall be installed by a Veterinarian licensed in the State of Oklahoma and shall be readable with the use of an industry standard universal reader.

(8). *Reporting requirements.* All owners, keepers or harborers of potentially vicious animals must within thirty (30) days of the incident, report the following information in writing to the Chief of Police as required hereinafter:

(a) The removal from the city or death of a potentially vicious animal;

(b) The birth of offspring of a potentially vicious animal;

(c) The new address of a potentially vicious animal owner should the owner move within the corporate city limits.

(9). *Sale or transfer of ownership prohibited.* No person shall sell, barter or in any other way dispose of a potentially vicious animal within the city to any person within the city unless the recipient personally resides permanently in the same household and on the same premises as the owner of such animal; provided that the registered owner of a potentially vicious animal may sell or otherwise dispose of a potentially vicious animal or the offspring of such animal to persons who do not reside within the city.

(10). *Breeding of potentially vicious animals.* It shall be unlawful to breed any potentially vicious animal within the city.

(11). *Animals born of registered dogs.* All offspring born of potentially vicious animals registered with the city must be removed from the city within six (6) weeks of the birth of such animal.

(12). *Sterilized.* All owners, keepers, or harborers of potentially vicious animals must, within thirty (30) days of notification, have the potentially vicious animal sterilized . Sterilization shall be performed by a Veterinarian licensed in the State of Oklahoma.

(13). *Annual Registration.* All potentially vicious animals shall be registered by the owner with the City within thirty (30) days of notification by the Chief of Police that the animal has been declared potentially vicious. A potentially vicious animal shall not be registered by the Chief of Police if the requirements of this chapter are not complied with at the time of application. The annual registration fee shall initially be established at One Hundred Dollars ($100.00). Said registration fee shall thereafter be established by resolution of the City Council.

(14). *Failure to comply.* It shall be unlawful for the owner, keeper or harborer of a potentially vicious animal in the city to fail to comply with the requirements and conditions set forth in this article. Any potentially vicious animal found to be the subject of a violation of this article shall be subject to immediate seizure and impoundment. All expenses associated with the impounding including shelter, food, handling and veterinary care shall be born by the owner of such animal during the period of impoundment. Failure to comply with all the requirements and conditions set forth in this article within fifteen (15) days of impoundment will result in the destruction of this animal.

Sec. 10-19 Traps

No person, except a person licensed by the State of Oklahoma, shall place or set out steel jaw leg and/or neck traps with the intent of trapping any animal within the city limits.

Sec. 10-20 Running at large.

(a) The owner or keeper of any animal shall keep such animal under restraint at all times and shall not permit such animal to be at large.

(b) It shall be unlawful for the owner of any animal to permit the animal to go upon any public street, sidewalk or right-of-way, unless it is kept secured by a leash or lead or other means of restraint not harmful or injurious to the dog and under the control of a responsible person capable of physically restraining the animal.

(c) Unless otherwise provided in this section, any person found who does not restrain his animal, in accordance with this section, whether such person be the owner or custodian of such animal shall be issued a summons for violation of this section by a City animal control officer or police officer.

(d) This section shall not apply to any person who has a dog on his private property and has control of the dog by direct supervision through visual observation and verbal command or uses a dog under his direct supervision while lawfully hunting, while engaged in a supervised formal obedience training class or show, or during formally sanctioned field trials.

(e) Any dog or other animal trained for enforcement purposes and used by the police department or other legitimate law enforcement agencies shall not be considered to be running at large if the animal is under the visual and verbal control of its handler, trainer or police officer with or without specific restraints.

(f) If found guilty of the offense described in this Section, punishment shall be imposed by a fine as follows:

(1). For the first offense in a 12 month period, a fine of not less than 50.00 dollars more than 100.00 dollars.

(2). For the second offense in a 12 month period, a fine of not less than 100.00 dollars and not more than 250.00 dollars.

(3) For the third and subsequent offense in a 12 month period, a fine of not less than 250.00 and not more than 500.00 dollars.

Secs.10-21 – 10-30. Reserved.

ARTICLE II. ADMINISTRATION AND ENFORCEMENT

DIVISION I. GENERALLY

Sec.10-31 Enforcement.

This chapter shall be enforced by the animal control officer(s) and all police officers or any person designated for such purpose by the chief of police. The animal control officer shall have full authority to carry out the provisions of this chapter including gathering up and impounding or quarantining any livestock, fowl, cats, dogs, or other domestic and nondomestic animals found running at large (stray) within the city limits. In addition to the authority provided by the general law, and in enforcing this chapter, officers may pursue animals onto city-owned or vacant or privately owned property.

Sec. 10-32 Relief from personal responsibility.

The animal control officer, police officer, animal handler or trainer working with and responsible for any animal used for enforcement purposes in the normal course of performing and discharging those duties, and charged with the responsibility for enforcement of the law while acting for the jurisdiction, as well as the city itself, shall not thereby be rendered liable personally and is hereby relieved from all personal or corporate liability for any damage or personal injury that may accrue to persons or property as a result of any act required or permitted in the discharge of official duties and shall be held harmless and blameless for such acts.

Sec. 10-32. Interfering with enforcement.

No person shall interfere with, hinder or molest any agent of the city in the performance of any duty of such agent under this chapter, or seek to release any animal in the custody of the city or its agents, except as authorized in this chapter.

Sec. 10-33. Records.

(a) It shall be the duty of the animal control officer to keep, or cause to be kept, accurate and detailed records of the impoundment and disposition of all animals coming into his custody.

(b) It shall be the duty of the animal control officer to keep, or cause to be kept, accurate and detailed records of all bite cases reported to him and his investigation of the same.

(c) It shall be the duty of the animal control officer and city treasurer to keep, or cause to be kept, accurate and detailed records of all monies belonging to the city and paid to them under the provisions of this chapter. Such records shall be open to inspection at reasonable times by persons in the same manner as other city records are audited.

Sec. 10-34. Inspections.

The premises on or in which any animals are kept shall be subject to inspection by the health officer or any of his representatives at any reasonable hour of the day for the purpose of enforcing this chapter.

Sec. 10-35 Authority of police to take possession of animals kept in cruel manner.

Any animal control officer or police officer may enter the premises. where any animal is kept in a reportedly cruel or inhumane manner and demand to examine the animal and take possession of the animal when, in his opinion, it requires humane treatment. The animal control officer or police officer shall be authorized to give owners or custodians warnings or initiate proceedings to have charges filed against them for cruel and inhumane treatment.

Sec. 10-36 – 10-45. Reserved.

DIVISION 2. IMPOUNDMENT

Sec. 10-46 Generally.

(a) Unrestrained dogs, cats, and nuisance animals found running at large shall be taken by the police or animal control officers and impounded in an animal shelter and there confined in a humane manner. Any animal that poses a threat to public health and safety, any wild animal kept illegally, or any animal that has been cruelly treated or abused shall also be impounded.

(b) Licensed impounded dogs and cats shall be kept for not fewer than 120 hours unless sooner reclaimed by their owner.

(c) Unlicensed impounded dogs, cats, other domestic animals, and livestock shall be kept for not fewer than 72 hours unless sooner reclaimed by their owner.

(d) Sick or injured animals wearing no apparent identification through which ownership can be determined may be kept zero to 72 hours at the discretion of the animal control officer and animal shelter staff after consultation with a licensed veterinarian.

(e) If, by a license tag or other means, the owner of an impounded animal can be identified, the animal control officer shall immediately upon impoundment notify the owner by direct contact, telephone, mail, or other reasonable means.

(f) An owner reclaiming an impounded dog or cat shall pay all impounding fees and licensing fees according to the fee schedule in this chapter. If no proof of a current rabies vaccination can be produced, the owner will be charged a 30.00 dollar rabies vaccination fee and given a coupon to obtain a rabies vaccination from any participating veterinarian. Impoundment and boarding fees for all other animals shall be according to the fee schedule contained in this chapter. Subsequent impoundments occurring within 12 months shall be charged double the scheduled fees.

(g) No sick impounded animal shall be released to the owner until the animal control officer is satisfied that arrangements have been made for proper treatment of such animal.

(h) Any dog or cat not reclaimed by its owner within 120 hours for a licensed animal or 72 hours for an unlicensed animal shall become the property of the City and shall be placed for adoption in a suitable home or humanely euthanized. Other impounded animals not reclaimed by an owner within 72 hours shall become the property of the City and shall be humanely.

(i) In addition to, or in lieu of, impounding an animal found at large, the animal control officer or police officer shall issue to the known owner of such animal a summons for violation of this ordinance.

Sec. 10-47 Fees

The fee for impounding and keeping an animal under section 10-46 or 10-101 shall be 30.00 dollars for each dog or cat, and the additional sum of 5.00 dollars for each day such dog or cat is kept after the expiration of the first 24 hours, and 5.00 dollars for any other animal, except rabbits, poultry and birds, and the additional sum of 2.00 dollars for each day such animal is kept. These fees are in addition to any fine that may be imposed for violation of a provision in this chapter and shall be paid prior to the animal being claimed.

Sec. 10-48 Redemption; disposition of unclaimed animals.

(a) Any animal impounded may be reclaimed by the owner upon payment of the fees set forth in section 10-47 within three days after the animal is impounded, subject to the following conditions:

(1) No dog or cat may be reclaimed unless all requirements of section 10-77 have been complied with.

(2) No animal described in sections 10-18 may be redeemed by the owner unless the redemption is authorized by a court having jurisdiction.

(3) When in the judgment of the Animal Control Officer an animal should be destroyed for humane reasons, such animal may not be redeemed.

(b) Any animal impounded under the provisions of this chapter and not reclaimed by the owner within three days may be humanely destroyed by the city or placed in the custody of some person deemed to be a responsible and suitable owner who will agree to comply with the provisions of this chapter. If the animal is one as to which the respective rights of the owner and the person in possession or custody are determined by state law, such law shall be complied
with.

(c) No unspayed female dog or cat which has been impounded by reason of its being a stray shall be allowed to be adopted from the animal shelter unless the prospective owner shall agree to have such female spayed.

Sec. 10-49. Adoption.

No animal shall be put up for adoption unless it has had a rabies vaccination. If an animal is less than four months old, a commitment from the new owner is required. An animal up for adoption shall be isolated for ten days. The physical condition of the animal after the ten-day isolation period shall be determined by the animal control officer, and the cost of such examination and food for the ten-day period shall be paid for by the new owner. The new owner shall agree to have the animal spayed or neutered within two days after adoption. The new owner will be required to sign a release relieving the city of all responsibility or guarantee that the animal is in good health, and the city may require at its option to have a veterinarian certify the animal as being suitable for adoption. The fee for this examination shall be borne by the new owner plus the fees set forth in section 10-47.

Secs. 10-50 – 10-70 Reserved.

ARTICLE III. DOGS AND CATS

Sec. 10-71 Determination of vicious dog.

(a) It shall be an offense under the terms of this chapter for any person within the city to own, keep, possess, harbor or allow to remain upon premises under his control any vicious animal.

(b) It shall be the duty of the Chief of Police, or his designated agent, to investigate any proper claim that an animal is vicious within the meaning of this chapter. Should the investigating official determine that a vicious animal poses an immediate threat to the public health or safety, he shall immediately seize and impound the animal, or otherwise seek an order from the court that the animal be impounded. The Chief of Police shall also refer the matter to the city prosecutor for approval of a verified complaint requesting a finding by the court that the impounded animal is vicious and aid in the proceedings instituted in the municipal court against any person for harboring a vicious animal.

(c) If the court shall fail to find, upon a preponderance of the evidence presented in an evidentiary hearing, that the animal seized and impounded is not a vicious animal, the court shall order the Chief of Police to return the animal to its owner. If such animal is found by the court to be a vicious animal, the court shall order the Chief of Police to euthanize the animal. In the alternative, the court may order the animal to be permanently removed from the city. Prior to removal of the animal from the city, the animal shall be tattooed with identification marks by a licensed veterinarian. The costs of the tattooing shall be the responsibility of the owner of the animal.

(d) At the option of the owner, but subject to the approval of the chief of police, an animal impounded pursuant to this section may be confined in a private kennel or veterinary clinic during the pendency of the vicious animal action. The operators of the facility shall then assume full liability for the confinement and maintenance of such animal and shall not release it without first being authorized by the Chief of Police or the court. All fees for such impoundment shall be the responsibility of the owner. In no event shall the city be liable for costs or fees charged by the private facility. Further, the city may assess to the owner the cost of transporting the animal to the privately operated impoundment facility.

Sec. 10-72 Identification of Dogs and Cats

No owner or custodian of any dog or cat shall permit such animal to be out of doors outside of the owner or custodian's property or immediate physical presence unless such animal is bearing valid identification. For the purpose of this section, valid identification shall mean a collar or harness and a legible city license tag for the current year registered to the current owner at the current address; a valid, legible rabies tag registered to the current owner at the current address; a legible personal identification tag, which bears valid and current owner information including address and/or telephone number. Any such dog or cat on which the owner or custodian is unable to maintain a collar or harness and valid identification within 30 days from the date that such dog or cat was acquired and/or 30 days from the date that the owner or custodian establishes residency in the city shall have caused the animal to be tattooed by a licensed veterinarian or implanted with permanent microchip identification, the registration for which shall include valid and current owner information and address.

Sec. 10-73. Keeping of domestic animals.

(a) It shall be unlawful for any person to own, keep, or harbor more than four dogs or cats over three months of age at any one address or location within the city limits.

(b) All persons residing in the city who own one or more dogs must keep such dogs at the residential premises permanently occupied and inhabited by the dog owners. It shall be unlawful for such dog owners to keep their dogs at any other location within the city limits. This section shall not apply to animal shelters, veterinary establishments, animal hospitals operated by a licensed veterinarian, or commercial animal establishments located on property zoned for such purposes. Such establishments, however, must meet sanitation requirements and keep animals securely cage or penned.

(c) The provisions of such subsections shall not be construed to prohibit any person engaged in operating any abattoir, packinghouse or stockyard from keeping livestock for a reasonable length of time while awaiting their use in connection with the operation of such abattoir, packinghouse or stockyard which had been zoned for such use.

Sec. 10-74. Female dogs and cats in season.

No person shall permit any female dog or cat in season to go at large in the street or allow her to remain on that person's premises to the annoyance of the neighborhood. If located by an animal control officer, the female dog or cat may be impounded. The owner of any female dog or cat impounded under this section shall be subject to all impounding fees as set forth in this chapter.

Sec. 10-75. Adequate shelter and space for animals; time restriction on tethering dogs.

(a) It shall be unlawful to fail to provide any animal with adequate shelter. "adequate shelter" means sufficient space to allow each animal to easily stand, sit, lie, turn about, and make all other normal body movements in a comfortable, normal position for the animal and interact safely with other animals in the enclosure. The shelter shall provide protection from the weather elements specifically wind, rain, direct sun during times of excessive heat, extreme cold temperatures and will have clean dry flooring.

(b) When a dog is tethered, "adequate space" means a tether that permits the above actions and is appropriate to the age and size of the dog. The tether must be attached to the dog by a properly applied collar, halter, or harness configured so as to protect the dog from injury and prevent the dog or the tether from becoming entangled with other objects or dogs, or from extending over an object or edge that could result in the strangulation or injury of the dog. Furthermore, the tether must be at least three (3) times the length of the dog, as measured from the tip of its nose to the base of its tail, except when the dog is being walked on a leash or is attached by a tether to a lead line. When freedom of movement would endanger the dog, temporarily and appropriately restricting movement of the dog according to professionally accepted standards is considered to be provision of adequate space.

(c) It shall be unlawful for any dog to be tethered for more than three (3) hours, cumulatively in any twenty-four-hour period.

Sec. 10-76 Dogs and cats riding in motor vehicles.

(a) It shall be unlawful for dogs or cats to be left unattended inside a motor vehicle without providing adequate temperature control or ventilation.

(b) It shall be unlawful for any person who owns or has control of any dog to allow such dog to ride in any motor vehicle in any portion thereof, tethered or untethered, that is open in such a manner as to permit such dog to jump out of the vehicle or to be thrown therefrom by acceleration of, stopping of, or accident involving, such vehicle, including, but not limited to, the open bed of a truck, the interior of a convertible vehicle

with the top down or removed, the rear storage portion of a station wagon with the tailgate open, and the trunk or hatchback portion of any vehicle with the trunk or hatchback open. For purposes of this section, the operator of a motor vehicle shall be deemed to have control of any dog riding therein.

(c) The provisions of subsection (a) above shall not apply to:

(1) Any person who owns or has control of any dog and who allows such dog to ride, for a period of one hour or less, in the prohibited portion of any motor vehicle if such dog is confined in an enclosure of adequate construction and design to prevent its escape therefrom, is adequately ventilated, is an adequate size as to allow the dog to stand and turn, and provides adequate protection from the elements; and

(2) Any portion of a motor vehicle which is fully enclosed except for open windows.

Sec. 10-77. Allowing dogs to urinate or defecate on public or private property.

It shall be unlawful for any owner or person in control of a dog to:

(1) Knowingly or willfully allow his/her dog to urinate or defecate on the private property of other persons without their consent or that of the authorized agent of the one having control of the premises.

(2) Knowingly or willfully allow his/her dog to urinate or defecate on public property, except that defecation by a dog on public property shall not constitute a violation of this section if the owner of the dog immediately removes the material defected and disposes of it in a safe and sanitary manner.

Sec. 10-78. Harassment of police dogs, guide dogs.

No person shall interfere with, hinder, molest, tease or harass in any manner a dog specifically used for enforcement purposes by the police department, any other law enforcement agency, or guide dog.

Sec. 10-79. Licenses

(a) It shall be unlawful to own, keep or harbor any dog or cat over the age of four months within the city limits, unless such dog or cat is licensed under this section. Written application for such license shall be made to the police department and shall state the name and address of the owner and the name, breed, color, age and sex of the dog or cat. The annual fee for such license shall be $5.00 for altered dogs/cats and $10.00 for unaltered. There shall be no fee for guide dogs or hearing dogs and a 50 percent discount shall be given to all senior citizens. The fee shall be paid at the time of making application and a numbered receipt shall be given to the applicant and a numbered metallic tag shall be issued to the owner; provided, however, that no license shall be issued for any dog or cat until the owner thereof furnishes written evidence satisfactory to the police department that the dog or cat has been vaccinated against rabies. It shall be permissible for voluntary licensing stations to be operated by

veterinary hospitals, allowing such voluntary licensing station to retain $2.00 of the pet licensing fee with the remainder of the licensing fee to be retained by the city. Such voluntary licensing stations shall be licensed by and through the offices of the city manager upon the request of any validly licensed veterinary hospital within the city limits.

(b) All dog or cat licenses shall be issued for one year. Application for a license may be made prior to the month in which it is due and for 30 days from the first of the month in which it is due without penalty. When application to renew a license is made more than 30 days after the month in which license is due, there shall be assessed a penalty of 50 percent of the license fee, which amount shall be added and collected with the regular fee.

(c) The metallic tag issued for a dog or cat shall be stamped with the number and the year for which issued. The shape or design of such tag shall be changed from year to year. Every owner is required to see that such tag is securely fastened to the dog's choke chain, collar or harness, which must be worn by the dog or cat at all times, or an appropriate number is tattooed in a place recommended by a veterinarian, provided, however, that such tattooed number must be identified to the police department at the time of licensing.

(d) If a dog license tag is lost, the owner may obtain a duplicate tag upon the payment of $1.00.

(e) If there is a change in ownership of a dog or cat during the license year, the new owner may have the current license transferred to his name upon the payment of a transfer fee of $1.00.

(f) No person shall use for any dog or cat a license receipt or license tag issued for another dog or cat.

(g) For the purpose of enforcing this section, any animal controller or police officer is empowered to enter upon any premises upon which a dog is kept or harbored and to demand the exhibition by the owner of such dog or cat of the license or tattoo for such dog.

Secs. 10-80 – 10-100. Reserved.

ARTICLE IV. RABIES CONTROL

Sec. 10-101 Rabies vaccination

(a) It shall be unlawful for any person to own, keep, hold, board or harbor any dog or cat over the age of four months, unless such dog or cat shall have been vaccinated with a rabies vaccine which has been approved by the state department of health by a licensed veterinarian or a certified veterinary technician working directly under the immediate and direct supervision of a licensed veterinarian, which vaccination must be valid at the time of application for the license.

(b) Any person bringing a dog or cat into the city from some other jurisdiction shall conform with this section within 15 days after bringing such dog or cat into the city.

(c) Any dog or cat found in the city not inoculated or vaccinated in accordance with this section may be impounded by any officer charged with the enforcement of this article. Any dog or cat not wearing a collar bearing a valid and current rabies tag shall rebuttably be presumed to be unvaccinated.

(d) The record of vaccination must be maintained for at least three years.

Sec. 10-102 Proclamation of rabies

(a) The identity and address of the owner of any animal that bites a person shall be promptly furnished to the animal control officer and county health department. The animal control officer shall securely quarantine such animal for a period of ten days and shall not release such quarantined animal until reasonable determination has been made that the animal is not infected with rabies. At the discretion of the animal control officer, the quarantine may be on the premises of the owner, at a veterinary hospital of the owner's choice at the owner's expense, or at the city animal shelter. In case of an animal whose ownership is unknown, such quarantine shall be at the city animal shelter. The animal may be reclaimed by the owner if adjudged free of rabies and the owner shall then pay any related charges for confinement.

(b) When an animal under quarantine has been diagnosed as being rabid or is suspected of having rabies by a licensed veterinarian while under observation, the health officer, veterinarian or other designated emissary shall immediately send the necessary part of such animal to the state health department for pathological examination and shall notify the proper public health officer of any reports of human contact. If the animal dies or develops rabies-like symptoms within the specified period of confinement, the animal head shall be removed immediately and packed in a shipping container in accordance with instructions published by the state commissioner of health and sent to the state department of health laboratory in Oklahoma City for examination.

(c) When a report gives a position diagnosis of rabies and when the county health director feels that a rabies crisis may be imminent, the health department may recommend to the city manager a citywide quarantine, and upon the invoking of such quarantine by the city manager, no animal shall be taken into the streets or permitted to be in the streets, except for short periods of exercise under leash and control of a competent adult. During such quarantine, no animal may be taken or removed from the city without permission of the health officer.

(d) During such period of rabies quarantine, every animal bitten by an animal adjudged to be rabid shall be forthwith destroyed, or at the owner's expense and option, shall be treated for a rabies infection by a licensed veterinarian, or held under six months quarantine by the owner, the period of quarantine may be extended from time to time.

(e) No person shall remove from the city any animal suspected of having been exposed to rabies, or any animal which has bitten a human, except as herein provided. The carcass of any dead animal exposed to rabies shall be surrendered to the health officer upon demand, and the animal control officer shall direct disposition of the animal. No person shall refuse to surrender any animal for quarantine or destruction when such demand is lawfully made by the animal control officer.

OVERVIEW OF CHANGES TO CHAPTER 10 – ANIMALS OF THE MCALESTER CITY CODES

* **Adds 31 new definitions and expands on several existing definitions.**

* **Section 10-4 expands on what constitutes an animal nuisance and the procedures that will be followed.**

* **Adds Section 10-5 Nuisance – noise. Deals with animals that disturb the peace.**

* **Adds Section 10-6 Abandoning or dumping domestic animals in a public place or on property of another. Specifies a fine of $250.00 to $500.00.**

* **Removed existing Section 10-5 Animals used for agricultural purposes.**

* **Adds Section 10-7 Using animals as prize or inducement.**

* **Adds Section 10-8 Disposition of dead animals generally.**

* **Adds Section 10-9 Leaving disabled animal on street or sidewalk generally. Specifies a fine of $250.00 to $500.00.**

* **Section 10-10 Care of animals generally, expands on existing Section 10-8 Same-Maintenance. Specifies a fine of $250.00 to $500.00.**

* **Adds Section 10-11 Striking with a motor vehicle.**

* **Adds Section 10-17 Performing animal exhibitions.**

* **Adds Section 10-18 Requirements for keeping a potentially vicious animal.**

* **Adds Section 10-19 Traps.**

* **Section 10-20 Running at large, expands on existing Section 10-11 and sets graduating fine levels of $100.00 for the first offense in a 12 month period to $500.00 for the third and subsequent offense in a 12 month period. Makes the issuance of a summons mandatory.**

* **Expands Section 10-46 Generally (Impoundment procedures).**

* **Expands Section 10-47 Fees. Increases impoundment fee from $20.00 to $30.00**

* **Section 10-73 Keeping of domestic animals. Clarifies and expands on existing Section 10-73.**

* **Adds Section 10-75 Adequate shelter and space for animals; time restriction on tethering.**

* **Adds Section 10-76 Dogs riding in motor vehicles. Places restrictions on dogs and cats riding in a motor vehicle including ensuring that there is adequate temperature control and ventilation available for the animal.**

* **Adds Section 10-77 Allowing dogs to urinate or defecate on public or private property.**

* **Section 10-101 Rabies vaccination expands on existing Section 10-101.**

* **Adds Section 10-102 Proclamation of rabies. Currently this information is in Section 10-101.**

McAlester City Council

AGENDA REPORT

Meeting Date:	April 22, 2008	**Item Number:**	3
Department:	Mayor/Council		
Prepared By:	Cora Middleton for Robert Ivester, City Attorney	**Account Code:**	
Date Prepared:	April 15, 2008	**Budgeted Amount:**	
		Exhibits:	One

Subject

Consider and act upon, an ordinance amending Section 102-15, of the City Code of Ordinances, USE OF ROLLER SKATES, SKATEBOARDS, ETC. ON ROADWAYS AND SIDEWALKS; PROVIDING FOR PENALTY; AND DECLARING AN EMERGENCY.

Recommendation

Motion to approve an Ordinance amending Section 102-15, of the City Code of Ordinances, USE OF ROLLER SKATES, SKATEBOARDS, ETC. ON ROADWAYS AND SIDEWALKS; PROVIDING FOR PENALTY; AND DECLARING AN EMERGENCY.

Discussion

This Ordinance enlarges the area and sets the boundaries where the use of Roller Skates and Skateboards on roadways and sidewalks is prohibited within the City of McAlester.

Approved By

	Initial	*Date*
Department Head	CM	04/15/08
City Manager	MBR	04/17/08

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF MCALESTER, OKLAHOMA, AMENDING THE CODE OF ORDINANCES, SECTION 102-15, USE OF ROLLER SKATES, SKATEBOARDS, ETC. ON ROADWAYS AND SIDEWALKS. AND DECLARING AN EMERGENCY.

* * * * * * * * * * * *

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF McALESTER, OKLAHOM, that:

SECTION 1: Sec. 102-15, of the McAlester Code of Ordinances is hereby amended to read as follows:

Sec. 102-15. USE OF ROLLER SKATES, SKATEBOARDS, ETC. ON ROADWAYS AND SIDEWALKS. PROVIDING FOR PENALTY.

(a) No person upon roller skates, or riding in or by means of a skateboard, coaster, toy vehicle or similar devices, shall go upon the roadway as follows:

(1) When crossing a street on a crosswalk;

(2) In residential areas where no sidewalks are provided;

(3) Upon streets which are set aside as play streets as authorized by ordinances;

(4) No person upon roller skates or riding in or by means of a skateboards, coaster, toy vehicle or similar device, shall ride upon a hill or street that, by so riding, would constitute an immediate danger to themselves and or vehicular traffic;

(b) It shall be unlawful for any person upon roller skates, coaster, toy vehicle or similar devices, to ride on the roadways or sidewalks within the central business district of the city, which is defined as the area between "A" street and Strong Boulevard, and Jefferson Avenue and Wyandotte Avenue. This section shall not apply to areas within the above defined central business district which are residential occupancy.

(c) No person shall ride a skateboard upon any sidewalk or sidewalk area where such riding is specifically prohibited by signs.

(d) Every person convicted of a violation of this ordinance shall be punished as prescribed in Sec. 1-8 of this code, or by impounding of such persons roller skates,

coaster, skateboard, toy vehicle or similar device for a period of not to exceed 10 days or by any combination thereof.

SECTION 2: Emergency Clause

That an emergency is hereby declared to exist, and for the preservation of the public peace, health and safety, by reason whereof it is necessary that all acts take effect immediately and be in full force and effect from, and after the passage and approval.

PASSED and the EMERGENCY CLAUSE ruled on separately this _____ day of April, 2008.

CITY OF McALESTER, OKLAHOMA
A Municipal Corporation

ATTEST:

By: _____
Don R, Lewis, Mayor

_____
Cora Middleton, City Clerk

Approved as to form and legality this _____ day of April, 2008.

_____
Robert Ivester, City Attorney

McAlester City Council

AGENDA REPORT

Meeting Date:	April 22, 2008	**Item Number:**	4
Department:	City Manager		
Prepared By:	Mark B. Roath	**Account Code:**	
Date Prepared:	April 17, 2008	**Budgeted Amount:**	
		Exhibits:	Eight

Subject

Consider, and act upon, accepting and placing on file the Hotel Tax Report performed by Crawford and Associates, P.C.

Recommendation

Motion to accept and place on file the Hotel Tax Report.

Discussion

On July 10, 2007, the City entered into a Letter Agreement with Crawford and Associates, P.C., to assist the City in monitoring compliance by local area hotels and motels with the provisions of Article IV, Hotel Tax of the McAlester City Code. On February 4, 2008, Crawford and Associates, P.C., submitted a report entitled, "City of McAlester, Article IV – Hotel Tax Consulting Project."

Ms. Kristin Lamar, MBA, CFE, will be present to the Report her findings and recommendations to the City Council.

Attachments are:

1. Letter Agreement
2. Cover Letter and Report
3. Misc. Documents:
    a. Email dated November 14, 2007.
    b. Email dated December 19, 2007
    c. Letter dated January 3, 2008
    d. Email dated January 16, 2008
    e. Draft Letter dated February 12, 2008

Approved By

	Initial	*Date*
Department Head		
City Manager	MBR	04/17/08

CRAWFORD & ASSOCIATES, P.C.
CERTIFIED PUBLIC ACCOUNTANTS AND ADVISORS TO GOVERNMENT

GREENBRIAR OFFICE PARK
10308 GREENBRIAR PLACE
OKLAHOMA CITY, OK 73159
PHONE: 405/691-5550
FAX: 405/691-5646
E-MAIL: info@crawfordcpas.com
WEB SITE: www.crawfordcpas.com

June 24, 2007

Mr. Mark B. Roath, City Manager
City of McAlester
P.O. Box 578
McAlester, OK 74502-0578

Dear Mr. Roath:

Crawford & Associates is pleased that the City of McAlester (the City) continues to express its confidence in our firm and our municipal government expertise. This letter is in response to your request for Crawford & Associates to assist the City in monitoring compliance by local area hotels and motels with the provisions of Article IV - Hotel Tax of the City Code.

This letter is considered an addendum to our accounting and consulting contract with the City dated April 26, 2007, effective for the period from July 1, 2007 through June 30, 2008. All of the terms and conditions agreed to in that contract will apply to this addendum.

Scope of Additional Services

We will provide assistance to the City in monitoring compliance with Article IV of the City Code regarding the collection of hotel tax. Such monitoring will include review of (1) the proper collection and remittance of the hotel tax by the hotels and motels, and (2) the proper receipting, depositing, and accounting of the hotel tax receipts by the City.

Section 98-108 of the City Code provides for the occupancy and tax billing and collection records of the hotel operator to be made available for inspection and examination at any time upon demand of the City's tax collector or duly authorized agent. Such records are required to be retained by the operator for a period of three years, unless a longer period of time is requested by the City. We will serve as the City's duly authorized agent pursuant to Section 98-108.

Specifically, we will perform the following:

- Develop a plan for periodic inspection and examination of hotel operators' tax billing, collection, and remittance records.
- Perform the hotel records inspection and examination on a test basis for a sample of hotels and motels at different times during the year.
- Evaluate compliance by the hotels and motels with the provisions of the City Code dealing with:
    - Imposition of the tax and granting of exemptions (Section 98-107)
    - Filing of returns (Section 98-109)
    - Payment of the tax and (Section 98-110)
    - Discounts and delinquent taxes (Section 98-118)

- Evaluate the design of the City's internal controls over hotel tax receipting, depositing, and accounting; and make any recommendations for improvement.
- Perform tests of the effectiveness of the City internal controls over the hotel tax, including compliance with City Code provisions on:
  - Assessment of the tax (Section 98-111)
  - Refunds (Section 98-112)
  - Assessment of interest and penalties (Section 98-119)
  - Proper use of the hotel tax revenues for restricted purposes (Section 98-123)

Additional Fees and Costs

As noted in our April 26, 2007 contract, because Crawford & Associates has no direct control over the scope of services requested by the City in this engagement, nor do we have control over the quality of the City's accounting system or records or the City staffing levels or capabilities, nor control over the level of cooperation received from the various hotels and motels, it is impractical to provide an accurate estimate of hours of service requested and a limit on fees and expenses charged. However, for purposes of purchase order development, we estimate that the services specified in this addendum will range from $6,000 - $8,000. We will rely on the City to provide us with a copy of approved purchase orders and monitor the cumulative fees and expenses charged and notify us if and when the cumulative amount approaches the total appropriated level. The City agrees to provide sufficient appropriation for all services requested prior to the services being performed.

Acceptance

Please indicate your acceptance of this agreement by signing in the space provided below and returning this engagement letter addendum to us. A duplicate copy of this engagement letter addendum is provided for your records. We look forward to continuing our professional relationship with the City of McAlester.

Respectfully submitted and agreed to by,

Mike Crawford

Crawford and Associates, P.C.

Accepted and Agreed to for the City of McAlester:

By: Sam Mason

Title: Vice-Mayor

Date: 07/10/07

CRAWFORD & ASSOCIATES, P.C.
CERTIFIED PUBLIC ACCOUNTANTS AND ADVISORS TO GOVERNMENT

GREENBRIAR OFFICE PARK
10308 GREENBRIAR PLACE
OKLAHOMA CITY, OK 73159
PHONE: 405/691-5550
FAX: 405/691-5646
E-MAIL: info@crawfordcpas.com
WEB SITE: www.crawfordcpas.com

February 4, 2008

Honorable Don Lewis, Mayor and Members of the McAlester City Council
City of McAlester
P.O. Box 578
McAlester, OK 74502

Dear Gentlemen:

The City of McAlester engaged Crawford and Associates, P.C. to perform an examination that would assist the City to monitor the compliance with Article IV of the City Ordinance regarding the collection of the hotel tax. Such monitoring covered fiscal year 2007, (July 2006 through June 2007) and included the review of (1) the proper collection and remittance of the hotel tax by the hotels and motels, and (2) the proper receipting, depositing, and accounting of hotel tax receipts by the City.

Specifically, we performed procedures to address the following:

- Evaluation of compliance by the hotels with provisions of the City Code dealing with:
  - Imposition of the tax and granting of exemptions (Section 98-107)
  - Returns (Section 98-109)
  - Payment of the tax (Section 98-110)
  - Discounts and delinquent taxes (Section 98-118)
- Evaluation of the design and testing of the City's internal controls over hotel tax receipting, depositing, and accounting; including compliance with the City Code provisions regarding the development of any recommendations for improvement of:
  - Assessment of the tax (Section 98-111)
  - Refunds (Section 98-112)
  - Assessment of interest and penalties (Section 98-119)
  - Proper use of the hotel tax revenues for restricted purpose (Section 98-123)
- Development of a plan for periodic inspection and examination of hotel operators' tax billing, collection, and remittance records.

We have created a report documenting the results of the examination and have made recommendations based on these results. Also, included in the report are a letter template the City can use to assist in the collection of delinquent taxes and a risk-based monitoring plan to assist in increasing compliance by the hotels.

We would like to express our appreciation for all the courtesy and assistance we received from staff during the engagement listed above and hope our suggestions will be of benefit to the City.

Respectfully,

Crawford & Associates, P.C.

Crawford & Associates, P.C.

City of McAlester

Article IV – Hotel Tax Consulting Project

Crawford and Associates, P.C.

TABLE OF CONTENTS

DESCRIPTION	PAGE
Executive Summary	4
Background, Scope, and Objective	5
Observations and Recommendations	
Objective I – Evaluate compliance by the hotels and motels with the provisions of the City Code dealing with: • Imposition of the tax and granting of exemptions (Section 98-107) • Returns (Section 98-109) • Payment of the tax (Section 98-110) • Discounts and delinquent taxes (Section 98-118)	6
Objective II – Evaluation of the design and testing of the effectiveness of the City's internal controls over hotel tax receipting, depositing, and accounting; including compliance with City Code provisions and development of any recommendations for improvement on: • Assessment of the tax (Section 98-111) • Refunds (Section 98-112) • Assessment of interest and penalties (Section 98-123)	8
Objective III – Develop a plan for periodic inspection and examination of hotel operators' tax billing, collection, and remittance records	11
Conclusion and Recommendations	12
Appendix A – City of McAlester Ordinance No. 2130	15
Appendix B – Letter from City Attorney addressing *Permanent Resident* And Ordinance No. 2061	24
Appendix C – Letter to Hotels documenting examination results	27

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Executive Summary

The City of McAlester has taken a proactive approach by requesting our assistance (Crawford & Associates) in monitoring the compliance of the City and the hotels in operation within city limits with Article IV of the City Code regarding the collection of hotel taxes. Article IV levied a four percent (4%) tax on all hotel room rentals above five dollars ($5). The procedures we performed included the review of (1) the proper collection and remittance of the hotel tax by the hotels and motels, and (2) the proper receipting, depositing, and accounting of the hotel tax receipts by the City. Within this Executive Summary, we have summarized the results of these procedures and have referenced each to the applicable location in report.

- Hotel documents were inspected for compliance with City Ordinances 98-107, 98-109, 98-110, and 98-118. (Page 6 - 8)
  - Three hotels were not separating the taxes collected from the room rent.
  - Two hotels were claiming large amount of tax exempt room rental revenue without proper documentation.
  - Two hotels were consistently submitting tax payments after the required due date.

- Undocumented exemptions and miscalculations by hotels equal $12,779.58 in taxes owed to the City. (Page 7)

- Internal controls related to hotel tax collection, receipting, depositing, and accounting appear to have been designed and in place; however, improvements are needed. (Page 8 - 11)

- We calculated late fees and penalties against hotels for late payments and taxes owed pursuant to the ordinances, equal to $14,136.59. (Page 10)

- The revenue received from the remittance of hotel tax appears to have been expended appropriately pursuant to the restricted uses of the hotel tax ordinance. (Page 11)

Summary of Receipts and Expenditures for Hotel Tax

Revenue from Hotel Tax		$ 469,543.94
Operating Supplies	$ 10,591.14	
Repair & Maintenance	132,139.40	
Concession Supplies	18,475.23	
Contract Services	1,598.13	
Utilities	65,098.32	
Advertising and Printing	9,531.50	
Travel and Training	1,134.04	
Festival (4th of July)	18,805.00	
Operating Expenses	1,727.65	
	$ 259,100.41	
Remaining Balance		$ 210,443.53

- A semi-annual risk-based plan has now been developed for the City of McAlester to monitor high risk hotels' remitting hotel taxes. (Page 11 - 12)

Background

The City Council of the City of McAlester adopted and made effective Ordinance Number 2130, Article IV, Chapter 98, on August 1, 2001. This ordinance levies and assesses an excise tax of four percent (4%) upon the gross proceeds or gross receipts derived from the rent of occupancy of hotel rooms. The purposes of these tax revenues are to fund all facets of promoting and supporting tourism for the City of McAlester. On February 11, 2003, Ordinance Number 2061 amended Article IV, Hotel Tax, Section 98-106, and Section 98-107 definitions and imposition of taxes and exemptions as related to federal and state governments, agencies and divisions.

Scope and Objectives

We provided assistance to the City of McAlester in monitoring compliance with Article IV of the City Ordinance regarding the collection of the hotel tax. Such monitoring covered fiscal year 2007, (July 2006 through June 2007) and included the review of (1) the proper collection and remittance of the hotel tax by the hotels and motels, and (2) the proper receipting, depositing, and accounting of hotel tax receipts by the City.

Section 98-108 of the City Ordinance provides for the occupancy and tax billing and collection records of the hotel operator to be made available for inspection and examination at any time upon demand of the City's tax collection or duly authorized agency. Such records are required to be retained by the operator for a period of three years, unless a longer period of time is requested by the City. We served as the City's duly authorized agent pursuant to Section 98-108.

Specifically, we performed procedures to address the following:

- Evaluation of compliance by the hotels with provisions of the City Code dealing with:
  - Imposition of the tax and granting of exemptions (Section 98-107)
  - Returns (Section 98-109)
  - Payment of the tax (Section 98-110)
  - Discounts and delinquent taxes (Section 98-118)
- Evaluation of the design and testing of the City's internal controls over hotel tax receipting, depositing, and accounting; including compliance with the City Code provisions regarding the development of any recommendations for improvement of:
  - Assessment of the tax (Section 98-111)
  - Refunds (Section 98-112)
  - Assessment of interest and penalties (Section 98-119)
  - Proper use of the hotel tax revenues for restricted purpose (Section 98-123)
- Development of a plan for periodic inspection and examination of hotel operators' tax billing, collection, and remittance records.

Objective I – Evaluation of compliance by the hotels and motels with the provision of the City Code dealing with:

- **Imposition of the tax and granting of exemptions (Section 98-107)**
- **Returns (Section 98-109)**
- **Payment of the tax (Section 98-110)**
- **Discounts and delinquent taxes (Section 98-118)**

To perform the hotel records inspection and examination on a test basis, we first selected different quarters within fiscal year 2007 and selected three hotels to test per quarter. One hotel had recently changed ownership and had never paid taxes; therefore, we could not test an entire quarter; instead we tested only two months (the only months in operation) within our time period. We documented their revenue and calculated the amount of tax they owed plus late fees and penalties; however, we could not apply all of the procedures since they had never paid taxes under the new ownership.

Of the remaining 11 hotels, we examined each hotel's supporting documentation of room rental revenue received during the assign time period. This documentation included daily sheets, monthly reports and exemptions forms. Based on the results of this initial inspection, the City decided to expand the inspection to include the entire fiscal year for all hotels. The specific results of our work have been organized by ordinance and are documented in the subsequent sections. We examined the supporting documentation from the hotels and the City to determine the hotel's compliance with City Ordinances 98-107, 98-109, 98-110, and 98-118.

Imposition of the tax and granting of exemptions (Section 98-107) levies the excise tax of four percent (4%) on the gross proceeds or gross receipts derived from the rent of a room or rooms in a hotel in the City of McAlester when the rate is above $5.00. This ordinance sets forth that the tax shall not be imposed upon the United States, the State of Oklahoma, municipality or any other political subdivision of the State. The tax shall be stated and charged separately from the rent and shown separately on any record. It also states, "...it shall be presumed that all rentals are subject to the tax until facts to the contrary are established; and the burden of providing that a rent for occupancy is not taxable hereunder shall be upon the operator or the occupant."

Using the criteria in 98-107, we noted the following in our evaluation of compliance:

- Midway Lodge, Economy Inn, and Hi-way Lodge were not separating the taxes collected from the room rent revenue on records and since the revenue and taxes were combined, taxes were not properly calculated.
- Comfort Suites and Holiday Inn Express adopted the policy to pay the hotel tax on any tax-exempt room rent revenue they receive due to the extremely low number of tax-exempt occupants they accommodate.
- Best Western and Economy Inn appear to be properly documenting and maintaining the required tax-exempt forms for all room rent revenue claimed to be tax-exempt.
- Americinn and Happy Days Hotel claimed large amounts of tax-exempt room rental revenue; however, they were not properly maintaining the supporting documentation as required by the

city ordinance. Undocumented exemptions[1] for Americinn equaled $75,495.98 and Happy Days equaled $16,205.03.

Based on the fieldwork performed, we have concluded the amount of tax revenue owed to the City due to undocumented exemptions and miscalculations of taxes owed is $12,779.58, as summarized in Table 1.

Table 1
Summary of Taxes Owed for Undocumented Exemptions and Miscalculations

Hotel/Month	Jul-06	Aug-06	Sep-06	Oct-06	Nov-06	Dec-06	Jan-07	Feb-07	Mar-07	Apr-07	May-07	Jun-07	Total
Ambaa/Hiway Inn and Suites	-	-	-	-	-	-	-	-	-	-	-	-	-
Americinn	511.50	615.24	567.61	476.25	403.09	411.71	434.46	576.74	514.24	770.49	533.58	528.54	6,343.45
Best Western	-	-	6.99	-	(0.01)	(0.01)	-	-	-	41.43	36.08	65.18	149.66
Comfort Suites	-	-	-	-	-	-	-	-	-	-	-	-	-
Economy	-	-	-	-	-	-	-	-	-	-	-	-	-
Happy Days	504.79	188.42	152.45	99.18	119.40	145.26	109.08	280.88	288.83	306.78	377.95	248.96	2,821.99
Hiway Lodge	(335.69)	(133.99)	93.94	(402.28)	(229.28)	85.00	27.06	(13.49)	201.95	(103.27)	50.46	(176.45)	(936.04)
Holiday Express Inn & Suites	-	-	-	-	-	-	-	-	-	-	-	-	-
Holiday Lodge	-	-	20.59	32.05	63.65	-	-	(0.02)	0.02	(15.80)	(3.96)	0.21	96.74
Midway/Econo Lodge	99.48	96.18	84.44	99.30	67.13	701.23	1,144.77	32.77	24.76	32.29	78.40	54.26	2,515.01
Motor Inn	-	-	-	-	-	-	-	-	-	-	715.32	1,073.44	1,788.76
Super 8	-	-	-	-	-	-	-	-	-	-	-	-	-
													$ 12,779.58

A partial explanation for some of the undocumented exemptions is the unique situation facing the City of McAlester. Currently the City is experiencing an increase in their oil industry, which is requiring a relatively significant number of oil industry related workers to temporarily reside in McAlester. However, the City does not currently have enough apartments or extended stay facilities to house these workers to meet the demand. Therefore, they are occupying most of the hotels in the City and surrounding areas. These workers are occupying the rooms for more than 30 days consecutively and the hotels were under the impression that City Ordinance 98-107, "No tax shall be imposed hereunder upon a permanent resident" was still in effect, especially the Americinn. The definition of permanent resident was defined in the ordinance as, "...any occupant who has or shall have the right of occupancy of any room or rooms in the same hotel for at least thirty (30) consecutive days during the current calendar year or preceding year." However, based on further review, the City Council of McAlester amended the Hotel/Motel Tax Ordinance in 2003 by passing Ordinance 2061 which deleted the definition of permanent resident; however, it appears the hotels were not properly informed. Refer to Appendix B on page 19 for the letter from the City Attorney regarding this matter. We concur with the recommendation made by the City Attorney to forgo collection of past uncollected taxes, but to notify all the hotels, motels and any other businesses which might be subject to this ordinance of the deletion of the permanent resident definition and that in the future all hotel room rental revenue should be included in the calculation of hotel taxes unless it meets the exemption criteria outlined in the ordinance.

[1] Undocumented exemptions is defined as revenue claimed as exempt from the hotel/motel tax which has been subtracted from the revenue received from room rental in which the hotel/motel tax is based without completion of City's Hotel Tax Exemption Form.

We recommend you consider consulting with legal counsel to determine if the City needs to reevaluate the language in the hotel tax ordinances 2130 and 2061, in the section titled "Imposition of tax exemptions", to determine whether this section should be expanded to include other entities that maybe considered tax exempt, such as those entities generally considered exempt from federal or state income taxes.

Returns (Section 98-109) states on or before the 15th day of each month, hotel operators shall file with the tax collector a return of occupancy and of rents and of the taxes payable thereon for the proceeding calendar month. ***Payment of tax (98-110)***states impart, "...If any operator has twice failed to pay taxes on or before the date fixed for payment of such taxes or if any operator refuses to pay the taxes or if the Tax Collector has reasonable grounds for belief that the operator is about to cease business or leave the state or remove or dissipate assets, or if, for any similar reason he deems it necessary to protect revenues due hereunder, the Tax Collector may require an operator to file with the City either a performance and payment bond, as detailed herein, or in lieu of this bond, an escrow account or an irrevocable letter of credit as detailed herein...." And ***Discount, delinquent taxes (98-118)*** grants a three percent (3%) discount on the amount of taxes to remit to the City if remitted on or before the 15th of every month. However, if the taxes are not remitted on or before the 15th of the month, than the discount is forfeited. Using the criteria contained in 98-109, 98-110 and 98-118, we noted the following in our evaluation of compliance:

- Midway Lodge and Happy Days Hotel consistently submitted their taxes after the 15th of the month (ten to twelve times) but continued to take the early submittal discount.
- Motor Inn has never submitted any hotel tax payments as of June 2007.
- Economy Inn and Hiway Lodge were late remitting their taxes three to five times during our time period.
- Hiway Inn and Suites, Comfort Suites, Holiday Inn Express, and Holiday Lodge usually paid on time except for one or two months noted.
- Americinn, Best Western and Super 8 consistently paid on-time during the period reviewed.

We concluded that if the City were to enforce ordinance 98-110, three hotels (Midway Lodge, Happy Days, and Motor Inn) appear to meet the criteria of having twice failed to pay taxes on or before the date fixed for payments of hotel taxes and would be subject to a performance bond or the establishment of an escrow account to ensure payment if the City deemed necessary. We have assessed and documented the late fees and penalties for these and other hotels in Table 2 in the section titled Objective II.

Objective II – Evaluation of the design and testing of the effectiveness of the City's internal controls over hotel tax receipting, depositing, and accounting; including compliance with the City Code provisions regarding and development of any recommendations for improvement on:

- **Assessment and determination of the tax (Section 98-111)**
- **Refunds (Section 98-112)**
- **Assessment of interest and penalties (Section 98-119)**
- **Purpose of revenues (Section 98-123)**

In addition to inspecting the hotels and motels records, we also evaluated the City's receipting, depositing, and accounting for the revenue received from the hotel tax and related internal controls. We noted the following:

- 38 of 127 tax forms maintained (30%) were not properly stamped received or initialed and dated.
- Of the three hotels that routinely mail their taxes to the City; no documentation (stamped envelopes) were retained by the City to verify when the hotel placed their payments in the mail to determine if the taxes were remitted (mailed) on or before the 15th of each month.
- As taxes are received from the hotels, their descriptive information entered into the City's accounting system to identify the hotel, is not consistent. Some hotels were recorded by using various names therefore making it difficult to determine the hotels that had remitted payments.
- Two tax forms remitted by hotels were not properly retained by the City.
- The City just recently started tracking the date taxes were received and the amount.
- Late fees and penalties have not been assessed and enforced.

Based on the items noted above, internal control policies and procedures should be designed and implemented to ensure:

- The taxes received from walk-up customers are always stamped received or initialed and dated promptly.
- Proper documentation is retained from hotel tax receipts that are mailed to the City, e.g. stamped envelope.
- The descriptive information entered to identify the hotels is entered consistently to ensure proper payment has been received.
- Proper tax documentation is retained by the City.
- The City continues to track the amount of tax received from each hotel and the date received.
- Late fees and penalties are assessed and enforced to promote compliance.

Assessment and determination of the tax (Section 98-111) outlines the procedure and process to be used if a return is not filed or if a return is incorrect or insufficient. Based on discussion with the City this section of the ordinance has not been enforced; however, the City has the authority to estimate the tax owed based on external indices such as the number of rooms, location, scale of rents, comparable rents, types of accommodations and services, number of employees, or other factors which will by final and irrevocably fixed once written notice of the assessment is presented to the person liable for the collection and payment of the tax.

Refunds (Section 98-112) states impart, "...the Tax Collector shall refund or credit any tax erroneously, illegally or unconditionally collected if written application to the Tax Collector for such refund shall be made within two (2) years from the date of payment thereof..."

During the period we examined, the City had refunded $33.54 in tax erroneously collected from individuals. The City did not refund or credit any hotel tax to a hotel during fiscal year 2007. However, based on the results of our work documented in the Summary of Undocumented Exemptions and Miscalculations in Table 1, it appears that only one hotel was potentially owed a refund until late fees and penalties are applied Table 2, which resulted in the hotel owing the City money.

Assessment of interest and penalties (Section 98-119) states impart. "If an operator fails to file a return or remit the taxes due prior to the fifteenth day of the month, the operator shall pay, in addition to one hundred percent (100%) of the taxes due, the following interest and penalties:

1. One and one-half percent (1-1/2%) interest per month on the total amount of taxes due from the fifteenth day of the month to the date of filing; and
2. A penalty of ten percent (10%) of the total amount of the taxes due."

We reviewed hotel and City records and, based on the results of that review and the criteria of Section 98-119, we have calculated the amount of late fees and penalties that should have been assessed to the hotels for tax payments submitted after the 15th of the month as $14,136.59 based on the information available, summarized in Table 2.

Table 2
Summary of Late Fees and Penalties[2]

Hotel/Month	Jul-06	Aug-06	Sep-06	Oct-06	Nov-06	Dec-06	Jan-07	Feb-07	Mar-07	Apr-07	May-07	Jun-07	Total
Ambaa/Hiway Inn and Suites	-	-	-	-	-	160.55	240.19	-	-	-	-	-	400.73
Americinn	-	-	-	-	-	-	-	-	-	-	-	-	-
Best Western	-	-	-	-	-	-	-	-	-	-	-	-	-
Comfort Suites	-	-	-	-	-	533.68	977.84	-	-	-	-	1,046.72	2,558.25
Economy Inn	-	-	-	13.84	-	-	-	61.05	99.35	73.74	-	14.20	262.18
Happy Days	-	333.94	300.85	296.40	299.39	254.63	-	379.18	560.26	523.77	659.05	631.71	4,239.18
Hiway Lodge/Bhuma	-	-	-	-	-	295.38	242.61	-	497.55	-	-	-	1,035.54
Holiday Inn Express	-	-	-	-	-	1,068.99	-	-	-	-	-	1,468.50	2,537.49
Holiday Lodge	-	-	-	-	-	113.31	-	-	-	-	-	-	113.31
Midway/Econo Lodge	249.41	200.48	168.26	220.30	145.16	185.82	303.36	176.60	277.57	235.65	212.87	263.83	2,639.31
Motor Inn	-	-	-	-	-	-	-	-	-	-	146.64	203.95	350.59
Super 8	0.01	0.03	(0.01)	(0.01)	-	0.01	-	-	-	-	(0.01)	-	0.02
													$ 14,136.59

During our conversations with some of the hotels that were consistently late, we noted the actual due date of the hotel tax was not clearly understood or was simply over looked. Certain hotels understood the due date to be the same date their sales tax was due which is five days after the actual due date of the hotel tax. As we noted at the beginning of this section, it was difficult for us to determine the actual date taxes were remitted to/received by the City on at least 30% of the forms submitted and processed through the cashier's office. In addition, the City did not maintain the date stamped envelopes for the three hotels that usually submit their payment through the mail to document the actual date remitted. Therefore, we have concluded that it would be difficult for the City to justify collection of the late fees and penalties calculated in Table 2, as it may not be an accurate, complete and fair assessment.

We also thought we should note the difficulty expressed to us by the hotel operators and City staff in interpreting the intent of the current hotel tax code. One of the areas frequently mentioned was the

[2] The calculation of late fees and penalties were as of November 15, 2007. The City has not performed an assessment of late fees and/or penalties on the hotel taxes owed or payments made after the 15th of the month.

language regarding application of late fees and penalties for delinquent tax payments. The current language appears to be unclear as to how and when the late fees and penalties should be applied.

Purpose of revenues (Section 98-123) states, "It is hereby declared to be the purpose of this division to provide revenues for the following specific purposes, and no others, to-wit:

1. For the operation of the tourism and related departments of the city;
2. To adopt agreements, plans, policies, and programs to encourage the development of the city as a convention, trade show, and tourist center; and
3. To construct, reconstruct, operate, maintain and repair buildings and facilities of the city necessary to foster the development of the city as a convention, trade show, and tourist center, and to acquire land in connection therewith."

Expenditures related to the Tourism Fund/Southeast Expo for fiscal year 2007 totaled $259,100.41. Our analysis of the use of the fund proceeds shows 51% of the fund's expenditures were used for repair and maintenance expenses on the expo facility, as documented in Table 3.

Table 3
Summary of Expenditures for Tourism Fund – FY 2006-2007

Description	Amount Expended	Percentage
Operating Supplies	$ 10,591.14	4.09%
Repair & Maintenance	132,139.40	51.00%
Concession Supplies	18,475.23	7.13%
Contract Services	1,598.13	0.62%
Utilities	65,098.32	25.12%
Advertising and Printing	9,531.50	3.68%
Travel and Training	1,134.04	0.44%
Festival (4th of July)	18,805.00	7.26%
Operating Expenses	1,727.65	0.67%
	$ 259,100.41	100.00%

We reviewed 15 of the 311 (5%) of the line items or $8,045.91 of $259,100.41 (3%) of the total expenditures paid from the Tourism Fund. The 15 expenditures reviewed appeared to have been properly entered into the City's accounting system and were supported with appropriate and sufficient documentation. It appears all the expenditures paid from the proceeds of the hotel/motel tax have been used for the operation or promotion of tourism, either to repair the building and facilities or to fund the expenses necessary to sustain the expo center.

Objective III - Develop a plan for periodic inspection and examination of hotel operators' tax billing, collection, and remittance of records.

The results of this project were used to create a plan for the periodic inspection and examination of hotel operators' tax billing, collection, and remittance of records. The City has developed an informational packet for hotel operators, staff, and accountants, which addresses the requirements of the hotel tax

ordinance, how to properly account for the tax received, common questions received from hotels operators and staff, contact information and other relevant information. The City has developed this packet in recognition of the confusion expressed by hotel operators and staff involved in the hotel tax collection and remittance processes. We recommend the City provide the information packet developed to all hotel operators and require them to provide this information to all managers, staff and accounting firms/personnel involved in their operations were hotel tax knowledge would be needed. Based on the results of our fieldwork, we recommend that the City of McAlester use a risk based approach to monitoring the remittance of the hotel/motel tax by the operators. Risk levels were based on the compliance issues we noted, for example, certain hotels were not calculating the amount of hotel taxes owed properly, exemptions were not documented, tax payments were not remitted, etc.

For the most part, we feel hotel operators are trying to comply with this requirement; however there appears to be confusion among the operators, which should be minimized if not resolved through the issuance of the information packet and our site visits. Based on the information gathered, we have developed a semi-annual monitoring plan which will move to an annual monitoring plan based on compliance.

We have determined that the following hotels, (hotels with the highest risk assessment), should be monitored semi-annually until they are in compliance with the hotel tax ordinance:

Highest risk for undocumented exemptions:

- Americinn
- Happy Days

Highest risk for late fees and penalties:

- Happy Days
- Motor Inn
- Midway Lodge

Highest risk for improper calculation of tax:

- Midway Lodge

We recommend the remaining nine hotels, listed below, should be monitored on an annual basis. Most of the errors noted with regards to these hotels appeared to be isolated events or are easily corrected by the hotel operators.

1. Hiway Lodge
2. Hiway Inn and Suites
3. Comfort Inn
4. Holiday Inn Express
5. Holiday Lodge
6. Best Western
7. Economy Inn
8. Super 8

We also recommend the City, with internal audit assistance; continue to perform periodic monitoring of its internal processes related to the hotel tax collection and recording. If the City or a hotel owner/operator raises legitimate concerns about the processes, procedures, or documents related to the remittance of hotel taxes, then it may be in the best interest of both parties involved to consider engaging with an independent audit firm or third party to address the concerns depending on their nature and the resources available internally for such audit or examination.

Conclusion and Recommendations

As noted in the Scope and Objectives section of this report, we organized our work to accomplish three objectives as noted below.

Objective I

The first objective was to evaluate compliance by the hotels with the provisions of the City Code regarding the imposition of the tax and granting of exemptions (section 98-107), returns (section 98-109), payment of the tax (section 98-110), and discounts and delinquent taxes (section 98-118). We noted that three hotels were not properly separating the hotel tax collected from the room rent revenue on their internal records; only two hotels were properly documenting and maintaining the tax exemption forms while two other hotels were claiming large amounts of exemptions but were not properly documenting the exemptions. We calculated the total amount of taxes owed due to undocumented exemptions and miscalculations for fiscal year 2007 at $12,779.58.

We recommend the City use the information packet and communications with operators to inform and convey the hotels' responsibilities related to hotel tax. The following information should be addressed:

- The documentation of room rental revenue is separated from the room rental tax for each room.
- Proper application and documentation of tax exempt eligible persons or entities.
- The deletion of the permanent resident definition and discontinuance of occupancies over 30 days consecutively being exempt from hotel tax.
- The enforcement of late fees and penalties for delinquent hotel tax payments.

We also recommend you consult with legal counsel to determine if the City needs to reevaluate the language in the hotel tax city ordinances 2130 and 2061, in the section titled "Imposition of tax exemptions", to determine whether this section should be expanded to include other entities that maybe considered tax exempt.

Objective II

The second objective was to evaluate the design and test the effectiveness of the City's internal controls over hotel tax receipting, depositing, and accounting; including compliance with City Code provisions and develop recommendations regarding the assessment of the tax (section 98-111), refunds (section 98-112), assessment of interest penalties (section 98-119) and proper use of the hotel tax revenues for restricted purposes (section 98-123). We noted 30% or 38 of the 127 tax forms retained by the City were not properly stamped received or initialed and dated and the City could not locate two tax forms. The supporting documentation for the hotels that routinely mail their taxes to the City were not properly

retained so that we could determine if taxes were remitted on or by the 15th of the month. Also, the descriptive information entered into the City's accounting system is not consistent, therefore making it difficult sometimes for the hotels to be consistently identified.

The City has recently started tracking, by hotel, the amount of taxes paid per month and the date they were remitted. To date the City has not assessed or enforced late fees and penalties. We calculated the amount of late fees and penalties that could be collected if the City enforces section 98-119 at $14,136.59. We also noted that two hotels consistently remitted their taxes late and one hotel has never remitted hotel tax, while three hotels consistently remit their taxes on time. The remaining six hotels did remit some tax payments late during our time period; however they were not consistently late. Due to the difficulty in determining the date taxes were remitted to/received by the City, we recommend you not pursue collecting the late fees and penalties calculated in Table 2, but instead utilize the recently creating tracking mechanism to begin enforcement once all hotels have been properly notified.

We tested 15 of the 311 (5%) of the line item expenditures which accounted for $8,045.91 or 3% of the total amount of $259,100.41 expended from the hotel tax revenue received by the City. It appeared the funds were used properly in accordance with the purposes of the revenue outlined in section 98-123 with 51% or $132,139.40 going towards the repair and maintenance of the Expo Center.

We recommend the City take the steps necessary to ensure:

- The taxes received from walk-up customers are always stamped received or initialed and dated promptly.
- Proper documentation is retained for all hotel tax receipts especially the taxes remitted by mail to the City, e.g. stamped envelope.
- The descriptive information entered to identify the hotels is entered consistently to ensure proper payment has been received.
- The City continues to track the amount of tax received and the date for each hotel.
- Late fees and penalties are assessed and enforced to promote compliance.

In addition, we recommend you consider meeting with legal counsel to reevaluate the language in the hotel tax code addressing the application of late fees and penalties for delinquent hotel tax remittances to avoid future confusion and ensure consistent application.

Objective III

The third objective was to develop a plan for the periodic inspection and examination of hotel operators' tax billing, collection and remittance records for the City. Based on the results noted in objectives one and two, we have developed a semi-annual monitoring plan which will convert into an annual plan based on the improved compliance of the hotels. There were four hotels that will require semi-annual monitoring while the remaining nine hotels could be monitored annually or as needed. We also recommend the City continue, with internal audit assistance, to monitor its internal processes related to hotel taxes.

We recommend the City use the information in this report in conjunction with the information packet developed and create a letter informing each hotel of the possible compliance or noncompliance reported

through this project and start monitoring the four high risk hotels semi-annually and the remaining nine annually based on our recommendation.

We believe if the City provides the information packet created, hotel compliance will increase resulting in the collection of the revenue to which the City is entitled. With that said, the most common comment made by each hotel representative was, "We have not seen an increase in tourism based on the events conducted at the Expo Center". Most hotel operators voiced their concern regarding the use of the tax revenue. We recommend the City use some type of medium to indicate when hotel tax revenue was used to promote tourism, whether the medium is an annual report or a rider in advertisements for events. If the City and the hotels work together, we believe the City of McAlester could attract more tourism thus creating a better overall economy for the City.

APPENDIX A

hereby adopted by reference and made a part of this article.
(Code 1974, § 27-66)

Sec. 98-83. Fraudulent returns.

In addition to all civil penalties provided by this article, the willful failure or refusal of any taxpayer to make reports and remittances herein required, or the making of any false and fraudulent report for the purpose of avoiding or escaping payment of any tax or portion thereof rightfully due under this article shall be an offense, and upon conviction thereof the offending taxpayer shall be punished as provided in section 1-8.
(Code 1974, § 27-67)

Sec. 98-84. Records confidential.

The confidential and privileged nature of the records and files concerning the administration of the municipal use tax is legislatively recognjzed and declared, and to protect the same provisions of 68 a.s. § 205 and each subsection thereof, is hereby adopted by reference and made fully effective and applicable to administration of the municipal use tax as is herein set forth in full.
(Code 1974, § 27-68)

Sec. 98-85. Provisions cumulative.

The provisions of this article shall be cumulative. and in addition to any and all other taxing provisions of the municipal ordinances.
(Code 1974, § 27-69)

Secs. 98-86-98-105. Reserved.

ARTICLE IV. HOTEL TAX

Sec. 98-106. Definitions.

Unless a different meaning clearly appears from the context, for the purposes of this chapter, the following words and phrases shall have the meanings given herein:

Hotel shall mean any building or buildings, trailer or other facility in which three or more rooms are used for the accommodation of such guests, whether such rooms are in one or several structures. The term shall include hotels, apartment hotels, motels, tOUl;st homes, houses or cow'ts. lodging houses, inns, rooming houses, trailer houses. trailer motels, dormitory space where bed space is rented to individuals or groups, apartments not occupied by "permanent residents", as that term is hereinafter defined, and all other facilities where rooms or sleeping facilities or space are furnished for a consideration. AE defined herein, "hotel" shall not include hospitals, sanitariums or nursing homes.

Occupant shall mean a person who, for a consideration, uses, possesses or has the right to the use or possession of any room or rooms in a hotel under any lease, concession, pennH, right of access, license to use, or other agreement, or otherwise.

Occupancy shall mean the use or possession or the right to the use or possession of any room or rooms in a hotel.

Operator shall mean any person operating a hotel in tIlls city, included, but not limited to, the owner, proprietor, lessee, sublessee, mortgagee in possession, licensee, or any other person otherwise operating such hotel.

Person shall mean an individual, partnership, society. association, joint stock company, corporation, estate, receiver, trustee, assignee, referee, or any other person acting in a fiduciary or representative capacity, whether appointed by a court or otherwise. or any combination of the above acting as a unit.

Rent shall mean the consideration received for occupancy valued in money, whether received in money or other-vise, including all receipts, cash, credits and property or services of any kind or nature, and also any amount for which credit is allowed by the operator to the occupant, without any deduction therefrom w'hatsoever.

Return shall include any return filed or required to be filed as herein provided.

Room shall mean any room or rooms of any kind in any part or portion of a hotel which is available for, let for the use of, or possessed for the purpose of lodging or sleeping.

Tax collector shall mean the city treasurer or such other department of city government duly designated by the city council. to administer the collection of the tax herein levied.
<Ord. No. 2130, § 3, 4-24-01; Ord. No. 2061, § 1, 2-11-03)

Sec. 98-107. Imposition of tax exemptions.

(a) There is hereby levied an excise ta of four percent upon the gross proceeds or gross receipts derived from the rent from every occupancy of a room or rooms in a hotel in this city, except that the tax shall not be imposed where the rent is less than at the rate of $5.00 per day. This excise ta.'\{ shall be in addition to any existing sales tax imposed by the city or the state.

(b) Reserved.

(c) The government of the United States, state governments or any agencies or dh;sions thereof. may file an application for refund of tax. paid directly by the treasury of either goverrunent by sending proof of payment of the hotel tax to the city treasurer of the City of McAlester, Oklahoma. Upon receipt of appropriate documentation that the tax has been paid, the treasurer shall cause a refund of taxes to be made to the appropriate government agency or division.

(d) The tax to be collected shall be stated and charged separately from the rent and shall be shown separately on any record thereof at the time \vhen the occupancy is arranged or con. tracted and charged for, and upon every evidence of occupancy or any bill, statement or charge made for such occupancy issued or delivered by the operator. The tax shall be paid by the occupant to the operator as trustees for and on account of the city, and the operator shall be liable for the collection thereof and for the payment of the tax. The operator and any officer of any corporate operation shall be personally liable for the tax collected or required to be collected under this title, and the operator shall have the same right in respect to collecting the tax trom the occupant or in respect to nonpayment of the tax by tbe occupant as if the tax were a part of the rent for the occupancy payable at the same time such ta:o:shall become due and owing, including all rights of eviction, dispossession, repossession and enforcement of any innkeeper's lien that he may have in the event of nonpayment of rent by the occupant; provided. however, that the city shall be joined as a party in any action 01'proceeding brought by the operator to collect or enforce collection of the tax.

(e) Such ta.'\:es, penalty and interest due hereunder shall at all times constitute a prior, superior and paramount claim as against the claim of unsecured creditors and may be collected by suit as any other debt.

(f) Where the occupant has failed to pay and the operator has failed to collect a tax as imposed by this chapter, then, in addition to all other rights, obligations and remedies provided, such tax shall be payable by the occupant directly to the city, and it shall be the duty ofthe occupant to file a return thereof with the ta." collector and to pay the tax imposed thereon to the tax conector, within 15 days after such tax was due.

(g) The tax collector may, whenever he deems it necessary for the proper enforcement of this chapter, provide by regulation that the occupant shall file returns and pay directly to the tax conector the ta.x herein imposed at such times as returns are required to be filed and payment over made by the operator.

(h) The tmc imposed by this section shall be paid upon any occupancy on or after August 1, 2001, although such occupancy is had pursuant to a contract, lease or other arrangement made prior to August 1, 2001. Where rent is paid, charged, billed or falls due on either weekly or other term basis, the rent so paid, charged, billed or falling due shall be subject to the ta.,<herein imposed to the extent that it covers any portion of the period after August I, 2001, Ilnd such payment, bill, charge or rent due shall be apportioned on the basis of the ratio of the number of days falling within such pomon to the total number of days covered thereby. Where any tax has been paid hereunder upon any rent which hns been ascertained to be worthless, the tax collector may, by regulation, provide for credit or refund of the amount of such ta.'\: upon application as provided herein.

(i) For the purpose of the proper administration of this chapter, and to prevent evasion of the tax hereby imposed, it shall be presumed that all rentals are subject to the tax until facts to the contrary are established; and the burden of providing that a rent for occupancy is not ta.xable hereunder shall be upon the operator or the occupant.

(j) No operator shall advertise or hold out to the public in any manner, directly or indirectly, that the tax imposed by this chapter is not considered as an element in the rent charged to the occupant.
(Ord. No. 2130, § 4, 4-24-01; Ord. No. 2061, § § 2, 3, 2-11-03)

Sec. 98-108. Records to be kept.

Every operator shaH keep records of every occupancy and of all rent paid. charged or due thereon and of the tax payable thereon in such form as the tax collector may, by regulation, require. Such records shall be available for inspection and examination at any time upon demand by the ta.x collector or a duly authorized agent or employee of the city, and shall be preserved for a period of three years, except that the tax con ector may consent to their destruction within that period or may require that they be kept longer.
(Ord. No. 2130, § 5, 4-24-01)

Sec. 98-109. Returns.

(a) Every operator, on or before the 15th day of each month, shall file with the tax collector a return of occupancy and of rents and of the taxes payable thereon for the preceding calendar month. The date of filing shall be the date of delivery to the tax. collector.

(b) The tax collector may permit or require returns to be made by shorter or longer periods and upon such dates as he may specify. The form of return shall be prescribed by the tax collector and shall contain such information. as he may deem necessary for the proper administration of this code. The ta..'\collector may require amended returns to be filed within 20 days after notice, containing the information specified *in* the notice.

(c) If a return required by this chapter is not filed or if a return when filed is incorrect or insufficient. on its face. the tax collector shall t.ake the necessary steps to enforce the filing of a return or an amended return.
(Ord. No. 2130, § 6, 4-24-01)

Sec. 98-110. Payment of tax.

At the time of filing a return of occupancy and of rents, each operator shall pay to the city the taxes imposed upon the rents included in such return, as well as an other moneys collected by the operator acting or purporting to act under the provisions of this chapter. All taxes for the period for which a return is required shall be due and payable on or before the date fixed for the filing of the return for stich period, without regard to whether a return is med or whether the return correctly filed shows the amount of rents and the taxes due. If any operator has twice failed to pay taxes on or before the date fixed for payment of such taxes or if any operator refuses to pay the taxes or if the tax collector has reasonable grounds for belief that the operator is about to cease business or leave the state or remove or dissipate assets, or if, for any similar reason he deems it necessary to protect revenues due hereunder, the ta.x collector may require an operator to file with the cit.y either a performance and payment bond, as detaHed herein, or in lieu of this bond, an escrow account or an irrevocable letter of credit as detailed herein. The performance bond, irrevocable letter of credit or escrow account shall be provided as follows:

(1) A performance and payment bond in a form acceptable to the city, naming the operator as obligee thereof, ex.ecuted by a stlrety acceptable to the city and authorized to do business in the st.ate, in a sum. equal to the city-wide average daily room rental rale, to be ascertained by the tax collector, times the number of rooms available for rent within the hotel multiplied by a factor of 30 times four percent; or

(2) An irrevocable letter of credit io a form acceptable to the city. executed by the operator and a federally insured financial institution acceptable to the city, providing for a sum equal to the city-wide aver-

age daily room rental rate, to be a c:cer. tained by the ta.x collector, times the number of rooms available for rent within the hotel multiplied by a factor of30 times four percent: or

(3) An escrow account held by the city in a sum equal to the city-wide average daily room rental rate, to be ascertained by the tn.'\. collector, times the number of rooms available for rent within the hotel multiplied by a factor of 30 times four percent.

COrd. No. 2130, § 7,4-24-01)

Sec. 98-111. Assessment and determination of tax.

If a return required by this chapter is not ftled, or if a return when filed is incorrect or insufficient, the amount of tax due shall be assessed by the tax collector from such information as may be obtainable and, if necessary, the tax may be estimated on the basis of external indices, such as number of rooms, location, scale of rents, comparable rents, types of accommodations and services, number of employees. or other factors. 'Nritten notice of such assessments shall be given to the person liable for the collection and payment of the tax. Such assessment shall finally and irrevocably fix and determine the tax, unless the person against whom it is assessed. within 90 days after the giving of such assessment, shall apply *in* writing to the council of the city for a hearing, or unless the tax co]]ector, at his discretion, shall reassess the same. After such hearing, the council of the city shall give written notice of its determination to the person against whom the tax is assessed. If the taxes and interest due are not paid within ten days of assessment or reassessment by the tax co]]ector or determination by the council, in addition to the taxes and interest, the operator shall pay a penalty equal to ten percent of the taxes due.

(Ord. No. 2130, § 8, 4-24-01)

Sec. 98-112. Refunds.

(a) rn the /Danner provided in this section. the tax collector shall refund or credit any tax erroneously, illegally or unconditionally collected if written application to the tax collector for such refund shall be made within two years from the date of payment thereof. For like causes. and in the same period, a refund may be so made upon the initiative and the order of the ta.-.:: conector. Whenever a refund is made, the reasons therefore shall be stated in writing. Such application may be made by the person upon whom such ta-x was imposed and who has actually paid the tax. Such application /Day also be made by the person who has conected and paid such tax to the city, provided that the application is made within two years of the payment by the occupant to the operator; but no refund of money shall be made to the operator until he shall first establish to the satisfaction of the tax collector, under such regulations as the ta."\xcollector may prescribe, that he has repaid to the occupant the amount for which the application for refund is made. The tax conector, in lieu of any refund required to be made, may allow credit therefore on payments due from the applicant.

(b) An application for a refund or credit made, as herein provided, shall be deemed an application for a revision of any tax, penalty or interest complained of, and the tax collector may receive evidence \...ith respect thereto. After making his determination, the tax collector shall give notice thereof to the applicant. Such determination shan be final unless the applicant, within ten days after such notice of determination, sha]] apply in writing to the council for a hearing. After such hearing, the council sha]] give written notice of its determination to the applicant.

(c) A person shall not be entitled to revision, refund or credit of a tax under this section if he has had a hearing or an opportunity for a hearing as provided in this chapter and has failed to avail himself of the remedies therein provided.

COrd. No. 2130, § 9, 4-24-01)

Sec. 98-113. *Notices.*

Notices provided for under this chapter shall be deemed to have been given when such notices have been delivered personally to the operator or deposited in the United States mail to the last known address of the operator.

COrd. No. 2130, § 10,4-24-01)

Sec. 98-114. Remedies exclusive.

The remedies provided by ordinance shall be exclusive remedies available to any person for the review of tax liability imposed by this division. (Ord. No. 2130, § 11, 4-24-01)

Sec. 98-115. Proceedings to recover tax.

(a) *Civil rem.edies.*

(1) Whenever any operator, occupant or other person shall fail to collect and/or pay over any tax} or to owe any tax, penalty or interest imposed by tills chapter as herein provided, the tax collector may file notice of liens on behalf of the city against the real estate upon which the hotel is located and/or against aU franchises, property and rights to property, whether real or personal, then belonging to or thereafter acquired by the person owing the tax pursuant to 68 O.S. § 2701, and 680.S. § 2704.

(2) The liens shall, upon proper filing, attach to the real estate and/or personal property then owned or thereafter acquired by the debtor, whether such property is used by the debtor in the operation of business or is under the authority of an assignee, trustee, or receiver for the benefit of creditors, from the date such taxes are due and payable as allowed by 68 O.S. § 2704.

(3) Tbe tax collector shall notify the person owing tbe tax by personal service or by certified mail that the city will file such liens if any delinquent lodging taxes, interest and/or penalties are not paid within 15 days of receiving such notice.

(4) Tbe tax collector may also request the city attorney to institute an action in personam and in rem to enforce payment and collect any delinquent lodging taxes, penalties and/or interest.

(b) *Criminal penalties.* In adclition to all civil penalties provided by this chapter, the willful failure or refusal of any operator, occupant or other person to make reports and/or remittances as herein required or the making of any false and fraudulent report for the purpose of avoiding or escaping payment of any tax or portion thereof rightfully du,e under tllis chapter shan be an offense and upon conviction thereof the offending operator, occupant or other person shall be punished by a fine of not more than the penalty set out in section 1.8 of this Code, excluding costs. (Ord. No. 2130, § 12, 4-24-01)

Sec. 98-116. General powers of the tax collector.

10 ndclition to all other powers granted to the tax collector, he is hereby authorized and empowered to:

(1) Make, adopt and amend rules and regulations appropriate to the c81Tying out of the provisions of this chapter for the purposes thereof;

(2) Extend, for cause shown, the time for filing any return for a period not exceeding 60 days; and for cause shown, to waive, remit or reduce penalties or interest;

(3) Delegate his functions hereunder to a deputy or other employee or employees of the city;

(4) Assess, reassess, determine, revise and readjust the taxes imposed by this chapter; and

(5) Prescribe methods for determining the taxable and non-taxable rents.

COrd. No. 2130, § 13,4-24-01)

Sec. 98-117. Administration of oaths and compelling testimony.

(a) The tax collector, or employees or agents of the city duly designated and authorized by him, sha)) have the power to administer oaths and take affidavits in relation to any matter or proceeding in the exercise of their powers and duties under this chapter. The tax collector shall have the pO\ver to subpoena and require the attendance of witnesses and the production of books, papers and documents to secure information pertinent to the performance of his duties hereunder and of the enforcement of tills chapter, and to examine them in relation thereto.

(b) Any person who shall refuse to testify or to produce books or records, or who shall testifY falsely in any material matter pending before the tax collector shall be guilty of an offense punishable by a fine of not more than the penalty set out in section 1-8 of this Code, excluding costs.
(Ord. No. 2130, § 14, 4-24-01)

Sec. 98-118. Discount, delinquent taxes.

(a) At the time of filing the returns required under this chapter with the tm, collector, the operator shall remit therewith to the tax collector, except as hereinafter provided, 97 percent of the tax. due under the provisions of this chapter; provided that the tax is delivered to the la.x collector before the 15th of the month for the preceding calendar month's return, or if transmitted by mail, that the date of postmark by the U. S. Postal Service is before the 15th day of the month for the preceding month's return. In the event that payment of any tax due is not made before the 15th of the month, the operator forfeits his claim to the three percent discount and must remit to tbe tax collector 100 percent of the taxes due. If the filing of the return and remittance of the taxes due are received by the ta.x collector after the 15th day of the month, the taxes are then delinquent and the operator shall pay, in addition to 100 percent of the ta.xes due, interest and penalties as prescribed in section 98-119(a).

(b) The discount granted by this section shall remunerate the operator for keeping tax records, filing reports and remitting the tax when due as required by this chapter.
(Ord. No. 2130, § 15, 4-24-01)

Sec. 98-119. Interest and penalties.

(a) If an operator fails to file a return or remit the taxes due prior to the 15th day of the month, the operator shall pay, in addition to 100 percent of the ta."{es due, the following interest and penalties:

(1) One and one-half percent interest per month on the total amount of taxes due from the 15th day oftha month to the date of filing; and

(2) A penalty often percent of the total amount of the taxes due.

(b) In addition to the penalties provided herein, the following persons shall be guilty of an offense and upon conviction thereof shall be punished by a fine of not more than the penalty set out in section 1-8 of this Code, excluding costs:

(1) Any operator or occupant who willfully fails to file a return as required by this chapter, or \who files or causes to be filed, or makes or causes to be made, or causes to be given any return, certificate, affidavit, representation, information. testimony or statement required or authorized by this cbapter which is willfully false;

(2) Any operator who willfully fails to flle a bond required by this chapter or who willfully fails to file a registration certificate and such data in connection therewith as the tax collector may require, by regulation or otherwise, or who fails to display or surrender the Hcense as required by this chapter, or who assigns or transfers such license;

(3) Any operator who willfully fails to charge separately from the rent the tax herein imposed. or who willfully fails to state such tax separately on any evidence of occupancy and on any bill, statement or receipt of rent issued or employed by the operator, or who willfully fails or refuses to collect tax from the occupant;

(4) Any operator who willfully refers or causes reference to be made to this tax in a form or manner other than that required by this chapter; and

(5) Any operator who willfully fails to keep the records required by this chapter.

(c) The affidavit of the tax collector to the effect that a t;a.'thas not been paid, that a return, bond, or registration certificate has not been filed, or that information has not been supplied pursuant to the provisions of this chapter, shall be presumptive evidence thereof.
(Ord. No. 2130, § 16, 4-24-01)

Sec. 98-120. ConfidentiaJ records.

The confidentiaJ and privileged nature of the records and files concerning the administration of

this tax is legislatively recognized and declared, and to protect the same, the provisions of 68 O.S. § 205, and each subsection thereof, are hereby adopted by reference and made fully effective and applicable to administration of this tn." as if they were herein set forth in full.
(Ord. No. 2130, § 17, 4-24-01)

Sec. 98-121. Amendments.

The people of the city shall by their approval of this chapter at the election herein provided, authorize the city council by ordinance duly enacted, to make such changes or additions in the method and manner of administration and enforcing this chapter as may be necessary or proper for efficiency and fairness, except that the rate of the tax herein provided shall not be changed without approval of the qualified electors of the city as herein provided.
(Ord. No. 2130, § 18, 4-24-01)

Sec. 98-122. Provisions cumulative.

The provisions hereof shall be cumulative and in addition to any and all other taxing provisions of the city.
(Ord. No. 2130, § 19, 4-24-01)

Sec. 98-123. Purpose of revenues.

It is hereby declared to be the purpose of this division to provide revenues for the following specific purposes, and no others, to-wit:

(1) For the operation of the tourism and related departments of the city;

(2) To adopt agreements, plans, policies, and programs to encourage the development of the city as a convention, trade show, and tourist center; and

(3) To construct, reconstruct, operate, maintain and repair buildings and facilities of the city necessary to foster the development of the city as a convention, trade show, and tourist center, and to acquire land in connection therewith.

(Ord. No. 2130, § 20, 4-24-01)

APPENDIX B

City of McAlester
HOMETOWN Friendly

P.O. BOX 578 • 1ST & WASHINGTON • McALESTER, OKLAHOMA 74502 • 918 423-9300 • FAX 421-4971 • www.cityofmcalester.com

January 3, 2008

Mark Roath
City Manager
McAlester, Oklahoma

Dear Mr. Roath:

This is in answer to the question of "even though Ordinance 2061 deletes the definition of Permanent Resident in Section 106, does that change the statement in Section 2130 regarding a permanent resident not paying hotel tax"?

First: The City Council of the City of McAlester amended the Hotel/Motel Tax Ordinance in 2003. It appears the change was to delete the definition of Permanent Resident. Therefore the present Ordinance of the City of McAlester has no definition in regard to permanent resident.

It is my opinion the City of McAlester had the authority to change the definition in the City Ordinance. With the deletion the only reference to "Permanent Resident" that I can find is in Section 98-106. Definitions that states that a hotel shall include apartments not occupied by permanent residents.

Therefore the Hotel/ Motel Tax has no exemptions for permanent residents based on a 31 day occupancy. This change was made in 2003 and should have been collected by the City from that date. Since the tax was not collected I believe the best policy is to go forward by notifying all the hotels and motels and other businesses which are subject to the Hotel/Motel Tax that there is no exemptions for permanent residents and in the future all occupancy must be included in determining the Hotel/Motel Tax due to the City of McAlester.

If you have any questions about this let me know.

Very truly yours,

CITY OF McALESTER

BY: Robert Ivester
ROBERT IVESTER, City Attorney

RI:sjp

ORDINANCE NO. 2061

AN ORDINANCE AMENDING ARTICLE IV.HOTEL TAX, SECTION 98-106. DEFINITIONS; AND SECTION 98-107(c), IMPOSITION OF TAX; EXEMPTIONS; AND REPEALING SECTION 98-107(b); AND DECLARING AN EMERGENCY.

* * * * * * * * * * * * * * * *

BE IT ORDERED BY THE MAYOR AND CITY COUNCIL, that:

SECTION 1: Sec. 98-106 of the Code of Ordinances, City of McAlester, Oklahoma, is hereby amended by deleting the definition of *Permanent Resident*. Remaining definitions in this section shall remain as written.

SECTION 2: Sec. 98-107(b) is hereby repealed.

SECTION 3: Sec. 98-107(c) is hereby amended to read as follows:

Sec. 98-107. Imposition of tax exemptions.

(c) The government of the United States, State Governments or any agencies or division thereof may file an application for refund of tax paid directly by the Treasury of either Government by sending proof of payment of the hotel tax to the City Treasurer of the City of McAlester, Oklahoma. Upon receipt of appropriate documentation that the tax has been paid, the Treasurer shall cause a refund of taxes to be made to the appropriate Government agency or division.

SECTION 4: EMERGENCY CLAUSE.

That an emergency is hereby declared to exist, and for the preservation of the public peace, health and safety, by reason whereof it is necessary that all acts take effect immediately and be in full force and effect from and after the passage and approval.

PASSED and the EMERGENCY CLAUSE ruled on separately this 11th day of February 2003.

CITY OF McALESTER, OKLAHOMA
A Municipal Corporation

By _____
Dale Covington, Mayor

(SEAL)

ATTEST:

_____
Bobbie Lanz, City Clerk

Approved as to form and legality this 11th day of February 2003.

By _____
Wesley Brown, City Attorney

APPENDIX C

Mr. or Mrs. Name
Hotel Name
Street Address
McAlester, Oklahoma 7XXXX

Dear Mr. or Mrs. Name,

The City has the authority under City Ordinance number 2130 to enforce the collection of all hotel tax assessed and any late fees and penalties that may apply as a result of delinquent taxes. Based on City's system and review of documentation, it has been determined that Name of Hotel has not complied with City Ordinance 2130 in regards to one or more of the following:

_____ Owes the City $XXXX for the forfeiture of the timely submittal discount.
_____ Owes the City $XXXX for miscalculations of hotel taxes owed.
_____ Owes the City $XXXX for the delinquent hotel tax payment for the month of Month Year.
_____ Owes the City $XXXX in late fees and penalties due to the late remittance of hotel taxes.
_____ Owes the City $XXXX for undocumented or improperly documented tax exemptions.
_____ Other:

Total: $XXXX

The $XXXX noted above is due within ten (10) business days upon the receipt of this notification. Payments may be made at the Municipal Building located on 1st and Washington in McAlester or mailed to:

City of McAlester
P.O. Box 578
McAlester, Oklahoma 74502.
Attention: Sherry Alessi, Assistant City Treasurer

If the total noted above is not remitted, the City may require the operator to file with the City a performance and payment bond, or in lieu of the bond, an escrow account or an irrevocable letter of credit as detailed in section 98-110 of City Ordinance number 2130. In addition the City may pursue civil remedies and/or criminal penalties as detailed in section 98-115 of City Ordinance number 2130.

If you have any questions in regards to this notification, please contact Sherry Alessi, Assistant City Treasurer, by phone (918) 424-8124 or by email address sherry.alessi@cityofmcalester.com.

Sincerely,

City Treasurer

Mark Roath

From: Mark Roath
Sent: Wednesday, November 14, 2007 11:28 AM
To: 'Kristin Lamar'
Subject: RE: Information Packet

Kristin: I received your voice mail about charging late fees. I am in agreement. Mark

---

From: Kristin Lamar [mailto:klamar@crawfordcpas.com]
Sent: Monday, November 12, 2007 11:39 AM
To: Sherry Alessi
Cc: Mark Roath
Subject: Information Packet

Sherry,

I hope you had a wonderful trip. Sorry, I missed you. Attached is the Information Packet for the Hotels. I have made some suggestions and had some questions regarding the intent. Please, review it when you have a chance and I would like to discuss the questions.

Also, could you please send me a report showing the payments received in July 2007; this show me when each hotel paid their June 2007 taxes. The original report I received ended on June 30, 2007.

Thank you,

Kristin Lamar, MBA, CFE
Crawford & Associates, P.C.
Greenbriar Office Park
10308 Greenbriar Place
Oklahoma City, OK 73159
Phone: (405) 691-5550
Cell: (405) 264-3207
Fax: (405) 691-5646
klamar@crawfordcpas.com
www.crawfordcpas.com

Mark Roath

From: Kristin Lamar [klamar@crawfordcpas.com]
Sent: Wednesday, December 19, 2007 2:33 PM
To: Mark Roath
Subject: Questions for Legal Council
Attachments: Hotel Tax Questions for City Attorney.doc

Mark,

Attached is the hotel tax question regarding the *Permanent Resident* definition being deleted. If you would pass this on to the City Attorney for comment that would help clean up some loose ends. Also, Sherri asked about including churches and schools as exempt entities in the city ordinances.

Thank you,

Kristin Lamar, MBA, CFE
Crawford & Associates, P.C.
Greenbriar Office Park
10308 Greenbriar Place
Oklahoma City, OK 73159
Phone: (405) 691-5550
Fax: (405) 691-5646
klamar@crawfordcpas.com
www.crawfordcpas.com

Hotel Tax Questions:

City ordinance 2130 section 4b, states (98-107), "No tax shall be imposed hereunder upon a permanent resident." Ordinance 2061 section 1 states, "Sect. 98-106 of Ordinances, City of McAlester, Oklahoma, is hereby amended by deleting of the definition of *Permanent Resident*. Remaining definitions in this section shall remain as written." The definition that was deleted stated, "*Permanent Resident* shall mean any occupant who has or shall have the right of occupancy of any room or rooms in the same hotel for at least thirty (30) consecutive days during the current calendar year or preceding year."

Our question is, even though 2061 deletes the definition of Permanent Resident in section 106, does that change the statement in 2130 regarding a permanent resident not paying hotel tax?

City of McAlester
HOMETOWN Friendly
P.O. BOX 578 • 1ST & WASHINGTON • McALESTER, OKLAHOMA 74502 • 918 423-9300 • FAX 421-4971 • www.cityofmcalester.com

January 3, 2008

Mark Roath
City Manager
McAlester, Oklahoma

Dear Mr. Roath:

This is in answer to the question of "even though Ordinance 2061 deletes the definition of Permanent Resident in Section 106, does that change the statement in Section 2130 regarding a permanent resident not paying hotel tax"?

First: The City Council of the City of McAlester amended the Hotel/Motel Tax Ordinance in 2003. It appears the change was to delete the definition of Permanent Resident. Therefore the present Ordinance of the City of McAlester has no definition in regard to permanent resident.

It is my opinion the City of McAlester had the authority to change the definition in the City Ordinance. With the deletion the only reference to "Permanent Resident" that I can find is in Section 98-106. Definitions that states that a hotel shall include apartments not occupied by permanent residents.

Therefore the Hotel/ Motel Tax has no exemptions for permanent residents based on a 31 day occupancy. This change was made in 2003 and should have been collected by the City from that date. Since the tax was not collected I believe the best policy is to go forward by notifying all the hotels and motels and other businesses which are subject to the Hotel/Motel Tax that there is no exemptions for permanent residents and in the future all occupancy must be included in determining the Hotel/Motel Tax due to the City of McAlester.

If you have any questions about this let me know.

Very truly yours,

CITY OF McALESTER

BY: Robert Ivester
ROBERT IVESTER, City Attorney

RI:sjp

Mark Roath

From: Mark Roath
Sent: Wednesday, January 16, 2008 9:16 PM
To: Kristin Lamar
Subject: RE: Hotel Tax Report

Kristin:

I have read your draft report after receiving it this afternoon. From the draft, I understand your conclusions are:

1. That the City should not attempt to collect the past uncollected taxes for permanent resident occupancy; but rather to notify the hotels that the permanent resident exemption does not now exist.
2. That the City should pursue the collection of late fees and penalties that might be owed to us.
3. That the City should immediately issue the hotel information packet to all establishments.
4. That the City should adhere to the monitoring schedule setforth in the draft.
5. That the City should improve its internal administration of the hotel tax; and
6 That the City should attempt to inform the hotel owners or operators about the use of the tax, especially in relation to the Southeast EXPO Center operation.

My sugestions for the draft are these:

1. I would suggest that you include, an Appendix C, a sample collection letter that the City might use to notify the hotels of any moneys owed.
2. I would suggest that you consider reviewing the document for any gramatical errors prior to formal issuance to the City.
3. I would suggest that you address your cover letter to the Honorable Don Lewis, Mayor and Members of the McAlester City Council. In so doing, I would suggest that you furnish the City with one original and twelve copies. (If you send the documents to my attention, I will, in turn, distribute them to the Mayor, City Council, City Attorney, City Treasurer, Assistant City Treasurer, City Clerk, etc.)
4. I would suggest that you consider inserting a paragraph recommending that an outside audit, by a third party, be considered: (1) when the City does not feel that adequate internal audit resources are available to adequately monitor the hotels for said tax; or (2) when a hotel owner or operator raises a legitimate concern about the City's internal audit procedures, which the engagement of a third party auditor might elleviate thatconcern.
5. I would suggest that you consider raising and/or at least mentioning the difficulty experienced in interpreting the current hotel tax code. i.e. I seem to recall a discussion we had about the double meaning of certain sections of the hotel tax code.

In closing, I would recommend that the Report be completed as soon as practical. And, I would like to thank you for your "many hours" of work on this Report, which is much appreciated..

Regards,

Mark B. Roath
City Manager
City of McAlester
(918) 423-9300 Extension 4964

From: Kristin Lamar [mailto:klamar@crawfordcpas.com]

Sent: Wed 1/16/2008 4:06 PM
To: Mark Roath
Subject: Hotel Tax Report

Mark,

Attached is a draft copy of the Hotel Tax Consulting Project Report along with the two appendices. Please review this report and let me know if you have any suggestions or corrections.

Also, have we heard anything regarding the bond money used for debt payments?

Thank you,

Kristin Lamar, MBA, CFE
Crawford & Associates, P.C.
Greenbriar Office Park
10308 Greenbriar Place
Oklahoma City, OK 73159
Phone: (405) 691-5550
Fax: (405) 691-5646
klamar@crawfordcpas.com
www.crawfordcpas.com

February 12, 2008

*

RE: *

Dear *:

The City Council of the City of McAlester by Ordinance No. 2061 removed the exemption for 30 day permanent residence from the HOTEL TAX. Therefore, beginning March 1, 2008 you will need to collect the hotel tax on all occupancy. The City of McAlester will not require payment on any occupancy prior to March 1, 2008.

The only exemption from the tax is the Government of the United States, State Governments or other agency or divisions thereof. To obtain this exemption the government employees must sigh the exemption forms, which are provided by the City of McAlester.

Note that the exemption is not available to non-profit organizations.

If you have any questions about this matter, please contact Sherri Alessi at the City of McAlester, #423-9300 ext. 4960.

Thank you for your help in this matter.

Very truly yours,

ALLFORD, IVESTER & GREEN

BY:_____

RI:prr

McAlester City Council

AGENDA REPORT

Meeting Date:	April 22, 2008	**Item Number:**	5
Department:	City Manager		
Prepared By:	Mark B. Roath	**Account Code:**	
Date Prepared:	April 17, 2008	**Budgeted Amount:**	
		Exhibits:	Five

Subject

Discussion, and possible action, on a Non-Uniform Employee Compensation Plan for the City of McAlester.

Recommendation

Motion to (approve/disapprove) a Non-Uniform Employee Compensation Plan for the City of McAlester.

Discussion

The McAlester City Council, during its deliberations for the FY 2007/08 Annual Budget, approved the hiring of a consultant to review and recommend a new Compensation Plan for the non-uniform employees. On August 14, 2007, the City Council hired Management Advisory Group, Inc., to undertake a Compensation Study.

On February 12, 2008, a representative of MAG presented their Compensation Study to the City Council (see attached Study dated February 5, 2008 and Letter dated February 12, 2008). The MAG representative explained the Study findings and offered three (3) possible implementation plans, ranging in cost from $53,000 to $305,000 per annum. At the conclusion of the meeting, the Council directed that the City Manager take not less than thirty days to return with a recommendation—that is, after he meet with the Audit and Finance Advisory Committee and Non-Uniformed Employee Committee (see attached Regular City Council Meeting Minutes of February 12, 2008).

After reviewing the City's finances, and preparing the Mid-Year Budget Amendment(s), the City has various options to address the non-uniform compensation. They are:

Approved By

	Initial	*Date*
Department Head		
City Manager	MBR	04/17/08

Continued

1. Retain the Current Compensation Plan.
2. Revise the Current Compensation Plan.
3. Adopt the MAG Compensation Plan and select an option.
    A. Implementation Option 1 (1.92% increase to non-uniform payroll per annum or $89,412)
    B. Implementation Option 2 (3.63% increase to non-uniform payroll per annum or $168,776)
    C. Implementation Option 3 (3.71% increase to non-uniform payroll per annum or $173,272)

An explanation of the Current Compensation Plan and Revised Current Compensation Plan are unnecessary; however, the City Administration has listed one or more pros and cons for each (see attached documents).

With respect to the MAG Compensation Plan and potential implementation options a further explanation is necessary as follows:

Option A (Minimum Implementation Plan): Brings any employee 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 24 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. As noted, the annualized cost of this approach is $89,412 (includes vacant positions). Adjustments would occur for 176 employees, while five (5) employees would be "maxed out" and receive no adjustment. The adjustments to be placed on the next step would be very small. This is approximately 1.92% of payroll for the positions in the study.

Option B (Flat 2% Plus Implementation Plan): This plan provides for a 2% adjustment, and then assigns 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. There are 18 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. As noted, the annualized cost of this approach is $168,776 (includes vacant positions). Adjustment would occur for 170 employees, while five (5) would be "maxed out" and receive no adjustment. This is approximately 3.63% of payroll for the positions in the study.

Option C (Normal Progression Implementation Plan): This plan also brings 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 24 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 175 employees, while again, five (5) employees would be "maxed out" and receive no adjustment. As noted, the annualized cost of this approach is $173,272 (includes vacant positions). This is approximately 3.71% of payroll for the positions in the study.

Based on the options listed, and taking into consideration the City's current finances, **I recommend that the City Council consider adopting MAG Option C**, which gets the City in a new plan, brings some employees to the minimum of the plan, places other employees on the next step and makes allowance for "normal progression"; which attempts to address the separation issue between newer employees and experienced employees.

CLASSIFICATION & COMPENSATION STUDY

FOR

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

MANAGEMENT ADVISORY GROUP, INC.

HUMAN RESOURCES CONSULTING SERVICES

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.

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 12th 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
Phone: 703.590.7250
Fax: 703.590.0366
Email: carolyn@maginc.org

Tallahassee Regional Office
1350-B Gadsden Street
Tallahassee, Florida 32303
Phone: 850.386.2711
Fax: 850.386.7180

www.maginc.info

CITY OF MCALESTER
CLASSIFICATION AND COMPENSATION STUDY
FINAL REPORT

TABLE OF CONTENTS

Letter of Transmittal

Table of Contents

Section 1.0 – Introduction ..... Page 1-1

Section 2.0 – Methodology ..... Page 2-1

Section 3.0 – Selected Personnel Policies ..... Page 3-1

Section 4.0 – Salary Survey Results ..... Page 4-1

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

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.

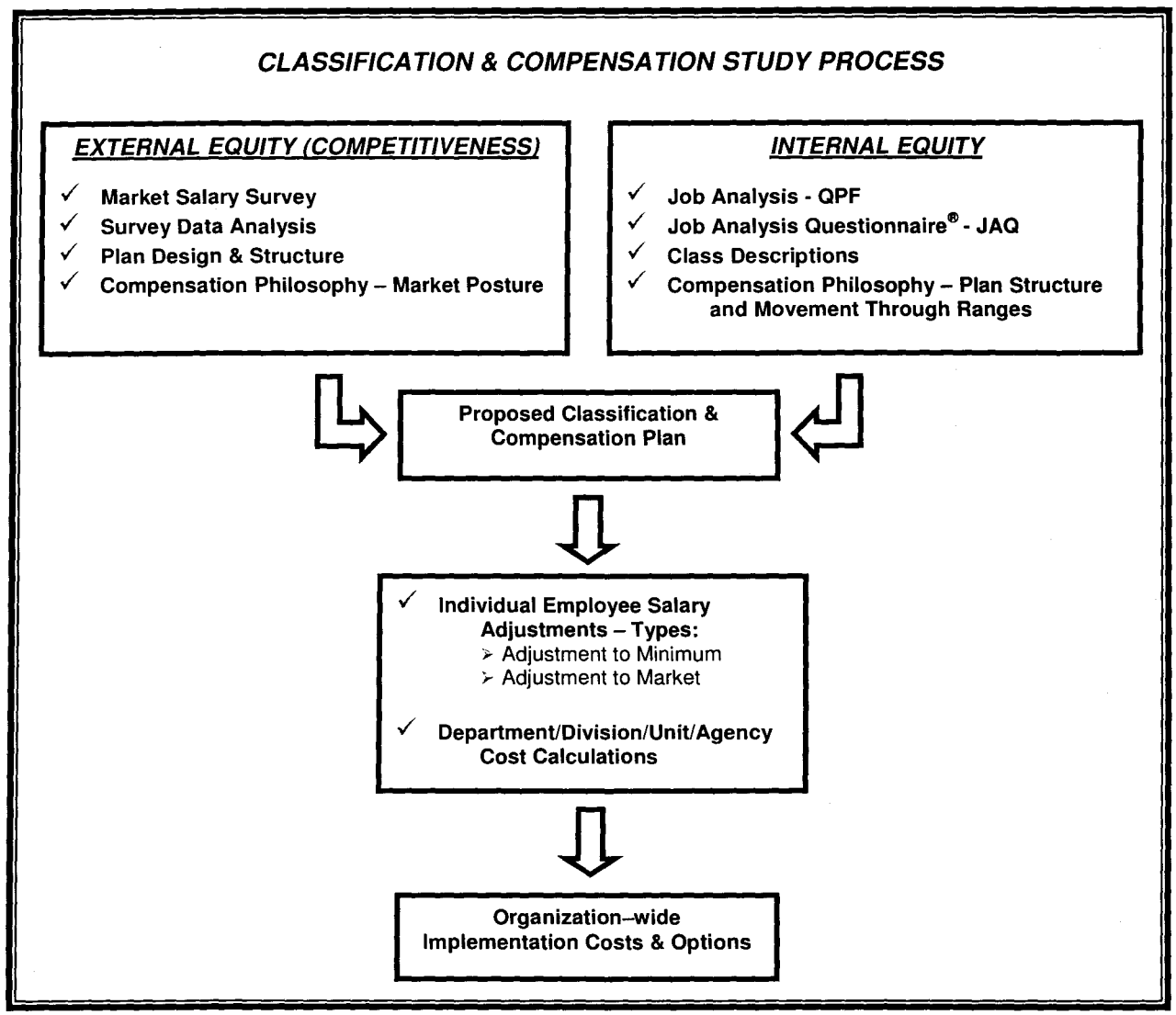
Developed Draft Report – Developed and submitted a Draft Report for City review integrating the job analysis, proposed pay and classification plan, and salary survey. Met with Council Members and Department Heads individually. Reviewed the Draft Report and made appropriate changes.

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

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

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			
	Min	Mid	Max	Actual	Min	Mid	Max	Min	Mid	Max	Range Width
Survey Averages	**$32,659**	**$40,377**	**$47,139**			**$43,945**	**43.23%**	$29,159 -12.00%	$34,476 -17.12%	$38,303 -23.07%	31.36%

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	MatchingTitle	Match	Min	Mid	Max	Range Width	Exempt	Avg Pay	Actual Pay
City of Sapulpa	Animal Control Officer	Good		$20,945			☐		$20,945
City of Ada	Animal Control Officer	Good	$20,100	$23,166	$26,232	30.5%	☐		
City of Ardmore	Animal Control Officer	Good	$18,616	$23,286	$27,955	50.2%	☐		
City of Chickasha	Animal Control Officer	Good	$19,594	$23,899	$28,205	43.9%	☐		
City of Claremore	Animal Control Officer	Good	$19,551	$24,048	$28,544	46.0%	☐		
City of Del City	Animal Control Officer	Good	$19,760	$24,159	$28,558	44.5%	☐		
City of Shawnee	Animal Control Officer	Good	$22,443	$26,312	$30,181	34.5%	☐		
City of Altus	Animal Control Officer	Good	$21,492	$26,315	$31,137	44.9%	☐		
City of Duncan	Animal Control Officer	Good	$22,194	$26,718	$31,242	40.8%	☐		
City of Bethany	Animal Control Officer	Good	$21,565	$26,743	$31,921	48.0%	☐		
City of Durant	Animal Control Officer	Good	$22,915	$26,867	$30,818	34.5%	☐		
City of Owasso	Animal Control Officer	Good	$23,774	$30,306	$36,837	54.9%	☐		
City of Bixby	Animal Control Officer	Good		$31,824			☐		$31,824
City of El Reno (Canadian County)	Animal Control Officer I	Good	$28,080	$33,710	$39,340	40.1%	☐		
Average			**$21,674**	**$26,307**	**$30,914**	42.6%			**$26,385**
City of McAlester			**$22,512**	**$25,374**	**$28,236**	**25.4%**			
		$ Difference	$838	($933)	($2,678)				
		% Difference	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	MatchingTitle	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%	☐		
City of Claremore	Assistant City Manager	Good	$47,041	$62,094	$77,147	64.0%	☐		
City of Ponca City	Assistant City Manager-Administration	Good	$58,326	$68,384	$78,442	34.5%	☐		
City of Sapulpa	Assistant City Manager	Good		$71,282			☐		$71,282
City of Durant	Assistant City Manager	Good	$63,067	$73,943	$84,818	34.5%	☐		
City of Ardmore	Assistant City Manager	Good	$65,624	$82,056	$98,488	50.1%	☐		
City of Bixby	Assistant City Manager	Good		$82,392			☐		$82,392
City of Owasso	Assistant City Manager	Fair	$70,532	$93,456	$116,379	65.0%	☐		
Average			**$58,615**	**$74,002**	**$87,499**	49.3%			**$76,837**

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	MatchingTitle	Match	Min	Mid	Max	Range Width	Exempt	Avg Pay	Actual Pay
City of Chickasha	Mechanic	Good	$19,594	$23,899	$28,205	43.9%	☐		
City of El Reno (Canadian County)	Mechanic II	Good	$23,192	$27,820	$32,448	39.9%	☐		
City of Sapulpa	Mechanic 1	Good		$27,976			☐		$27,976
City of Ada	Industrial Mechanic	Good	$24,468	$28,194	$31,920	30.5%	☐		
City of Del City	Mechanic	Good	$23,504	$28,829	$34,154	45.3%	☐		
City of Altus	Mechanic	Good	$23,697	$29,009	$34,321	44.8%	☐		
City of Ardmore	Mechanic I	Good	$23,275	$29,089	$34,902	50.0%	☐		
City of Claremore	Mechanic	Good	$23,388	$29,235	$35,082	50.0%	☐		
City of Duncan	Automotive Tech	Good	$24,461	$29,453	$34,445	40.8%	☐		
City of Durant	Mechanic	Good	$25,294	$29,656	$34,018	34.5%	☐		
City of Ponca City	Small Engine Mechanic	Good	$27,128	$31,806	$36,484	34.5%	☐		
City of Shawnee	Auto Mechanic	Good	$27,269	$31,970	$36,670	34.5%	☐		
City of Bethany	Mechanic	Good	$27,523	$34,132	$40,741	48.0%	☐		
City of Owasso	Heavy Truck & Equipment Technician	Good	$30,077	$38,345	$46,613	55.0%	☐		
Average			**$24,836**	**$29,958**	**$35,385**	42.5%			**$27,976**
City of McAlester			**$24,240**	**$27,708**	**$31,164**	**28.6%**			
		$ Difference	($596)	($2,250)	($4,221)				
		% Difference	-2.5%	-8.1%	-13.5%				

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	MatchingTitle	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%	☐		
City of Ardmore	Tire Repair Worker	Good	$19,573	$24,471	$29,370	50.1%	☐		
City of Sapulpa	Mechanic	Good		$24,627			☐		$24,627
City of El Reno (Canadian County)	Mechanic I	Good	$22,443	$26,926	$31,408	39.9%	☐		
City of Bethany	Automotive Tech	Good	$22,643	$28,080	$33,517	48.0%	☐		
City of Owasso	Heavy Truck and Equipment Technician	Good	$30,077	$38,345	$46,613	55.0%	☐		
Average			**$22,846**	**$27,734**	**$33,865**	48.2%			**$24,627**
City of McAlester			**$22,212**	**$24,990**	**$27,768**	**25.0%**			
		$ Difference	($634)	($2,744)	($6,097)				
		% Difference	-2.9%	-11.0%	-22.0%				

Salary Survey Results for McAlester

Building Inspector

Descrip 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.

Quals 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	MatchingTitle	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%	☐		
City of Chickasha	Building Inspector	Good	$26,811	$32,708	$38,605	44.0%	☐		
City of Ada	Building Inspector	Good	$29,484	$33,978	$38,472	30.5%	☐		
City of Bethany	Facility Inspector	Good	$27,523	$34,132	$40,741	48.0%	☐		
City of Sand Springs	Building Official	Good	$32,510	$35,183	$37,856	16.4%	☐		
City of Shawnee	Building Inspector	Good	$30,056	$35,266	$40,477	34.7%	☐		
City of Del City	Building Inspector	Good	$28,995	$35,651	$42,307	45.9%	☐		
City of Duncan	Code Enforcement Officer/Inspector	Good	$31,242	$37,606	$43,971	40.7%	☐		
City of Durant	Building Inspector	Good	$33,168	$38,901	$44,634	34.6%	☐		
City of Ardmore	Building Inspector	Good	$32,074	$40,102	$48,131	50.1%	☐		
City of Ponca City	Building Inspector	Good	$34,726	$40,714	$46,702	34.5%	☐		
City of Owasso	Building Inspector	Good	$32,531	$41,475	$50,419	55.0%	☐		
City of El Reno (Canadian County)	Building Inspector	Good	$34,818	$41,783	$48,747	40.0%	☐		
City of Claremore	Building Inspector	Good	$34,396	$44,371	$54,346	58.0%	☐		
City of Sapulpa	Building Inspector	Good		$48,802			☐		$48,802
City of Bixby	Building Inspector	Good		$52,709			☐		$52,709
Average			**$30,859**	**$38,899**	**$43,552**	41.1%			**$50,755**
City of McAlester			**$25,956**	**$30,120**	**$34,188**	**31.7%**			
		$ Difference	($4,903)	($8,779)	($9,364)				
		% Difference	-18.9%	-29.1%	-27.4%				

Salary Survey Results for McAlester

Building Maintenance Supervisor

Descrip

Quals

Respondent	MatchingTitle	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%	☐		
City of Owasso	Support Services Maintenance Supervisor	Good	$27,804	$35,451	$43,097	55.0%	☐		
City of Ada	Maintenance Supervisor	Good	$30,852	$35,550	$40,248	30.5%	☐		
City of Sand Springs	Supervisor	Good	$34,091	$36,910	$39,728	16.5%	☐		
City of Altus	Supervisor, Bldg Maint	Good	$31,762	$38,876	$45,990	44.8%	☐		
Average			**$30,745**	**$36,208**	**$41,670**	35.5%			
City of McAlester			**$27,288**	**$31,848**	**$36,252**	**32.8%**			
		$ Difference	($3,457)	($4,360)	($5,418)				
		% Difference	-12.7%	-13.7%	-14.9%				

Salary Survey Results for McAlester

Cashier

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

Quals

Respondent	MatchingTitle	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%	☐		
City of Ponca City	Utility Billing Clerk I	Good	$20,170	$23,648	$27,126	34.5%	☐		
City of Altus	Cashier	Good	$19,494	$23,957	$28,420	45.8%	☐		
City of Sand Springs	Cashier	Good	$22,298	$24,139	$25,979	16.5%	☐		
City of Del City	Customer Cashier	Good	$19,760	$24,159	$28,558	44.5%	☐		
City of Duncan	Cashier	Good	$21,133	$25,438	$29,744	40.7%	☐		
City of Bethany	Utility Billing Clerk	Good	$20,538	$25,470	$30,401	48.0%	☐		
City of Claremore	Utility Account Technician	Good	$21,359	$26,485	$31,611	48.0%	☐		
City of Shawnee	Customer Service Clerk	Good	$24,752	$29,026	$33,301	34.5%	☐		
City of Owasso	Utility Billing Clerk	Good	$22,859	$29,141	$35,422	55.0%	☐		
City of Ardmore	Customer Service Representative	Good	$23,858	$29,817	$35,776	50.0%	☐		
City of Bixby	Billing Clerk	Good		$30,804			☐		$30,804
City of El Reno (Canadian County)	Utility Billing Clerk	Good	$26,478	$31,772	$37,066	40.0%	☐		
Average			**$21,735**	**$26,612**	**$30,791**	41.7%			**$30,804**
City of McAlester			**$23,448**	**$26,550**	**$29,652**	**26.5%**			
		$ Difference	$1,713	($62)	($1,139)				
		% Difference	7.3%	-0.2%	-3.8%				

Salary Survey Results for McAlester

Central Garage Superintendent

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

Quals

Respondent	MatchingTitle	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%	☐		
City of El Reno (Canadian County)	Municipal Garage Superintendent	Good	$29,432	$35,277	$41,122	39.7%	☐		
City of Del City	Fleet Maintenance Supervisor	Good	$28,995	$35,651	$42,307	45.9%	☐		
City of Durant	Garage Supervisor	Good	$30,818	$36,133	$41,447	34.5%	☐		
City of Ada	Fleet Manager	Good	$31,572	$36,384	$41,196	30.5%	☐		
City of Sand Springs	Superintendent	Good	$34,091	$36,910	$39,728	16.5%	☐		
City of Duncan	Shop Foreman	Good	$34,445	$41,465	$48,485	40.8%	☐		
City of Owasso	Vehicle Maintenance Superintendent	Good	$32,531	$41,475	$50,419	55.0%	☐		
City of Sapulpa	Chief Mechanic	Good		$42,038			☐		$42,038
City of Shawnee	Central Garage Superintendent	Good	$36,566	$42,869	$49,171	34.5%	☐		
City of Altus	Fleet Maintenance Director	Good	$35,680	$43,679	$51,678	44.8%	☐		
City of Ponca City	Motor Pool Superintendent	Good	$39,289	$46,064	$52,839	34.5%	☐		
City of Ardmore	Fleet Maintenance Superintendent	Good	$39,062	$48,849	$58,635	50.1%	☐		
Average			**$33,274**	**$39,962**	**$46,303**	39.2%			**$42,038**
City of McAlester			**$34,152**	**$40,644**	**$45,053**	**31.9%**			
		$ Difference	$878	$682	($1,250)				
		% Difference	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	MatchingTitle	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%	☐		
City of Sapulpa	City Clerk	Good		$41,517			☐		$41,517
City of Owasso	City Clerk	Good		$45,000			☐		$45,000
City of Claremore	City Clerk	Good	$38,094	$49,522	$60,950	60.0%	☐		
City of Bixby	City Clerk	Good		$51,156			☐		$51,156
City of Chickasha	City Clerk	Good	$39,950	$51,186	$62,422	56.2%	☐		
City of Altus	City Clerk	Good		$54,751			☐		$54,751
City of Durant	City Clerk	Good	$49,268	$57,764	$66,259	34.5%	☐		
City of Del City	City Clerk	Good	$53,019	$59,925	$66,830	26.0%	☐		
City of El Reno (Canadian County)	City Clerk	Good	$53,602	$64,324	$75,046	40.0%	☐		
City of Shawnee	City Clerk	Good		$65,000			☐		$65,000
Average			**$44,647**	**$52,660**	**$62,631**	40.3%			**$51,485**
City of McAlester			**$39,216**	**$45,396**	**$55,284**	**41.0%**			
		$ Difference	($5,431)	($7,264)	($7,347)				
		% Difference	-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	MatchingTitle	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%	☐		
City of Ada	City Engineer	Good	$56,676	$65,304	$73,932	30.4%	☐		
City of Owasso	Senior Civil Engineer	Good	$49,723	$65,882	$82,042	65.0%	☐		
City of Claremore	City Manager	Good	$52,450	$69,758	$87,066	66.0%	☐		
City of Ponca City	City Engineer	Good	$59,784	$70,094	$80,403	34.5%	☐		
City of Ardmore	City Engineer	Good	$59,446	$74,329	$89,211	50.1%	☐		
City of Duncan	City Engineer	Good	$53,456	$74,734	$96,013	79.6%	☐		
City of Bixby	City Engineer	Good		$76,000			☐		$76,000
City of Shawnee	City Engineer	Good		$82,784			☐		$82,784
City of Sand Springs	Engineer	Good		$98,280			☐		$98,280
Average			**$53,198**	**$73,013**	**$81,963**	54.1%			**$85,688**
City of McAlester			**$56,520**	**$64,248**	**$74,136**	**31.2%**			
		$ Difference	$3,322	($8,765)	($7,827)				
		% Difference	5.9%	-13.6%	-10.6%				

Salary Survey Results for McAlester

City Manager Secretary

Descrip

Quals

Respondent	MatchingTitle	Match	Min	Mid	Max	Range Width	Exempt	Avg Pay	Actual Pay
City of Sapulpa	City Manager Secretary	Good		$28,704			☐		$28,704
City of El Reno (Canadian County)	Administrative Assistant/Manager	Good	$26,478	$31,772	$37,066	40.0%	☐		
City of Altus	Executive Assistant-Admin	Good	$26,044	$31,944	$37,843	45.3%	☐		
City of Ada	Administrative Secretary	Good	$27,732	$31,956	$36,180	30.5%	☐		
City of Claremore	Administrative Assistant	Good	$25,667	$32,341	$39,014	52.0%	☐		
City of Ponca City	Utility Billing Super., Sec to City Manager,	Good	$28,501	$33,416	$38,331	34.5%	☐		
City of Ardmore	Administrative Assistant	Good	$26,978	$33,738	$40,498	50.1%	☐		
City of Bethany	Exec Assistant	Good	$27,523	$34,132	$40,741	48.0%	☐		
City of Shawnee	Executive Secretary	Good	$30,056	$35,266	$40,477	34.7%	☐		
City of Owasso	Admin. Asst to the City Manager	Good	$28,917	$36,869	$44,821	55.0%	☐		
City of Duncan	Executive Assistant	Good	$31,242	$37,606	$43,971	40.7%	☐		
City of Sand Springs	Executive Secretary	Good		$39,000			☐		$39,000
City of Bixby	Executive Asst.	Good		$41,392			☐		$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	MatchingTitle	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%	☐		
City of Durant	City Treasurer	Good	$49,268	$57,764	$66,259	34.5%	☐		
City of Bethany	Finance Director	Good	$47,100	$58,410	$69,719	48.0%	☐		
City of Sand Springs	Treasurer	Good		$58,885			☐		$58,885
City of Claremore	Finance Director	Good	$47,041	$62,094	$77,147	64.0%	☐		
City of Ada	Finance Director	Good	$56,676	$65,304	$73,932	30.4%	☐		
City of Sapulpa	Finance Director	Good		$69,303			☐		$69,303
City of Duncan	City Treasurer(Finance Director)	Good	$53,456	$74,734	$96,013	79.6%	☐		
City of Bixby	City Treasurer	Good		$75,000			☐		$75,000
City of Shawnee	City Treasurer	Good		$79,498			☐		$79,498
City of Owasso	Finance Director	Good	$62,774	$83,175	$103,577	65.0%	☐		
Average			**$51,607**	**$67,197**	**$78,818**	52.7%			**$70,671**
City of McAlester			**$46,752**	**$52,932**	**$62,820**	**34.4%**			
		$ Difference	($4,855)	($14,265)	($15,998)				
		% Difference	-10.4%	-27.0%	-25.5%				

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	MatchingTitle	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%	☐		
City of Chickasha	Code Enforcement Officer	Good	$21,195	$25,854	$30,514	44.0%	☐		
City of Del City	Code Enforcement Officer	Good	$23,504	$28,829	$34,154	45.3%	☐		
City of Altus	Code Enforcement Insp	Good	$23,697	$29,009	$34,321	44.8%	☐		
City of Ada	Code Enforcement Assistant	Good	$25,284	$29,130	$32,976	30.4%	☐		
City of Sand Springs	Code Enforcement Officer	Good	$31,034	$33,572	$36,109	16.4%	☐		
City of Shawnee	Code Enforcement Officer	Good	$28,642	$33,582	$38,522	34.5%	☐		
City of El Reno (Canadian County)	Code Enforcement Officer	Good	$28,080	$33,710	$39,340	40.1%	☐		
City of Ardmore	Code Enforcement Officer	Good	$26,978	$33,738	$40,498	50.1%	☐		
City of Owasso	Code Enforcement Officer	Good	$27,810	$35,454	$43,098	55.0%	☐		
City of Sapulpa	Code Enforcement Officer	Good		$37,378			☐		$37,378
City of Duncan	Code Enforcement Officer	Good	$31,242	$37,606	$43,971	40.7%	☐		
City of Bethany	Public Information Officer	Good	$30,344	$37,631	$44,917	48.0%	☐		
Average			**$26,447**	**$32,272**	**$37,247**	40.8%			**$37,378**
City of McAlester			**$25,596**	**$29,160**	**$32,868**	**28.4%**			
		$ Difference	($851)	($3,112)	($4,379)				
		% Difference	-3.3%	-10.7%	-13.3%				

Salary Survey Results for McAlester

Community Service Director

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

Quals

Respondent	MatchingTitle	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%	☐		
City of Ada	Director of Community Development	Good	$48,120	$55,446	$62,772	30.4%	☐		
City of Del City	Community Service Director	Good	$50,190	$56,659	$63,128	25.8%	☐		
City of Bethany	Community Development Director	Good	$47,100	$58,410	$69,719	48.0%	☐		
City of Ardmore	Parks and Recreation Director	Good	$50,024	$62,535	$75,046	50.0%	☐		
City of El Reno (Canadian County)	Community Dev. Director	Good	$53,602	$64,324	$75,046	40.0%	☐		
City of Ponca City	Community Dev. Director	Good	$62,811	$73,642	$84,473	34.5%	☐		
City of Durant	Community Development Director	Good	$63,067	$73,943	$84,818	34.5%	☐		
City of Duncan	Community Development Director	Good	$53,456	$74,734	$96,013	79.6%	☐		
City of Owasso	Community Development Director	Good	$59,220	$78,467	$97,714	65.0%	☐		
City of Shawnee	Community Dev Director	Good		$80,787			☐		$80,787
Average			**$52,046**	**$65,551**	**$76,008**	46.0%			**$80,787**
City of McAlester			**$42,984**	**$51,762**	**$60,540**	**40.8%**			
		$ Difference	($9,062)	($13,789)	($15,468)				
		% Difference	-21.1%	-26.6%	-25.6%				

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	MatchingTitle	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%	☐		
City of Del City	IT Specialist	Good	$33,946	$41,725	$49,504	45.8%	☐		
City of Yukon	Computer Systems Administrator	Good	$36,633	$42,951	$49,268	34.5%	☐		
City of Ardmore	Systems Administrator	Good	$36,275	$45,365	$54,454	50.1%	☐		
City of Owasso	Network Systems Technician	Good	$37,940	$50,270	$62,601	65.0%	☐		
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	MatchingTitle	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%	☐		
City of Ada	Construction Worker I	Good	$21,108	$24,324	$27,540	30.5%	☐		
City of Claremore	Equipment Operator	Good	$21,359	$26,485	$31,611	48.0%	☐		
City of Chickasha	Equipment Operator	Good	$22,027	$26,884	$31,741	44.1%	☐		
City of Altus	Equip. Oper III	Good	$22,458	$27,493	$32,528	44.8%	☐		
City of Durant	Equipment Operator	Good	$24,075	$28,227	$32,378	34.5%	☐		
City of Ardmore	Equipment Operator	Good	$23,275	$29,089	$34,902	50.0%	☐		
City of Owasso	Maintenance Worker I	Good	$23,774	$30,306	$36,837	54.9%	☐		
City of Duncan	Street Heavy Equipment Operator	Good	$25,688	$30,930	$36,171	40.8%	☐		
City of Bethany	Equipment Operator II	Good	$24,964	$30,959	$36,953	48.0%	☐		
Average			**$22,890**	**$27,891**	**$32,891**	43.7%			
City of McAlester			**$23,532**	**$26,718**	**$29,904**	**27.1%**			
		$ Difference	$642	($1,173)	($2,987)				
		% Difference	2.7%	-4.4%	-10.0%				

Salary Survey Results for McAlester

Engineering Inspector

Descrip

Quals

Respondent	MatchingTitle	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%	☐		
City of Claremore	Inspector	Good	$25,667	$32,341	$39,014	52.0%	☐		
City of Sand Springs	Construction Inspector	Good	$31,034	$33,572	$36,109	16.4%	☐		
City of Bethany	Facility/Maint/Inspector	Good	$30,344	$37,631	$44,917	48.0%	☐		
City of Duncan	Lead Inspector	Good	$32,802	$39,489	$46,176	40.8%	☐		
City of Ardmore	Engineering Inspector	Good	$32,074	$40,102	$48,131	50.1%	☐		
City of Shawnee	Construction Inspector	Good	$34,798	$40,810	$46,821	34.5%	☐		
City of Owasso	Infrastructure Inspector	Good	$32,531	$41,475	$50,419	55.0%	☐		
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

Descrip 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.

Quals 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	MatchingTitle	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%	☐		
City of Bethany	Fire Chief	Good	$47,100	$58,410	$69,719	48.0%	☐		
City of Del City	Fire Chief	Good	$53,019	$59,925	$66,830	26.0%	☐		
City of Claremore	Fire Chief	Good	$47,041	$62,094	$77,147	64.0%	☐		
City of Durant	Fire Chief	Good	$54,382	$63,760	$73,138	34.5%	☐		
City of El Reno (Canadian County)	Fire Chief	Good	$53,602	$64,324	$75,045	40.0%	☐		
City of Sand Springs	Fire Chief	Good		$64,480			☐		$64,480
City of Sapulpa	Fire Chief	Good		$68,454			☐		$68,454
City of Bixby	Fire Chief	Good		$71,152			☐		$71,152
City of Ardmore	Fire Chief	Good	$59,446	$74,329	$89,211	50.1%	☐		
City of Duncan	Fire Chief	Good	$53,456	$74,734	$96,013	79.6%	☐		
City of Ponca City	Fire Chief	Good	$67,641	$79,306	$90,970	34.5%	☐		
City of Shawnee	Fire Chief	Good		$80,818			☐		$80,818
City of Owasso	Fire Chief	Good	$62,774	$83,175	$103,577	65.0%	☐		
Average			**$54,658**	**$68,600**	**$80,442**	47.2%			**$71,226**
City of McAlester			**$47,556**	**$55,284**	**$65,172**	**37.0%**			
		$ Difference	($7,102)	($13,316)	($15,270)				
		% Difference	-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	MatchingTitle	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%	☐		
City of Ardmore	Maintenance Worker	Good	$18,179	$22,724	$27,269	50.0%	☐		
City of Sapulpa	Park & Rec. Operator	Good		$22,852			☐		$22,852
City of Ada	Cemetery Maintenance Worker I	Good	$20,472	$23,592	$26,712	30.5%	☐		
City of Shawnee	Maintenance I	Good	$20,363	$23,847	$27,331	34.2%	☐		
City of Del City	Community Center Groundskeeper	Good	$19,760	$24,159	$28,558	44.5%	☐		
City of El Reno (Canadian County)	Cemetery Laborer	Good	$20,176	$24,211	$28,246	40.0%	☐		
City of Bethany	Crew Worker I	Good	$19,560	$24,257	$28,954	48.0%	☐		
City of Duncan	Parks/Cemetery Maint. Tech	Good	$21,133	$25,439	$29,744	40.7%	☐		
City of Owasso	Greenskeeper	Good	$21,237	$26,010	$30,784	45.0%	☐		
City of Durant	Cemetery Maintenance Worker	Good	$22,356	$26,212	$30,067	34.5%	☐		
City of Sand Springs	Gardener	Good	$24,627	$26,614	$28,600	16.1%	☐		
City of Bixby	Parks Dept.	Good		$31,200			☐		$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	MatchingTitle	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%	☐		
City of Sand Springs	Equipment Operator	Good	$24,627	$26,614	$28,600	16.1%	☐		
City of Chickasha	Equipment Operator	Good	$22,027	$26,884	$31,741	44.1%	☐		
City of Ada	Heavy Equipment Operator	Good	$23,340	$26,904	$30,468	30.5%	☐		
City of Altus	Equipment Operator III	Good	$22,458	$27,493	$32,528	44.8%	☐		
City of Del City	Heavy Equipment Operator	Good	$23,504	$28,829	$34,154	45.3%	☐		
City of El Reno (Canadian County)	Heavy Equipment Operator	Good	$24,045	$28,839	$33,634	39.9%	☐		
City of Shawnee	Equipment Op II	Good	$24,752	$29,026	$33,301	34.5%	☐		
City of Durant	Heavy Equipment Operator	Good	$25,926	$30,397	$34,868	34.5%	☐		
City of Duncan	Street Heavy Equipment Operator	Good	$25,688	$30,930	$36,171	40.8%	☐		
City of Bethany	Equipment Oper II	Good	$24,964	$30,959	$36,953	48.0%	☐		
City of Ardmore	Heavy Equipment Operator	Good	$26,333	$32,916	$39,499	50.0%	☐		
City of Ponca City	Equipment Operator II	Good	$30,693	$35,986	$41,278	34.5%	☐		
City of Owasso	Heavy Truck & Equipment Technician	Good	$30,073	$38,343	$46,614	55.0%	☐		
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	MatchingTitle	Match	Min	Mid	Max	Range Width	Exempt	Avg Pay	Actual Pay
City of Sapulpa	Lab Technician	Good		$21,424			☐		$21,424
City of El Reno (Canadian County)	Wastewater Operator I	Good	$22,443	$26,926	$31,408	39.9%	☐		
City of Claremore	Lab Technician	Good	$23,388	$29,235	$35,082	50.0%	☐		
City of Bethany	Water Plant Operator	Good	$23,775	$29,484	$35,193	48.0%	☐		
City of Ardmore	Water Operator I	Good	$23,858	$29,817	$35,776	50.0%	☐		
City of Durant	Lab Technician	Good	$25,926	$30,397	$34,868	34.5%	☐		
City of Altus	Laboratory Technician	Good	$24,880	$30,456	$36,031	44.8%	☐		
City of Sand Springs	Technician I	Good	$28,246	$30,545	$32,843	16.3%	☐		
City of Owasso	Wastewater Treatment Plant Operator I	Good	$24,718	$31,515	$38,313	55.0%	☐		
City of Del City	WWTP Lab Tech	Good	$25,938	$31,855	$37,773	45.6%	☐		
City of Shawnee	Lab Technician	Good	$27,269	$31,970	$36,670	34.5%	☐		
City of Duncan	Water Dist. Operator I	Good	$28,330	$34,102	$39,874	40.7%	☐		
City of Ponca City	Apparatus Driver, Laboratory Technician	Good	$29,944	$35,108	$40,272	34.5%	☐		
Average			**$25,726**	**$30,218**	**$36,175**	40.6%			**$21,424**
City of McAlester			**$24,600**	**$28,176**	**$31,704**	**28.9%**			
		$ Difference	($1,126)	($2,042)	($4,471)				
		% Difference	-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	MatchingTitle	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%	☐		
City of Altus	Maint. Wkr-Wtr/WW	Good	$20,471	$25,062	$29,652	44.8%	☐		
City of Ponca City	Maintenance Worker II	Good	$22,264	$26,104	$29,943	34.5%	☐		
City of Durant	Parks & Gen Servs Maintenance Worker	Good	$22,356	$26,212	$30,067	34.5%	☐		
City of Shawnee	Maintenance II	Good	$22,443	$26,312	$30,181	34.5%	☐		
City of Chickasha	Maintenance Technician	Good	$22,027	$26,884	$31,741	44.1%	☐		
City of Ada	General Maintenance Worker I	Good	$23,712	$27,330	$30,948	30.5%	☐		
City of El Reno (Canadian County)	Maintenance Worker II	Good	$23,192	$27,820	$32,448	39.9%	☐		
City of Del City	Facility Maintenance Tech	Good	$23,504	$28,829	$34,154	45.3%	☐		
City of Owasso	Maintenance Worker-Support Services	Good	$23,774	$30,306	$36,837	54.9%	☐		
City of Sand Springs	Maintenance Technician	Good	$28,246	$30,545	$32,843	16.3%	☐		
City of Bixby	Street/Laborer	Good		$32,032			☐		$32,032
Average			**$22,743**	**$27,513**	**$31,462**	38.3%			**$32,032**
City of McAlester			**$23,124**	**$26,148**	**$29,172**	**26.2%**			
		$ Difference	$381	($1,365)	($2,290)				
		% Difference	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	MatchingTitle	Match	Min	Mid	Max	Range Width	Exempt	Avg Pay	Actual Pay
City of Sapulpa	Meter Reader	Good		$20,810			☐		$20,810
City of Claremore	Meter Reader	Good	$17,936	$21,882	$25,828	44.0%	☐		
City of Del City	Meter Reader	Good	$18,138	$22,246	$26,354	45.3%	☐		
City of Bixby	Meter Reader	Good		$23,670			☐		$23,670
City of Altus	Meter Reader	Good	$19,494	$23,957	$28,420	45.8%	☐		
City of Duncan	Meter Reader	Good	$20,134	$24,232	$28,330	40.7%	☐		
City of Shawnee	Meter Reader	Good	$21,382	$25,064	$28,746	34.4%	☐		
City of Sand Springs	Meter Reader	Good	$23,546	$25,397	$27,248	15.7%	☐		
City of Ponca City	Meter Reader	Good	$22,264	$26,104	$29,943	34.5%	☐		
City of El Reno (Canadian County)	Meter Reader I	Good	$22,443	$26,926	$31,408	39.9%	☐		
City of Ardmore	Meter Reader	Good	$22,714	$28,392	$34,070	50.0%	☐		
Average			**$20,895**	**$24,425**	**$28,927**	38.4%			**$22,240**
City of McAlester			**$23,124**	**$26,148**	**$29,172**	**26.2%**			
		$ Difference	$2,229	$1,723	$245				
		% Difference	9.6%	6.6%	0.8%				

Salary Survey Results for McAlester

Municipal Court Administrator

Descrip

Quals

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

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%	☐		
City of El Reno (Canadian County)	Human Resources Director	Good	$41,538	$49,847	$58,157	40.0%	☐		
City of Ada	Personnel Director	Good	$46,668	$53,784	$60,900	30.5%	☐		
City of Del City	Human Resources Director	Good	$53,019	$59,925	$66,830	26.0%	☐		
City of Ardmore	Human Resources Director	Good	$52,541	$65,697	$78,853	50.1%	☐		
City of Duncan	Personnel Director	Good	$53,456	$74,734	$96,013	79.6%	☐		
City of Owasso	Human Resources Director	Good	$59,220	$78,467	$97,714	65.0%	☐		
Average			**$49,232**	**$61,313**	**$73,394**	49.1%			

City of McAlester

$ Difference

% Difference

Salary Survey Results for McAlester

Planning Director/Economic Director

Descrip 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

Quals 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	MatchingTitle	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%	☐		
City of Sand Springs	Econ Dev Director	Good		$52,312			☐		$52,312
City of Owasso	City Planner	Good	$40,975	$54,292	$67,609	65.0%	☐		
City of Ardmore	Development Services Director	Good	$56,597	$70,751	$84,906	50.0%	☐		
Average			**$45,252**	**$56,023**	**$69,269**	53.1%			**$52,312**

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	MatchingTitle	Match	Min	Mid	Max	Range Width	Exempt	Avg Pay	Actual Pay
City of Sapulpa	Plant Operator	Good		$23,792			☐		$23,792
City of Claremore	Plant Operator	Good	$19,551	$24,048	$28,544	46.0%	☐		
City of Del City	WTP Operator	Good	$21,486	$26,312	$31,138	44.9%	☐		
City of El Reno (Canadian County)	Wastewater Operator I	Good	$22,443	$26,926	$31,408	39.9%	☐		
City of Durant	Waste Water Treatment Plant Operator I	Good	$23,488	$27,539	$31,589	34.5%	☐		
City of Sand Springs	Plant Operator I	Good	$25,709	$27,831	$29,952	16.5%	☐		
City of Bethany	Water Plant Operator	Good	$23,775	$29,484	$35,193	48.0%	☐		
City of Ardmore	WWTP Operator I	Good	$23,858	$29,817	$35,776	50.0%	☐		
City of Shawnee	Plant Operator	Good	$25,979	$30,472	$34,965	34.6%	☐		
City of Ada	Sewer Rudder Operator	Good	$27,192	$31,338	$35,484	30.5%	☐		
City of Owasso	Wastewater Treatment Plant Operator I	Good	$24,710	$31,512	$38,314	55.1%	☐		
City of Ponca City	Treatment Plant Operator	Good	$27,128	$31,806	$36,484	34.5%	☐		
City of Altus	Wastewater Plant Operator	Good	$28,811	$35,265	$41,719	44.8%	☐		
Average			**$24,511**	**$28,934**	**$34,214**	39.6%			**$23,792**
City of McAlester			**$23,124**	**$26,208**	**$29,172**	**26.2%**			
		$ Difference	($1,387)	($2,726)	($5,042)				
		% Difference	-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	MatchingTitle	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%	☐		
City of Ada	Police Chief	Good	$48,120	$55,986	$63,852	32.7%	☐		
City of Bethany	Police Chief	Good	$47,100	$58,410	$69,719	48.0%	☐		
City of Altus	Police Chief	Good		$59,159			☐		$59,159
City of Del City	Police Chief	Good	$53,019	$59,925	$66,830	26.0%	☐		
City of Claremore	Police Chief	Good	$47,041	$62,094	$77,147	64.0%	☐		
City of Durant	Police Chief	Good	$54,382	$63,760	$73,138	34.5%	☐		
City of El Reno (Canadian County)	Police Chief	Good	$53,602	$64,324	$75,046	40.0%	☐		
City of Sand Springs	Police Chief	Good		$65,770			☐		$65,770
City of Bixby	"Acting" Police Chief	Good		$69,707			☐		$69,707
City of Ardmore	Police Chief	Good	$59,446	$74,329	$89,211	50.1%	☐		
City of Duncan	Police Chief	Good	$53,456	$74,734	$96,013	79.6%	☐		
City of Ponca City	Police Chief	Good	$67,641	$79,306	$90,970	34.5%	☐		
City of Sapulpa	Police Chief	Good		$80,902			☐		$80,902
City of Owasso	Police Chief	Good	$62,774	$83,175	$103,577	65.0%	☐		
City of Shawnee	Police Chief	Good		$88,691			☐		$88,691
Average			**$53,148**	**$68,064**	**$78,632**	47.9%			**$72,846**
City of McAlester			**$51,264**	**$58,044**	**$67,932**	**32.5%**			
		$ Difference	($1,884)	($10,020)	($10,700)				
		% Difference	-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	MatchingTitle	Match	Min	Mid	Max	Range Width	Exempt	Avg Pay	Actual Pay
City of Chickasha	Communications Specialist 1	Good	$19,594	$23,899	$28,205	43.9%	☐		
City of Claremore	Dispatcher	Good	$19,551	$24,048	$28,544	46.0%	☐		
City of Sapulpa	Dispatcher	Good		$24,163			☐		$24,163
City of Ada	Communications Dispatcher	Good	$22,152	$25,518	$28,884	30.4%	☐		
City of Altus	Communications Specialist	Good	$21,492	$26,315	$31,137	44.9%	☐		
City of Sand Springs	Dispatcher	Good	$24,627	$26,614	$28,600	16.1%	☐		
City of Duncan	Dispatcher	Good	$22,194	$26,718	$31,242	40.8%	☐		
City of Durant	Dispatcher	Good	$22,915	$26,867	$30,818	34.5%	☐		
City of Ardmore	Communications Specialist	Good	$22,131	$27,685	$33,238	50.2%	☐		
City of Del City	Dispatcher I	Good	$23,504	$28,829	$34,154	45.3%	☐		
City of Bixby	Police Dispatcher	Good		$29,140			☐		$29,140
City of Bethany	Comm Spec	Good	$23,775	$29,484	$35,193	48.0%	☐		
City of Owasso	Communications Officer/Jailer	Good	$23,774	$30,306	$36,837	54.9%	☐		
City of Shawnee	Dispatcher	Good	$25,979	$30,472	$34,965	34.6%	☐		
City of El Reno (Canadian County)	Dispatcher/Police Dept.	Good	$26,478	$31,772	$37,066	40.0%	☐		
Average			**$22,936**	**$27,455**	**$32,222**	40.5%			**$26,652**
City of McAlester			**$23,448**	**$26,628**	**$29,652**	**26.5%**			
		$ Difference	$512	($827)	($2,570)				
		% Difference	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	MatchingTitle	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%	☐		
City of Altus	Director, Public Works	Good	$44,932	$55,005	$65,077	44.8%	☐		
City of Bethany	Public Works Director	Good	$47,100	$58,410	$69,719	48.0%	☐		
City of Del City	Public Works Director	Good	$53,019	$59,925	$66,830	26.0%	☐		
City of Durant	Public Works Director	Good	$54,382	$63,760	$73,138	34.5%	☐		
City of El Reno (Canadian County)	Public Works/Parks Director	Good	$53,602	$64,324	$75,046	40.0%	☐		
City of Ada	Public Works Director	Good	$56,676	$65,304	$73,932	30.4%	☐		
City of Ponca City	Public Works Director	Good	$62,811	$73,642	$84,473	34.5%	☐		
City of Ardmore	Public Works Director	Good	$59,654	$74,599	$89,544	50.1%	☐		
City of Duncan	Public Works Director	Good	$53,456	$74,734	$96,013	79.6%	☐		
City of Shawnee	Utility Director	Good		$75,213			☐		$75,213
City of Bixby	Public Works Director	Good		$82,098			☐		$82,098
City of Owasso	Public Works Director	Good	$62,774	$83,175	$103,577	65.0%	☐		
City of Sand Springs	PW Director	Good		$98,280			☐		$98,280
Average			**$53,487**	**$69,975**	**$78,161**	46.1%			**$85,197**

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	MatchingTitle	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%	☐		
City of Sapulpa	Park & Rec. Supervisor	Good		$29,370			☐		$29,370
City of Del City	Recreation Supervisor	Good	$25,938	$31,855	$37,773	45.6%	☐		
City of Chickasha	Park Superintendent	Good	$26,811	$32,708	$38,605	44.0%	☐		
City of Sand Springs	Recreation Coordinator	Good	$31,034	$33,572	$36,109	16.4%	☐		
City of El Reno (Canadian County)	Parks Field Supervisor	Good	$28,080	$33,710	$39,340	40.1%	☐		
City of Ponca City	Recreation Supervisor	Good	$29,214	$34,252	$39,289	34.5%	☐		
City of Altus	Supervisor, Recreation	Good	$28,811	$35,265	$41,719	44.8%	☐		
City of Bethany	Supervisor	Good	$28,899	$35,839	$42,778	48.0%	☐		
City of Ardmore	Recreation Supervisor	Good	$29,765	$37,232	$44,699	50.2%	☐		
Average			**$27,993**	**$33,304**	**$39,488**	41.1%			**$29,370**
City of McAlester			**$27,288**	**$31,848**	**$36,252**	**32.8%**			
		$ Difference	($705)	($1,456)	($3,236)				
		% Difference	-2.6%	-4.6%	-8.9%				

Salary Survey Results for McAlester

Refuse Collector

Descrip Collect trash from each resident or business within the city. Service sanitation trucks.

Quals 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	MatchingTitle	Match	Min	Mid	Max	Range Width	Exempt	Avg Pay	Actual Pay
City of Claremore	Collector	Good	$17,936	$20,382	$25,828	44.0%	☐		
City of Sand Springs	Solid Waste Collector	Good	$22,298	$24,139	$25,979	16.5%	☐		
City of Duncan	Distribution/Collection Op/Trainee	Good	$20,134	$24,232	$28,330	40.7%	☐		
City of Bethany	Solid Waste Collector	Good	$19,560	$24,257	$28,954	48.0%	☐		
City of Ada	Sanitation Collector	Good	$21,108	$24,324	$27,540	30.5%	☐		
City of Durant	Solid Waste Collector	Good	$21,811	$25,572	$29,333	34.5%	☐		
City of Ardmore	Sanitation Collector	Good	$21,091	$26,364	$31,637	50.0%	☐		
City of Ponca City	Solid Waste Collector	Good	$22,821	$26,757	$30,692	34.5%	☐		
City of Owasso	Sanitation Worker I	Good	$23,774	$30,306	$36,837	54.9%	☐		
Average			**$21,170**	**$25,148**	**$29,459**	39.2%			
City of McAlester			**$22,212**	**$25,020**	**$27,768**	**25.0%**			
		$ Difference	$1,042	($128)	($1,691)				
		% Difference	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	MatchingTitle	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%	☐		
City of Claremore	Driver	Good	$21,359	$26,485	$31,611	48.0%	☐		
City of Yukon	Landfill Disposal Driver	Good	$23,488	$27,539	$31,589	34.5%	☐		
City of Ada	Sanitation Driver	Good	$25,284	$29,130	$32,976	30.4%	☐		
City of Bethany	Solid Waste Driver	Good	$23,775	$29,484	$35,193	48.0%	☐		
Average			**$23,252**	**$27,770**	**$32,287**	38.9%			
City of McAlester			**$23,124**	**$26,148**	**$29,172**	**26.2%**			
		$ Difference	($128)	($1,622)	($3,115)				
		% Difference	-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	MatchingTitle	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%	☐		
City of Sand Springs	Compliance Specialist I	Good	$27,040	$29,203	$31,366	16.0%	☐		
City of Altus	Risk Manager	Good	$26,044	$31,944	$37,843	45.3%	☐		
City of Claremore	Benefits & Safety Manager	Good	$25,667	$32,341	$39,014	52.0%	☐		
City of Durant	Emergency Management & Safety Director	Good	$34,018	$39,884	$45,750	34.5%	☐		
City of Ardmore	Safety, Health and Risk Manager	Good	$32,074	$40,102	$48,131	50.1%	☐		
City of Shawnee	Safety Officer	Good		$55,286			☐		$55,286
Average			**$27,950**	**$36,843**	**$39,588**	41.6%			**$55,286**
City of McAlester			**$25,956**	**$30,072**	**$34,188**	**31.7%**			
		$ Difference	($1,994)	($6,771)	($5,400)				
		% Difference	-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	MatchingTitle	Match	Min	Mid	Max	Range Width	Exempt	Avg Pay	Actual Pay
City of Ada	Secretary	Good	$20,280	$23,370	$26,460	30.5%	☐		
City of Del City	Secretary	Good	$19,760	$24,159	$28,558	44.5%	☐		
City of Durant	Administrative Secretary	Good	$22,915	$26,867	$30,818	34.5%	☐		
City of Altus	Department Secretary	Good	$22,458	$27,493	$32,528	44.8%	☐		
City of Ardmore	Secretary	Good	$22,131	$27,685	$33,238	50.2%	☐		
City of El Reno (Canadian County)	Secretary II	Good	$23,192	$27,820	$32,448	39.9%	☐		
City of Shawnee	Secretary	Good	$24,752	$29,026	$33,301	34.5%	☐		
City of Sapulpa	Secretary	Good		$29,058			☐		$29,058
City of Owasso	Secretary	Good	$22,859	$29,141	$35,422	55.0%	☐		
City of Bethany	Admin Assistant	Good	$23,775	$29,484	$35,193	48.0%	☐		
City of Ponca City	Administrative Secretary	Good	$25,820	$30,273	$34,726	34.5%	☐		
City of Duncan	Secretary	Good	$24,461	$30,316	$36,171	47.9%	☐		
City of Bixby	Secretary	Good		$32,177			☐		$32,177
Average			**$22,946**	**$28,221**	**$32,624**	42.2%			**$30,618**
City of McAlester			**$23,448**	**$26,628**	**$29,652**	**26.5%**			
		$ Difference	$502	($1,593)	($2,972)				
		% Difference	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	MatchingTitle	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%	☐		
City of Sand Springs	Superintendent	Good	$34,091	$36,910	$39,728	16.5%	☐		
City of Ardmore	Street Supervisor	Good	$31,283	$39,114	$46,946	50.1%	☐		
City of Owasso	Street Superintendent	Good	$31,283	$39,884	$48,485	55.0%	☐		
City of Ada	Streets Maintenance Supervisor	Good	$37,128	$42,792	$48,456	30.5%	☐		
City of Shawnee	Street Superintendent	Good	$36,566	$42,869	$49,171	34.5%	☐		
City of Sapulpa	Street & Alley Foreman	Good		$46,592			☐		$46,592
City of Bethany	Public Works Superintendent	Good	$38,750	$48,055	$57,360	48.0%	☐		
City of Durant	Street Superintendent	Good	$42,483	$49,809	$57,135	34.5%	☐		
City of Duncan	Street Superintendent	Good	$41,870	$50,409	$58,947	40.8%	☐		
City of Bixby	Director of Operations	Good		$50,811			☐		$50,811
City of Ponca City	Street Maintenance Superintendent	Good	$43,368	$50,847	$58,325	34.5%	☐		
Average			**$36,626**	**$44,447**	**$50,567**	38.1%			**$48,702**
City of McAlester			**$34,152**	**$40,644**	**$45,053**	**31.9%**			
		$ Difference	($2,474)	($3,803)	($5,514)				
		% Difference	-7.2%	-9.4%	-12.2%				

Salary Survey Results for McAlester

Truck Driver

Descrip This position drives the city dump trucks.

Quals

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

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

SECTION 5.0
Proposed Pay Plan

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 1 4	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
101	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
102	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
103	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
104	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
105	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
106	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
107	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
108	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
109	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
110	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
111	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
112	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
113	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
114	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
115	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
116	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
117	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
118	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
119	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
120	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
121	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
122	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
123	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
124	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
125	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
126	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
127	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
128	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
129	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
130	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
131	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
132	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
133	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
134	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
135	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
136	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
137	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
138	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
139	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

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 1 4	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
140	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
141	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
142	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
143	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
144	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
145	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
146	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
147	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
148	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
149	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

DRAFT

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 1 4	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	56,255	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

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 1 4	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
147	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
148	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
149	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

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

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

Proposed Pay Plans
City of McAlester, Oklahoma

	Code	Proposed Class Title	Ann Min	Mkt	Ann Max	Hrly Min	Mkt	100 % Of Market Hrly Max
Unified-New								
117			$25,984	$30,792	$36,488	$12.49	$14.80	$17.54
	CodeOff	Code Enforcement Officer						
	EngTch1	Engineering Technician						
	Fore	Foreman						
	LabTk	Lab Technician						
	PlantMech	Plant Mechanic						
118			$27,284	$32,331	$38,312	$13.12	$15.54	$18.42
	MgrCS	Customer Service Manager						
	SupLF	Landfill Supervisor						
	CourtAdmin	Municipal Court Administrator						
	SupDisp	Police Dispatch Supervisor						
	UTFOR	Utility Maintenance Foreman						
	WM	Welder Mechanic						
119			$28,648	$33,948	$40,228	$13.77	$16.32	$19.34
	MgrAir	Airport Manager						
	CPO	Chief Plant Operator						
	Sec2CM	Executive Assistant						
	CoorHR	Human Resources Coordinator						
	SupRec	Recreation Supervisor						
	SCO	Safety Compliance Officer						
120			$30,080	$35,645	$42,240	$14.46	$17.14	$20.31
	BldgIns	Building Inspector						
	SupBldgMt	Building Maintenance Supervisor						
	SupRC	Refuse Collection Supervisor						
	CemSxt	Sexton						
121			$31,584	$37,427	$44,351	$15.18	$17.99	$21.32
	EngInsp	Engineering Inspector						
122			$33,164	$39,299	$46,569	$15.94	$18.89	$22.39
	SuptGar	Central Garage Superintendent						
	SuptPk	Parks Superintendent						
	SuptTC	Traffic Control Superintendent						
123			$34,822	$41,264	$48,898	$16.74	$19.84	$23.51
	EngTchSr	Senior Engineering Technician						
124			$36,563	$43,327	$51,342	$17.58	$20.83	$24.68
	CSS	Information Technology Manager						
125			$38,391	$45,493	$53,910	$18.46	$21.87	$25.92
	ASTCT	Asst. Financial Officer						
	MgrEx	Expo Manager						
	SuptLW	Liquid Waste Superintendent						
	SuptSt	Street Superintendent						
	SupUM	Utility Maintenance Superintendent						
	SuptWTP	WTP Superintendent						
128			$44,442	$52,664	$62,407	$21.37	$25.32	$30.00
	CClk	City Clerk						
129			$46,664	$55,297	$65,527	$22.43	$26.59	$31.50
	ASSTFC	Assistant Fire Chief						
	ASTPC	Assistant Police Chief						
132			$54,020	$64,014	$75,856	$25.97	$30.78	$36.47
	DirCS	Community Services Director						
	DirPl	Planning and Community Development Director						

Proposed Pay Plans

City of McAlester, Oklahoma

	Code	Proposed Class Title	Ann Min	Mkt	Ann Max	Hrly Min	Mkt	100 % Of Market Hrly Max
Unified-New								
133			$56,721	$67,214	$79,649	$27.27	$32.31	$38.29
	FireCh	Fire Chief						
	PoliceCh	Police 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

Proposed Class Title	Code	Pay Plan	Grade	Min	Mkt	Max	#
A							
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							
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
C							
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	UtClk	Unified-New	114	$22,446	$26,599	$31,520	2
Customer Service Manager	MgrCS	Unified-New	118	$27,284	$32,331	$38,312	1
D							
Deputy Court Clerk	DepCtC	Unified-New	115	$23,569	$27,929	$33,096	1
E							
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
F							
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
G							
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	#
H							
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
I							
Information Technology Manager	CSS	Unified-New	124	$36,563	$43,327	$51,342	1
K							
Kitchen Aide	AidK	Unified-New	104	$13,780	$16,329	$19,350	2
L							
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
M							
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	118	$27,284	$32,331	$38,312	1
O							
Office Aide	OA	Unified-New	104	$13,780	$16,329	$19,350	1
P							
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	116	$24,747	$29,325	$34,751	10
Police Chief	PoliceC	Unified-New	133	$56,721	$67,214	$79,649	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
R							
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
S							
Safety Compliance Officer	SCO	Unified-New	119	$28,648	$33,948	$40,228	1
Senior Engineering Technician	EngTch	Unified-New	123	$34,822	$41,264	$48,898	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	125	$38,391	$45,493	$53,910	1

Proposed Class List By Title

City of McAlester, Oklahoma

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

85 Job Classes

CLASS COMPARISON LIST BY PAY PLAN

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Class Comparison List
City of McAlester, Oklahoma

Proposed Pay Plan: Unified-New

Grade			Hourly Range			Annual Range		
			Min	Mkt	Max	Min	Mkt	Max
Code	Proposed Class Title	Original Title		Working Title				
104			$6.63	$7.85	$9.30	$13,780	$16,329	$19,350
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
105			$6.96	$8.24	$9.77	$14,469	$17,146	$20,318
AsstCk	Assistant Cook	Assistant Cook				14,560	14,560	14,560
107			$7.67	$9.09	$10.77	$15,952	$18,903	$22,401
HdCk	Head Cook	Head Cook				14,560	14,560	14,560
112			$9.79	$11.60	$13.74	$20,360	$24,126	$28,589
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
113			$10.28	$12.18	$14.43	$21,378	$25,332	$30,019
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
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
114			$10.79	$12.79	$15.15	$22,446	$26,599	$31,520
ACO	Animal Control Officer	Animal Control Officer				22,512	25,404	28,236
CemW	Cemetery Worker	Groundskeeper				23,124	26,208	29,172
UtClk	Customer Service Clerk	Cashier				23,448	26,628	29,652
UtClk	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
TCTech	Traffic Control Technician	Traffic Control Technician				24,240	27,708	31,164

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Class Comparison List
City of McAlester, Oklahoma

Proposed Pay Plan: Unified-New

Grade			Hourly Range			Annual Range		
			Min	Mkt	Max	Min	Mkt	Max
Code	Proposed Class Title	Original Title		Working Title				
115			$11.33	$13.43	$15.91	$23,569	$27,929	$33,096
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
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
116			$11.90	$14.10	$16.71	$24,747	$29,325	$34,751
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
PlantO	Plant Operator	Plant Operator				23,124	26,208	29,172
117			$12.49	$14.80	$17.54	$25,984	$30,792	$36,488
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
118			$13.12	$15.54	$18.42	$27,284	$32,331	$38,312
MgrCS	Customer Service Manager	Customer Service Manager				25,536	29,532	33,540
SupLF	Landfill Supervisor	Landfill Supervisor				27,288	31,848	36,252
CourtA	Municipal Court Administrator	Municipal Court Administrator				25,536	29,532	33,540
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
119			$13.77	$16.32	$19.34	$28,648	$33,948	$40,228
MgrAir	Airport Manager	Airport Manager				27,288	31,848	36,252

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Class Comparison List
City of McAlester, Oklahoma

Proposed Pay Plan: Unified-New

Grade			Hourly Range			Annual Range		
			Min	Mkt	Max	Min	Mkt	Max
Code	Proposed Class Title	Original Title		Working Title				
119			$13.77	$16.32	$19.34	$28,648	$33,948	$40,228
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
120			$14.46	$17.14	$20.31	$30,080	$35,645	$42,240
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
121			$15.18	$17.99	$21.32	$31,584	$37,427	$44,351
EngIns	Engineering Inspector	Engineering Inspector				27,636	32,460	36,972
122			$15.94	$18.89	$22.39	$33,164	$39,299	$46,569
SuptGa	Central Garage Superintendent	Central Garage Superintendent				34,152	40,644	45,053
SuptPk	Parks Superintendent	Parks Superintendent				34,152	40,644	45,053
SuptTC	Traffic Control Superintendent	Traffic Control Superintendent				34,152	40,644	45,053
123			$16.74	$19.84	$23.51	$34,822	$41,264	$48,898
EngTch	Senior Engineering Technician	Senior Engineering Technician				33,360	39,660	45,804
124			$17.58	$20.83	$24.68	$36,563	$43,327	$51,342
CSS	Information Technology Manager	Computer Support Specialist				34,152	40,644	45,053
125			$18.46	$21.87	$25.92	$38,391	$45,493	$53,910
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
SuptSt	Street Superintendent	Street 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
128			$21.37	$25.32	$30.00	$44,442	$52,664	$62,407
CClk	City Clerk	City Clerk				39,216	45,396	55,284
129			$22.43	$26.59	$31.50	$46,664	$55,297	$65,527
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
132			$25.97	$30.78	$36.47	$54,020	$64,014	$75,856
DirCS	Community Services Director	Community Service Director				42,984	50,652	60,540
DirPl	Planning and Community Development Dire	Planning Director / Economic Director				0	0	0

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Class Comparison List
City of McAlester, Oklahoma

Proposed Pay Plan: Unified-New

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

MANAGEMENT ADVISORY GROUP, INC

Virginia **Florida** **North Carolina**

February 12, 2008

To: Mark Roath, City Manager
The Honorable Mayor, Don Lewis
Honorable Members of the City Council
From: Donald C. Long, Ph. D and Executive Vice-President
Subject: Response to Council Questions

Management Advisory Group is pleased to provide this response to Council questions forwarded to us on February 11, 2008. Additional questions were received on February 12, 2008. Every effort has been made to provide a response to the questions received. Due to the short time frame, MAG would be pleased to provide an opportunity for conference call follow-ups with any Council member having additional questions or seeking additional clarification.

Question #1

Benchmark Communities:

Concerns were expressed concerning the benchmark communities, especially those around Tulsa and Oklahoma City, which are urban in nature.

Typical Standards for Selection of Benchmark Communities:

- Similar in population;
- Either a peer or competitive city (i.e., capable of recruiting from McAlester; a possible "feeder city"; or within a reasonable driving distance);
- Communities that had similar positions;
- Cities with reasonably similar mix of services;
- Cities that represent a mix of pay philosophies – including a reasonable cross-section of Oklahoma cities of similar size.

Private Sector Data:
Private sector data, while not directly solicited, is referenced in the pay structures of the public sector clients. Private sector data is typically higher for comparable jobs in

comparably sized employers; but the data not be a perfect "match" to similar public sector jobs.

Additionally, both large and small private employers will typically not respond to surveys and are not compelled to reveal their salary, wage or pay plan information. Most smaller employers do have a formal pay plan, but simply names, loosely applied job "titles" and a single salary. It is difficult to reconcile a single salary point to an established pay range and the more stable compensation practices typically found in the public sector. Single salaries provided by small employers can be a function of so many exogenous variables that these variables are impossible to control for within a limited survey response.

"Published" surveys are typically not less than a year old, and if using government websites, are typically two years old.

Unless the client participates in a local public/private survey, it is usually not possible to have meaningful participation from the immediate private sector employers without considerable guess work to "age" the data. Complied private sector data is usually presented in the "blind" such that the respondent's identify is not known, masking the size of the client, number of employers and whether the job is, in fact, a reasonable "match" to the City job being considered.

Question #2

Comparison of Benefits to Peer and Competitor Employers:

While MAG was not asked to specifically include a benefits comparison for the survey respondents, MAG maintains a large database of comparative benefits information for both public and private sector clients.

Public sector clients typically vary little in the benefits they provide, whether it is state, county or local employers. There is usually an employer paid health care plan for the employee with some percentage of payment toward dependent coverage. There are typically 11 to 12 paid holidays a year and a paid-time-off (PTO) or vacation plan that varies from two to four weeks of vacation, dependent on length of service; Department Heads tend to get the full four weeks of vacation regardless of length of service.

Retirement plans are slightly more heavily weighted toward defined contribution plans for non-sworn positions. Teacher and sworn position plans are more heavily weighted toward defined benefit plans. Many public sector employers offer life insurance as some version of a multiple of base salary. Other benefits may include such items as educational reimbursement; disability, dental and other types of plans.

In twenty-five years of conducting benefits surveys for public sector employers, there is not a dime's worth of difference in what is offered. Notable is that smaller public sector employers tend to offer better health care coverage, in terms of payment for dependents, often covering 100%. One can only speculate why this is the case; none the less, it is more consistently true.

In summary, private sector benefits for *comparably sized employers* tend to be competitive with the public sector; private sector benefits for small employers tend to be much less competitive.

Question #3

Twenty Step Plans:

MAG was asked to provide a list of public sector employers who employ a "20 Step Plan". A "step plan" is typically tied to the career development philosophy of the community, ranging from a 20 year (20 steps) to a 35 year (35 steps) plan. MAG has designed both step and open range plans for clients. Whether steps are employed, or open range plans with target salaries corresponding to length of service in the job, most public sector employers use some variation of a 20 – 30 year and/or step plan.

In the design of a compensation plan, MAG relies on the organizational needs of the client, the fiscal resources, the reported structure of other employers in the study, and the best practices in the public sector market.

The following is a list of recent MAG clients for whom we have developed a 20 or more year and/or step plan. Only one pay structure, for one client has been less than a 20 year and/or step plan and that was a 10 year Fire and Police structure for one city. The general City employees were placed in a 20 step/year plan. MAG cautioned that a 10 year plan was very aggressive and would be an expensive proposition.

Allentown
Atlanta Public Schools
Rock Hill School District3
Bowling Green
Bradford County Property Appraiser
Bradford County Tax Collector
Blue Ridge Behavioral Health
Charlotte County Public School
Cherokee County GA
Cherokee Nation
Citrus County Property Appraisers
Clay County
Collier County, FL
Columbia Schools
Connecticut Probate Court
DART
Daytona Beach City
Daytona Beach Community College
Dover
Escambia County Property Appraiser
Fayetteville AR
Fayetteville Library
Florida State Courts
Fort Walton Beach

Franklin
Georgetown County
Hammond
Hendry County PA
Highlands CSB, VA
Iberville Parish School Board
Indian River County Fire
Jefferson Parish LA
Lake County
LCTCS
Loudoun County Schools
Lynchburg
LYNX
Manassas Park
Memphis City Schools
Monroe County, FL
Montgomery County North Carolina
Montgomery County Virginia
Moultrie
Nashville
Newport News
Newport News Public Schools
New River CSB
Newton County II
Newton County GA
North Hampton
Okaloosa County CC
Opelika
Oviedo
Ponce Inlet
Portsmouth Public Schools
Port St. Lucie-FL
Prince George (fire) VA
Pulaski County
Pulaski County Schools
Rock Hill School District 3
Roswell
Round Rock Texas
Sevierville
Stafford County Public Schools
St. Cloud
St. Johns PA
St. Petersburg
Tangipahoa Parish Schools
Tallahassee Community College
Texas Womans University
TRDA
University of North Texas
Virginia Beach PS
Walton County Property Appraiser
Washington Metropolitan COG

Wayne County, MI
Ysleta ISD

Question #4

Adjustments for the 2009 Fiscal Year

The proposed compensation structure for the City of McAlester is reflective of the survey information collected for the 2007-2008 fiscal period. MAG does not use a cost-of-living index as a data source for recommendations on general structure adjustments, as a Cost of Living Index is a "shopping basket" report and not a labor market report.

To assist the City in determining an appropriate reference point for adjusting the market point relationship for 2009, MAG has included below, **as an example, a review of the cost of labor changes for state and local government, not seasonally adjusted**, which was completed in September, 2006. MAG recommends the Economic Cost Index (ECI) as a data source.

Sample 2006 Comparative Base Data:

Base Data extracted on: September 8, 2006 (4:08:02 PM)

Employment Cost Index

Series Id: CIU3020000000000A
Not Seasonally Adjusted
Compensation: Wages and salaries
Sector: State and local government
Periodicity: 12-month percent change
Industryocc: All workers

Year	Qtr1	Qtr2	Qtr3	Qtr4	Annual
2001	3.5	3.8	3.9	3.8	3.75
2002	3.3	3.2	3.0	3.1	3.15
2003	3.2	3.1	2.4	2.2	2.72
2004	2.1	2.1	2.1	2.1	2.1
2005	2.3	2.3	2.6	3.1	2.57
2006	2.8	3.1			--

It is possible to review the cost of labor, for state, county and local government over the four quarters previous to the time the budget information is needed and to make a general structure adjustment to the compensation design consistent with the overall cost change in the labor market information provided by the Department of Labor.

MAG typically suggests that this type of structure adjustment be done no more than two years in a row, followed by a very specific review or update on the market respondents for the same jobs and same respondents to confirm that the overall Economic Cost Index is reasonably reflective of local market conditions.

In many years of using this approach, the percentage of adjustment needed to bring the overall structure in line with local market changes has typically been less than one percentage point, either high or low.

Question #5

Moving from the Market Survey to the Development of the Proposed Compensation Plan:

MAG uses textbook steps in moving from the market data collection; the collection of internal job information; the integration of this information using regression analysis and MAG's proprietary software using our own Multi-dimensional Point Factor Evaluation System to the development of the proposed compensation and classification plan.

The steps in this process are more fully referenced in Section 2.0 of MAG's proposal to the City, dated July 27, 2007. (The twenty-seven pages of this section are not reproduced here for the sake of brevity.) A brief summary of this methodology is included in Section 2.0 of MAG's current report to the City. We would suggest that section 2.0 of the proposal is readily available to anyone who desires a more complete overview of MAG's approach to the McAlester study.

Question #6

Comparing Average Salaries for the City to Community and State Averages:

The current average salary for all employees in the City of McAlester, from the 2007-2008 database provided to MAG by the City, is $28,582. The proposed average salary for all City employees, if the recommendations of the MAG study are implemented, would be $30,343.

The 2006 State Occupational and Employment Wage Estimates for Oklahoma reported an average salary for all occupations as $32,570.

The implementation of MAG's recommendations would bring local salaries in McAlester closer to the 2006 State average salary; would reinforce the Council commitment to employees and would greatly enhance the City's ability to compete in the Oklahoma labor market.

MAG's professional staff has been conducting similar studies for state, county and local government clients for over twenty-five years. MAG staff is recognized by the Federal District Courts as an expert witness in compensation, classification and pay equity.

MAG would be pleased to answer any questions you might have concerning our recommendations for the City of McAlester.

We appreciate this opportunity to assist the City of McAlester on this important project.

Sincerely,

Donald C. Long
Executive Vice-President
Management Advisory Group, Inc.
Virginia Office
4207 Dale Blvd.
Woodbridge, Virginia 22193
Phone: 703.590.7250
Fax: 703.590.0366
www.maginc.org

Council Chambers
Municipal Building
February 12, 2008

The McAlester City Council met in regular session on Tuesday, February 12, 2008, at 6:00 P.M. after proper notice and agenda was posted February 8, 2008, at 5:00 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, Travis Read, Donnie Condit & Mayor Lewis

Absent: None

Presiding: Don Lewis, Mayor

Staff Present: Harold Stewart, Fire Chief; George Marcangeli, City Engineer/Public Works Director; Mel Priddy, Community Services Director; David Medley, Assistant City Engineer; Jim Lyles, Police Chief; Sherry Alessi, Assistant City Treasurer; Robert Ivester, City Attorney and Cora Middleton, City Clerk

INVOCATION & PLEDGE OF ALLEGIANCE

- **Sam Mason, Vice-Mayor**

Mayor Lewis led the Pledge of Allegiance.

CITIZENS' COMMENTS ON NON-AGENDA ITEMS

Steve Foster addressed the Council reporting on the Audit & Finance Advisory Committees' opinion of the City's financial status.

Barbara Gilbertson addressed the Council expressing appreciation to the City for partnering with Eastern Oklahoma State College in the college fair scheduled for February 26, 2008 at the Expo.

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 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)* In the amount of: General Fund - $157,763.87; Parking Authority - $272.48; Nutrition - $412.16; SE Expo Ctr/Tourism Fund - $8,674.34; E-911 - $2,748.19 and Economic Development - $282.50.

Councilman Read moved to approve the consent agenda. The motion was seconded by Councilman Garvin.

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

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

Mayor Lewis declared the motion carried.

ITEMS REMOVED FROM CONSENT AGENDA
None

SCHEDULED BUSINESS

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.

Councilman Condit made a motion for discussion and possible action on the Classification and Compensation Study. The motion was seconded by Councilman Read.

Before the vote, Mark Roath reviewed the information pertaining to the study and stated that on August 14, 2007 the engagement of Management Advisory Group had been approved by the Council to undertake the study. Mr. Roath then introduced Donald Long, Vice-President of Management Advisory Group, Inc. (MAG, Inc.)

Mr. Long distributed a printout of a brief presentation and reviewed some key points for the Council. He explained that in his experience Councils had accepted the study and then reviewed the information before adopting the plans. He reviewed the survey process for the Council and explained that there was little information from the private sector because they are not required

to release information. He stated that, overall, the City of McAlester was behind the average according to the findings in the study. He then reviewed the different approaches that could be taken to implement the plan when it was adopted. He then distributed information regarding questions from the Council that had developed after their individual meetings.

Councilman Garvin read the following from the information provided in the study.
Page 3-7: "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 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 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.** If 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." He then commented that this is the recommended approach by the company.

Mr. Long stated that he felt it had many advantages if it could be afforded.

Mayor Lewis stated that the study was implemented in August. He added that not every study was perfect in every way and it was up to the administration to decide how to implement the plan. He also stated that with the additional information he felt it was inappropriate for the Council to make a decision at this time.

There was discussion among the Council and Mark Roath regarding the recommended approach, the answers to their questions, how the implementation of any approach would affect the budget and how cities in the Oklahoma City and Tulsa suburbs were used in the comparisons. They discussed the need for the study to be reviewed by the Finance officer and the Audit & Finance Advisory Committee. The Council also discussed how changes would be made to individual salaries and how performance driven salary changes would affect individual employees.

Councilman Smith asked if the City currently had job descriptions for each position.

Mr. Long stated that his company was currently working on the job descriptions.

Councilman Garvin stated that the City has a recommendation and now the City cannot go by the recommendation. He stated that the employees have been waiting for this decision and so had he and now we have to review more information. He stated that he was just wondering why so many questions at the last minute and why we can't make a decision.

Councilman Wilkinson stated that he agreed that the finances should be looked at but he felt that we would be cutting our throat by not implementing some part of the plan.

Councilman Condit stated that it was the Councils responsibility to be frugal with the City budget.

Councilman Garvin stated that in the budget the City planned for the Fire and Police Departments. He asked if anything had been set aside for the non-uniformed employees.

Mr. Roath stated that in the budget $240,000.00 was set aside in the general fund and $150,000.00 was set aside in public works. Unfortunately part of that has been used. He stated that he is not in a position to say the City has the finances to implement the plan. He added that he was concerned with waiting for the Finance Director as he will have several projects to work on when he starts.

There was further discussion among the Council concerning how long would it take for the requested financial information to be provided and if some sort of compromise could be made to satisfy Councilmen Garvin and Wilkinson's concerns and not lock the City into a plan they might later regret. It was also discussed if the metro cities should be removed from the study.

Mr. Roath stated that the current pay plan was not adequate and it had many problems. He also added that the cities that were used for the study were furnished in the RFP. He stated that he could work with the Audit & Finance Advisory Committee and the Non-Uniformed Committee to gather the necessary information and come back to Council with their recommendations.

Councilman Wilkinson stated he would like to get feed back from the Non-Uniformed Council also.

Mayor Lewis stated that it was his understanding that within thirty days Mr. Roath could have a recommendation to bring before the Council.

Mr. Roath stated that it was his understanding that he was being directed to meet with the Audit & Finance Advisory Committee and the NUC to review with Mr. Long and gather the necessary information regarding finances and bring that back to Council with a recommendation.

Councilman Condit stated that he wanted to assure the employees that whatever figure Mr. Roath (with the Audit & Finance and the NUC) brings to him he will vote for. He further stated that he was in favor of a pay raise but he wanted to make sure the finances were there.

Councilman Mason stated that the Council had heard from Mr. Long and he suggested that they should take some more time. He added that Mr. Roath could come back with the requested information. He continued that the motion should be amended to accept the report subject to final review by the City Manager, the Audit & Finance Committee and the NUC with resubmittal to the Council in no less than thirty days.

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

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

Mayor Lewis declared the motion carried.

Councilman Garvin asked to be excused at 7:20 P.M.

Steve Foster asked where the 40% range came from.

Mr. Long stated that it was the average from the cities.

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.

Councilman Read requested that this item be withdrawn.

There was no discussion, and no vote was taken.

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.

Councilman Condit moved for approval of an Interlocal Agreement between the Oklahoma Department of Corrections and the City of McAlester regarding the 2008 Annual Prison Rodeo. The motion was seconded by Councilman Mason.

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

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

Mayor Lewis declared the motion carried.

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.

Councilman Wilkinson moved for approval of a Personal Service Agreement with the McAlester Area Chamber of Commerce and Agriculture, Inc. The motion was seconded by Councilman Read.

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

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

Mayor Lewis declared the motion carried.

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.

Councilman Mason moved to approve a Mutual Aid Agreement with the City of Krebs, Oklahoma for law enforcement services. The motion was seconded by Councilman Read.

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

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

Mayor Lewis declared the motion carried.

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.

ORDINANCE NO. 2282

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).

Councilman Condit moved for approval of **ORDINANCE NO. 2282,** seconded by Councilman Read.

Before the vote, Councilman Mason asked where this property was.

Mayor Lewis stated that it was east of the Choctaw Hospital before you get to the nursing home.

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

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

Mayor Lewis declared the motion carried.

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.

Councilman Read moved to approve discussion and possible action on the proposed revised Charter dated February 7, 2008. The motion was seconded by Councilman Wilkinson.

Before the vote, Councilman Smith explained some of the most recent changes to this version of the revised Charter.

Mayor Lewis pointed out some items that he felt needed to be readdressed by the Charter Review Committee and possibly changed, one of which was the Audit & Finance Committee being in the Charter and not addressed by an ordinance.

There was discussion concerning the percent amount of the reserve fund and when the revised Charter had to be completed so it could be placed on a ballot. The City Clerk stated that the election board had to have the resolution with the entire revised Charter on it sixty (60) days before the election.

There was no further discussion, and no vote was taken on this item at this time.

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.

Councilman Read moved to accept the FEMA AFG Assistance to Firefighters Grant and allowing the Fire Department to purchase 45 hand-held radios, 43 radio interface connections

and 4 base chargers from a sole source provider. The motion was seconded by Councilman Wilkinson.

Before the vote, there was discussion between Councilman Mason, Councilman Smith and Robert Ivester, the City Attorney concerning if there was another vendor in the state that could furnish this equipment and if the City was violating the Competitive Bidding Act with this item. During the discussion Mr. Ivester stated that this was under central purchasing and the other individual that had indicated that he could furnish this equipment actually could not. He added that the individual that this equipment was to be purchased from was the sole source provider and was actually lower in price than the central purchase amount.

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

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

Mayor Lewis declared the motion carried.

NEW BUSINESS
None

CITY MANAGER'S REPORT
Mark Roath stated that he had no comments this evening.

REMARKS AND INQUIRIES BY CITY COUNCIL
Councilman Smith encouraged everyone to read the revised Charter that was on the website and make any suggestions or comments if they had any.

Mayor Lewis reported that he had been informed of some calls and emails of political signs on the right of way and we are instructing the street department to remove the signs and contact the individuals to pick them up.

Councilman Mason asked for clarification of right of way.

Mayor Lewis reported that the full agenda was on the website and he wanted to thank James Stanford for his work on that project. He stated that Mr. David Burks had accepted the offer for the City Treasurer's position and would be reporting on March the 10th or sooner. Mayor Lewis reported that the Council and several of the employees had toured the City last Friday. He stated that it was a very informative tour.

Mayor Lewis commented that the retreat started at 6:00 P.M. Friday evening and recessed at 9:00 P.M. Friday. He added that it reconvened Saturday morning at 8:00 A.M. and continued until 2:00 P.M. He stated that many matters were discussed during the retreat, what our population would be in ten (10) years, the boundaries and infrastructure needs were among the topics. He added that when the report of the retreat was received it would be made available.

He briefly mentioned the invoice from the National League of Cities that the City of McAlester had received and stated that information pertaining to that membership would be forwarded to the Council for their response.

He also mentioned that if anyone was interested in serving on any of the Boards or Committees to inform either the City Clerk or the Mayor.

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

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

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

Mayor Lewis declared the motion carried, and the Regular Meeting was recessed at 7:54 P.M.

RECONVENE COUNCIL MEETING
The Regular Meeting was reconvened at 7:55 P.M.

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

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

Mayor Lewis declared the motion carried, and the meeting was adjourned at 7:56 P.M.

ATTEST:

Don R. Lewis, Mayor

Cora Middleton, City Clerk

Current Pay Plan:

Pros:

- None

Cons:

- The city currently operates under multiple pay plans.
- The current pay plan is not at current market value.
- The current pay plan does not take into consideration the education, training, knowledge and experience an employee brings to the city.
- Over the years, the current job positions have taken on added responsibilities with no compensation or reclassifications.
- Pay Plan does not take into consideration the years of service in the current job position.
- Too many discrepancies between classifications and steps.
- Several years ago, raises were given to all employees on grades C12 and below and all employees on grades C13 and above received no raises which in turn caused inconsistencies within the pay schedule. For example, a C12 is on a higher pay scale than a C13.
- Inconsistencies within the same pay grade caused up and down fluctuations on merit increases. For example, C5 Step 5 to Step 6 has an increase of $58.00 a month, Step 6 to Step 7 has $40.00 a month and Step 7 to Step 8 is $79.00 a month and Step 8 to Step 9 is $63.00 a month.
- In the Administrative pay scale there are 13 classifications that go down in pay for merit raises. For example, an employee going from A7 Step 3 to Step 4 will go from $3466 to $3411 and A8 Step 3 to Step 4 will go from $3587 to $3418 and so forth through A20.
- All calculations are done manually. The current pay plan is not on a program that will keep up with technology.
- 41 employees out of 128 employees on the "C" classification scale have reached maximum salary and will not receive any more increases over the years.
- 40 employees out of 128 employees receive raises every two years. Seven (7) of these employees will max out within the year. The remaining 47 employees receive annual raises.
- Employees with one to four years of service will receive a pay increase annually and employees with 6 years to 15 years will receive a pay increase every two years.
- Employees will be maxed out after 15 years of service.

NON-UNIFORM

PAY SCHEDULE- MONTHLY SALARY

Current Pay Plan

	ANNUAL MERIT RAISES				2 YEAR MERIT RAISES					
	1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**
Grade										
C1	1,827	1,868	1,912	1,956	2,004	2,054	2,106	2,161	2,219	2,278
C2	1,851	1,893	1,938	1,984	2,034	2,085	2,138	2,195	2,254	2,314
C3	1,876	1,919	1,965	2,013	2,063	2,117	2,171	2,230	2,291	2,353
C4	1,901	1,946	1,993	2,042	2,094	2,150	2,205	2,266	2,327	2,391
C5	1,927	1,973	2,022	2,073	2,126	2,184	2,240	2,303	2,366	2,431
C6	1,954	2,001	2,052	2,104	2,159	2,219	2,276	2,341	2,405	2,471
C7	1,961	2,010	2,062	2,116	2,172	2,234	2,293	2,360	2,425	2,492
C8	1,990	2,039	2,094	2,149	2,207	2,271	2,331	2,400	2,474	2,550
C9	2,020	2,070	2,127	2,183	2,254	2,309	2,371	2,443	2,518	2,597
C10	2,050	2,102	2,161	2,218	2,280	2,348	2,412	2,485	2,563	2,642
C11	2,081	2,135	2,196	2,254	2,319	2,389	2,454	2,530	2,608	2,689
C12	2,133	2,169	2,232	2,291	2,358	2,430	2,498	2,575	2,655	2,739
C13	2,094	2,153	2,218	2,277	2,346	2,421	2,491	2,571	2,676	2,681
C14	2,128	2,189	2,256	2,316	2,388	2,461	2,537	2,619	2,705	2,795
C15	2,163	2,226	2,295	2,358	2,431	2,510	2,584	2,674	2,756	2,849
C16	2,199	2,264	2,335	2,400	2,475	2,556	2,622	2,720	2,811	2,905
C17	2,236	2,303	2,376	2,443	2,520	2,605	2,683	2,773	2,865	2,961
C18	2,274	2,343	2,418	2,487	2,568	2,654	2,735	2,827	2,922	3,021
C19	2,303	2,384	2,463	2,534	2,616	2,705	2,788	2,883	2,981	3,081
C20	2,354	2,428	2,508	2,581	2,666	2,757	2,843	2,941	3,040	3,144
C21	2,393	2,472	2,554	2,630	2,717	2,811	2,899	3,000	3,101	3,207
C22	2,439	2,517	2,582	2,680	2,770	2,866	2,958	3,062	3,166	3,274
C23	2,483	2,564	2,652	2,732	2,824	2,924	3,018	3,125	3,231	3,342
C24	2,529	2,612	2,703	2,785	2,880	2,983	3,080	3,190	3,307	3,430
C25	2,576	2,662	2,755	2,840	2,938	3,044	3,144	3,236	3,356	3,480
C26	2,624	2,713	2,809	2,896	2,997	3,106	3,209	3,326	3,448	3,578
C27	2,675	2,766	2,864	2,944	3,058	3,171	3,277	3,397	3,524	3,655
C28	2,726	2,820	2,871	3,014	3,124	3,237	3,348	3,470	3,599	3,735
C29	2,780	2,876	2,981	3,076	3,232	3,305	3,420	3,545	3,678	3,817
C30	2,835	2,933	3,042	3,139	3,253	3,427	3,494	3,623	3,758	3,901
C31	2,891	2,993	3,104	3,205	3,322	3,447	3,570	3,703	3,842	3,988
C32	2,949	3,054	3,169	3,262	3,393	3,523	3,648	3,785	3,929	4,079
C33	3,009	3,117	3,235	3,341	3,466	3,600	3,729	3,870	4,016	4,169
C34	3,070	3,182	3,303	3,412	3,541	3,679	3,812	3,957	4,108	4,265
C35	3,134	3,249	3,373	3,487	3,618	3,761	3,898	4,047	4,124	4,362
C36	3,199	3,318	3,445	3,563	3,699	3,845	3,986	4,140	4,221	4,463
C37	3,266	3,389	3,522	3,641	3,781	3,932	4,077	4,235	4,321	4,567
C38	3,335	3,462	3,597	3,721	3,855	4,021	4,165	4,333	4,423	4,674
C39	3,406	3,537	3,676	3,805	3,953	4,113	4,267	4,434	4,528	4,783

ADMINISTRATIVE

PAY SCHEDULE - MONTHLY SALARY

Current Pay Plan

	ANNUAL MERIT RAISES				2 YEAR MERIT RAISES					
	1	2	3	4	5	6	7	8	9	10
GRADE										
A1	2,537	2,614	2,691	2,769	2,872	3,078	3,284	3,490	3,696	3,902
A2	2,691	2,769	2,846	2,949	3,026	3,232	3,438	3,644	3,850	4,030
A3	2,846	2,923	3,000	3,078	3,181	3,387	3,593	3,799	4,005	4,211
A4	2,869	2,946	3,023	3,100	3,203	3,409	3,615	3,821	4,027	4,233
A5	2,932	3,010	3,087	3,164	3,267	3,473	3,679	3,885	4,091	4,297
A6	3,150	3,227	3,304	3,381	3,464	3,538	3,744	3,950	4,156	4,362
A7	3,179	3,256	3,466	3,411	3,493	3,602	3,808	4,014	4,220	4,426
A8	3,206	3,284	3,587	3,418	3,521	3,666	3,872	4,078	4,284	4,490
A9	3,268	3,345	3,624	3,500	3,577	3,783	3,989	4,195	4,401	4,607
A10	3,389	3,466	3,630	3,620	3,698	3,852	4,058	4,264	4,470	4,676
A11	3,510	3,587	3,739	3,742	3,819	3,974	4,180	4,386	4,592	4,901
A12	3,541	3,624	3,974	3,778	3,943	4,097	4,303	4,509	4,715	4,921
A13	3,582	3,660	4,007	3,814	4,015	4,221	4,427	4,633	4,839	5,045
A14	3,677	3,739	4,041	3,909	4,110	4,316	4,522	4,728	4,934	5,140
A15	3,896	3,974	4,247	4,128	4,205	4,411	4,617	4,823	5,029	5,235
A16	3,929	4,007	4,298	4,161	4,303	4,509	4,715	4,921	5,127	5,333
A17	3,963	4,041	4,350	4,195	4,401	4,607	4,813	5,019	5,225	5,431
A18	4,169	4,247	4,442	4,401	4,478	4,684	4,890	5,096	5,302	5,508
A19	4,221	4,298	4,534	4,453	4,530	4,736	4,942	5,148	5,354	5,560
A20	4,272	4,350	4,629	4,504	4,631	4,837	5,043	5,249	5,455	5,661
A21	4,365	4,442	4,520	4,597	4,674	4,880	5,086	5,292	5,498	5,704
A22	4,458	4,534	4,612	4,690	4,767	4,976	5,182	5,388	5,594	5,800
A23	4,552	4,629	4,706	4,783	4,861	5,070	5,276	5,482	5,688	5,894
A24	4,645	4,723	4,741	4,932	5,010	5,164	5,370	5,576	5,782	5,988
A25	4,684	4,757	4,836	5,026	5,105	5,259	5,465	5,671	5,877	6,083
A26	4,710	4,787	4,865	4,993	5,148	5,354	5,560	5,766	5,972	6,178

Proposed Non-Uniform and Administrative Pay Plan

Pro:

- Pay Plan will have consistent pay increase percentages across the board.
- 143 employees will receive a pay increase while one employee will remain at the current level.

Cons:

- This pay plan does not factor in competitive market value.
- The proposed classifications do not factor in compensation or reclassifications for the added job responsibilities.
- The current plan does not take into consideration the education, training, knowledge and experience an employee brings to the city.
- To make this pay plan work due to the sporadic ranges some employees received a small increase while others receive a large increase.
- Between the two plans there was not a consistent percentage used for all steps to make this a workable pay plan. The increases ranged from 1.5% to 4.5%.
- On the administrative pay scale the entry level did not change so therefore did not receive an increase. The remaining steps received a 4.5% increase across the board.
- Employees with one to four years of service will receive a pay increase annually and employees with 6 years to 15 years will receive a pay increase every two years.
- Employees will be maxed out after 15 years of service.
- The annual increase for this percentage is $233,400 for the regular classified employees and administrative employees.

NON-UNIFORM

PAY SCHEDULE- MONTHLY SALARY

PROPOSED 1.5% INCREASE BETWEEN GRADES
PROPOSED 3.5% BETWEEN STEPS

	ANNUAL MERIT RAISES				2 YEAR MERIT RAISES					
	1	2	3	4	5	6	7	8	9	10
Grade										
C1	1,827	1,891	1,957	2,026	2,097	2,170	2,246	2,324	2,406	2,490
C2	1,854	1,919	1,986	2,056	2,128	2,202	2,280	2,359	2,442	2,527
C3	1,882	1,948	2,016	2,087	2,160	2,235	2,314	2,395	2,479	2,565
C4	1,910	1,977	2,047	2,118	2,192	2,269	2,348	2,431	2,516	2,604
C5	1,939	2,007	2,077	2,150	2,225	2,303	2,384	2,467	2,553	2,643
C6	1,968	2,037	2,108	2,182	2,259	2,338	2,419	2,504	2,592	2,682
C7	1,998	2,068	2,140	2,215	2,292	2,373	2,456	2,542	2,631	2,723
C8	2,028	2,099	2,172	2,248	2,327	2,408	2,493	2,580	2,670	2,764
C9	2,058	2,130	2,205	2,282	2,362	2,444	2,530	2,618	2,710	2,805
C10	2,089	2,162	2,238	2,316	2,397	2,481	2,568	2,658	2,751	2,847
C11	2,120	2,195	2,271	2,351	2,433	2,518	2,606	2,698	2,792	2,890
C12	2,152	2,227	2,305	2,386	2,470	2,556	2,645	2,738	2,834	2,933
C13	2,184	2,261	2,340	2,422	2,507	2,594	2,685	2,779	2,876	2,977
C14	2,217	2,295	2,375	2,458	2,544	2,633	2,725	2,821	2,920	3,022
C15	2,250	2,329	2,411	2,495	2,582	2,673	2,766	2,863	2,963	3,067
C16	2,284	2,364	2,447	2,533	2,621	2,713	2,808	2,906	3,008	3,113
C17	2,318	2,400	2,484	2,570	2,660	2,754	2,850	2,950	3,053	3,160
C18	2,353	2,436	2,521	2,609	2,700	2,795	2,893	2,994	3,099	3,207
C19	2,389	2,472	2,559	2,648	2,741	2,837	2,936	3,039	3,145	3,255
C20	2,424	2,509	2,597	2,688	2,782	2,879	2,980	3,084	3,192	3,304
C21	2,461	2,547	2,636	2,728	2,824	2,923	3,025	3,131	3,240	3,354
C22	2,498	2,585	2,676	2,769	2,866	2,966	3,070	3,178	3,289	3,404
C23	2,535	2,624	2,716	2,811	2,909	3,011	3,116	3,225	3,338	3,455
C24	2,573	2,663	2,756	2,853	2,953	3,056	3,163	3,274	3,388	3,507
C25	2,612	2,703	2,798	2,896	2,997	3,102	3,210	3,323	3,439	3,559
C26	2,651	2,744	2,840	2,939	3,042	3,148	3,259	3,373	3,491	3,613
C27	2,691	2,785	2,882	2,983	3,088	3,196	3,307	3,423	3,543	3,667
C28	2,731	2,827	2,926	3,028	3,134	3,244	3,357	3,475	3,596	3,722
C29	2,772	2,869	2,969	3,073	3,181	3,292	3,407	3,527	3,650	3,778
C30	2,814	2,912	3,014	3,119	3,229	3,342	3,459	3,580	3,705	3,835
C31	2,856	2,956	3,059	3,166	3,277	3,392	3,510	3,633	3,760	3,892
C32	2,899	3,000	3,105	3,214	3,326	3,443	3,563	3,688	3,817	3,950
C33	2,942	3,045	3,152	3,262	3,376	3,494	3,617	3,743	3,874	4,010
C34	2,986	3,091	3,199	3,311	3,427	3,547	3,671	3,799	3,932	4,070
C35	3,031	3,137	3,247	3,361	3,478	3,600	3,726	3,856	3,991	4,131
C36	3,076	3,184	3,296	3,411	3,530	3,654	3,782	3,914	4,051	4,193
C37	3,123	3,232	3,345	3,462	3,583	3,709	3,838	3,973	4,112	4,256
C38	3,169	3,280	3,395	3,514	3,637	3,764	3,896	4,032	4,174	4,320
C39	3,217	3,330	3,446	3,567	3,692	3,821	3,954	4,093	4,236	4,384

Classification Grades: (1.5%) between each classification grades C1-C39.
Steps 1-10: (3.5%) between each step.
Merit Raise 1-4: Merit Raise is annually.
Merit Raise 5-10: Merit Raise is every two years.

After an employee reaches Step 10 they are at maximum pay.

ADMINISTRATIVE

PAY SCHEDULE - MONTHLY SALARY

4.5% INCREASE

	ANNUAL MERIT RAISES				2 YEAR MERIT RAISES					
	1	2	3	4	5	6	7	8	9	10
GRADE										
A1	2,537	2,651	2,770	2,895	3,025	3,162	3,304	3,453	3,608	3,770
A2	2,691	2,812	2,939	3,071	3,209	3,353	3,504	3,662	3,827	3,999
A3	2,846	2,974	3,108	3,248	3,394	3,547	3,706	3,873	4,047	4,229
A4	2,869	2,998	3,133	3,274	3,421	3,575	3,736	3,904	4,080	4,264
A5	2,932	3,064	3,202	3,346	3,496	3,654	3,818	3,990	4,170	4,357
A6	3,150	3,292	3,440	3,595	3,756	3,925	4,102	4,287	4,480	4,681
A7	3,179	3,322	3,472	3,628	3,791	3,962	4,140	4,326	4,521	4,724
A8	3,206	3,350	3,501	3,659	3,823	3,995	4,175	4,363	4,559	4,764
A9	3,268	3,415	3,569	3,729	3,897	4,073	4,256	4,447	4,647	4,857
A10	3,389	3,542	3,701	3,867	4,041	4,223	4,413	4,612	4,819	5,036
A11	3,510	3,668	3,833	4,005	4,186	4,374	4,571	4,777	4,992	5,216
A12	3,541	3,700	3,867	4,041	4,223	4,413	4,611	4,819	5,036	5,262
A13	3,582	3,743	3,912	4,088	4,272	4,464	4,665	4,875	5,094	5,323
A14	3,677	3,842	4,015	4,196	4,385	4,582	4,788	5,004	5,229	5,464
A15	3,896	4,071	4,255	4,446	4,646	4,855	5,074	5,302	5,541	5,790
A16	3,929	4,106	4,291	4,484	4,685	4,896	5,117	5,347	5,587	5,839
A17	3,963	4,141	4,328	4,522	4,726	4,939	5,161	5,393	5,636	5,889
A18	4,169	4,357	4,553	4,758	4,972	5,195	5,429	5,673	5,929	6,196
A19	4,221	4,411	4,609	4,817	5,034	5,260	5,497	5,744	6,003	6,273
A20	4,272	4,464	4,665	4,875	5,094	5,324	5,563	5,814	6,075	6,349
A21	4,365	4,561	4,767	4,981	5,205	5,440	5,684	5,940	6,207	6,487
A22	4,458	4,659	4,868	5,087	5,316	5,555	5,805	6,067	6,340	6,625
A23	4,552	4,757	4,971	5,195	5,428	5,673	5,928	6,195	6,473	6,765
A24	4,645	4,854	5,072	5,301	5,539	5,789	6,049	6,321	6,606	6,903
A25	4,684	4,895	5,115	5,345	5,586	5,837	6,100	6,374	6,661	6,961
A26	4,710	4,922	5,143	5,375	5,617	5,870	6,134	6,410	6,698	7,000

McAlester City Council

AGENDA REPORT

Meeting Date:	April 22, 2008	**Item Number:**	6
Department:	City Manager		
Prepared By:	Mark B. Roath	**Account Code:**	
Date Prepared:	April 17, 2008	**Budgeted Amount:**	
		Exhibits:	One

Subject

Discussion, and possible action, that would direct the City Manager to develop a plan for Council consideration, which would require the City Administration to prepare the annual budget so that all City employees receive approximately the same salary increase contingent upon a favorable performance evaluation by the employee's supervisor.

Recommendation

Discussion

Mr. Donnie Condit, Councilmember, has submitted this agenda item for discussion (see attached e-mail).

Approved By

	Initial	*Date*
Department Head		
City Manager	MBR	04/17/08

Cora Middleton

From: Donald Condit [dcondit@mcalester.k12.ok.us]
Sent: Tuesday, April 15, 2008 7:22 AM
To: Cora Middleton
Subject: Item for April 22nd meeting

Cora,
I would like a non-action item to be placed on the April 22nd agenda.

For discussion only- During the budge process direct the cities administration, that all city employees receive approximately the same salary increase (if any is given). This would be contingent upon a favorable evaluation from the employee's supervisor. The city Manager will come back to the council with such a plan that could possibly be made into an ordinance.

Thanks- Donnie Condit

McAlester City Council

AGENDA REPORT

Meeting Date:	April 22 2008	**Item Number:**	7
Department:	Finance		
Prepared By:	David Burke	**Account Code:**	
Date Prepared:	April 17, 2008	**Budgeted Amount:**	
		Exhibits:	One

Subject

Consider, and act upon, a resolution of the City of McAlester, Oklahoma amending Resolution No. 07-09 which established the Budget for Fiscal year 2007/2008; repealing all Conflicting Resolutions; providing for a Severable Clause; and Providing for an Effective date.

Recommendation

Motion to approve a Resolution amending resolution No. 07-09 which established the Budget for the Fiscal Year 2007/2008

Discussion

The mid-year budget review is a mechanism to provide for items that have occurred or come to light after the current year budget adoption in June 2007. Some items may have been overlooked during the budget process while others items may not have been totally anticipated at the time. The budget, a legally adopted document, is subject to amendment to cover such items provided that funds are available.

It has been determined after a review of the 2007/2008 fiscal year and a mid-year review of the 2007/2008 fiscal year that funds are available to cover some of the proposed amendments in each of the proposed funds. Some revenues have already exceeded budgeted revenues while some revenues are anticipated to exceed budgeted revenues by the end of the fiscal year. These revenues will offset some of the proposed expenditures. Those expenditures not cover by the anticipated revenues will need to be funded from the Reserve Fund. Adequate fund balances will continue to be our main objective assuming the adoption of all proposed expenditures.

Approved By

	Initial	*Date*
Department Head	DLB	04/17/08
City Manager	MBR	04/17/08

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF McALESTER, OKLAHOMA, 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.

WHEREAS, the City Council heretofore adopted Resolution No. 07-09 setting forth the Budget for Fiscal Year 2007/2008 beginning July 1, 2007 and ending June 30, 2008; and,

WHEREAS, the City Council amended Resolution No. 07-09 with the adoption of Resolution No. 07-16, 07-17, 07-18, 07-20, 07-22, 07-23, 07-27, 07-30, 08-02, 08-06; and

WHEREAS, the City Departments and Divisions routinely review their budget appropriations to determine if any changes are necessary; and

WHEREAS, based upon said review the City staff now recommends that certain amendments to the Budget be considered by the City Council; and,

WHEREAS, the City Council has the authority to make amendments to the City Budget under Article II, Section 2.4 of the City Charter, as well as State law; and,

WHEREAS, the City Council has determined that the proposed amendments to the FY 2007/2008 Budget, with the revenues and expenditures therein contained, is in the best interest of the City; and therefore, desires to adopt the same by formal action.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF McALESTER, OKLAHOMA:

SECTION I: The proposed amendments to the FY 2007/2008 Budget of the City of McAlester, Oklahoma, as heretofore adopted by Resolution, as summarized in Exhibits A-1 thru A-3 which are attached hereto and fully incorporated herein by reference, be, and the same hereby are, completely adopted and approved as amendments to the said FY 2007/2008 Budget.

SECTION II: All portions of the existing FY 2007/2008 Budget, Resolution No. 07-09 and Resolution No. 07-16, 07-17, 07-18, 07-20, 07-22, 07-23, 0727, 07-30, 08-02, 08-06, except as specifically herein amended, shall remain in full force and effect, and not be otherwise affected by the adoption of the amendatory resolution.

SECTION III: Should any paragraph, sentence, subdivision, clause, phrase, or section of this resolution be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this resolution as a whole or any part or provision thereof, other than the part or parts as declared to be invalid, illegal, or unconstitutional.

SECTION IV: This resolution shall be in full force and effect from and after its adoption by the City Council.

SECTION V: That all other resolutions in conflict herewith are hereby repealed to the extent of any such conflict or inconsistency and all other resolutions not in conflict herewith shall remain in full force and effect.

SECTION VI: The repeal of any resolution, or parts thereof, by the enactment of this resolution, shall not be construed as abandoning any action now pending under or by virtue of resolution; nor as affecting any rights of the municipality under any section or provision of any resolution at the time of passage of this resolution.

PASSED and APPROVED at a regular meeting of the City Council of the City of McAlester, Oklahoma, and duly signed by the Mayor this _____ day of April 2008.

CITY OF MCALESTER, OKLAHOMA
A Municipal Corporation

By _____
Don R. Lewis, Mayor

ATTEST:

_____
Cora Middleton, City Clerk

FY 2007/2008 BUDGET AMENDMENT
GENERAL FUND - 01

Exhibit A-1

Beginning Fund Balance	-
FY 2007-2008 Amended Revenues	13,349,420
FY 2007-2008 Amended Appropriations	(13,302,484)
FY 2007-2008 Additional Revenues	1,094,101
Total Reduction Revenues	(433,198)
Total Reduction Appropriations	135,070
FY 2007-2008 Additional Appropriations	(950,807)
Un-appropriated Reserves	107,899
Ending Fund Balance	(0)

DEPARTMENT	ACCOUNT NO.	AMOUNT	DESCRIPTION/REASON
REVENUES	4-0-105	10,500	Alcoholic Beverages ~ see footnote
	4-0-106	300,565	Sales Tax ~
	4-0-107	88,790	Use Tax * ~
	4-0-109	16,550	Tobacco Tax ~
	4-0-204	715	Plumbing License *
	4-0-224	1,375	Plumbing Heat and Air Cond. *
	4-0-402	4,450	Cemetery Openings *
	4-0-408	20,470	Ambulances *
	4-0-422	432,036	Oil and Gas Lease *
	4-0-423	23,869	Abatements *
	4-0-423	14,145	Rental Property *
	4-0-501	143,385	Police Fines *
	4-0-601	20,000	Investment Income * ~
	4-0-603	9,700	Donations received for trees and Christmas light *
	4-0-625	7,551	Restitution for Jeff Lee Concession Fire
	Total Additional Revenues	**1,094,101**	
	4-0-721	(433,198)	Reduce transfer from MPWA
	Total Reduction to Revenues	**(433,198)**	
APPROPRIATIONS			
Interdepartmental	5215628	96,832	Decrease Transfer to E911 Fund
	5215630	38,238	Decrease Transfer to EXPO Fund
	Total Reduction to Appropriations	**135,070**	
Community Services	5542202	9,700	Donations Francis Stipe, The Bank NA, Bob Wallace, Fortnightly Club and Downtown Merchants.
		11,341	Donations Projects needing completion for Komar Park
		7,551	Reimbursement for Jeff Lee Vandalism
	Sub Total	28,592	
Interdepartmental	5215629	432,036	Transfer to Reserve Account Oil & Gas
Repair & Maintenance	5215316	5,462	Biztel/Grinnell Telephone & Security for City
Transfers	521622	7,125	Transfer to CCP Cemetery 12.5% of Revenue
Council	5101350	16,000	Estimated cost of Election
Legal	5214302	143,043	Legal Fees per Attorney and Council.
	Sub Total	603,666	
Police	5321101	96,000	Union received a 6% increase for 46 employees.
	5321105	31,715	Separation of service for Butler, Courts, Ellis, Channon
	5321111	3,643	Medicare due to increase in pay per new contract.
	5321113	34,989	Pension as per new contract for Holiday Pay and Salary increase.
	Sub Total	166,347	
Fire	5431101	83,490	Union received a 5% increase for 41 employees.
	5431105	46,054	Separation of service for Watson, Painter, Sanders and Poder
	5431111	1,211	Medicare due to increase in pay per new contract.
	5431113	21,447	Pension as per new contract for Holiday Pay and Salary increase.
	Sub Total	152,202	
	Total Addition to Appropriations	**950,807.16**	

* Revenues that have exceeded budget
~Revenues that are anticipated to exceed budget

FY 2007/2008 BUDGET AMENDMENT
MPWA -02

Exhibit A-2

Beginning Fund Balance	-
FY 2007-2008 Amended Revenues	12,116,000
FY 2007-2008 Amended Appropriations	(11,909,607)
Remove budget for Sales Tax	(3,762,000)
FY 2007-2008 Additional Revenues	116,993
Remove budget for Bond Payments	3,120,626
Total Reduction Appropriations	433,198
FY 2007-2008 Additional Appropriations	(115,210)
Ending Fund Balance	(0)

DEPARTMENT	ACCOUNT NO.	AMOUNT	DESCRIPTION/REASON
REVENUES	4-0-106	(3,762,000)	Sales Tax moved to Fund 38
	Total Reduction Revenues	(3,762,000)	
REVENUES			
	4-0-415	104,605	Landfill * ~ see footnote
	4-0-417	7,825	Service Charges * ~
	4-0-610	4,563	Misc. Plat & Zone Mapping *
	Total Additional Revenue	116,993	
APPROPRIATIONS			
Interdepartmental	5215520	8,621	Agent Fees for Bonds
	5267621	3,112,005	Decrease Bond Trustee to Fund 38
	Total Reduction to Appropriations	3,120,626	
Interdepartmental	5267622	433,198	Decrease Transfer to General
	Total Reduction to Appropriations	433,198	
Utility Office	5216202	15,210	Increase in Postage for Utility Bills. ($4,500 per month for postage) and Credit Card Charges
Water Treatment	5874206	100,000	Chemical Expense Water Treatment
	Total Additional Appropriations	115,210	

* Revenues that have exceeded budget
~Revenues that are anticipated to exceed budget

FY 2007/2008 BUDGET AMENDMENT
OTHER FUNDS

Exhibit A-3

FUND OR DEPT.	FUND	ACCOUNT NO.	REV/EXP	AMOUNT	DESCRIPTION/REASON
Wellness Center	10	4-0-106	REV	37,571	Sales Tax Increased.
		5211624	EXP	(37,571)	Cancer Treatment Center
			TOTAL	-	
Educational Fund	26	4-0-106	REV	37,571	Sales Tax Increased.
		5211626	EXP	(18,786)	Payments to Public Schools
			TOTAL	18,786	
Retirement Fund	11	4-0-625	REV	70,081	Reimbursement from Smith Barney
		5220102	EXP	(70,081)	Payments to Retirees.More Retirees were added this fiscal year.
			TOTAL	(0)	
Fire Improvement Fund	19	4-0-330	REV	50,573	Capital Grant
		4-0-720	REV	2,525	Transfer from General Fund
		5431401	EXP	(53,098)	Communication Equipment
			TOTAL	-	
EXPO	28	4-0-101	REV	109,929	Hotel/Motel Tax
		4-0-721	REV	(38,238)	Decrease Transfer from General
			TOTAL	71,691	
E911	29	4-0110	REV	148,000	E911 Taxes Wireless
		4-0-721	REV	(96,832)	Decrease Transfer from General
			TOTAL	51,168	
Economic Development	30	4-0106	REV	37,571	Sales Tax Increased.
			TOTAL	37,571	

FY 2007/2008 BUDGET AMENDMENT
OTHER FUNDS

Exhibit A-3

Dedicated Sales Tax	38	4-0-106	REV	3,762,000	MPWA (1) cent Sales Tax moved from MPWA Fund 02.
		4-0-106	REV	150,283	Sales Tax Increased
		5215520	EXP	(8,621)	Agent Fees for Bonds
		5215621	EXP	(20,000)	MPWA Bond Trustee:1999A&B, 2002 Payment increased in February
		5215621	EXP	(3,112,005)	MPWA (1) cent Sales Tax moved from MPWA Fund 02.
			TOTAL	771,657	
Reserve Fund	40	4-0-725	REV	432,036	Transfer from General Fund
		5267622	EXP	(107,899)	Transfer Un-appropriated Funds
			TOTAL	324,137	

McAlester City Council

AGENDA REPORT

Meeting Date:	April 22, 2008	**Item Number:**	8
Department:	Utility Office/Finance		
Prepared By:	Cora Middleton for David Burke	**Account Code:**	
Date Prepared:	April 15, 2008	**Budgeted Amount:**	
		Exhibits:	Two

Subject

Consider and act upon, a request by Ms. Stella L. Harrison to address the City Council about her water bill.

Recommendation

Discussion

Ms. Harrison is requesting to address the Council regarding her water bill.

Approved By

	Initial	*Date*
Department Head	CM	04/15/08
City Manager	MBR	04/17/08

APR 14 2008

April 11,2008

Dear City Council,

My name is Stella Harrison and I am writing to you about getting on the agenda of the next council meeting about a water bill at 611 East Carl Albert Parkway. Our water bill went from an average of $45.00 a month to $1,400.00 in two months time and nowBetween March 5 and April 5, 2008 it is $36,000.00. I have tried to get this straightened out first with Donna Newman, then with David Burke, our new City Treasurer, and the last meeting that I had with Mr. Burke he gave me a copy of a law that was passed in January 2008 that denies him the right to waiver or change any fees due to the city and told me I would need to take it up with the city council.

I Have met with Jeryy, then with the city engineer and they keep reassuring me that there are no leaks in the building. I did want to tell you this is an empty building.

I need to get this matter straightened out as soon as possible, so please put me on the agenda so I may speak to you. Thank you.

Stella L Harrison

Stella L. Harrison
1227 South A St.
McAlester, OK 74501
918-470-0095

RESOLUTION NO. 08-03

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF MCALESTER, OKLAHOMA, ESTABLISHING THE CITY OF MCALESTER'S POLICY ON THE WAIVER OF FEES, PERMITS, LICENSES OR OTHER RELATED CHARGES.

****

WHEREAS, the City of McAlester has agreed to establish a policy for the waiver of fees, permits, licenses or other related charges; and

WHEREAS, this resolution will establish the policy that there shall be no waiver of any fee(s), permit(s), license(s) or other related charges by the City that are presently established on this date in the City Code of Ordinances.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF MCALESTER, OKLAHOMA:

SECTION 1: The City of McAlester has established a policy that there shall be no waiver of any fee(s), permit(s), license(s) or other related charges by the City that are presently established on this date in the City Code of Ordinances.

SECTION 2: This resolution shall be in full force and effect from and after its adoption by the City Council.

PASSED, APPROVED AND ADOPTED this 8th day of January, 2008, by the Mayor and City Council of the City of McAlester, Oklahoma.

ATTEST:

CITY OF McALESTER, OKLAHOMA
A Municipal Corporation

By _____
Don Lewis, Mayor

_____
Cora Middleton, City Clerk

McAlester City Council

AGENDA REPORT

Meeting Date:	April 22, 2008	**Item Number:**	9
Department:	City Manager		
Prepared By:	Mark B. Roath	**Account Code:**	
Date Prepared:	April 17, 2008	**Budgeted Amount:**	
		Exhibits:	Two

Subject

Consider, and act upon, a request by the Eastern Oklahoma State College to waive the rental fee for the use of the Southeast EXPO Center.

Recommendation

Discussion

Attached hereto is a copy of the Southeast EXPO Center Rental Policy and Procedure, which was adopted by the McAlester City Council on January 8, 2008 via Resolution No. 08-04. Clause 13 of the Rules and Regulations states: "WAIVER OF RENTAL FEES – The City of McAlester will not waive any rental fees to any organizations. The City will consider partnering with organizations for educational and economic development projects if the project is open to the residents of the City of McAlester and no fee is charged to the residents of the City of McAlester. Any request for partnering must be made to the City of McAlester."

Approved By

	Initial	*Date*
Department Head		
City Manager	MBR	04/17/08

RECEIVED
APR 0 8 2008

Date: April 7, 2008

To: McAlester City Council

From: Eastern Oklahoma State College & *GEAR UP*

Barbara Gilbertson and Nicole Cook

Re: Request to be on March 22 Council Agenda

This is a request to be placed on the agenda for the upcoming City Council Meeting on Tuesday, April 22, 2008. On behalf of Eastern Oklahoma State College, GEAR UP for a Brighter Tomorrow, and the Career and College Tour Committee, we would like to present the City of McAlester with a certificate of appreciation for contributions made as a partner on the recent Career and College Tour held at the Southeast EXPO Center. We would also like to share with them the data and feedback from the event, as the city and council was instrumental on the impact it had on our area. We had such a positive response from the 85 business and industry leaders that participated and almost 1000 students from public and private schools; we are already planning the next Career and College Tour! We want to share with the Councilmen the possible dates for the next Career and College Tour and request that they partner with us again. We would also like to request a fee waiver for the use of the Southeast EXPO Center for the event. We look forward to continuing our partnership, working together for the youth of our community and for the economic development of our area.

RESOLUTION NO. 08-04

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF MCALESTER, OKLAHOMA, ESTABLISHING THE SOUTHEAST EXPO CENTER POLICIES, PROCEDURES AND RENTAL FEE SCHEDULE IN THE CITY OF MCALESTER, OKLAHOMA.

****

WHEREAS, the City of McAlester has agreed to establish a policy for the Southeast Expo Center; and

WHEREAS, this resolution will establish the policies and procedures for the Southeast Expo Center, attached hereto.

WHEREAS, this resolution will set the current schedule of rental fees for the Southeast Expo Center, included in the attachment.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF MCALESTER, OKLAHOMA:

SECTION 1: The City of McAlester hereby establishes the policies and procedures and set the current schedule of rental fees for the Southeast Expo Center, as shown in attachment hereto.

SECTION 2: This resolution shall be in full force and effect from and after its adoption by the City Council.

PASSED, APPROVED AND ADOPTED this 8th day of January 2008, by the Mayor and City Council of the City of McAlester, Oklahoma.

ATTEST:

CITY OF McALESTER, OKLAHOMA
A Municipal Corporation

By: Don Lewis, Mayor

Cora Middleton, City Clerk

SOUTHEAST EXPO CENTER

RENTAL POLICY & PROCEDURES

as of December 12, 2007

SOUTHEAST EXPO CENTER
RENTAL POLICY & PROCEDURE

TABLE OF CONTENTS

Page 1-2 Facility Rental Agreement

Page 3-5 Rules and Regulations

Page 6 Expo Rental Rates

CITY OF McALESTER
SOUTHEAST EXPO CENTER
P.O. BOX 578
McALESTER, OK 74501
918/420-3976

FACILITY RENTAL AGREEMENT

EVENT: _____
DATE(S): _____
CONTACT PERSON: _____
LESSEE: _____
ADDRESS: _____
_____
PHONE: _____ **FAX:** _____

Use of the EXPO Center is subject to the rules and regulations adopted by the City of McAlester and conditions stated on this Agreement.

The Renter, hereinafter referred to as Lessee, is permitted to use and occupy the facilities listed below with dates and time indicated, as set forth in this Agreement:

FACILITY	DATE	EVENT TIME	INGRESS/EGRESS

Subject to such conditions, limitations and restrictions, Lessee may have the use of the facilities of the City of McAlester – Southeast EXPO Center specifically described above together with such regularly provided heat, water, light, services, and parking as set forth in the current rate schedule on file in the office of the City of McAlester, Expo Manager, as may be required for the use of said facilities for said purpose. No facility or service not provided for in this Agreement may be used by Lessee. Lessee's use of outside space is prohibited unless specifically provided for herein.

This Rental Agreement shall have no force or affect whatsoever until it is signed and returned with deposit, if such is required, and signed by the Expo Manager. The Lessee shall covenant and agree that it will perform or abide by each and every rule, regulation, restriction, and/or limitation of this Agreement.

If Lessee wishes to cancel an event, its deposit and/or any payment may be refunded by the City of McAlester – Southeast EXPO Center subject to:

(1) Lessee giving written notice of cancellation to the manager at least sixty (60) days prior to the first date reserved for occupancy; or

(2) The Agreement being canceled by the manager under any of the rules of operation governing the management of the Expo Center; or

(3) The Agreement being otherwise canceled at the request of the manager and with the consent of the Lessee.

Any refund of deposit and/or any payment of this Agreement less than sixty 60) days prior to the scheduled event shall be subject to determination by the manager and based on any adverse effects to the operation of facility.

Rates will include table and chairs (as available) and utilities needed for event. Animals will not be permitted in banquet rooms unless used by physically impaired individuals. Items other than audio/visual equipment for meetings and banquets must be pre-approved by manager.

Lessee shall pay the City of McAlester for the use of said facilities, the sum of:

Total rental fee _____;

Upon signing contract _____ will be required as a reservation deposit with the balance one-week prior to eve

SPECIAL CONDITIONS:

1) **Lessee will sign Waiver of Liability or provide Certificate of Insurance as primary party.**

The Lessee shall be responsible for complying with the rules and regulations governing the operations of the Expo Center and for paying directly to the provider the cost associated with any other service performed.

The City of McAlester will be permitted to videotape (no audio) any and all activities held at the Expo Center exclusively for the promotion and advertisement of the Expo Center and the tourism efforts of the City of McAlester. This videotape will not be shared with, sold or given to anyone outside the City of McAlester administration.

I have read, and agree to abide by this Agreement and accompanying rules and regulations as set forth by the City of McAlester.

_____

LESSEE DATE

_____

MANAGER DATE

CITY OF McALESTER
SOUTHEAST EXPO CENTER
P.O. BOX 578
McALESTER, OK 74501
918/420-EXPO

RULES AND REGULATIONS

1) LOCATION – Southeast Expo Center – 4500 W. Hwy. 270, 3 miles west of McAlester, 1 mile east of the Indian Nation Turnpike.

2) PERMITTED GROUPS – Organizations interest in leasing the Expo Center do so by contacting the manager at 918/420-EXPO.

   Reservations are made on a first come, first served basis. Reservations are confirmed using the standard three-year calendar. The reservation calendar will be available for public inspection at all times during regular Expo hours. No date will be removed from the Expo calendar availability list until the deposit set forth by the City of McAlester has been received in the office of the Expo Manager. (If a reservation date is challenged by a group, the first group/client holding the reservation will be notified and deposit will be requested so that the day can remain secure. If the first client declines the request for deposit, the second client requesting the date will be required to submit a deposit to secure the date.)

   Lessee shall comply with all laws of the United States, of the State of Oklahoma, all ordinances of the City of McAlester and all rules and regulations of the City of McAlester. Lessee shall not do, or permit to be done, anything on the premises in violation of any such laws, ordinances, rules and regulations.

   The Expo Center reserves the right to remove or cause to be removed from the premises any objectionable person or persons.

   Unless otherwise authorized by the manager, all plumbing, electrical or carpenter work required to be done on the premises of the Expo Center in connection with Lessee's use, and all extra electrical current required for Lessee's use shall be paid and furnished by the Lessee upon approval of the manager.

3) EXPO CENTER RATES – Lessee of the Expo Center or any portion thereof, shall pay the rental rate set forth by the City of McAlester as is currently existing or as may be revised hereafter.

   At the expiration of the time of occupancy of an event, the Lessee shall vacate the premises of the contracted facility and return to the Expo Center all equipment and property procured from the Expo Center in a like condition and state of repair as when first occupied or accepted.

   In computing the length of performances, meetings, or rehearsals, a reasonable time will be allowed for personnel of the Lessee to enter and exit the building without being assessed for time exceeding the four (4) hour threshold.

4) LEASE CONTRACTS – A copy of the contract will be provided to the Lessee, who must sign the original before event will be scheduled. Signed Contract and reservation deposit made payable to the City of McAlester should be mailed to:

   City of McAlester, SE Expo, P.O. Box 578, McAlester, OK 74501

   Neither Contracts nor any of the rights of the lessee may be assigned, transferred or sublet without consent of the manager.

5) SET-UP REQUIREMENTS – Set-up sheets will be completed by the Lessee and returned with every Contract. Discussion regarding requirements and related cost for any event must be held with the Manager. Any special set-up request may be provided to the Manager, in writing, at least thirty (30) days before the event. In the receipt, handling, care, or custody of property of any kind shipped or otherwise delivered to the Expo Center either prior to, during or subsequent to the use of the facilities by the Lessee, the Expo Center, The City of McAlester, their agents or employees shall not be liable to the Lessee or any other person for the loss, damage or injury to such property.

6) CONCESSIONS – City of McAlester, Expo Center, retains all rights to food and beverage concessions. Concessions of any merchandise, either on display or by taking orders, may be sold only after prior approval of the Manager. No percentage of receipts on merchandise is required at this time. No collections or donations whether for charity or otherwise, shall be made at the Expo Center without the prior approval of the Manager.

7) CERTIFICATE OF INSURANCE – Lessee must provide a Certificate of Liability Insurance to the Manager at least ten (10) days prior to occupying the rented facility. Insurance in the amount of $1,000,000.00 liability and property damage naming City of McAlester, SE Expo Center, as Certificate Holder on the Certificate. (A Waiver of Liability may be permitted for private, non-public events upon approval from Manager.)

8) LICENSES- Lessee shall obtain all permits/licenses required by law ordinances, rules and regulations and provide a copy to Manager ten (10) days prior to event.

9) ADVERTISING – Lessee shall not distribute, circulate, display or permit to be distributed, circulated or displayed, any advertisement material or program promoting events or activities not scheduled at the Expo Center except as is authorized in writing, by the Manager. The Lessee may display promotional or advertisement material for an event held at the Expo as long as no materials displayed damages, injuries, mars or in any manner defaces any portion in the facility at the Expo Center.

10) SECURITY – Lessee is responsible for furnishing security if deemed necessary by the Manager.

11) OBSTRUCTIONS – No portions of sidewalks, entries, vestibules, hall, elevators or way of access to public utilities of the EXPO Center shall be obstructed or caused to be obstructed by the Lessee, nor shall same be caused or permitted to be used for any purpose other than entering or exiting from the premises. The doors, skylights, stairways, openings that reflect or admit light into any portion of the building, hallways, corridors, passageways, radiators, and house lighting attachments, shall in no way be obstructed by the lessee.

12) RENTAL COLLECTION – If for any reason said rental is not paid as stipulated above, it is agreed that any box office receipts in the possession of the City of McAlester, SE Expo Center, or the lessee's designated ticket agent will be immediately applies to the payment of said rent and lessee waives all rights to that portion of the box office receipts necessary to pay said rental lessee shall furnish the City of McAlester, SE Expo Center, a true and accurate copy of the ticket printer's manifest before the event. In all cases, the City of McAlester, SE Expo Center, shall require that a properly executed contract be in effect and the prescribed rental deposit be paid in full before authorizing a ticket sale to commence. The City of McAlester, SE Expo Center, shall further have the right to count all unsold tickets after each performance. Lessee shall furnish a box office statement after each event. In the event, suit or action is instituted, the City of McAlester, SE Expo Center, shall be entitled, in addition to the costs and disbursements provided by statue, to such additional sums as the court my adjudge reasonable for attorney's fees to be allowed in said suit or action.

13) WAIVER OF RENTAL FEES – The City of McAlester will not waive any rental fees to any organizations. The City will consider partnering with organizations for educational and economic development projects if the project is open to the residents of the City of McAlester and no fee is charged to the residents of the City of McAlester. Any request for partnering must be made to the City of McAlester.

RATES

Room	Size	Rate
Entire Building	200' x 400'	$1125.00/ $875.00 2nd & subsequent days
Expo Hall	200' x 250'	$875.00/ $625.00 2nd & subsequent days
101	50' x 75'	$125.00
103	145' x 75'	$315.00
101/103	195' x 75'	$375.00
205	Conference Room	$65.00
207	Approx. 28' x 28'	$65.00
209	Approx. 28' x 28'	$65.00
Mezzanine	135' x 25'	$125.00

USE OF FACILITY FOR BASKETBALL RELATED EVENTS HAS BEEN GIVEN AT NO CHARGE TO LESSEE AND LESSEE IS RESPONSIBLE TO PROVIDE ALL STAFF FOR BASKETBALL RELATED OPERATIONS (ticket sellers, takers, announcers, clocker operators, officials, hospitality items, etc).

LESSEE RETAINS 100% OF PROCEEDS FROM TICKET SALES.

EXPO CENTER RETAINS 100% OF PROCEEDS FROM FOOD & BEVERAGE CONCESSION.

McAlester City Council

AGENDA REPORT

Meeting Date:	April 22, 2008	**Item Number:**	10
Department:	City Manager		
Prepared By:	Mark B. Roath	**Account Code:**	
Date Prepared:	April 17, 2008	**Budgeted Amount:**	
		Exhibits:	Two

Subject

Consider, and act upon, a request by McAlester Economic Development Service, Inc. to waive the rental fee for the use of the Southeast EXPO Center.

Recommendation

Discussion

Attached hereto is a copy of the Southeast EXPO Center Rental Policy and Procedure, which was adopted by the McAlester City Council on January 8, 2008 via Resolution No. 08-04. Clause 13 of the Rules and Regulations states: "WAIVER OF RENTAL FEES – The City of McAlester will not waive any rental fees to any organizations. The City will consider partnering with organizations for educational and economic development projects if the project is open to the residents of the City of McAlester and no fee is charged to the residents of the City of McAlester. Any request for partnering must be made to the City of McAlester."

Approved By

	Initial	*Date*
Department Head		
City Manager	MBR	04/17/08

April 14, 2008

Mark Roath, City Manager
City of McAlester
P.O. Box 578
McAlester, Oklahoma 74502

Dear Mr. ~~Roath~~ mark,

As you know, workforce development is a key to growing and retaining jobs in any community. One of the historically successful ways our McAlester Area workforce has been developed is through bringing business and industry, as well as potential employees, together at a job fair. MEDS, and its Human Resource Committee, is asking the City of McAlester to partner with us in hosting such an event.

This job fair will be made available to all high school seniors in Pittsburg County, as well as graduates of Kiamichi Technology Center and Eastern Oklahoma State College. McAlester Area business and industry representatives have been invited to attend and present information to those prospective employees.

This event will be held in EXPO Hall, located at the Southeast EXPO Center, on Thursday, May 1, 2008. A two day rental (first day for set up and second day for the event) will be required, with the total rental cost for this event being $1,500. We are asking the City of McAlester to waive the rental fee for this event. No other events have been scheduled to be held at the EXPO Hall during this time frame, and this event is in accordance with the objectives contained in Goal 1 of the contract between the City of McAlester and MEDS.

It is my understanding this request must be submitted no later than 10:00 a.m. on Tuesday, April 15, 2008 in order to meet the agenda deadline for the McAlester City Council meeting on Tuesday, April 22, 2008. Unfortunately, the MEDS Board does not meet until 3:30 p.m. on April 15, so we are submitting this request in advance of any formal MEDS Board action to be in compliance with your deadline. Should the MEDS Board take adverse action on this project, this request will be withdrawn immediately.

Your continued support in making McAlester "A Natural Choice for Business" is greatly appreciated.

Sincerely,

Frank Phillips, Chair
MEDS Human Resource Committee

McAlester Economic Development Service, Inc.
4500 W. Hwy. 270 ▪ P. O. Box 3190 ▪ McAlester, OK 74502
(918) 423-5735 ▪ Fax (918) 426-0207

RESOLUTION NO. 08-04

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF MCALESTER, OKLAHOMA, ESTABLISHING THE SOUTHEAST EXPO CENTER POLICIES, PROCEDURES AND RENTAL FEE SCHEDULE IN THE CITY OF MCALESTER, OKLAHOMA.

****

WHEREAS, the City of McAlester has agreed to establish a policy for the Southeast Expo Center; and

WHEREAS, this resolution will establish the policies and procedures for the Southeast Expo Center, attached hereto.

WHEREAS, this resolution will set the current schedule of rental fees for the Southeast Expo Center, included in the attachment.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF MCALESTER, OKLAHOMA:

SECTION 1: The City of McAlester hereby establishes the policies and procedures and set the current schedule of rental fees for the Southeast Expo Center, as shown in attachment hereto.

SECTION 2: This resolution shall be in full force and effect from and after its adoption by the City Council.

PASSED, APPROVED AND ADOPTED this 8th day of January 2008, by the Mayor and City Council of the City of McAlester, Oklahoma.

ATTEST:

CITY OF McALESTER, OKLAHOMA
A Municipal Corporation

By: Don Lewis, Mayor

Cora Middleton, City Clerk

SOUTHEAST EXPO CENTER

RENTAL POLICY & PROCEDURES

as of December 12, 2007

SOUTHEAST EXPO CENTER
RENTAL POLICY & PROCEDURE

TABLE OF CONTENTS

Page 1-2	Facility Rental Agreement
Page 3-5	Rules and Regulations
Page 6	Expo Rental Rates

CITY OF McALESTER
SOUTHEAST EXPO CENTER
P.O. BOX 578
McALESTER, OK 74501
918/420-3976

FACILITY RENTAL AGREEMENT

EVENT: _____
DATE(S): _____
CONTACT PERSON: _____
LESSEE: _____
ADDRESS: _____
_____
PHONE: _____ **FAX:** _____

Use of the EXPO Center is subject to the rules and regulations adopted by the City of McAlester and conditions stated on this Agreement.

The Renter, hereinafter referred to as Lessee, is permitted to use and occupy the facilities listed below with dates and time indicated, as set forth in this Agreement:

FACILITY	DATE	EVENT TIME	INGRESS/EGRESS

Subject to such conditions, limitations and restrictions, Lessee may have the use of the facilities of the City of McAlester – Southeast EXPO Center specifically described above together with such regularly provided heat, water, light, services, and parking as set forth in the current rate schedule on file in the office of the City of McAlester, Expo Manager, as may be required for the use of said facilities for said purpose. No facility or service not provided for in this Agreement may be used by Lessee. Lessee's use of outside space is prohibited unless specifically provided for herein.

This Rental Agreement shall have no force or affect whatsoever until it is signed and returned with deposit, if such is required, and signed by the Expo Manager. The Lessee shall covenant and agree that it will perform or abide by each and every rule, regulation, restriction, and/or limitation of this Agreement.

If Lessee wishes to cancel an event, its deposit and/or any payment may be refunded by the City of McAlester – Southeast EXPO Center subject to:

(1) Lessee giving written notice of cancellation to the manager at least sixty (60) days prior to the first date reserved for occupancy; or

(2) The Agreement being canceled by the manager under any of the rules of operation governing the management of the Expo Center; or

(3) The Agreement being otherwise canceled at the request of the manager and with the consent of the Lessee.

Any refund of deposit and/or any payment of this Agreement less than sixty 60) days prior to the scheduled event shall be subject to determination by the manager and based on any adverse effects to the operation of facility.

Rates will include table and chairs (as available) and utilities needed for event. Animals will not be permitted in banquet rooms unless used by physically impaired individuals. Items other than audio/visual equipment for meetings and banquets must be pre-approved by manager.

Lessee shall pay the City of McAlester for the use of said facilities, the sum of:

Total rental fee _____;

Upon signing contract _____ will be required as a reservation deposit with the balance one-week prior to eve

SPECIAL CONDITIONS:

1) **Lessee will sign Waiver of Liability or provide Certificate of Insurance as primary party.**

The Lessee shall be responsible for complying with the rules and regulations governing the operations of the Expo Center and for paying directly to the provider the cost associated with any other service performed.

The City of McAlester will be permitted to videotape (no audio) any and all activities held at the Expo Center exclusively for the promotion and advertisement of the Expo Center and the tourism efforts of the City of McAlester. This videotape will not be shared with, sold or given to anyone outside the City of McAlester administration.

I have read, and agree to abide by this Agreement and accompanying rules and regulations as set forth by the City of McAlester.

_____

LESSEE DATE

_____

MANAGER DATE

CITY OF McALESTER
SOUTHEAST EXPO CENTER
P.O. BOX 578
McALESTER, OK 74501
918/420-EXPO

RULES AND REGULATIONS

1) LOCATION – Southeast Expo Center – 4500 W. Hwy. 270, 3 miles west of McAlester, 1 mile east of the Indian Nation Turnpike.

2) PERMITTED GROUPS – Organizations interest in leasing the Expo Center do so by contacting the manager at 918/420-EXPO.

Reservations are made on a first come, first served basis. Reservations are confirmed using the standard three-year calendar. The reservation calendar will be available for public inspection at all times during regular Expo hours. No date will be removed from the Expo calendar availability list until the deposit set forth by the City of McAlester has been received in the office of the Expo Manager. (If a reservation date is challenged by a group, the first group/client holding the reservation will be notified and deposit will be requested so that the day can remain secure. If the first client declines the request for deposit, the second client requesting the date will be required to submit a deposit to secure the date.)

Lessee shall comply with all laws of the United States, of the State of Oklahoma, all ordinances of the City of McAlester and all rules and regulations of the City of McAlester. Lessee shall not do, or permit to be done, anything on the premises in violation of any such laws, ordinances, rules and regulations.

The Expo Center reserves the right to remove or cause to be removed from the premises any objectionable person or persons.

Unless otherwise authorized by the manager, all plumbing, electrical or carpenter work required to be done on the premises of the Expo Center in connection with Lessee's use, and all extra electrical current required for Lessee's use shall be paid and furnished by the Lessee upon approval of the manager.

3) EXPO CENTER RATES – Lessee of the Expo Center or any portion thereof, shall pay the rental rate set forth by the City of McAlester as is currently existing or as may be revised hereafter.

At the expiration of the time of occupancy of an event, the Lessee shall vacate the premises of the contracted facility and return to the Expo Center all equipment and property procured from the Expo Center in a like condition and state of repair as when first occupied or accepted.

In computing the length of performances, meetings, or rehearsals, a reasonable time will be allowed for personnel of the Lessee to enter and exit the building without being assessed for time exceeding the four (4) hour threshold.

4) LEASE CONTRACTS – A copy of the contract will be provided to the Lessee, who must sign the original before event will be scheduled. Signed Contract and reservation deposit made payable to the City of McAlester should be mailed to:

City of McAlester, SE Expo, P.O. Box 578, McAlester, OK 74501

Neither Contracts nor any of the rights of the lessee may be assigned, transferred or sublet without consent of the manager.

5) SET-UP REQUIREMENTS – Set-up sheets will be completed by the Lessee and returned with every Contract. Discussion regarding requirements and related cost for any event must be held with the Manager. Any special set-up request may be provided to the Manager, in writing, at least thirty (30) days before the event. In the receipt, handling, care, or custody of property of any kind shipped or otherwise delivered to the Expo Center either prior to, during or subsequent to the use of the facilities by the Lessee, the Expo Center, The City of McAlester, their agents or employees shall not be liable to the Lessee or any other person for the loss, damage or injury to such property.

6) CONCESSIONS – City of McAlester, Expo Center, retains all rights to food and beverage concessions. Concessions of any merchandise, either on display or by taking orders, may be sold only after prior approval of the Manager. No percentage of receipts on merchandise is required at this time. No collections or donations whether for charity or otherwise, shall be made at the Expo Center without the prior approval of the Manager.

7) CERTIFICATE OF INSURANCE – Lessee must provide a Certificate of Liability Insurance to the Manager at least ten (10) days prior to occupying the rented facility. Insurance in the amount of $1,000,000.00 liability and property damage naming City of McAlester, SE Expo Center, as Certificate Holder on the Certificate. (A Waiver of Liability may be permitted for private, non-public events upon approval from Manager.)

8) LICENSES- Lessee shall obtain all permits/licenses required by law ordinances, rules and regulations and provide a copy to Manager ten (10) days prior to event.

9) ADVERTISING – Lessee shall not distribute, circulate, display or permit to be distributed, circulated or displayed, any advertisement material or program promoting events or activities not scheduled at the Expo Center except as is authorized in writing, by the Manager. The Lessee may display promotional or advertisement material for an event held at the Expo as long as no materials displayed damages, injuries, mars or in any manner defaces any portion in the facility at the Expo Center.

10) SECURITY – Lessee is responsible for furnishing security if deemed necessary by the Manager.

11) OBSTRUCTIONS – No portions of sidewalks, entries, vestibules, hall, elevators or way of access to public utilities of the EXPO Center shall be obstructed or caused to be obstructed by the Lessee, nor shall same be caused or permitted to be used for any purpose other than entering or exiting from the premises. The doors, skylights, stairways, openings that reflect or admit light into any portion of the building, hallways, corridors, passageways, radiators, and house lighting attachments, shall in no way be obstructed by the lessee.

12) RENTAL COLLECTION – If for any reason said rental is not paid as stipulated above, it is agreed that any box office receipts in the possession of the City of McAlester, SE Expo Center, or the lessee's designated ticket agent will be immediately applies to the payment of said rent and lessee waives all rights to that portion of the box office receipts necessary to pay said rental lessee shall furnish the City of McAlester, SE Expo Center, a true and accurate copy of the ticket printer's manifest before the event. In all cases, the City of McAlester, SE Expo Center, shall require that a properly executed contract be in effect and the prescribed rental deposit be paid in full before authorizing a ticket sale to commence. The City of McAlester, SE Expo Center, shall further have the right to count all unsold tickets after each performance. Lessee shall furnish a box office statement after each event. In the event, suit or action is instituted, the City of McAlester, SE Expo Center, shall be entitled, in addition to the costs and disbursements provided by statue, to such additional sums as the court my adjudge reasonable for attorney's fees to be allowed in said suit or action.

13) WAIVER OF RENTAL FEES – The City of McAlester will not waive any rental fees to any organizations. The City will consider partnering with organizations for educational and economic development projects if the project is open to the residents of the City of McAlester and no fee is charged to the residents of the City of McAlester. Any request for partnering must be made to the City of McAlester.

RATES

Room	Size	Rate
Entire Building	200' x 400'	$1125.00/ $875.00 2nd & subsequent days
Expo Hall	200' x 250'	$875.00/ $625.00 2nd & subsequent days
101	50' x 75'	$125.00
103	145' x 75'	$315.00
101/103	195' x 75'	$375.00
205	Conference Room	$65.00
207	Approx. 28' x 28'	$65.00
209	Approx. 28' x 28'	$65.00
Mezzanine	135' x 25'	$125.00

USE OF FACILITY FOR BASKETBALL RELATED EVENTS HAS BEEN GIVEN AT NO CHARGE TO LESSEE AND LESSEE IS RESPONSIBLE TO PROVIDE ALL STAFF FOR BASKETBALL RELATED OPERATIONS (ticket sellers, takers, announcers, clocker operators, officials, hospitality items, etc).

LESSEE RETAINS 100% OF PROCEEDS FROM TICKET SALES.

EXPO CENTER RETAINS 100% OF PROCEEDS FROM FOOD & BEVERAGE CONCESSION.

Council Chambers
Municipal Building
April 8, 2008

The McAlester Airport Authority met in regular session on Tuesday, April 8 25, 2008, at 6:00 P.M. after proper notice and agenda was posted April 4, 2008.

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

A motion was made by Mr. Mason and seconded by Mr. Condit to approve the following:

- **Approval of the Minutes from the March 25, 2008, Regular Meeting of the McAlester Airport Authority.** *(Cora Middleton, City Clerk)*

- **Confirm action taken on City Council Agenda Item E regarding the Claims for the period of March 26th through April 8th, 2008.** *(David Burke, City Treasurer)* In the amount of: $3,704.80.

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

AYE: Trustees Smith, Condit, Wilkinson, Mason, & Chairman Lewis
NAY: None

Chairman Lewis declared the motion carried.

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

AYE: Trustees Smith, Condit, Wilkinson, Mason, & Chairman Lewis
NAY: None

Chairman Lewis declared the motion carried.

ATTEST:

Don Lewis, Chairman

Cora Middleton, Secretary

Council Chambers
Municipal Building
April 8, 2008

The McAlester Public Works Authority met in Regular session on Tuesday, April 8, 2008, at 6:00 P.M. after proper notice and agenda was posted April 4, 2008.

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

A motion was made by Mr. Wilkinson and seconded by Mr. Condit to approve the following:

- **Approval of the Minutes from the March 25, 2008, Regular Meeting of the McAlester Public Works Authority.** *(Cora Middleton, City Clerk)*

- **Confirm action taken on City Council Agenda Item E regarding the Claims for the period of March 26th through April 8th, 2008.** (David Burke, *City Treasurer)* In the amount of: $39,556.15

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

AYE: Trustees Smith, Condit, Wilkinson, Mason & 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. Garvin. The vote was taken as follows:

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

Chairman Lewis declared the motion carried

ATTEST:

Don Lewis, Chairman

Cora Middleton, Secretary

Council Chambers
Municipal Building
March 25, 2008

The McAlester Retirement Trust Authority met in regular session on Tuesday, March 25, 2008, at 6:00 P.M. after proper notice and agenda was posted March 19, 2008.

Present: Sam Mason, Buddy Garvin, Haven Wilkinson, 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 February 26, 2008, Regular Meeting of the McAlester Retirement Trust.** *(Cora Middleton, City Clerk)*

- **Approval of Retirement Benefit Payments for the period of April, 2008.** *(Sherry Alessi, Assistant City Treasurer)* In the amount of $34,040.42.

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

AYE: Trustees Mason, Smith, Condit, Read, Wilkinson, Garvin & Chairman Lewis
NAY: None

Chairman Lewis declared the motion carried.

There being no further business to come before the Authority, Mr. moved for the meeting to be adjourned, seconded by Mr. Wilkinson. The vote was taken as follows:

AYE: Trustees Mason, Smith, Condit, Read, Wilkinson, Garvin & Chairman Lewis
NAY: None

Chairman Lewis declared the motion carried.

ATTEST:

Don Lewis, Chairman

Cora Middleton, Secretary